

# Sotheby's INSTITUTE OF ART

## Student Representative: Role Specification

**Role:** Student Representative

**Representation:** Each MA Programme will typically select a minimum of two Student Representatives. Programmes with very large cohorts may have more representation to ensure that all groups are represented. Semester Courses typically will have one Student Representative, although some larger cohorts may have more.

**Role Summary:** Student Representatives are the voice of the Institute's student body. Their role is to feedback about the student experience and to represent the interests of students on various Institute committees.

### Role Tasks:

- To gather feedback from students about all aspects of their experiences at the Institute and to report and discuss these with the programme team at Programme Committee meetings and, when necessary, to meet with programme directors/co-ordinators to address any pressing issues;
- To assist programme teams in the evaluation of the programmes performance and delivery as part of the annual quality monitoring process and to participate in the creation of the action plan for continuous quality enhancement;
- Selected representatives to attend the Institute's Academic Board meetings to represent the interests of the student body and to participate in the academic governance of the Institute;
- Selected representatives attend the Institute's Academic Standards Committee meetings to represent the interests of the student body;
- When necessary, to meet with and feedback to the Collaborative Academic Advisers from the University of Manchester about students experiences at the Institute as part of the annual quality monitoring process;
- When necessary, to meet with external quality assurance and other agencies to feedback on the student experience at the Institute;
- Student Representatives may be asked to take part in focus groups pertaining to specific aspects of the student experience or to contribute to proposed curriculum changes;
- A Student Representative from a Master's programme may be asked to be a member of any Misconduct Committee or Complaints Committee that is convened. The student representative would not be drawn from the same programme as the student(s) involved in the case being addressed.

- To accompany another student as part of a Summary Findings Committee and/or Misconduct Committee, if asked.

### **Frequency of meetings**

- Programme Committees meet twice per academic year, normally towards the end of each semester. All Student Representatives of a programme or course will be invited to attend.
- The Academic Standards Committee meets every month during taught semesters. Two Student Representatives are invited to attend each meeting on a rotating basis, from November onwards.
- The Academic Board meets four times per year. Two selected Student Representatives are invited to attend three meetings, from December onwards.