

# STUDENT REPRESENTATIVE Information Guide



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**Wintec**  
WAIKATO INSTITUTE OF TECHNOLOGY

# Congratulations on being elected a Student Representative!

## What is a Student Representative?

Student Representatives are elected by fellow classmates to represent their (and other students) interests at meetings with Wintec.

As a Student Rep, you'll:

- Be the link in helping Wintec to stay connected with students. Help to ensure that Wintec is made aware of students' needs and concerns, bring a student viewpoint to meetings, and communicate feedback from meetings to the class.
- Give student feedback to help Wintec provide the support and services that students need, and better ensure that students have a positive experience during their time here.

## What is a Student Forum?

The Student Forum is a communication tool. Students communicate their needs, wants, questions and concerns – things that you, as a Student Representative, will help Wintec become aware of.

## What is required of me?

**As a Student Rep you will need to:**

- Attend any training provided to you
- Let your class know who you are. Give your student email as a method of contact.
- Attend all meetings as required
- Represent your whole class at Student Forums
- Raise matters on behalf of your class at meetings
- Give feedback to your class following meetings
- Hand in Class Evaluation (Setmap) forms (if required)

## What sort of issues may be raised?

Student representatives deal with matters that impact on the quality of education in that module, or programme, and wider matters which affect the overall experience of students.

**Examples:**

- Teaching and learning issues
- Amount of assessment
- Rooms and facilities
- Clarity of communication
- Timetable changes

## Elevating student issues

When a class member approaches you with an issue that cannot wait to be addressed in a meeting, you should take it directly to your Tutor. Should you need to elevate the matter further, please contact your Team Manager or Programme Co-ordinator.

- Make an appointment in their office hours through SEIC
- Discuss the matter and advise class members of the outcome

If you and the class member do not think the issue has been resolved, you should then take the issue to the Head of School or Centre Director.

## What's in it for me?

- Broaden your skill-set (e.g. Develop your communication skills, learn how meetings are run, work with a diverse range of people...)
- Boost your CV by receiving a Student Representative Certificate in recognition of your leadership skills
- Meet different people and make new friends

## Don't forget ...

- This is your link to feeding back on your experience at Wintec
- Positive feedback is also important - Wintec would love to hear it
- Compliment staff if you've heard good feedback about them from the class

## School/Centre Staff

### Head of School / Centre Director

Ext

Email

### Team Managers

Ext

Email

### Minute Taker

Ext

Email

## Meeting Dates/Venue & Time

### Meeting 1:

*(including training for those new representatives)*

Date

Venue

Time

### Meeting 2:

Date

Venue

Time

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