

EDA COLLEGE



Student Representatives Handbook

Document Version Control

Version	Date	Changes Made	Triger to Change	Writer/Updater	Next Review
1.1	October, 2024	New Document	Requirement	Principal	September, 2025

External Reference Points

Contents

Introduction	3
Scope of the Handbook.....	3
Student Body Structure/Levels	3
Rules of Student Representation	4
Principles of Student Representation	5
Training and Support for Student Reps	5
Awards/Rewards for Student Reps	5
Appendix	6
Student Charter.....	6
Expectation from EDA College	6
Expectations from EDA Students	7

Introduction

1. Students are central to the operations of the EDA College in effective management of its academic and non-academic services and therefore we are committed to provide opportunity to students to raise their voice by attending different committee and board meetings via their representatives.
2. The aim of students' partnership in different activities of the decision-making boards/committees is to respect the voice of students in the decisions that affect them and their studies at the EDA College. The student representation process is in addition to many other ways of obtaining students' opinion, like student feedback surveys, on our teaching, learning, assessment, programme management and organisation.
3. This handbook provides complete information and guidance on purpose and scope, rules and principles, method of election of student representatives, levels of representation, training and support available for performing as student representative and rewards/awards associated to student representation role at EDA College.

Scope of the Handbook

4. This handbook is relevant to all the students who are interested to become the student representatives or who are already the part of student representation community.
5. This handbook is also relevant to the administration and academic management staff who organise the student representatives' election, training and meetings.

Student Body Structure/Levels

6. The EDA College student body is most like to shape in the following way as we progress with our students' progression and programme development;
 - a. **Student President** – the most senior student representative
 - b. **Programme Student Representative** – student representative nominated by Level Student Reps to deal issues at Programme Level
 - c. **Level Student Representatives** – student reps elected for each level of study by other class representatives from various groups/classes in the same level of study
 - d. **Class Student Representative** – student rep elected by the students of the same class which student rep belongs to.

Rules of Student Representation

7. The student representation process will follow certain rules and regulation for the smooth and effective arrangements for students' voice to be heard and necessary actions are taken in appropriate manners.
8. The student representation will be based on following **rules**;
 - 8.1 Each class/group/section of students studying at EDA College will have at least one student representative
 - 8.2 Student representative will be chosen/elected by the class/group of students themselves
 - 8.3 Admin or academic staff will facilitate the election programme through an impartial process
 - 8.4 Admin or academic staff involved in the election process will briefly explain student representative roles and responsibilities to prospective student representatives so they take a well-informed decision to participate in student representation
 - 8.5 Student representation is a great opportunity to have your voice in the decision that may affect the lives of the student body you represent but it does by no means provide any preference to student reps in teaching, learning and assessment
 - 8.6 Student reps will bring the student issues to the relevant committees and will not create any hue and cry outside these committees
 - 8.7 Student reps will discuss individual/personal student issues with complete confidentiality based on prior permission from relevant student/s
 - 8.8 Student Representative election will be using following **process/method**;
 - 8.8.1 Student representative will be elected by their own classmates in the beginning of their study at each level
 - 8.8.2 Students of a class can vote by the raise of hands for a particular person or persons and the college admin or academic staff member will announce the name/s of the elected student representative/s in each class
 - 8.8.3 Students can create a consensus on any student representative/s without holding proper voting
9. Elected Student representatives will attend their student reps training session with the relevant Programme Leader to go through student handbook and the principles of student representation.

Principles of Student Representation

10. The approach to student representation is based on the following principles;
 - 10.1.1 **Democratic Norms** – all the students of a class will have open opportunity to become student rep via voting through the raise of hands in an open forum e.g. classroom
 - 10.1.2 **Student Central Approach** – means that students are significant partners in educational decision making at EDA College
 - 10.1.3 **Fair and equal access to participate** – students will be provided fair and equal access to participate through student representation at all levels
 - 10.1.4 **Vivid announcement of Student Reps** – student body of the college must be aware of their representatives through clear and vivid announcement process using emails and Moodle
 - 10.1.5 **Student Reps Accessibility** – student reps will be accessible to the student body they represent
 - 10.1.6 **Student Charter Implementation** – Student reps will be responsible to adhere to and implement the student charter with the help of admin and academic staff of EDA College

Training and Support for Student Reps

11. Student representatives, once elected by their constituent student body, shall be provided with appropriate opportunity to understand their roles and responsibilities
12. The relevant Programme Leader will provide this training through a planned and well-recorded meeting
13. These trainings can be repeated if they need be
14. Student reps will be made aware of the term dates and calendar of meetings that they would be expected to attend
15. Minutes of the meetings that student reps attend will be shared with them to share across the whole student body

Awards/Rewards for Student Reps

16. Student representatives at different levels will be recognised by providing them with college logo embroidered jumpers so that they are recognised
17. Student representatives will be awarded with certificates, gift vouchers and/or souvenirs at the end of each year for their role and contribution

Appendix

Student Charter

Expectation from EDA College

The EDA College is expected to;

- Deal with you fairly, justly, legally and courteously
- Make all necessary arrangements for your best educational experience
- Allow you to study in tolerant and respectful manner
- Implement its Equality and Diversity Policy by promoting equality and respecting diversity
- Fully implement its Anti-Harassment and Anti-Bullying Policy and Procedures with zero tolerance to any sort of harassment, bullying and discrimination
- Make sure all the students are fit to study, in line with its Fitness to Study Policy
- Follow the Tuition Fee refund and Compensation Policies in appropriate manners
- Ensure the freedom of speech per our College Policy and Statutory requirements
- Allow for access to the College and its services information in an accurate and reliable way
- Provide detailed induction on the programme of study and allow you to provide feedback on induction exercise
- Allow you to access your Student/Programme Handbook, Module Handbooks that include information about our academic and management team, teaching and learning strategy and assessment methods and other relevant policies and procedures
- Manage your assessments/exams in accordance with awarding bodies regulations
- Provide prompt, timely and constructive formative and summative feedback
- Provide a high quality and accessible facilities, resources and services
- Communicate with you on timely manner using approved channels of communication including college email, texts, and above the Virtual Learning Environment (VLE)
- Clearly mention the key College staff and their areas of responsibility so that you know who to contact for information. advice and guidance
- Provide access to tutorials, study skills and pastoral care systems with provision for a wide range of academic, pastoral and career-orientated content.
- Provide a range of opportunities for you to enhance your employability and develop transferable skills.
- Make student representation at all levels of decision that affect your life at college and frequently review the process's effectiveness
- Allow and encourage you to provide feedback about the quality of the programme, facilities and services you receive and take necessary measures to address the concerns you raise via feedback process
- Ensure safeguarding your personal information and comply with the requirements of the Data Protection Act 2018
- Ensure it is fully compliant with consumer protection law and allow you to use complaints procedures if needed.

Expectations from EDA Students

As a student of the EDA College, you are expected to;

- Attend all the sessions with active engagement in teaching and learning activities and if you are unable to attend any session, inform us using prescribed absence report system
- Attend inductions and provide feedback and suggest improvements in induction process
- Read and understand the details given in various handbooks and comply with the College regulations, policies and procedures
- Use College premises and facilities responsibly complying with any guidance or regulations governing their use and respecting the needs of other users.
- Meet the assessment/exam deadlines and take responsibility of own learning to meet the course completion and progression requirements
- Understand and abide by your obligations for paying course fees by meeting all deadlines for the payment of fees, understanding that non-payment will result in your place being withdrawn
- Show engagement by regularly using the College VLE and other communication channels including college email and texts sent to you from admin staff
- Treat everyone with respect, courtesy, and maintain integrity throughout your journey at EDA College
- Be aware that participating in any form of sexual harassment or misconduct, verbally, digitally, or in person, breaks UK law, and will be accordingly reported to the proper authorities
- Take reasonable care for your own safety and the safety of others, both on and off College premises
- Seek academic and pastoral support and guidance when you need it
- Inform us about any circumstances that may affect your engagement with your studies.
- Provide us with up-to-date details for your student records (e.g. your address) and tell us promptly when these details change
- Take part in the election of student representatives and when invited, attend meetings of relevant committees/boards
- Participate in feedback surveys that are conducted routinely in every semester and at the end of year to provide feedback on the quality of the educational provision and services you receive.