

Role and tasks of the Student Reps

WUAS Student Reps are elected and re-elected on a yearly basis (Week3, Block 3)

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1 Two Roles for Student Representatives

1.1 Student Reps

1. Represent students overall in the following areas
 - Overall student experience
 - Overall teaching quality
 - Learning facilities and tools
 - University facilities and accommodation
 - Student accommodation
 - Non-curricula activities (organization of SWIFT)

(See details below)

1.2 Programme Committees

2. Represent students in the programme as part of a programme committee – BBA, MBA, MBM
 - BBA = 2 teachers & 2 student reps
 - MBA = 2 teachers & 2 student reps
 - MBM = 2 teachers & 2 student reps

Programme Committees:

- Evaluate the content of the programme
- Evaluate the teaching of the programme
- Evaluate the assessment of the programme
- Evaluate the outcomes of the programme

(See details below)

2 Events

2.1 Student & Staff Representation Conference Day

WUAS Representation Conference (All students & Staff) – a whole day event held during Week 3 of Block 5, with the following on the programme.

Morning Session

- Student Reps meeting (09.00-10.30)
- Staff Rep meeting (09.00-10.30)
- Break (10.30-11.00)
- Bachelor's Programme Committee Meetings (11.00-12.30)
- Master's Programme Committee Meetings (11.00-12.30)
- Research Centre Development Meeting (11.00-12.30)

Lunch for morning session attendees (12.30-14.00)

Afternoon Session

- Plenary feedback session, with presentations (14.00-14.40)
 - Feedback from Student Reps
 - Feedback from Staff Reps
- Plenary discussion led by a moderator (14.40-15.00)

Tea & Coffee Break (15.00-15.20)

- Plenary feedback session, with presentations (15.20-15.50)
 - Feedback from Programme Committees
 - Feedback from Research Centre
- Plenary discussion led by a moderator (15.50-16.10)
- Initial reaction & feedback from Management (16.10-16.30)

Drinks & Snacks (16.30)

2.2 Reporting event:

- Student Reps produce 2-page report (max) based on agenda.
- Programme Committees produce 2-page report (max) based on agenda.

Timing: Student Rep, Programme Committee, and Staff Reps to finalize advisory reports made as a result of the representation conference and deliver to management.

Working lunch to be held in Week 3 of Block 7 (before 1 July Year Report Deadline).

3 Student Representatives Agenda

3.1 Overall student experience

- The content of the programmes at WUAS
- The general skills students acquire at WUAS
- The academic skills taught at WUAS
- The applied research skills taught at WUAS
- Preparation for a professional career / relevance to professional practice
- The information provided by WUAS about its programmes
 - Information about students' academic progress;
 - Information about rules and procedures;
 - Implementation of rules & procedures;
 - Information about the organisation of the study programmes;
 - Contents of the EEG;
- Programme schedules / timetabling at WUAS
 - Timely publication of examination and assessment results
 - The timely publication of study programme schedules:
 - The timely notification of schedule changes
 - Practicality of study programme schedules (with regards to factors like times and locations)
 - The number of teaching hours planned
- Overall study load of programmes at WUAS
- Academic guidance / counselling provided at WUAS
- The opportunities made available for students to help improve WUAS
- The way WUAS deals with complaints and issues
- Class sizes at WUAS
 - Tutorial group size (project groups) & lecture group size (classes)
- Positive challenges at WUAS
- The attention for internationalisation at WUAS
 - The assistance offered to students by WUAS (e.g. with registration, accommodation, visas etc.)
 - The assistance offered by WUAS to help international students to integrate into Dutch society (e.g. English or Dutch language course, study buddy system)
- The overall level of English of staff at WUAS
- The general atmosphere within WUAS

3.2 Overall teaching quality

- Overall quality of the teachers at WUAS
 - Levels of academic qualifications of WUAS teaching staff
 - English language levels of teachers at WUAS
- Classroom experience provided by teachers at WUAS
- Lesson planning by WUAS teachers – organisation of lessons
- Diversity of methods in teaching at WUAS

- Contents of lessons at WUAS
- Teaching experience of WUAS lecturers / teachers
- One-on-one guidance provided by supervisors /tutors

3.3 Learning facilities and tools

- Suitability of classrooms
- Suitability of workstations (e.g. quality of computers and study rooms)
 - The availability of workstations (e.g. sufficient number of workstations)
- The library / resource centre
 - Online Journals
 - Timetabling Software
 - Osiris / Student Information & Results
 - Graduway / Wittenborg Online
 - IT facilities
 - The digital learning environment (Moodle, Blackboard)

3.4 University facilities and accommodation

- Access to University locations
- Network access & WIFI access
- Account management
- Food and beverage facilities
- Internal Environment (inside buildings)
- External Environment (outside buildings)

3.5 Student accommodation

- Availability of student accommodation
- Access to student accommodation
- Quality of student accommodation
- Importance of student accommodation

3.6 Non-curricula activities (organization of SWIFT)

- Organisation of SWIFT
- Events organised by SWIFT
- Events organised by WUAS
- Sport at WUAS

4 Programme Committee Task Overview

The main goal of the bachelor's and master's Programme Committee's is to safeguard and stimulate the quality of education and to represent the community of students and staff in Programmes at WUAS. The Programme Committees will discuss all issues related to education and provide advice to the Education Board (Director of Education). Topics include curriculum design (content), quality of teaching and examinations (assessment), study environment and programme outcomes.

The Programme Committees play an essential role in the quality control system of WUAS. Programme Committee roles and functions are defined in the Dutch Higher Education Act (WHW) and can be summarised as follows:

- Programme Committees give advice on the relevant parts of the Education & Examination Guide (EEG)
- Judge the (quality of) the implementation of the EEG
- Provide solicited or unsolicited advice to the Education Board (Director of Education) on any issues regarding teaching and delivery of education;
- The Education Board will discuss any new policies or education related decisions in advance with the Programme Committees. In addition, the Programme Committees can raise their own points related to the quality of education.

5 Programme Committee Agenda

5.1 Evaluate the content of the programme

- The pathways and the specialisations – logic and content
- Horizontal cohesion in the programme
- Vertical cohesion in the programme
- The balance of the programme in subject domain areas
- The balance of research models used in the programme
- The weight of research-based learning in the programme
- The weight of practical-based learning in the programme
- The weight of the programme (in EC credits)
 - Intake into the programme – pre-requisites
- The distribution of the study load across the academic year
 - The feasibility of deadlines
 - How much credits (ECs) correspond to the actual study load
 - The ability to take the preferred courses without encountering a study delay
- Knowledge or skills you acquired during your internship
- The link between internships and the rest of the programme
- The options provided by the final project

5.2 Evaluate the teaching of the programme

- Overall quality of the teachers involved in the study programme
 - Supervision of internship provided as part of the programme
 - Being prepared for internship as part of the programme
 - Supervision received at companies or organisations where students do internship
- Overall lesson preparation, use of techniques and models during teaching
- Are students being challenged or invited to give their very best
- Are students given opportunities to pursue their own interests
- Are students encouraged to explore deeper into the curriculum material
- Are students challenging and inspiring each other to perform to a higher level
- Effectiveness of dual teaching

5.3 Evaluate the assessment of the programme

- Evaluation of education and learning based on student feedback
- Information about evaluation outcomes (results)
- The way the study programme uses evaluation outcomes (results)
- The way the study programme deals with complaints and issues
- The quality of examinations and assessment at WUAS (e.g. assessment criteria and forms of examinations)
 - The transparency of the criteria used to assess your academic work and progress
 - The suitability of examinations and assessment to the content of the programme
 - Quality of examination on knowledge;
 - Quality of practical examinations;
 - The number of assessments in the programmes;

5.4 Evaluate the outcomes of the programme

- Level of learning experience
- Level of final projects
- Value of degree
- Employability
- Starting income levels
- Knowledge migrant system