

Student representation

Adopted by the CASS Education Committee in mid 2009

As part of its quality assurance of education, the College of Arts and Social Sciences is committed to ongoing and effective communication with students in order to ensure that their feedback informs the planning and improvement of teaching and educational programs.

For this purpose it follows the following procedures with respect to undergraduate teaching; and, *in relation to clause 1 only*, postgraduate education:

1. A meeting will be convened, at least once each semester between the Dean of the College, the Chair of the Education Committee, the Associate Dean (Education) and three nominated representatives of each of ANUSA and PARSA.
 2. All academic staff will provide the opportunity in the first or second lecture of meeting of the semester for up to two course representatives to be selected by students taking the course.
 3. Those students nominated will provide, by the conclusion of week 3 of the semester, their contact details to the relevant School/Centre administration officer and ANUSA.
 4. Heads of School will convene meetings, mid-way through and at the conclusion of each semester, for all student representatives of courses offered by their academic area.
 5. Course representatives may contact the relevant course convener, or Head of School/Centre, or the Associate Dean (Education), at any time to resolve matters requiring immediate attention.
 6. ANUSA and course representatives will be responsible for ensuring communication between themselves and the wider student body
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