

**Quality Assurance Document**  
**Guidelines for Students Representation**

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## Document Summary

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## Revision History if any

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<b>Rev no.</b>	<b>Date of revision</b>	<b>Statement changed</b>
01	20 <sup>th</sup> June 2023	The criterion for candidate nominations is included under clause 6.1.3. The Student Affairs office is responsible for the implementation of the Student Advisory Council and Class Representatives elections. Considering the university's growth, the number of SAC elected members has recently increased from 15 to 18 members.

## 1. Abbreviations and Definitions

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Table 2: Table of Abbreviations/Definitions

Abbreviation	Explanation
CR	Class Representative is elected from students of the same class.
MoHERI	Ministry of Higher Education, Research and Innovation
SAC/Council	Student Advisory Council
SAC Office	It is headed by the president of the council and comprising of the vice president, head of Academic, Student Services ,Activities and Initiatives committees
SAO	Student Affairs Office
University/NU	National University of Science and Technology

## 2. Introduction

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This guideline document sets out the joint commitment of National University of Science and Technology (NU) and the students' community to endorse an effective and comprehensible system of student representation on various advisory and decision making forums across campuses of NU such as committees, boards or the University Council. In addition it sets out the rights and responsibilities of both the University and the student with regards to their election, selection, support and the procedure involved

## 3. Purpose

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The aim of this guidelines is to ensure that students are well represented and have a voice on matters relating to their education and student experience.

## 4. Scope

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This guideline document applies to all registered students across all campuses of the University and chairs/members of College/University Committees/Boards.

## 5. Guidelines Statements

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- 5.1 Student representatives are significant and valued student leaders representing the Students Advisory Council (SAC) and Class representatives (CR).
- 5.2 It is important that student representatives are clear on their role and responsibilities, to ensure that they can be effective on behalf of their peers.
- 5.3 The Student Advisory Council (SAC) represents student voice on matters related to academics, services, activities and initiatives at NU.
- 5.4 The **Student Affairs office (SAO)** shall have the overall responsibility of implementation of SAC and CR elections.
- 5.5 The Student Advisory Council Members are elected from the student of each college. All student who are registered/enrolled in that college have the right to vote in elections.
- 5.6 Nomination and election of SAC members is guided by the Ministry of Higher Education, Research & Innovation (MoHERI) Regulatory Guide of Students Advisory Councils.

- 5.7 The class representative is elected from the students of the same class. All students who are registered/enrolled in that class vote in the election.
- 5.8 CR acts as the main official channel of communication between the instructor/course coordinator and the rest of the class. Depending on the gravity of the situation, the issue can be brought to the attention of the assistant dean/dean/Director.
- 5.9 CR's are accountable for representing the best interests of their peers. To enable this, they gather feedback from their peers about their University experience and engage with staff and SAC through various forums.

## 6. Procedure

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### 6.1 Nomination and Election of SAC

- 6.1.1 Information about the SAC system should be provided by Colleges/School as part of their induction and be included in the Student Guide/Handbook for new students.
- 6.1.2 Commencement of nomination in the Council is announced by the second week of the first semester of the academic year
- 6.1.3 Nominee of SAC is required to meet the following Criteria:
- 6.1.3.1 Should have completed at least one semester in program of study excluding the foundation program.
  - 6.1.3.2 GPA not less than (2.0) for undergraduate student
  - 6.1.3.3 GPA not less than (3.0) for Postgraduate student
  - 6.1.3.4 Should have registered for the minimum academic load during the membership period.
  - 6.1.3.5 Should not have been subject to any disciplinary action
- 6.1.4 Council's elections shall take place no later than the third week of the first semester of each academic year.
- 6.1.5 Every student has the right to cast a vote in elections. Each student has one vote only.
- 6.1.6 Total of 18 students are selected through direct voting and they are the members of SAC
- 6.1.7 **Other than the 18** elected members, **two representatives** are selected from the General Foundation Program.
- 6.1.8 Elections for **council's office** are conducted at NU level among the elected 18 members from colleges which consist of the following:
- a. President – Omani
  - b. Vice president - Omani
  - c. Chair of Academic Committee
  - d. Chair of Student Services Committee
  - e. Chair of Activities & Initiatives Committee
  - f. Council's Rapporteur.

## **6.2 Responsibilities of SAC**

- 6.2.1 Contribute to the improvement and development of educational and research processes and services provided to students.
- 6.2.2 Enhance transparency principles and encourage constructive opinions and commitment to polite dialogue among students.
- 6.2.3 Develop awareness of being productive and creative citizens who practice human and social activities in a responsible manner.
- 6.2.4 Develop spiritual, moral values and national feeling, proudness of the nation, its culture, heritage, high ideals and values.
- 6.2.5 Provide students with the basic elements that help them strengthen their characters, develop team work spirit, think scientifically, develop dialogue spirit and respect others' opinions
- 6.2.6 Follow up student issues, educate them, maintain their achievements and work closely with the institutions to solve their problems.
- 6.2.7 Improve student activities in all scientific, cultural, social, sport, artistic and other constructive fields.
- 6.2.8 Embed values of volunteer work principles to support charitable activities and projects.
- 6.2.9 Support outstanding students and create a suitable atmosphere to help them study and carry out scientific research.
- 6.2.10 Raise the level of intellectual, cultural, artistic, social and sporting activities and enhance communication horizons and activate communication channels between the students and officials in the institutions.

## **6.3 Election of Class Representatives (CR)**

- 6.3.1 Information about the class representation system should be provided by Colleges/School as part of their induction for new students.
- 6.3.2 It is expected that CR are elected rather than nominated. If there are insufficient candidates to merit an election, volunteers may be nominated to the role of CR with the agreement of the group of students that they represent.
- 6.3.3 All students have the right to stand for election to become a CR and Colleges/School are asked to ensure that students enrolled in a flexible mode of study are afforded the same opportunity as full-time students.
- 6.3.4 Nominees for CR can register their names with Student Affairs Office (SAO) located on each campus.
- 6.3.5 Nominees for class representatives have only one week to campaign/introduce themselves to their peers during Week 2 of the first semester of each academic year.
- 6.3.6 CR are elected through straight voting under the SAO's supervision.
- 6.3.7 SAO should send lists of CR to the Dean's Office.

6.3.8 Elections for CR should be completed by Week 3 of each semester of Academic Year.

## **6.4 Responsibilities of Class Representatives CR**

6.4.1 CR are responsible for gathering and presenting the views of those they are representing to the SAO and for reporting the outcomes to them.

6.4.2 CR are expected to liaise with SAO as appropriate, on matters of concern and/or interest.

6.4.3 CR are expected to attend meetings arranged by their College /School at least twice a year.

6.4.4 CR are expected to take a leading role in sharing information, participating in discussions and in recording issues to SAO.

## **6.5 Student Representation in committees/boards of University/College/school**

6.5.1 Executive/Dean/Director provide the list of committees/boards that require student representation, indicating the frequency of meetings.

6.5.2 Student Representatives in University's committee / College's board are to be directly selected from the pool of SAC members and class representatives.

6.5.3 Whenever Student Representatives are required as mentioned under clause 6.5.1 and 6.5.2, the Deans in consultation with SAO and chairs of the committees nominate/ select the student members and their names are forwarded to the respective Executive/Dean/Director chairing the Council/Board/Committee.

6.5.4 The committees of UC or College/School board where student representatives are required, should have at least two students' representatives from the pool of SAC.

6.5.5 The respective chair should send an assignment letter to the selected student representative with a copy to SAC president for student file.

6.5.6 A student can serve in a committee for up to two years.

6.5.7 As mentioned under Appendix 2 when its required members of SAC should represent University Council, College Board, Curriculum & Learning Resources and Industry & Community Engagement. Any other College Level committees shall be represented by Class Representatives.

## **6.6 Chair of Committee/Board Responsibilities**

6.6.1 Share the committee's remits, term of reference and committee member details with student representatives.

6.6.2 Induct the student representatives about the committee.

6.6.3 Explain how and when meeting agendas and minutes are distributed to committee members.

- 6.6.4 Prior to each meeting, the chair should clarify to the student representatives the issues on the agenda where student feedback are valued.
- 6.6.5 Encourage students to voice their opinions during the meeting.

## **7. Documentation**

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- 1. Assignment Letter
- 2. Student Representative Structure in NU
- 3. MOHRI Regulatory Guide of Students Advisory Councils

## 5 Appendix 1: Sample of Assignment Letter

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Date: XXXXXXXX

Student Name: XXXXXXXX

Student ID: XXXXXXXX

Dear Student,

With reference to your selection as student representative for University/College committee/board (Name) XXXXXXXX, I am delighted to assign you to serve the University/College and peer student during the academic year 20XX – 20XX

Student representation is vital for healthy educational environment where students and staff work together to improve student academics and wellbeing. Your role as a representative will be to liaise with students on matters related to your committee's term of reference. You are expected to freely share your opinions and to be the voice of students in the committee meetings. Therefore, you may need to collect and present student feedback on various matters.

The committee chair will contact you soon to brief you on the committee structure and function.

Thank you in advance for your service.

Sincerely

VC/Dean/Director

## 6 Appendix 2: Student Representative Structure in NU

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