



Duties of Programme Group Representatives

The principal and most important duty of the Programme Group Representatives (commonly known as “Class Representatives”) is to act as the **channel of communication** between the students of their group/cohort and the School. This role does not come with the authority to govern the group. The Representative is the **voice for the group**. The Representative does not have the duties, responsibilities or authority of a teaching assistant.

Presented with any problem or initiative arising from the group, the Class Representative will:

1. Discuss the issue with the appropriate teacher, tutor or with a guidance counsellor.
2. Inform the students in the group of the response and possible solutions that have been offered.

Therefore, the **essential aptitudes** Class Representatives must have in order to successfully represent the group are empathy and respect in communications.

Consultations, proposals and complaints must be approved by a group margin of 50% +1 for such matters to qualify as group matters. All other concerns, suggestions, complaints, etc. are considered individual matters, and as such the Representative does not have a duty to handle them.

The communications channels available to students are:

INDIVIDUAL STUDENT CONCERNS AND PROPOSALS:

- * Regarding a specific programme course-> the teaching staff.
- * Regarding degree or study programme academic matters-> Programme or Area Leader.
- * Regarding personal matters-> tutor or a guidance counsellor.
- * Regarding general services-> the relevant department

Any doubts regarding which channel to use -> estudiantes@taiarts.com

GROUP CONCERNS AND PROPOSALS:

- * Class Representatives, in their regular meetings with the School. When required by the group (50%+1) and upon sending a reasoned request.
- * Student Body Representative, in meetings of the Quality Committee (university degree programmes).

1 Representative is elected per programme group and per academic year. There is no second student representative.

The office of Class Representative could be awarded up to 0.5 ECTs per academic year, which can be tabulated beginning in Year 1, provided the Representative correctly carries out the duties of the office.

The Representative must apply for the recognition of these credits at the end of the academic year and by contacting the Students Department, provided that he/she has fulfilled his/her duties. In the event that the Student Support and Welfare Unit considers that only some of its functions have been adequately fulfilled, the Unit may decide how many credits would correspond to its functions.



The Representative may be removed by a decision of the group or of the School if he/she works to the detriment of, or is derelict in carrying out the duties of the office.

Any student may occupy the office. All students have the right to vote and be voted for. The voting process is democratic and anonymous.

Being the Representative class group is a volunteer decision. Therefore it is crucial that the person chosen by the group to assume this role is committed to the duties related with the representative class tasks.

The duties of the Class Representatives are to:

- * Be the voice for the group. This means conveying the suggestions or complaints of the group he/she represents to the teaching team or the School.
- * Collaborate with teachers on issues that affect the normal progress of classes.
- * Compile the solutions and agreements that come out of meetings with teachers and the School and relay these to their group, for example during the Class Representatives reunions.
- * Compile information from her/his colleagues (complaints, query, suggestions, etc.) filling the form that they receive via email previous Class Representatives reunions to express their opinions.
- * Attend all meetings that are called by TAI School of the Arts management or any of its departments.
- * Respond to the School emails.
- * Promote harmonious coexistence within the group, barring any actions that may be harmful to the group or compromise the freedom and personal dignity of any of its members. The Representative must notify the School of such actions.
- * Care for, and ensure the proper use of classroom and School facilities and equipment.
- * In the event of a delay in the start of a class session, the Representative will remind the group of its obligation to remain in the classroom until the teacher arrives. When the duration of the delay exceeds 10 minutes, the Representative will contact the Registrar's Office/Reception to inform of the teacher's delay.
- * Disseminating information in cooperation with the School.

All communications must be in writing and include the **reason** for the communication --suggestion, query, complaint, etc.--, and the **proposal** or **request** that is being made. The communication must include the information compiled by the group. There is no limit to the number of communications that can be made, and meetings with the teaching team or the School can be requested as needed.



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Versions/modifications

<i>Version number</i>	<i>Date</i>	<i>Description of the modification</i>
01	September 2020	First version
02	July 2022	Introduction: clarification teacher no-attendance. Voting: specifies presence of a guidance counsellor.
03	July 2023	ECTS application details.
04	July 2024	The definition of duties is improved and the figure of tutor is added.

	<i>Responsible</i>
<i>Authorship</i>	Student Support and Welfare Unit
<i>Review</i>	Department of Quality and Development
<i>Approval</i>	Office of Academic Affairs
<i>Scope (applies to)</i>	Faculties, The Registrar's Office