



## THE KENYA SCHOOL OF LAW

### CLASS REPRESENTATIVES HANDBOOK 2019-20

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#### **1.0 The Role of a Class Representative**

The main role of Class Representatives is to gather views from their peers regarding various aspects of their course and to communicate those to members of staff. The specific roles of a Class Representative is to:

1. Keep the students apprised on the rules and regulations of the School.
2. Get an undertaking from all the students in their class that nobody will volunteer to give proxy or sign any document for another student. Proxies and principals will be identified, reported and disciplinary action taken against them.
3. Present to the administration matters that affect all students, not just for the benefit of a few students. Where the latter occurs, to get the concurrence of other students before placing the matter before the School's administration.
4. Keep a watch on the schedule for the entire semester and report/discuss with the class supervisor/AD ATP/teacher any modification required well in advance (preferably 72 hours before).
5. Have a cordial relationship with the rest of the students.
6. Communicate with fellow students through email and social media on any changes or requirements for their studies, extra-curricular activities, classes, meetings, changes in rules and or regulations governing their conduct and student welfare.
7. Provide suggestions to improve student academic life and welfare.
8. Be role models on good student behavior.
9. Attend monthly Class Representative-School Administration Meeting to provide feedback on the running of academic programme and related matters.

The issues to be addressed by Class Representatives are:

#### **1.1 Course/section level**

- Course information (e.g. clarity of information, communication).
- Specifics of assessment: content, timing, spread, marking criteria, clarity of feedback etc.
- Teaching in specific classes.

## **1.2 Academic programme level**

- Timetabling issues, class sizes.
- Curriculum issues.
- Progression from year to year.
- Accessibility of staff.
- Administration support.

## **1.3 School level**

- Student Welfare Support systems.
- Action plans following student surveys.

## **2.0 Selection of Class Representatives**

Each class shall have two Class Representatives; large classes of over 300 students can have three class representatives, subject to the Director's approval.

The Class Representatives will be nominated or elected by the Class. The Class has the discretion on the selection method provided the method is transparent and democratic. The selection of the class representative will be done within one month of registration into an academic programme. Once the class representatives are selected they will at the first meeting of all class representatives elect the Student Body President, Vice-President, Secretary General and student representative to the Students Disciplinary Committee. The Student Body President, Vice President and student representative to the SDC will serve for the whole period unless removed as a class representative under part 6.0.

The President and Vice-President's role is to represent the class representative in one-to-one meetings with the School's administration on urgent issues facing the whole student body.

An induction training of 1-2 days will be conducted for class representatives within 1-2 week of their appointment.

## **3.0 Person Specifications for a Class Representative**

To be an effective Class Representative you should:

- ✓ Be enthusiastic.
- ✓ Be committed to helping others.
- ✓ Be able to manage your time effectively (juggling lectures, studies, part-time work, class or student representative duties and social and recreational activities)
- ✓ Be visible - make yourself known to your classmates and peers and to the relevant staff in the programme and School.
- ✓ Advise your classmates and peers of how to contact you.
- ✓ Attend the induction training provided by the School at the beginning of your term of office.

- ✓ Collect the views of your classmates and peers and present them clearly and in a non-prejudicial way at the monthly Student Representative-School Administration meetings and beyond, when required.
- ✓ Put forward agenda items for the Student Representative-School Administration meetings
- ✓ Prepare for the Student Representative-School Administration meetings by reading the relevant documents and requesting previous minutes.
- ✓ Report agreed action back to your classmates and peers using the agreed communication channels in the handbook.
- ✓ Follow up on actions allocated to you.
- ✓ Liaise with and alert the Student Body President any class issues which are out with your remit or which you would like assistance in tackling.
- ✓ Keep up to date with issues and developments concerning legal education and professional training.

#### **4.0 Benefits of a Class Representative**

The School will provide the Class Representatives with the following:

1. Airtime of Kshs. 1000/ class representative.
2. Access to lectures/syndicate rooms to hold meetings, make a short presentation about items to be discussed at Student Representative's Council.
3. Provision for 1 student representative to sit in the Students Disciplinary Committee and Graduation Organizing Committee, respectively.
4. The School will on completion of the programme provide each Class Representative with a recognition certificate.

#### **5.0 Complaints Handling Mechanism**

Class representatives in carrying out their role will need to handle complaints from their classes or the Class Body. The complaints handling system is as provided in the Student Handbook, found at [www.ksl.ac.ke](http://www.ksl.ac.ke).

In summary it involves;

- a. First instance- Class Supervisor.
- b. Second instance- Assistant Director, ATP.
- c. Third instance-Deputy Director, Academics Division.
- d. Fourth Instance- The Director/Chief Executive Officer.

#### **6.0 Removal of Class Representatives**

The position of Class Representative is for a term of eighteen months from the date of appointment. Additionally a person will cease to be class representative if they:

1. Resign, in writing, as a class representative.
2. Defer their studies.

3. Are found guilty of any disciplinary misconduct offence by the Students Disciplinary Committee. A class representative may be suspended from their duties by the Director pending conclusion of a disciplinary process.
4. Inability to perform the role effectively, as evidenced in writing, accompanied by signatures of two thirds of members of the appointing Class.