



SO 3007

STANDING ORDER GOVERNING COURSE REPRESENTATIVES

1. Interpretation

These Standing Orders shall be read in conjunction with the Articles, Bye Laws and other relevant Standing Orders of Hull **University Students' Union** and joint Code of Practice (partnership with students) (hereafter collectively referred to as the Regulations) and shall be interpreted accordingly.

2. Status of Representative

The Course Representative shall be responsible for representing the interests of students on their course at the University of Hull. The Course Representative is responsible to the Faculty Rep and President of Education


3. Appointment

Course Representatives will be appointed by a self-nomination process in accordance and managed by Hull **University Students' Union** regulations and the joint Code of Practice. The self-nomination process will be open online via the HUSU website (hulluniunion.com) during April/May of the preceding academic year, the start of Trimester 1 and the start of Trimester 2 for set periods of time.

4. Duties

Course Representatives shall carry out such duties and fulfil such obligations as arise consequent upon being appointed into post. In particular:

- a. Attend training held by Hull **University Students' Union**;
- b. Attend Education Zone Open Meetings;
- c. Attend Student Staff Forums;
- d. Attend meetings held by their Course Rep Leader;
- e. Represent and support students on their course and act as a channel of communication between them, the Union and the University;

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- f. Consult with the student body within their programme on academic issues;
 - g. Represent the views of student body within their department or programme to Education Zone Open Meetings and Student Staff Forums;
 - h. Feedback information to students within their programme;
 - i. Campaign on educational issues.
 - j. *(Optional)* Student Chair of Student-Staff Forums (SSF);
 - i. The occupant of this role will be decided by a vote between Course Reps in attendance at the first SSF of the academic year. Ideally, there should be three or more reps available to hold a vote. In the incident of a tie (say there are two reps who both vote themselves), then the role of chair can be done in rotation from meeting to meeting.
 - ii. The occupant will continue in this role until they:
 - 1. Choose to vacate the role;
 - 2. They miss two consecutive SSFs, at which point an election to decide a replacement will be called;
 - 3. A vote of no confidence is raised against them by a member of the SSF and is supported by more than half of those in attendance.
 - k.
 - l.

5. Internal

The Course Representatives at subject/programme/course level shall be responsible for the following:

- a. A voting member of Education Zone Open Meetings;
- b. Any other committees, groups or responsibilities deemed necessary for the position.

6. External

The Course Representatives at subject/programme/course level shall represent **Hull University Students' Union** to the University and be a voting member on either of the following University committees/ groups:

- a. Student Staff Forums;
- b. Any other groups deemed relevant.