

SO 3010

STANDING ORDER GOVERNING COURSE REP FORUM

MISSION

The Forum may consider any matter affecting the educational welfare of students of the University and formulate policy for recommendation to the Education Zone and University Committees, on any such matters.

FUNCTION

1. The Course Rep Forum shall be responsible for ensuring:
 - a. collection of information regarding the educational welfare of all students;
 - b. dissemination of information regarding the educational welfare of all students;
 - c. Recommending policy on educational matters arising from University policies and decisions for referral to the Education Zone;
 - d. Recommending policy on educational matters arising from Government or other outside bodies' policies/decisions for referral to the Education Zone;
 - e. communication between the Course Reps, Faculty Representatives, School Reps and Education Officer;
 - f. the promotion of student representation and engagement in all areas of the University.

MEMBERSHIP

There shall be a Course Rep Forum of the Union consisting of student representatives of the University.

2. The voting membership of the Course Rep Forum shall be:
 - (a) Course Representatives
 - (b) School Representatives

- (c) Faculty Representatives
- (d) All Education Zone Voting Members

All Full Members of the Union shall be eligible to attend meetings of the Course Rep Forum as observers with speaking rights.

MEETINGS OF THE COMMITTEE

3. Category of meeting. There shall be two categories of meetings of the Forum.
 - a. Ordinary Meetings. There shall be five Ordinary Meetings in every academic year. They shall be called by the Education Officer and shall be announced at least five clear days before, and the agenda thereof shall be distributed to members at least two days in advance.
 - b. Extraordinary Meetings. An Extraordinary Meeting shall be called by the Education Officer on their own initiative or at the request of five voting members of Course Rep Forum, Union Council or 25 Full members of the Union.
4. Quorum. The quorum for all meetings shall be twenty-five members.
5. Chairperson. Education Officer to be Chair.
6. Minutes. Minutes shall be taken of all Course Rep Forum meetings, posted on the website after ratification by email forum of all members. Minutes of all meetings shall be open to inspection by any member of the Union. Minutes will be sent for discussion to University Learning & Teaching Committee.

Passed UEC: 16th September 2011
Passed Union Council: 17th October 2011

Updated: ME/MT May 2016
Passed UEC: 26 April 2016
Passed UC: 9 May 2016

Updated: MT/AJ October 2016
Passed UEC: 4 October 2016
Passed UC: 17 October 2016

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