

COURSE
REPS

HULL UNIVERSITY
UNION

Your Union

COURSE REPRESENTATIVE STAFF HAND BOOK 2017

An introduction to the Course
Representation System at the
University of Hull.

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Introduction

This Handbook has been written by Hull University Union (HUU) with the full support of the University to serve as a clear guide to Course Representation.

The guide is primarily designed for nominated contacts within academic subject groups, schools, and faculties, whose responsibility it is to run and oversee course representation at the various levels of the University. This Handbook will:

- Outline the changes to representation that you need to know, and explain why those changes were made.
- Detail HUU's role in the Course Representative system and how we support both students and staff.
- Please note that this handbook is not designed as a replacement for either University or Union policy. The Quality Handbook and HUU Standing orders, found online, should always be regarded as definitive.

(HUU Standing Order 3011 on Course Representation can be found at <https://hullstudent.com/about-us/governance/standing-orders>. The section on Course Representation in the Quality Handbook can be found in section K2.

Course Representation is a fantastic opportunity for students to learn new skills, gain confidence, make an impact on their education, and have further opportunities open to them. HUU is looking forward to working in partnership with University staff to facilitate this.



Foreword



Foreword from Professor Alan Speight, Pro-Vice Chancellor (Education)

It gives me great pleasure to provide the Foreword to this Handbook. I believe passionately that the role of Course Representatives is fundamental to the effective partnership relationship between the Students' Union and the University, and to the effective representation of students' views on the quality of their learning and teaching experience. The importance of the role that Course Representatives play in these two critical regards cannot be overstated.

Course representatives also play a broader role, beyond the significant role that they play in liaison with academic programme directors, and the representation of student opinion on aspects of learning, teaching and assessment where there are opportunities for development, enhancement and

improvement. Course representatives are also integral to the effective functioning of Student-Staff Forums, and through their contributions to discussions concerning the continuous enhancement of the wider student experience, embracing student learning and student life more generally.

Course representatives, may find themselves involved in aspects of the University's systems for quality enhancement, possibly outside of their immediate subject area or Faculty, and contributing to the operation of University-wide initiatives for enhancement and improvement. Course representatives may also be involved in contributing to curriculum design and the principles and practices of assessment, alongside employers and other external stakeholders, or in the shaping of student support, learning resources and technologies.

Crucially, student involvement will be needed in the review of student survey outcomes, including of course the National Student Survey, and the formulation and evaluation of action plans at subject, Faculty and University level. Students' insights and experiences will be invaluable in helping to ensure that student satisfaction levels match and exceed national benchmarks, subject area by subject area, and as a result that student satisfaction levels for the University as a whole are amongst the very best in the UK.

In the modern higher education sector, the student voice has never been more powerful, nor more important. The ability to represent that voice, and to do so in a way that fosters openness, mutual respect, and the pursuit of common goals, is an essential skill, and one that will serve students well both during and after University. I also thank you personally, and on behalf of the University, for interacting with the Course Representative system at such an important and exciting time in the University's development.

Staff Introductions



Your Elected Representative, Salman Anwar: Education Officer

Hi, I'm Salman and I'm the Education Officer for 2017/18! Throughout my time as a student, I've seen the value and impact that Course Reps have on the student experience here at Hull. Recently graduating in BA Politics, the opportunities the University gave me encouraged me to stand to become Education Officer, wanting to improve and shape the experience for all students!

The Course Rep system brings Hull University Union and the University of Hull together to work towards the common goal of improving the student experience for all students. Over the past year, HUU and the University have worked together to strengthen the student voice and improve academic representation. From developing courses and obtaining

more core textbooks free in the library, to the £28 million investment in the library itself, the partnership between HUU and the University has worked well and brought about real improvements to the student experience.

Students who have been elected as representatives embody what it means to be part of HUU: empowered to create positive change for all of our members. With students being at the heart of all we do at the University and HUU, supporting student representatives helps to show that. Many employees of the University would pay testament to the fact they see representatives grow hugely over the year, developing their organisational, leadership, communication, and problem-solving skills.

Supporting representatives and working with them is important to the development of both our students and the university, helping to develop the HUU and University relationship, helping to develop students and in turn helping to improve the student experience.

The HUU team would like to give an enormous thank you for going above and beyond for the students. I know my time at University was shaped massively by the staff that helped and supported me along the way. This year I want to be as helpful as possible, so if there is anything I can do personally in support of your subject group, schools, or faculties please do not hesitate to contact me, and I look forward to working together to bring about positive change for the students here at Hull.

Telephone: 01482 462064

E-mail: S.Anwar@hull.ac.uk

Twitter: @HullEducation

**Education Co-ordinator:
Benedict Greenwood**

Benedict is the Education Co-ordinator (EC). This means he oversees recruitment of Course Reps and will inform Subject Groups, Schools and Faculties of who their representatives are. He conducts the training of all Course Reps, oversees the Canvas Course Rep page, and writes the Course Rep newsletters, in addition to the day-to-day administration of the system. If you have any problems or queries regarding representation, please contact Benedict.

- Please send SSF attendance lists to Benedict as soon as possible, so he can monitor Course Reps, help those who are not engaging with the system, and reward those who are.
- As soon as the minutes of an SSF have been approved please send them to the e-mail address below.

Telephone: 01482 466269
E-mail: hvu-representation@hull.ac.uk
Twitter: @HullReps



Course Reps Explained..

Course Representatives are students who have chosen to represent their peers on academic areas such as feedback, resources, teaching, and supervision – to name just a few categories. They are a crucial communicative link between students and the University, helping staff to identify and work through academic problems encountered throughout the year. Course Reps should also have an input in how to solve issues in their Subject Group. Reps then feedback to students on the actions taken by staff on their course.

We also emphasise that Course Reps should also tell staff about the great things on their course, for the purpose of identifying good practice, and to create a more positive feeling at SSFs. Course Reps are at the heart of the representative system and have a unique opportunity to network and make a difference. The primary way in which they can do this is through Student-Staff Forums (SSFs). SSFs form the basis of representation and the main points discussed from these meetings should feed into Faculty Boards run by the University, and into Union Council and the Course Rep Forum at HUU.



Course Reps Logo

Staff should create a welcoming and relaxed atmosphere at SSFs. It is worth remembering that many students may find attending a Forum with university staff intimidating. Reps may also not be familiar with the many terms and meanings that might seem obvious to University staff. A relaxed environment, therefore, promotes healthy discussion, good attendance, and helps foster a student's development.

It is crucial that you, our staff, help to co-ordinate these meetings and give students every opportunity to contribute. Just as importantly, students must be given ownership of this forum! Wherever possible let Course Representatives contribute to the agenda.

Course Representatives do much more than attend SSF's. Many volunteer to help HUU in our various campaigns, and others use their own initiative to lobby the University. Course Reps are often invited to give feedback on new ideas and proposals forwarded by HUU and the University, and are engaged students passionate about the quality of education they receive. It is our job to enable Course Reps to develop their skills and reach their full potential, ensuring their time as a Course Rep is a memorable one for the right reasons.

If you know a student who would make a fantastic Course Rep, please direct them to www.hullstudent.com/survey/crnomination to complete their nomination form.

Recruitment

New this year!

There are changes to the Course Rep system this year. The most notable is that Course Reps no longer need to go through an election process. Those wishing to represent their cohort at subject level can simply complete their online nomination form and will be eligible to undertake Course Rep training in October.

Recruitment in a Nutshell

All nominations and voting for School and Faculty Reps take place on www.hullstudent.com/elections. The Course Rep nominations will remain open throughout the academic year on www.hullstudent.com/survey/crnomination for anyone who wishes to represent their cohort at subject level.

Nominations for School and Faculty Reps open on Monday 18th September, 9am (Week 0), and close on Friday 29th September, 3pm. Students will be able to log on and complete their nomination form on hullstudent.com/elections.

Voting for these positions will open on Monday 2nd October, 9am (week 2), and close on Friday 6th October at 15:00. This is the period in which all students can log-on and vote for their representatives. The system will recognise the student demographic and only allow that student to vote for their own School Rep/Faculty Rep.

Once voting is finished, Faculties will be notified of the identity of their reps.



HUU and the University in Partnership

HUU will be responsible for publicising course representation, and the methods of nominating and voting, to students. Consequently, we will produce leaflets, pens and posters to help promote the system and the elections.

Please note that HUU will need assistance from Subject Groups in terms of permitting HUU staff to hand out marketing materials and place posters on noticeboards. It would be beneficial if Subject Group staff help us encourage interest by emailing their students, posting notices on Canvas, and introducing students to representation at induction. If your Subject Group has an associated student-run society (for instance, the Criminology Society), it might be an idea to help them promote Course Reps to their peers. Support from this can come from HUU's Education Co-ordinator. HUU will also offer each Subject Group the opportunity for a member of our staff to do a lecture shout-out to students during the first two weeks of the course. This will be a brief presentation of what the system is, and the benefits of getting involved or voting.

Joint Programmes

The Code of Practice states that Reps taking joint programmes can decide on which SSF they wish to attend. However, HUU will advise in training that these students attend their home degree SSF.

Remuneration

It is crucial to ensure there is no disparity between Subject Groups. As such, students must not receive any financial incentive or other remuneration for serving as members of any University committee or group in their capacity as a Course, School, or Faculty Representative.

Other Representatives

To reflect the organisation of the University, there will be two further tiers in the Course Rep structure.

School Reps

Each Subject Group must have a School Rep to advocate the views of Course Reps and students within their remit at their relevant School Learning & Teaching Committees, to their Faculty Reps, and to HUU. School Reps are crucial in ensuring information from Subject Groups is fed into Schools and Faculties.

School Reps will be elected for the following academic year during the main elections in March, with any remaining positions to be filled during the October by-elections. They will have a similar role to Course Reps but will have additional duties. School Reps will be expected to attend HUU School Rep training and separate SSF Chair training, liaise with the Faculty Rep, and direct Course Reps within their Subject Group, while actively meeting with these Course Reps to listen to them and to provide information. They will manage and lead discussion groups on the Course Rep Canvas page.



School Reps Logo

School Reps will be expected to attend and chair relevant SSF's. If there is more than one SSF in their Subject Group, then School Reps are expected to attend as many as they can. Arrangements can be made to have more than one School Rep in a Subject Group, especially if there are a greater number of Course Reps/SSFs in that Subject Group than the norm (such as Modern Languages).

Please note that School Reps are an entirely separate position to Course Reps.

Faculty Reps

Faculty Reps support, inform and direct School Reps and Course Reps within their Faculty by offering guidance and leadership. They meet with and receive updates from their School Reps. They attend SSFs, Course Rep Forum, Faculty Boards, Faculty Education and Student Experience Committees and the Education Zone. They should develop a good working relationship with staff, HUU, School Reps and Course Reps. Please ensure that Faculty Reps are aware of the dates of Faculty meetings.

Faculty Reps will be elected at the same time as School Reps. Again, HUUs Election System will recognise the student and which Faculty they belong to if they want to nominate themselves for this position. Any student from that Faculty can vote for the Faculty Rep.

There are 4 Faculty Reps and 2 will represent the student voice at Senate, the highest decision-making body at University. Faculty Reps should have regular meetings with Associate Deans (Student Experience) in their Faculty to voice the opinions of the students within that Faculty. This is the most demanding position in the rep structure.

This year, the Student Officer team will be more closely aligned to Faculties by supporting the Faculty reps and regularly meeting with the Associate Deans (Student Experience).



Faculty Reps Logo

In 2017/18, the Faculty liaison Officers are as follows:

Faculty of Science & Engineering:

Osaro Ootobo (President)

Faculty of Arts, Cultures, and Education:

Salman Anwar (Education Officer)

Faculty of Business, Law and Politics:

Caitlin O'Neill (Sports Officer)

Faculty of Health Sciences:

Jennie Watts (Welfare & Community Officer)

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Role Specifications

HUU has created role specifications to help students understand the duties and benefits of being a representative. Students will see these descriptions online before they nominate themselves.

Role: Course Representative

Responsible to/Support from:

Respective School Rep and Faculty Rep, academic staff, Education Officer and HUU's Education Co-ordinator.

Responsible for: Those being represented on your course.

Working relationships: School/Faculty staff, academic societies, other representatives within your subject area.

Duties and Responsibilities:

- Represent the students' views to Student Staff Forums (four per year) and Course Rep Forums (five per year).
- Attend HUU Course Rep training.
- Attend Course Rep Forums.

Benefits:

- Gain more transferrable employability skills.
- Learn more about the University and Students' Union.
- Be eligible for HUU's "Course Rep of the Year" award at the annual HUU Awards.
- Influence University policy and decision making.

Commitment:

- Attend HUU Course Rep training (one session, two hours long).
- Attend Student Staff Forums (four per year).
- Attend Course Rep Forums (five per year).

Required for the Role:

We need you to be: outgoing, confident and friendly. If you feel you would like to develop these areas – this is the perfect opportunity to do so! Note: this role only lasts for one academic year.

How to Become a Course Rep:

Do you want to be a course rep in 2017/18? Simply nominate yourself at <http://hullstudent.com/survey/crnomination> and we will be in touch with further information.

Role: School Representative

Aim:

The School Rep will support course reps within their particular School and assist in the enhancement of academic practices by providing crucial feedback to the Faculty Rep and University. School Reps will represent the student voice within their School.

Key Responsibilities (Please note this is in addition to the duties of a Course Rep outlined above):

- Attend HUU School Rep training. Represent the views of students within the School.
- Attend relevant Student-Staff-Forums throughout the year.
- Listen to, provide information for, and support Course Reps in their role.
- Build a strong relationship with School staff, HUU, and the Faculty Rep, acting as a channel of communication between these groups and Course Reps.
- Lead or assist with any academic student-led initiatives within the School.
- Be a visible presence within the School (Social media/notice boards etc.).
- Contribute and assist in campaigns led by HUU.

Benefits:

- Develop transferrable employability skills such as chairmanship, people management, event organisation and networking, both with staff and students.
- Be part of a dynamic and engaged team.
- Improve academic standards and the teaching you experience at School level.
- Influence University policy and decision making.
- Receive one-to-one support from your Faculty Rep, the Education Officer and Education Co-ordinator.
- Receive a School Rep badge and other items denoting the position of School Rep. Be eligible for HUU's "School Rep of the Year" award at the annual HUU Awards.

Useful Skills for the Role:

- Passion for your School and improving the quality of education.
- Desire to learn and listen to a variety of opinions.
- Initiative, creativity and leadership.
- Effective time-management.

Expected Time Commitment:

On average you will spend between 4-6 hours a week on this role. Some weeks will be more demanding than others.

How to Become a School Rep:

Nominations for School Rep positions for the academic year 2017/18 will be open from 18th-29th September 2017 on hullstudent.com/elections. Voting will be open the following week from 2nd-6th October 2017 on hullstudent.com/elections.

For further inquiries, please contact elections@hull.ac.uk.

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Role: Faculty Representative

Aim:

The Faculty Rep will support, inform and direct School Reps and Course Reps within their Faculty by offering guidance and leadership, while assisting in the enhancement of academic practices by providing crucial feedback to the University and HUU. Faculty Reps will represent the student voice at Faculty level and will have major input into the direction and quality of education at the University.

Key Responsibilities:

- Attend HUU Faculty Rep training. Represent the views of students within the Faculty to Faculty Board (3 per year).
- Listen to, provide information for, and support School Reps in their role.
- Build a strong relationship with fellow Faculty Reps, School and Course Reps within the Faculty, Faculty staff, and HUU.
- Attend and contribute to Education Zone (once every two weeks), Union Council (6 per year) and Course Rep Forum (5 per year).
- Attend relevant Student-Staff-Forums throughout the year.
- Contribute to quality procedures at the University. Two members will sit on Senate.
- Be a visible presence within the Faculty (Social media/notice boards etc.). Contribute and assist in campaigns led by HUU.

Benefits:

- Develop transferable employability skills such as chairmanship, people management, leadership, decision making, event organisation, networking and negotiation.

- Be part of a dynamic and engaged team.
- Improve academic standards and the teaching you experience at Faculty level.
- Influence University and Union policy and decision making.
- Voting member of Union Council.
- Receive one-to-one support from the Education Officer and Education Co-ordinator.
- Receive a Faculty Rep badge and other items denoting the position of Faculty Rep. Be eligible for awards at the annual HUU Awards.

Useful Skills for the Role:

- Passion for your Faculty and Schools, and improving the quality of education within them.
- Desire to learn about University structures and procedures, and to listen to a variety of opinions.
- Initiative, leadership and the capacity to be responsible for a large number of students.
- Effective time-management.

Expected Time Commitment:

On average you will spend between 6-8 hours a week in this role. Some weeks will be more demanding than others.

How to Become a Faculty Rep:

Nominations for Faculty Rep positions for the academic year 2017/18 will be open from 18th-29th September 2017 on hullstudent.com/elections. Voting will be open the following week from 2nd-6th October 2017 on hullstudent.com/elections.

For further inquiries, please contact elections@hull.ac.uk.

Staff Responsibilities

HUU Responsibilities

- HUU must communicate directly with Faculty contacts.
- HUU is the central administrative point of the Course Rep system.
- HUU will oversee the online recruitment of Course Reps.
- HUU must inform Faculty contacts of their representatives.
- HUU must train and offer support to representatives.
- HUU must reward and recognise representatives.

Your Responsibilities

Following the recommendations of the Student Voice Project passed in May 2017, communication will be streamlined between HUU and a designated contact for each of the four Faculties. HUU will communicate important dates and rep details to the Faculty contacts. In turn, the designated Faculty contacts are responsible for scheduling all SSF meetings in their Faculty, deciding on SSF membership with Associate Dean (Student Experience) approval and communicating both to HUU before the start of the first trimester. The Faculty contacts are also responsible for internal communication with regard to SSFs. HUU has provided updated templates for the SSF agenda and minutes to Faculties. The focus this year will be on keeping up to date action registers for each SSF capturing both

positive and negative feedback raised at SSFs. The consolidated action registers will be replacing End-of-Year reports. The organisation of SSFs and minute-taking must be undertaken by a member of staff for which PSS support will be arranged by the Faculties. SSF attendance registers, minutes and action registers must be sent to hUU-representation@hull.ac.uk as soon as possible after a Forum has taken place. The Code of Practice "Partnership with students" has been updated to reflect these changes and will be rolled out by LTE in due course.

Student-Staff Forums

Every distinct Subject Group must establish a Student-Staff Forum. Some Subject Groups may have more than one SSF depending on numbers and structure, such as Modern Languages.

SSF's must:

- Occur four times a year (At least two face-to-face)
- Have agendas with times and locations sent out a week before the meeting.
- Send attendance records, minutes and action registers to huv-representation@hull.ac.uk

SSFs should give Course Representatives an opportunity to present feedback on subjects not included on the agenda. The SSF can also be used by staff to gather student feedback on important issues. School Reps will chair their relevant SSFs with support from the Director Student Experience. The role of the chair is to ensure meetings proceed to the agenda and that everyone in the committee has a fair chance to speak and make their point. The secretary of the committee will have the responsibility of taking minutes as well as arranging meeting dates and venues – this will always be a member of staff (PSS). Course Reps should be able to contact this staff member to add items to the agenda.

In the SSF, Course Reps should report on the feedback students have contacted them with. This can be positive feedback

as well as issues and concerns. If the Course Representatives did not contact the secretary to add a matter to the agenda, then it should be raised in AOB or within a 'Student Issues' item on the agenda. It's not just staff that can be actioned on a particular issue. Course Reps can too, whether it be collecting more feedback, suggesting recommendations, or being invited to report to a different committee. Non-Subject Group issues raised across SSFs can be brought to higher levels of student representation, such as a School Rep at a School Committee, or a Faculty Rep at Faculty Board.

Course Reps also attend HUUs Course Rep Forums, in which they can raise more general academic issues outside of their Subject Group.



Shout about your success

HUU wants to hear about the successes of your SSF, so we can publicise them on Twitter and disseminate good practice throughout the University.

For instance, are Course Reps meeting together before an SSF? Do you conduct 'drop-in sessions' in which Course Reps can raise issues straight away? Have you improved attendance or solved big issues? HUU would like to hear from you so we can build case studies and find out what works.

On Hullstudent.com there is also a 'Course Rep Wins' page, wherein reps will be encouraged to boast about their achievements and success.

SSF Discussion Points

SSFs must be free to discuss any business relating to the overall student experience, including but not limited to:

Resources

Library and IT resources
 Student Support (i.e. staff and services)
 Lecture Rooms
 Quality and availability of resources
 Academic Support Tutor system
 Student Handbooks
 Work Placements, year abroad arrangement (Employability skills)

Evaluation

Learning and Teaching methods
 Student evaluations
 Quality of teaching
 University and School academic policy
 Module Evaluation

Feedback

Content and quality of programmes and modules
 Feedback and evaluation on assessed work

SSFs must not discuss individual members of staff by name, individual students by name, personal complaints or personal grievances. If such issues are raised, students must be reminded of alternate mechanisms through which such matters can be raised. Where necessary, Course Reps should advise their peers to follow University procedure on Academic Complaints and Appeals. Course Reps must not be expected to handle student mental health issues, but should be able to signpost students onto the relevant help.



Associate Deans (Student Experience)

The priority of the Associate Dean (Student Experience) is to assure the quality of the student experience within their Faculty; this involves monitoring feedback and launching initiatives to enhance student satisfaction.

Regarding representation, the Associate Deans monitor Student-Staff Forums, specifically their effectiveness in enacting positive change on the student experience, and to understand the main issues and concerns emerging out of Subject Groups.

The Associate Dean (Student Experience) will liaise regularly with their Faculty Rep and School Reps, and assist HUU in ensuring that students are represented in committees and the Faculty Board.

The proposed composition of SSFs must be approved by the Associate Dean (Student Experience) or another nominated representative at Faculty level; HUU and Learning and Teaching Enhancement (LTE) must also be notified.

Your Associate Deans (Student Experience) are:

Faculty of Arts, Cultures & Education

Ally Dunhill

E-mail: a.dunhill@hull.ac.uk

Twitter: [@dunhill_a](https://twitter.com/@dunhill_a)

Phone: 01482 462007

Faculty of Business, Law & Politics

Wayne Williams

E-mail: W.Williams@hull.ac.uk

Twitter: [@wayne_w_hulluni](https://twitter.com/@wayne_w_hulluni)

Phone: 01482 465995

Faculty of Science & Engineering

Chris Murphy

E-mail: c.murphy@hull.ac.uk

Twitter: [@Chris_Murphy55](https://twitter.com/@Chris_Murphy55)

Phone: 01482 466524

Faculty of Health Sciences

Colin Johnson

E-mail: C.j.johnson@hull.ac.uk

Twitter: [@ColJJohnson](https://twitter.com/@ColJJohnson)

Phone: 01482 464657

New this Year!

HUU understands it is important to communicate with Course Reps, to make them feel valued and motivated. This will improve student engagement and attendance. Therefore a number of initiatives will be launched this year, designed to build a real feeling of community among Course Reps.

Course Rep training will continue to be conducted by HUU, in addition to our Faculty and School Rep training. These workshops are compulsory. While the Students' Union will be contacting representatives regarding these sessions, it is important for Schools to remind all Course Reps to attend this training. Dates for these sessions can be found in the calendar at the back.

Course Rep Newsletter

- The newsletter will inform reps of new developments, initiatives, opportunities and events going on at the University and HUU.
- It will also be partly written by Course Reps themselves, and feature their achievements.
- The newsletter will be published fortnightly. If you would like to submit content, please contact huu-representation@hull.ac.uk.

Course Rep Canvas Page

- Course Reps will be added to our Canvas page.
- Every Rep will be put into a discussion group with fellow students on their SSF. These groups will be led by School Reps.

Talking to Reps

- HUU will closely monitor attendance and will follow up with those students not attending SSFs or Course Rep Forum to ask how they are and if they understand the role.
- Reps will be able to communicate on Canvas in discussion groups, and in their relevant subject groups.

Other

- All Course Reps will be given a badge denoting their position. School Reps and Faculty Reps will receive their own metal badges.
- For the first time, students will now be able to find out who their Course Rep, School Rep or Faculty Rep is by accessing hullstudent.com and logging on to our system.

Course Rep Forum

The Forum is an opportunity for students to voice issues outside their Subject Group.

Course Rep Forum meets five times a year at HUU. The chair is Education Officer, Salman Anwar. The Forum presents a chance for all Course Reps to bring general issues to the attention of HUU that are outside the remit of their course. It is also a great opportunity for Reps to discuss University proposals and to meet fellow Course Reps, making friends in the process.

Course Rep Forum is compulsory for all Reps. If Reps cannot make it they must send their apologies to huu-representation@hull.ac.uk

What can be discussed?

- The effectiveness of Learning Space such as lecture theatres, seminar rooms and the library.
 - Computers, printers and other central University resources.
 - University Academic Policy (such as mitigating circumstances and the complaints procedure)
 - Exams and Assessments
 - Central Timetabling and much more!
- Often the University will be invited to discuss developments and propose changes to the learning space or academic policy.

HUU recognises that not everyone is able to attend meetings, so we are now holding two Course Rep Forums in the same week to encourage attendance. Check the back of the handbook and on <http://hullstudent.com/voice/education/reps> to find out when they are. In addition, we will hold online Course Rep Forums on Canvas.

Course Rep Recognition

The Course Rep rewards scheme is currently under review by HUU, but we remain committed to acknowledging and rewarding the hard work and the impact made by all representatives. More information will be given during the training sessions in October. HUU will continue to monitor and record contributions which will feed into the Hull Employability Awards. Course reps will also remain eligible for the HUU Awards.

Evidence of Change

HUU and the University of Hull want Course Reps to be change makers. We also want to celebrate the impact that Course Reps have! If Course Reps have made a positive difference, they can submit changes through HUU's website on the impact report form. It can be anything from changing assignment dates to having the timetable altered to benefit students. No change is too big or small.

<http://hullstudent.com/voice/education/impact>

Hull Employability Awards

The experiences as a Course Rep are a way for students to develop some of the attributes that the Hull Awards are based on. The more Course Reps do, the more they will be able to succeed in the Hull Award. For information on the Hull Employability Awards, check out the website

<http://www.hullawards.hull.ac.uk/>



Course Rep Forum Dates

Number of Course Rep Forum	Date	Start and End time of Course Rep Forum	Location
1	Monday 6 November	11:00am – 12:30pm	Meeting Room 1, Student Central (Students' Union building, second floor)
	Tuesday 7 November	11:00am – 12:30pm	
2	Monday 4 December	11:00am – 12:30pm	Meeting Room 1, Student Central (Students' Union building, second floor)
	Tuesday 5 December	11:00am – 12:30pm	
3	Monday 5 February	11:00am – 12:30pm	Meeting Room 1, Student Central (Students' Union building, second floor)
	Tuesday 6 February	11:00am – 12:30pm	
4	Monday 12 March	11:30am – 12:30pm	Meeting Room 1, Student Central (Students' Union building, second floor)
	Tuesday 13 March	11:00am – 12:30pm	
5	Monday 30 April	11:00am – 12:30pm	Meeting Room 1, Student Central (Students' Union building, second floor)
	Tuesday 1 May	11:00am – 12:30pm	

Online Course Rep Forums

Tuesday, 14th November, 7.30pm

Tuesday, 12th December, 7.30pm

Tuesday, 13th February, 7.30pm

Tuesday, 20th March, 7.30pm

Tuesday, 1st May, 7.30pm

ALL ONLINE FORUMS WILL TAKE PLACE ON CANVAS.

Reps Training Dates

Faculty and School Rep Training	Monday 9th October	Session is all day, although School Reps are only required to attend the afternoon session.
School Rep SSF Chair Training	FBPL: Tuesday 10th October at 10am, Meeting Room 3. FSE: Tuesday 10th October at 1pm, Meeting Room 3. FHS: Thursday 12th October, at 10am, Meeting Room 6. FACE: Thursday 12th October at 2pm, Meeting Room 6.	Jointly with Directors of Student Experience.
Course Rep Training	Thursday 19th October – Friday 27th October	There will be two or three sessions a day, which will be the same for new and returning Reps. Two Saturday sessions are available for those unable to attend during the week.



