

M.1617-1 Motion to change the name of "Academic Council" to "Course Rep Forum"

HUU Notes:

1. Academic Council (AC) is an open meeting which all Course Reps must attend to discuss their university experience.
2. It is used to provide feedback directly to the VP Education so that decisions can be quickly made and results can be quickly achieved.
3. The running of Academic Council is detailed in SO 3010 and mentioned in SO 3002 and 3011.

HUU Believes:

1. That the naming is inappropriate considering Academic Council is made up of students and not academics and provides an opportunity to discuss students' experiences.
2. That the wording can put representatives off and intimidate students who are not course reps. We should instead use more open language to encourage students outside of the Union to attend and bring feedback.

HUU Resolves:

1. To change SO 3002, 3010 and 3011 as appended.
2. That this is simply a name change and does not change any of the processes or content. The change in name is to reflect the actual content of the meeting as well as encourage students to attend.

Proposer: Matt Thorneycroft (VP Education)

Seconder: Amy Jackson (VP Activities)

SO: 3010

STANDING ORDER

GOVERNING COURSE REP FORUM

MISSION

The ~~Council~~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 ~~Academic Council~~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 Vice President Education;
 - f. the promotion of student representation and engagement in all areas of the University.

MEMBERSHIP

There shall be ~~an Academic Council~~ a Course Rep Forum of the Union consisting of student representatives of the University.

2. The voting membership of the ~~Academic Council~~ 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 ~~Academic Council~~ Course Rep Forum as observers with speaking rights.

3. Two members of ~~Academic Council~~ the Course Rep Forum shall be elected at the first meeting in Semester 1 to act as Union Council representatives and sit on the Education Zone for the next academic year, on the condition that they remain students. If a vacancy arises, an election should be held at the next available ~~Academic Council~~ Course Rep Forum.

MEETINGS OF THE COMMITTEE

4. Category of meeting. There shall be two categories of meetings of the ~~Council~~ Forum.

a. Ordinary Meetings. There be five Ordinary Meetings in every academic year. They shall be called by the Vice President Education 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 Vice-President Education on their own initiative or at the request of five voting members of ~~Academic Council~~ Course Rep Forum, Union Council or 25 Full members of the Union.

5. Quorum. The quorum for all meetings shall be twenty-five members in Hull and 10 members in Scarborough.

6. Chairperson. Vice-President Education to be Chair.

7. Minutes. Minutes shall be taken of all ~~Academic Council~~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 & Assessment 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:

SO: 3011

STANDING ORDER GOVERNING COURSE REPRESENTATIVES

1. **Interpretation** These Standing Orders shall be read in conjunction with the Constitution, Bye Laws and other relevant Standing Orders of Hull University Union and shall be interpreted accordingly.
2. **Election** The representatives shall be elected in semester 1 in accordance with Hull University Union election regulations SO 8001. Candidates wishing to stand for a position must be full members of Hull University Union.
3. **Duties** Course representatives shall carry out such duties and fulfil such obligations as arise consequent upon being elected into post. In particular:
 - (a) Attend training held by Hull University Union;
 - (b) Attend ~~Course Rep Forum~~Academic Council;
 - (c) Attend Staff Student Committees;
 - (d) Consult with the student body within their ~~department~~School or programme on academic issues;
 - (e) Represent the views of student body within their department or programme to ~~Academic Council~~Course Rep Forum and Staff Student Committees;
 - (f) Feedback information to students within their ~~department~~School/programme;
 - (g) Campaign on educational issues.
4. **Internal** The Course Representatives at subject/programme/course level shall be responsible for the following:
 - (a) a voting member of:
 - (i) ~~Academic Council~~Course Rep Forum.
 - (b) Any other committees, groups or responsibilities deemed necessary for the position.
5. **External** The Course Representatives at subject/programme/course level shall represent Hull University Union to the University and be a voting member on either of the following University committees/ groups:

- (a) Staff-Student Committees.
- (b) Any other groups deemed relevant.

MB/LF/AM/EZ November 2011

Passed at Union Council 12/12/11

Updated: May 2016 ME/MT

Passed UEC: 26 April 2016

Passed UC: 9 May 2016

Updated: MT/AJ October 2016

Passed UEC: 4 October 2016

Passed UC:

SO: 3002

STANDING ORDER GOVERNING THE EDUCATION ZONE

1. Interpretation

These Standing Orders shall be read in conjunction with the Constitution, Bye Laws and the relevant Standing Orders of Hull University Union (hereafter collectively referred to as the Regulations) and shall be interpreted accordingly. In these Standing Orders:

- a. "the Zone" means the Education Zone;
- b. "HUU" and means Hull University Union;
- c. "Council" means HUU Council;
- d. "clear days" excludes University holidays; Bank Holidays; Saturdays and Sundays.

2. Function

The primary function of the Zone is to provide a forum to discuss current academic issues and decide upon a HUU position to be taken in the relevant meetings and events. The secondary functions of the Zone are to provide scrutiny and hold to account the Vice President Education and other Zone Members.

All Zone members are members of Council; if a member resigns or is removed from either Council or their Zone position then they cease to hold both of these roles.

3. Membership

Voting membership of the Zone shall be:

- (1) VP Education (casting vote only for electing a chair of the zone);
- (2) Part-time Students Officer;
- (3) Mature Students Officer;
- (4) Postgraduate Taught Officer;
- (5) Postgraduate Research Officer;
- (6) Two members elected from ~~Academic Council~~Course Rep Forum;
- (7) Two Councillors for Scrutiny;
- (8) International Students' Officer.

Ex-Officio members (non voting):

- (1) Education Co-ordinator;
- (2) Scarborough Education Officer;
- (3) Faculty Representatives;
- (4) Such others that the Zone may deem appropriate.

4. Duties of the Membership

1. Vice President Education

- i. The duties of Vice President Education are detailed in S.O. 3001.

2. Part-time, Mature and Postgraduate Student Officers

- i. The particular duties of the Part-time; Mature and both Postgraduate Student Officers are detailed in the relevant Standing Orders.

3. Members elected from ~~Academic Council~~Course Rep Forum

- i. Ensure that the views of the ~~Academic Council~~Course Rep Forum are represented at Education Zone meetings.

4. International Students' Officer

- i. Ensure that the views of International Students are represented at Education Zone meetings;
- ii. Duties in SO 3006.

5. Faculty Representatives

- i. The particular duties of Faculty Representatives are detailed in the relevant Standing Orders.

6. Councillors for Scrutiny

The Councillors for Scrutiny are to:

- i. Ensure that all members of the Zone are following their strategy objectives;
- ii. Ensure that all areas of the Zone are within budget;
- iii. Assist if required in tasks and projects the Zone is undertaking.

5. Election

The members of the Zone shall be elected in semester two in accordance with S.O. 8001 and shall hold their positions for the next academic year. If a member is elected through an emergency election during the academic year to fill a vacant post then they shall hold the position until the end of that academic year.

GENERAL PROCEDURE

6. Chair

The Chair shall be elected in accordance with paragraph 36 of the byelaws and is responsible for keeping a register of attendance; following and approving the Zone meeting agenda as laid out in S.O. 3002 annex A, which is to be circulated three clear days in advance; keeping order within the meeting and ensuring points to action are met. The chair may call an emergency meeting of the zone. The Chair

may request an emergency meeting of Council, which shall occur at the discretion of the Chair of Council.

7. Meetings

Meetings of the Zone shall take place in weeks three; five; seven; nine and eleven. Minutes will be circulated to all members within five days of the meeting taking place.

8. Quorum

The quorum of such meetings shall be fifty percent plus one of the voting membership.

9. Minutes

The minutes shall be taken by the Education Co-ordinator. The minutes shall record points to action for the Zone members and shall be brought to the attention of Council by the Chair, in the form of a report under the Education Zone section of the Council agenda. The minutes will be circulated to members and on hullstudent within five days of the meeting taking place.

10. Voting

All votes shall require a greater than fifty percent majority to pass. All votes shall be public except those on motions of caution, censure and no confidence which shall be conducted by secret ballot, counted by the secretary and checked by the chair.

11. Powers

The Zone shall be able to:

- (1) Pass a motion of caution against the Vice President Education as detailed in the bye laws.
- (2) Bring motions of censure and no confidence as detailed in the bye laws against the Vice President Education to Council.
- (3) Pass a motion of caution, censure or no confidence against other Zone members. Motions of no confidence are to be ratified by Council and if successful the member is removed from the Zone committee.
- (4) Submit questions in writing to the trustees of HUU to be asked by the Vice President Education.
- (5) Submit questions to an officer at Council.
- (6) Propose a motion of caution, censure or no confidence against an officer to council.

MB/LF/AM/EZ November 2011-12-14

Passed at Union Council: 12/12/11

Updated 2016 ME/KB

Passed at UEC: 6 April 2016
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Passed UEC: 26 April 2016
Passed UC: 9 May 2016

Updated: MT/AJ October 2016

Passed UEC: 4 October 2016

Passed UC:

EDUCATION ZONE MEETING AGENDA

1) ATTENDANCE

1. Apologies.
2. Register.

2) MINUTES

1. Minutes of the previous meeting.
2. Matters arising.
3. Previous points to action – results.

3) REPORTS

1. Report by VP Education.
Questions.
2. Faculty Representatives Report.
Questions.
3. Report by Part-time Student Officer.
Questions.
4. Report by Mature Student Officer.
Questions.
5. Report by Postgraduate Research Officer.
Questions.
6. Report by Postgraduate Taught Officer.
Questions.
7. Report by ~~Academic Council~~Course Rep Forum representatives.
Questions.
8. Report by Scrutiny Councillors.
Questions.
9. Report by International Students' Officer.
Questions.

4) PROPOSALS

Any proposals for action.

5) MOTIONS

1. Motions of caution/ censure/ no confidence.
2. Questions to trustees.
3. Questions for Council.

6) ANY OTHER BUSINESS

1. Any Other Business