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| Partnership with Students in the Management of  Quality and Standards: A - Course Representative Recruitment | |
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# Introduction

* 1. The University has a formal commitment to partner with students as a means of ensuring that it provides an outstanding student experience and places students at the heart of the University. Student participation in the management of quality and standards is an important aspect of the success of this partnership.
  2. Students are active participants in their own education, with an important role to play in shaping the academic direction of the University. Through active participation, and forging closer relationships with the University, we believe that students are more likely to engage with their academic studies. All members of the University, staff and students alike, have a responsibility to make a reality of this vision.
  3. This Code of Practice sets out the joint commitment of the University and Hull University Students Union (HUSU) to partnership in the management of quality and standards, including an effective and coherent system of academic representation at all levels of the institution, founded on good practice.
  4. This Code of Practice replaces the previous Code of Practice (Partnership with Students in the Management of Quality and Standards) and is updated annually to ensure the continuous engagement of the HUSU’s academic representation system and the current and incoming President Team.

## Scope

* 1. Responsibility for advertising the role of Course Representatives will be a shared responsibility between the University and HUSU. As primary contacts with students, teaching staff **must** share recruitment material provided by HUSU and direct all students to links contained. HUSU **should** be invited to speak about representation in lecturers when required.
  2. The arrangements for partnership with HUSU **should** be understood in the context of HUSU’s own democratic structures. The President of Education has responsibility for academic representation and represents the views of HUSU regarding academic matters on a variety of university committees, the most significant of which is the Education Student Experience Committee.
  3. The Education Student Experience Committee is the final arbiter of the application and interpretation of this Code of Practice.

# Application to Collaborative Provision

* 1. This Code of Practice is provided to partner institutions for information as an example of good practice which may be applicable to their provision.

# Application

* 1. This Code of Practice applies to partnership with students in the management of quality and standards for course representation recruitment.

# Definitions

* 1. **Course Representative** (Rep): a self-nominated HUSU volunteer.
  2. **Faculty Representative** (Faculty Rep): a HUSU volunteer appointed by interview process. One role per faculty.
  3. **President of Education**: a full-time elected officer who is the lead academic representative for all students.
  4. **Education Coordinator**: a member of HUSU staff responsible for the training and support of Course Representatives.

# Promotion

* 1. The University and HUSU share a responsibility to promote academic representation opportunities:

1. HUSU is responsible for providing promotional material for use by teaching staff across all faculties.
2. Teaching staff **should** allow HUSU to promote academic representation opportunities in lectures.
3. Teaching staff **must** display and distribute promotional material to all undergraduate and postgraduate students.
4. Guidance for staff **must** be provided by HUSU prior to the start of the new academic year (end of August).

# Enrolment

* 1. Students **must** self-nominate via the HUSU website.
  2. Enrolment is overseen by HUSU’s Education Coordinators. Any queries regarding enrolment and recruitment procedures **should** be directed to [husu-representation@hull.ac.uk](mailto:husu-representation@hull.ac.uk).
  3. There **should** be no restrictions placed on the number of Reps per course.
  4. University staff have no authority to appoint Reps.
  5. Any student interested in becoming a Rep **should** be directed to the HUSU website.

# Training

* 1. Students **must** complete all necessary training, provided by HUSU before becoming a Rep.

1. Students wishing to continue as a Rep **must** still sign-up and complete the necessary training regardless of them having completed it for the previous academic year.
2. The Education Coordinators are responsible for delivering training.
   1. Details of trained Reps—including name and University email address—**must** be communicated to Faculties by the Education Coordinators.

# Concerns

* 1. Any concerns regarding the conduct of a Rep from a member of staff or a student **should** be reported to the Education Coordinator for appropriate action: [husu-representation@hull.ac.uk](mailto:husu-representation@hull.ac.uk)
  2. Should a student wish to submit a formal complaint regarding the conduct and behaviour of a Rep, they may do so via HUSU’s [website](https://hulluniunion.com/).
  3. University staff have no authority to remove a Rep from their role.

# Remuneration

* 1. Students **must not** receive remunerations—financial or other—for serving as a Course Rep.

**Version Control**

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| **Version** | **Author** | **Date approved** | **Relevant sections** |
| 4 01 | Lisa Tees, Quality Manager, Quality Support Service | Sept 2023, Housekeeping | Updates committee structure. |
| 4 00 | Peace Igi-Ehon, HUSU President for Education | 12 May 2022, Education Committee | Version 3 09, dated April 2019, has been separated into two codes (Parts A and B).  The rationale behind this is to ensure that the roles and responsibilities in relation to academic representation are clearly delineated between HUSU representatives, HUSU staff, University academic staff members, University professional services staff and students. |
| 3 09 | HUSU President | April 2019, University Learning Teaching Committee (ULTC) | * Amendment to post title HUU Education Officer to HUU President of Education. * Amendment to title Student Officer Team to Student President Team. * Amendment to title Schools to Academic Units. * Amendment to title Subject Representative to Course Rep Leader. * Amendment to elect Course Rep Leaders. * Amendment to committee title Course Rep Forum to Education Zone Open Meeting. * Updated operational processes for Education Zone Open Meetings. * Separated postgraduate representation from undergraduate representation. * Introduced Postgraduate Faculty Open Forums for postgraduate representation per faculty. * Introduced PGT and PGR Faculty Representatives for each faculty. * Introduced Deputy Faculty Rep position appointed by interview process. * Updated operational processes for Student Staff Forums. |
| 3 08 | Hull University Union | April 2018, University Learning Teaching Committee (ULTC) | * Updated the Course Representative and Subject Representative nomination process. * Updated the faculty representative appointment process. * Amendment to post and committee titles – for example School Representative is replaced with Subject Representative. * Clarified minimum target number of Course Representatives per programme or cluster of programmes. * Clarified the joint responsibility between HUU and UoH for promotion of course representative opportunities. |
| 3 07 | Hull University Union | Sept 2017, University Learning Teaching Committee (ULTC) | * Clarified reporting lines and operational process for Student Staff Forums. * Amendments to post and committee titles, for example ‘VP (Education)’ is replaced with ‘Education Officer’; ‘staff student committee’ is replaced with ‘Student Staff Forum’. * Removes references to Scarborough campus. |
| 3 06 | Hull University Union | April 2016, University Learning Teaching and Assessment Committee (ULTAC) | * Revised arrangements for the nomination and election of Course Representatives. * Amendments to post titles for example ‘Faculty Co-ordinator’ is replaced by ‘Faculty Representative’. * Addition to reflect the inclusion of a student representative on teams which review Faculty Quality Enhancement Reports. * Makes explicit that University Validation Panels must include a student representative. * Replaces department with school. * Replaces semester with trimester. |
| 3 05 | Hull University Union | Feb 2015, Housekeeping | Revised arrangements for faculty and University oversight of actions taken in response to issues raised at the staff student committee (paras 29 & 34). |
| 3 04 | Hull University Union | May 2014, Housekeeping | Mandatory requirement to include induction on the agenda of the first meeting of the staff-student committee (para 25). |
| 3 03 | Hull University Union | Sept 2013, Housekeeping | Introduces the Annual Student Written Submission (para 47-48). |
| 3 02 | Hull University Union | Aug 2012, University Learning Teaching and Assessment Committee (ULTAC) |  |
| 3 01 | Hull University Union | May 2012 |  |
| 3 00 | Hull University Union | July 2011 |  |
| 2 04 | Hull University Union | Feb 2011, Housekeeping | Updates the code with reference to the new committee structure. |
| 2 03 | Hull University Union | Oct 2010 |  |
| 2 02 | Hull University Union | Sept 2009 |  |
| 2 01 | Hull University Union | May 2007, Housekeeping | Involves a change from ‘should’ to ‘must’ in para 14 and minor reformatting. |
| 2 00 | Hull University Union | May 2005, Academic Board |  |
| 1 00 | Hull University Union | Jan 2004, University Learning Teaching and Assessment Committee (ULTAC) |  |