

## **By-Law 14 – Student Representation**

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**This By-Law is the property of Course Representative Council, Undeb Bangor Council & the Trustee Board and can be amended by either body, in line with their procedures.**

### **1. Principles**

- 1.1 Course Representatives (Course Reps) are a crucial part of a University's educational system.
- 1.2 Course Reps can provide feedback on course content and assessment, course structure and teaching/learning approaches, and the general academic experience of their fellow students. Such feedback can be relayed to Schools, Colleges, Undeb Bangor, Staff- Student Liaison Committees, and ad-hoc meetings with senior staff.

### **2. Elections**

- 2.1 Any registered Bangor University student can nominate themselves to be a Course Rep. Students can nominate themselves at [undebbangor.com](http://undebbangor.com).
- 2.2 All students in the School can vote on who they want to be their Course Rep.
- 2.3 Once elected, Undeb Bangor will inform the students, and staff in the relevant schools.

### **3. Rep Composition**

- 3.1 The number of Course Reps should reflect the size of the School, ensuring that students across years and courses are represented.
- 3.2 It is expected that as a minimum requirement, there should be at least;
  - 3.2.1 One representative from each undergraduate year of study
  - 3.2.2 One representative from postgraduate taught programmes
  - 3.2.3 One representative from postgraduate research programmes.

### **4. Course Representative Council**

- 4.1. Undeb Bangor's Course Representative Council exists to:
  - 4.1.1. Highlight issues and share best practice across the University.
  - 4.1.2. Make Students' lives better by consulting and understanding the needs of the student body.
  - 4.1.3. Be an ambassador for Undeb Bangor, discuss and debate issues and ideas, and create new projects and initiatives.
  - 4.1.4. Provide Course Reps with opportunities to gain extra knowledge and skills.
  - 4.1.5. Provide an opportunity for Course Reps to engage with each other across the University.
- 4.2 Course Rep Council will be chaired by the VP Education.
- 4.3 Course Reps will be invited to Course Rep Council and will receive the minutes in a timely manner, after each meeting.

### **5. Responsibilities of Undeb Bangor**

- 5.1 Undeb Bangor will provide dedicated pages, including access to electronic resources on its website for the Course Representative System. The website will display a list of names of all Course Reps in each school.
- 5.2 Undeb Bangor will regularly communicate relevant information about meetings of its Course Rep Council to Senior Reps, Course Reps and Schools as necessary.
- 5.3 Undeb Bangor will provide an electronic handbook with information for Senior Reps and Course Reps that is updated annually, to assist students in their role.

5.4 Undeb Bangor will provide training for Senior Reps and Course Reps relating to Undeb structures, representation and democracy.

5.4.1 The training will normally be completed in week 3-5 of Semester 1. The training will be coordinated by the Democracy and Representation Co-ordinator

5.5 Undeb Bangor will inform students no later than week 2 of Semester One with information about training and with details of the Course Rep handbook.

5.6 The VP Education and Welfare will review the information received from Senior Reps, Course Reps, Colleges and Schools. Any issues identified will be raised by Officers of Undeb Bangor at the appropriate Task Group or other central committee.

5.7 Undeb Bangor will contact Course Reps who Schools feel are not engaging in their role and offer them support to continue in their role. If the student continues to disengage, Undeb Bangor will work with the School and Course Rep to agree a solution for all concerned.

## **6. Responsibilities of Course Representatives**

6.1 Course Reps are expected to attend all Staff-Student Liaison meetings, or send apologies if they are not able to attend.

6.2 Course Reps are expected to attend Undeb Bangor's Course Rep Council, or send apologies if they are not able to attend.

6.3 Course Rep are invited to attend Undeb Bangor Rep training, or complete online training if they are not able to attend a scheduled session.

6.4 Course Reps should make themselves known to the students on their course at the earliest opportunity in Semester one.

6.5 Course Reps should provide students with feedback from School Staff-Student Liaison meetings and Undeb Bangor's Course Rep Council.

6.6 Course Reps should inform Undeb Bangor's Representation and Democracy Co-ordinator if they no longer wish to be a Course Rep.

## **7. Responsibilities of Schools**

7.1 The responsibilities of Schools are outlined in the Bangor University Code of Practice for Course Representation.