



STANDING ORDERS GOVERNING THE ACADEMIC REPRESENTATIVES COMMITTEE

1. Definition

1.1 The Academic Representatives Committee is a standing committee as defined in Standing Order 1001 and will be subject to these regulations. The Academic Representatives Committee is responsible to all Student Members and the Vice President Academic Affairs.

2. Aims

2.1 The Academic Representatives Committee will:

2.1.1 Provide a forum for Academic Representatives to discuss academic issues affecting students and organise activity to improve representation.

2.1.2 Provide a space for members to inform each other on progress to date, best practice and explore how the Students' Union can support representatives to deliver change;

2.1.3 Provide a space for the Vice President Academic Affairs to inform members on progress to date, best practice and explore how the Committee can contribute to delivering change;

2.1.4 Hold itself accountable for the effective representation of student academic issues;

2.1.5 Discuss methods of communicating the work and impact of the Committee and Course Representatives to students and stakeholders

3. Chair

3.1 The Chair of the Academic Representatives Committee is the Vice President Academic Affairs, and shall be elected once per academic year, in accordance with Bye Law 7. The Vice President Academic Affairs shall have responsibility for the Committee.

4. Membership

4.1 The membership of the Committee shall be:

4.1.1 **College Officers** who will work with the Executive Team and relevant staff to:

- a. Support the development of the Representation system by attending meetings and encouraging students to become reps
- b. Identify issues raised by reps and students and feedback to the Union
- c. Support the development and running of Reps Forum's and Representative Training
- d. Represent student views at All Student Members' meetings then complete the feedback loop to students
- e. Raise the profile of reps at the University of Lincoln
- f. Represent student views at University committees then complete the feedback loop to students
- g. Support the development of the Students' Unions Academic and Representation strands of the 2016-21 strategy
- h. Lead activity and campaigns to improve the academic experience students have in Lincoln
- i. Guide and support the School, Course and Postgraduate Representatives in their role

4.1.2 **School Representatives** will work with the Executive Team and relevant staff to:

- a. Support the development of the Representation system by attending meetings, encouraging students to become course reps
- b. Identify issues raised by course reps and students and feedback to the Union and to College Reps
- c. Support the development of Rep Forum through attendance

- d. Represent student views to All Student Members' Meetings then complete the feedback loop to students
- e. Raise the profile of reps at the University of Lincoln
- f. Support the development of the Students' Unions Academic and Representation strands of the 2016-21 strategy
- g. Represent student views to University committees including subject committees then complete the feedback loop to students.
- h. Lead activity and campaigns to improve the academic experience students have in Lincoln
- i. Guide and support the Course Representatives in their role.

4.1.3 The Postgraduate Officer

- a. Identify and resolve academic issues raised by Postgraduate reps and feed back to the Union.
- b. Support the development of the Representation system by working with the Union to ensure that it is appropriate for Postgraduate Reps.
- c. Support the development and delivery of Postgraduate Rep Forum.
- d. Represent student views to All Student Members' Meetings then complete the feedback loop to students
- e. Raise the profile of reps at the University of Lincoln
- f. Support the development of the Students' Unions Academic and Representation strands of the 2016-21 strategy
- g. Lead activity and campaigns to improve the academic experience students have in Lincoln
- i. Guide and support the Postgraduate Reps in their role.

5. Elections

5.1 The members of the Committee shall be elected in semester two in accordance with Bye Law 7 and shall hold their positions for the next 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.

6. Meetings

6.1 Meetings of the Committee shall take place at least monthly during the Academic year.

7. Quorum

7.1 The quoracy of such meetings shall be fifty percent plus one of the membership of the Committee.

8. Administration

8.1 Notes shall be taken by a member of staff from the Student Voice Department.

8.2 Actions will be noted and circulated to the Committee within seven (7) days of the meeting.

8.3 A report of the issues discussed, actions taken and noted will be reported online through the Vice President Academic Affairs monthly report in accordance with standing order 1001.

9. Voting

9.1 All votes shall require 50% plus 1 to pass.

9.2 No votes on motions of caution, censure and no confidence shall be conducted.

9.3 In the event of a tied vote, the Chair shall be responsible for making the deciding vote, by casting one additional vote.

10. Powers

10.1 The Committee shall be able to:

10.1.1 Submit questions in writing to the trustees of ULSU to be asked by the Vice President Academic Affairs;