



UWS Staff Guidance for Electing, Reporting and Supporting Student Representatives

Contents

Introduction for AY 2023-24	2
Representation Structure	2
What kind of reps are there at UWS?	2
Course Representatives	2
Divisional Representatives	3
School Officers	3
Sabbatical Officers	3
How to elect Course Reps	4
How to Encourage Students to Stand	4
Rep Tasks.....	5
Time Commitment	5
Reporting Student Rep details to the Students' Union.....	5
Running Staff-Student Liaison Groups	5
Student Rep Training and Development Sessions	6
Diversity Monitoring	6
Useful contacts.....	7

Introduction for AY 2023-24

For academic session 2023-24 due to the cyber-attack all Course Reps will be elected in person in class. All Student Rep information must be submitted via Microsoft Forms to ensure reps are able to access training and support from the Students' Union.

Detailed in this document are guidance and instructions for completing the Student Rep Election process and how to report rep details to the Union, as well as an overview of the UWS Representation Structure.

The earlier we receive rep names the better, as we need to invite all reps to training. However, **please ensure all rep names are submitted to the Students' Union by Friday 22nd of September*** or we cannot guarantee that your reps will be able to complete training before the first SSLGs (Staff Student Liaison Groups).

*For courses with a later start date such as the majority of PGT courses names should be given to the SU as soon as possible.

Representation Structure

Our representation systems aim to make sure that students are partners in the quality enhancement work at the university. The Students' Union is here to work with reps and UWS to facilitate this process.

UWS staff are vital partners in this work as they inform students about the representation systems, encourage students to stand as reps, and work together with students at School Boards, Divisional Boards, and SSLGs.

At all levels, student reps represent students' interests. While Sabbatical Officers represent students in all areas of their student experience, School Officers, Divisional Reps, and Course Reps do not. These volunteer reps focus on students' academic interests and are concerned exclusively with the learning experience of the students on their course. The purpose of a rep can be split into the following four main points.

What kind of reps are there at UWS?

There are four levels of student representation at UWS. These levels are designed to slot into the committee structure of UWS.

Course Representatives

Course reps are student representatives who represent a course, campus, and year of study. They attend Staff-Student Liaison Groups (SSLGs).

It is advised that should be roughly a 1:25 ratio of course reps to students – i.e., if there is a 1st year cohort of 150 students, there would ideally be 6 course reps to ensure that reps are not overburdened.

Divisional Representatives

Divisional Reps attend Divisional Board meetings, and work together with the Course Reps in their divisions to bring pertinent information to the meetings.

This year Divisional Representatives will be elected from the pool of eligible Course Representatives once the initial Course Representative recruitment period is over. This will be managed by the Students' Union but support in communicating this opportunity to your Course Reps would be appreciated.

School Officers

Two students per school, elected in March as volunteers who attend School Boards and represent students at a school level.

BCI: Both positions currently vacant

CEPS: James Mullen and one vacant position

ESS: Both positions currently vacant

HLS: Akintunde Folorunso and Oyindamola Rashidat Sanyaolu

Sabbatical Officers

Four students, elected in March to work full time and paid to represent students for a year. They attend university level committees and working groups including Court and Senate.

President: Uchechi Agbaraji

VP Education: Subuola Elufioye

VP Student Development: Ovoke Adams Adamatie

VP Welfare and Wellbeing: Manpreet Kaur

How to elect Course Reps

Election of all Course Reps should take place in class within the first couple of weeks of teaching and before **22nd September** so that Reps can be invited to Rep Training. An invitation to stand for Course Rep should be sent out in advance of the election itself advising of the purpose of a Rep and where and when the Election will take place. This should take place in a core module class so that a majority of the cohort are present. *For courses with later start dates, such as the majority of PGT programmes, this process should be completed as soon as possible.*

Voting in Rep elections can take place via the follow means:

- Secret ballot election – to hold a secret ballot/vote, students should place the names of the nominated students on a piece of paper and place this in a sealed box, the names are counted and those with the highest number of votes are elected. If there are multiple positions students may write down multiple names.
- Hands up – Students are simply asked to raise their hands when their preferred candidate is called those with the highest number of votes are elected.
- If the vote is tied the cohort should decide whether they would like reps to share the role or go to a coin toss.

If a position is uncontested – Majority consent for the student or students becoming a rep should still be sought using one of the above methods to ensure that the cohort are aware of who represents them, are happy with the choice, and to empower the rep to actually represent those students.

If staff require any advice or assistance in encouraging students to stand or holding elections, please contact representation@uwsunion.org.uk.

How to Encourage Students to Stand

Being a Rep at UWS is a fantastic opportunity for students but we know that they might not always see that straight away so here are six benefits of being a rep to share with your students:

1. Reps get to **help their course mates** by collecting their opinions, sharing these in meetings with staff, and working together with staff to improve their courses.
2. Reps get to **become part of a team**. The reps get to meet each other throughout the year at training and support sessions and often create a great community. They also have the opportunity to work with the student presidents!
3. Reps get to **see how the university works** through their work in partnership with staff and their membership of Student Council.
4. Reps get to **meet senior management** at Student Council which all reps are members of. Each meeting begins with Senior Management Question Time where reps can ask questions of UWS Senior Management – even the principal attends at least once a year!
5. Reps get **voting rights to decide Student Union policy**. As part of their membership of Student Council, reps vote on student union policy which sets the direction of the Student Union for the next four years!
6. Reps get to **develop their skills**. Full training and support are provided for reps and gathering feedback and information presenting it in a meeting, and working together to find solutions are all skills which are applicable to almost any job.

Rep Tasks

The rep role has five main tasks:

1. Talking to their course mates and gathering their opinions and ideas.
2. Attending meetings with staff to feed back their course mates' opinions.
3. Working together with staff to improve UWS for their course mates and future students.
4. Feeding back information from these meetings to their course mates
5. Attending student council meetings to vote on policy and meet Senior Management.

Time Commitment

A course rep must attend one SSLG per term, a minimum of 1 of 4 student council meetings across the year, and rep training if they have not completed this in a previous year. We also offer plenty of additional optional opportunities to socialise with other reps and further develop skills throughout the year.

Reporting Student Rep details to the Students' Union

Once the Rep is elected, staff should report the students' details via the [Student Union MS Forms link here by Friday 22nd September.](#)

NB – Only staff should have access to this page, please DO NOT send this link to students.

Please fill in the following fields and all fields must be filled in.

- Reporter Name – this is the staff member who is reporting the Student Reps details.
- Student Rep Name
- *If the student has a banner ID* – this is critical to populating the Student Rep database.
- *If the Student does not yet have a banner ID:* please provide the Rep's Date of Birth and Email address to ensure we have the correct student information included in the Student Rep Database. This option should not be needed but is designed to provide contingency if it is necessary following the cyber-attack.
- Programme Title
- School
- Year of Study
- Campus

Once this information is submitted via the MS Forms link above, the Student Rep Database can be produced. This will be shared with School Enhancement Developers or relevant School Key Contacts for dissemination between schools.

Running Staff-Student Liaison Groups

SSLG's are the main space in which staff and students meet and work together for positive change. These meetings may be the first time that students have come across formal agendas and chairing meetings. The Union will provide support for this with our student rep training and encourage staff to do the same.

To make SSLGs welcoming to students, we recommend that students always outnumber staff and that students chair meetings. We recommend that SSLG dates are set before term starts to enable both staff and students to keep dates free, and that dates don't clash with assessments or other

compulsory activities. It is expected that students will be allowed to miss a lecture to attend an SSLG.

When communicating with student reps about SSLGs, we recommend communicating clearly and not assuming any knowledge. Reps will be told about SSLGs during training, but acronyms can be confusing; it is best to be explicit in communications. For example:

“Our first meeting between staff and student reps for this term (Staff-Student Liaison Group or SSLG) is coming up on (date) (time) and you can join the meeting here: (link). This is where you bring the feedback you have collected from your classmates and work with staff to make things better at UWS. Remember, you can ask your lecturers for time to talk to your classmates and let them know that a meeting is coming up.”

Student Rep Training and Development Sessions

We'd appreciate if you would help to publicise training, as we know that trained reps are noticeably better at bringing feedback and participating in meetings.

Reps always have access to part 1 of the training, which is an online module accessible via the Student Rep Teams Site. Students will be able to choose their timing for Part 2, which is delivered in person. The first round of training will be held week commencing 02/10/2023. Further details will be added here: <https://www.uwsunion.org.uk/representation/studentrepresources/>

Reps also attend Student Council, and we request that they are enabled to attend. Student Council is always from 13.30 to 15.30 and will be held on Wednesdays: 1st November, 6th December, 7th February and 27th March.

If you have any questions, please contact our representation team, representation@uwsunion.org.uk who will be happy to answer any questions or talk about any concerns or suggestions you have.

Diversity Monitoring

As part of Rep training, all reps are invited to complete a Diversity Monitoring Form this will enable us to capture the diversity of reps which will then feed into liberation campaigns and will form some of our future promotional material to address any under-representation of the student body.

Useful contacts

Union Student Rep Team

Sabina Lawrie – Student Representation and Communications Team Leader

sabina.lawrie@uws.ac.uk

Claire Lumsden – Student Representation and Training Co-ordinator Claire.lumsden@uws.ac.uk

Jorgen Clemmensen-Floholm – Student Representation and Policy Co-ordinator

Jorgen.clemmensen-floholm@uws.ac.uk

Nathan Price – Student Representation and Engagement Co-ordinator (London Campus)

Nathan.price@uws.ac.uk

UWS Staff

Donna Taylor – Quality Enhancement Officer – donna.taylor@uws.ac.uk

School Enhancement Developers

School of Health and Life Sciences – Liz Richmond – Elizabeth.Richmond@uws.ac.uk

School of Computing, Engineering and Physical Science – Lorna.Love@uws.ac.uk

School of Business and Enterprise – Jane Kerr, email – jane.kerr@uws.ac.uk

SAUWS Sabbatical Officers

President - Uchechi Agbaraji - unionpresident@uws.ac.uk

Vice President Education – Subuola Elufioye - unionvpe@uws.ac.uk

Vice President Student Development - Voke Adams Adamatie - unionvpsd@uws.ac.uk

Vice President Welfare and Wellbeing – Manpreet Kaur - unionvpww@uws.ac.uk