

Joint Statement on Course and School Representation

Statement of joint working between Nottingham Trent University and Nottingham Trent Students' Union in relation to Course and School representation.

1. Context

- 1.1 The joint statement sets out: the roles agreed by Nottingham Trent Students' Union (NTSU) and Nottingham Trent University (NTU) for oversight and operation of course and School representation; the responsibilities of all parties, and the support that can be expected.
- 1.2 The University and Union recognise each other's independence and interdependence and are committed to developing a working relationship characterised by transparency and supportive critique.
- 1.3 Course and School representation will be held to six key principles which outline that representation should be representative, ambitious, effective, student-led, transparent, and partnership-based.
- 1.4 Both Course representatives (hereafter referred to as Course reps) and School officers ensure that the students they represent are effectively represented to both the University and Union. The views they present should be both fair and balanced, and reflective of the views of their peers.
- 1.5 The statement sets out the agreed responsibilities of the University and Union as follows:
 - a. Responsibilities of NTSU;
 - b. Responsibilities of NTU;
 - c. Responsibilities of NTU Schools;
 - d. Responsibilities of NTU course teams;
 - e. Joint responsibilities of NTU and NTSU;
 - f. Responsibilities of School officers;
 - g. Responsibilities of Course representatives.
- 1.6 Bespoke handbooks for Course reps, School officers and NTU staff set out further detail.

2. Responsibilities of the Students' Union

2.1 NTSU will:

- a. Facilitate the appointment of Course reps through a mass participation self-appointment process;
- b. Facilitate the interviews and appointment of School officers;
- c. Provide a thorough induction to Course reps and School officers;
- d. Appoint Course reps and School officers into the role once they have completed their induction;
- e. Provide a staff handbook and promotional materials to support NTU staff in understanding, promoting, and effectively working with Course reps and School officers;
- f. Liaise with an appointed principal contact from each school to ensure Course reps and School officers are working effectively;
- g. Gather feedback on the effectiveness of Course reps and School Officers and make changes as necessary;
- h. Provide support and guidance to Course reps and School officers to assist them with any aspect of their role.

3. Responsibilities of the University

3.1 NTU will:

- a. Ensure course leaders and appointed principal contacts are appropriately trained and developed;
- b. Share information to support the administration and evaluation of Course reps and School officers as methods of representation;
- c. Promote course and School representation, including Course rep and School officer appointments and applications.

4. Responsibilities of NTU Schools

4.1 Schools will:

- a. Appoint a principal contact for NTSU - a member of staff who will liaise with Course reps, School officers and NTSU in relation to course and School representation;
- b. Ensure course teams are provided with the staff handbook and are notified of the details of the principal contact;
- c. Invite School officers to School Academic Standards and Quality Committee (SASQC) and School Forum;
- d. Provide local induction for School officers to SASQC and School Forum, supporting them to contribute to the agenda, prepare for the meeting and engage with discussion;
- e. Ensure there are regular and efficient communications from the School to the School cohort detailing comments, outcomes, and actions arising from School-level student feedback.

5. Responsibilities of NTU course teams

5.1 Course teams will:

- a. Effectively promote and support the **appointment of** Course reps and School officers in collaboration with NTSU;
- b. Pro-actively provide Course reps with a mailing list of their course peers in order that this can be used as an immediate and effective way of communicating with students;
- c. Invite all Course reps to course committees;
- d. Organise an effective means of regular communication with Course reps outside of course committees to ensure that urgent feedback can be received and acted upon;
- e. Encourage and support Course reps to prepare for and contribute to meetings, for example through pre-meetings to discuss expectations and proposed items of business;
- f. Ensure there are regular and efficient communications from the course team to the course cohort detailing comments, outcomes, and actions arising from course-level student feedback;
- g. Periodically evaluate the effectiveness of the course committee and make adjustments as necessary.

6. Joint Responsibilities

6.1 Jointly NTU and NTSU will:

- a. Work together via the Academic Representation working group to ensure Course and School representation is working as intended by working closely and communicating concerns;
- b. Work together to implement University policy in relation to student engagement with course and School representation;
- c. Share information relevant to the evaluation of the success of course and School representation;
- d. Communicate any concerns, about any aspect of course and School representation, in a timely way and work together to resolve concerns in the best interests of students.

7. Responsibilities of School officers

7.1 School officers will:

- a. Represent all the students in their School on School-related matters to the University and Union;
- b. Collate information from the Course reps within their School in order to provide feedback at School-wide meetings;
- c. Attend and engage at School-level meetings, in particular SASQC and School Forum;

- d. Co-lead at Course Rep Assemblies alongside the NTSU VP Education and NTSU VP Postgraduate to support the conversation between Course reps and the Students' Union;
- e. Complete surveys from, give feedback to, and attend focus groups organised by NTSU;
- f. Take a lead role in academic campaigns.

8. Responsibilities of Course representatives

8.1 Course reps will:

- a. Represent all students on their course on course-related matters to the University and Union;
- b. Attend and participate in all appropriate course-level meetings, and in particular, course committees;
- c. Gather feedback prior to, and prepare appropriately for, course-level meetings;
- d. Communicate regularly with course leaders outside of course committees;
- e. Attend any School or Union-level meetings, such as School Forum or Rep Conference, as required;
- f. Complete surveys from, give feedback to, and attend focus groups organised by NTSU.

Policy owner
CADQ/NTSU

Change history			
<i>Version:</i>	<i>Approval date:</i>	<i>Implementation date:</i>	<i>Nature of significant revisions:</i>
Sept 2016	30.09.16	01.10.16	No updates to be made. Document belongs to StEAR. Due to be updated in 2016/17
Sept 2017	25.04.17	01.10.17	New joint statement agreed in April 2017, section updated for 2017/18 handbook accordingly
Sept 2018	12.09.18	01.10.18	None
Dec 2018	11.12.18	11.20.18	Requirement added for course teams to support communication between reps and their course cohort
Sept 2019	11.09.19	01.10.19	None
Sept 2020	16.09.20	01.10.20	References to School representatives updated to reflect new title of School officers
Dec 2021	30.11.21	01.12.21	References to the academic representative system updated to course and School representation Responsibilities of all stakeholders reviewed and updated
Sept 2022	22.09.22	01.10.22	None
Sept 2023	06.07.23	01.09.23	References to the old election process removed and updated to reflect the self-appointment system for 2023/24. Responsibilities of all stakeholders reviewed and updated. References to StEAR removed and updated to include the Academic Representation working group. Removal of the Joint statement letter.

Equality Analysis		
<i>Version:</i>	<i>EA date:</i>	<i>Completed by:</i>
Sept 2016	NA	