

<b>Committee Title</b>	Student Voice					
<b>Date of Meeting</b>	28 <sup>th</sup> October 2019					
<b>Item Number and Title/Subject</b>	Guide to Student Representation at GCU					
<b>Paper Presenter</b>	Eilidh Fulton, Student President (or nominee)					
<b>Brief Summary of Issues/Topic</b>	<p>During the academic year 2018/19 there was an internal audit on student representation at GCU by EY and a GCU Academic Rep Review was completed and approved by Senate on 31<sup>st</sup> May 2019.</p> <p>The Students' Association worked with the Department of Governance, Department of Academic Quality and Development and the Department of Student Life on producing a Guide to Student Representation at GCU. This Guide has been produced to provide an easy reference summary of the key aspects of how student representation, including academic representation, works at GCU. Primarily, the Guide is intended to support the induction of the new Full Time Officers but may also be useful as a reference document for all GCU staff and students as an overview on how the University and the Students' Association work together to ensure effective student representation. This Guide will be reviewed annually in May in preparation for the incoming Full Time Officers starting.</p>					
<b>Recommendation(s)</b>	Information	X	Discussion		Approval	
	<p><b><i>Any member can ask a question by raising their voting card and being recognised by the Chair to speak.</i></b></p> <p>Student Voice is asked <b>to note</b> the Guide to Student Representation at GCU.</p>					
<b>Who have you consulted when developing the paper?</b>	<p>Executive Committee  Student Voice Team Leader  Chief Executive  Department of Governance, GCU  Department of Academic Quality and Development, GCU  Department of Student Life, GCU  Audit Committee, GCU</p>					
<b>Staff/Student Protocol</b>	Yes	X	No		N/A	
<b>Will any decision approved directly affect the work of staff?</b>	The Chief Executive was consulted in the development of this paper.					
<b>Should the paper be submitted to any other committee following its consideration/approval at this meeting?</b>	No					
<b>If yes, please state the committee and proposed date of submission.</b>	This Guide will be made available to members and stakeholders on the Students' Association website.					



# Guide to Student Representation at GCU

Last Reviewed:	16 <sup>th</sup> October 2019
Next Review:	May 2020
Document Location:	S:\Common\Governance\Guide to Student Representation at GCU

# Guide to Student Representation at GCU

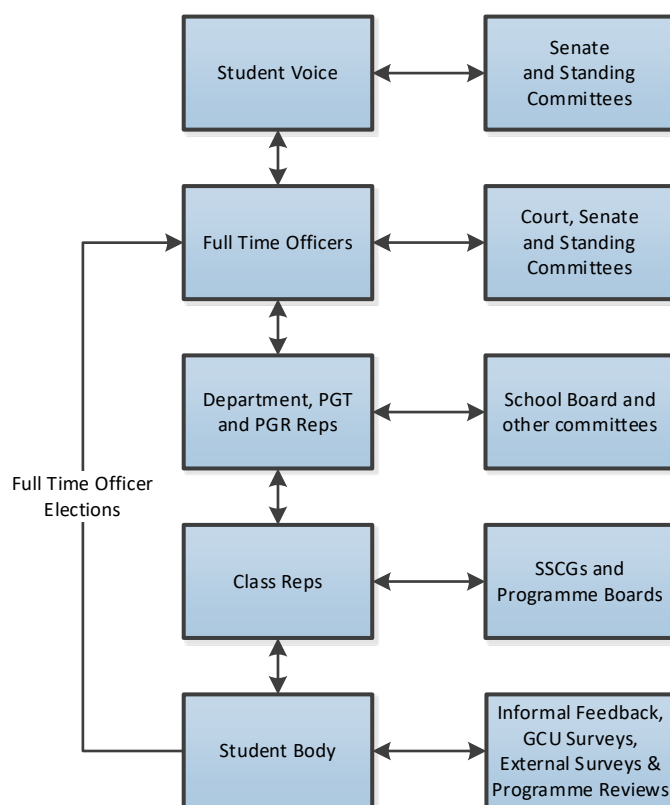
## Foreword

This Guide has been produced to provide an easy reference summary of the key aspects of how student representation works at Glasgow Caledonian University (GCU). Primarily, the Guide is intended to support the induction of the new Full Time Officers but may also be useful as a reference document for all GCU staff as an overview on how the University and the Students' Association work together to ensure effective student representation.

## 1. Student Representation

GCU, in partnership with GCU Students' Association, encourages students to become actively involved in providing constructive feedback about all aspects of University life. Student representation is a key element of student engagement. The University has worked with GCU Students' Association to produce this Student Representation Structure that is fully aligned with our Student Partnership Agreement, [GCU Community: Working Together in Partnership](#).

The Education Act 1994 outlines that the primary purpose of the Students' Association is to represent students. The [Code of Practice relating to the operation of the Students' Association](#) outlines how the Education Act 1994 is managed between GCU and the Students' Association.



*Student Representation at GCU*

## **2. Academic Representation**

### **2.1 Academic Rep Structure**

GCU has an Academic Rep Structure that is created by GCU Students' Association and the University to facilitate the collection and dissemination of students' views on the quality of their learning experience at all levels across the institution, and to provide students with feedback on the actions taken by the University to enhance their student experience. Academic Reps and student feedback form a critical element of the GCU Quality Enhancement and Assurance processes and that students are partners in the formulation, operation and evaluation of the institution's approach to enhancement. The Academic Rep Structure is managed between GCU Students' Association, the Department of Academic Quality and Development and academic schools.

The Academic Reps consist of Class Reps, Department Reps, Postgraduate Taught (PGT) Reps and Postgraduate Research (PGR) Reps. The role description for each academic rep can be found in appendix 1 and on [www.GCUstudents.co.uk/academicreps](http://www.GCUstudents.co.uk/academicreps).

### **2.2 Class Reps**

#### **2.2.1 Role of Class Rep**

The role of each Class Rep is to work with the students and staff to improve the student learning experience on their course, also known as an academic programme. Class Reps are expected to seek student opinion on the academic experience and feed this back to members of staff through both formal and informal channels.

Class Reps are encouraged to tackle any issues as informally as possible, initially with the Module Leader or Programme Leader. Class Reps should work with their Department Reps (or Vice President for their academic school) to escalate any unresolved issues with the Head of Department.

#### **2.2.2 Class Rep Elections**

The Programme Leader is responsible for electing Class Reps, at least one per level of each taught undergraduate or postgraduate programme. Elections should normally take place by week 3 of Trimester A. Guidance on running a Class Rep Election is available from the Students' Association.

#### **2.2.3 Class Rep Training and Support**

The details of all Class Reps are sent as soon as practically possible by the Programme Leader to the Students' Association in order to provide training and support, including the Academic Rep Gatherings, organised by the Students' Association in Trimesters A and B.

#### **2.3.4 Student Staff Consultative Groups (SSCGs)**

The Programme Leader is responsible for inviting Class Reps to the Student Staff Consultative Group (SSCG) meetings, normally held once per Trimester.

The purpose of the Student Staff Consultative Group is:

- to act as an effective and representative consultative forum in which students and staff meet to discuss matters of mutual interest and concern arising from the

content, teaching, and development of the programme, and any other aspects of the student experience at the University.

- to provide an opportunity to obtain views representative of students on all levels and modes of the programme, and to take these into account in contributing to the programme monitoring and development processes
- to provide feedback to students on how the programme, or the University more widely, has responded to concerns raised by students.

Class Reps may in addition be invited to attend Programme Board meetings. Details of the operation and composition of SSCGs can be found in Appendix 2.

## **2.3 Department, PGT and PGR Reps**

### **2.3.1 Role of Department Reps**

The role of the Department Rep is to liaise with the Class Reps on undergraduate programmes within their department to identify key areas to improve the student learning experience and raise any identified issues with the Head of Department. The Department Rep is invited to attend [School Board](#), [SAGE Group](#) and [Student Voice](#) meetings. The Department Rep should work closely with the Vice President for their academic school.

### **2.3.2 Role of Postgraduate Taught (PGT) Reps**

The role of the Postgraduate Taught (PGT) Rep is to liaise with the Class Reps on postgraduate programmes within their academic school to identify key areas to improve the student learning experience and raise any identified issues with the Dean, Vice Dean or Associate Dean, Learning, Teaching and Quality. The PGT Rep is invited to attend [School Board](#), [SAGE Group](#) and [Student Voice](#) meetings. The PGT Rep should work closely with the Vice President for their academic school.

### **2.3.3 Role of Postgraduate Research (PGR) Reps**

The role of the Postgraduate Research (PGR) Rep is to work with the Deputy PGR Rep to represent and act as the voice for all PGR students within their academic school and to feedback key issues that affect the research student experience to both the University and GCU Students' Association. Between the PGR and Deputy PGR Reps they are invited to attend the [University Research Degree Committee](#), [School Board](#), School Research Committee, [SAGE Group](#), Research Student Lead Network and [Student Voice](#) meetings. The PGR Rep should work closely with the Full Time Officer who is the policy lead for research students.

### **2.3.4 Appointment of Department, PGT and PGR Reps**

The Students' Association is responsible for working with the academic schools on the appointment of the Department, PGT and PGR academic reps. Department and PGR Reps are normally recruited in Trimester B for the following academic year and PGT reps at the beginning of Trimester A for that academic year. The Department of Academic Quality and Development and the academic schools will be informed of the appointments of academic reps by the Students' Association.

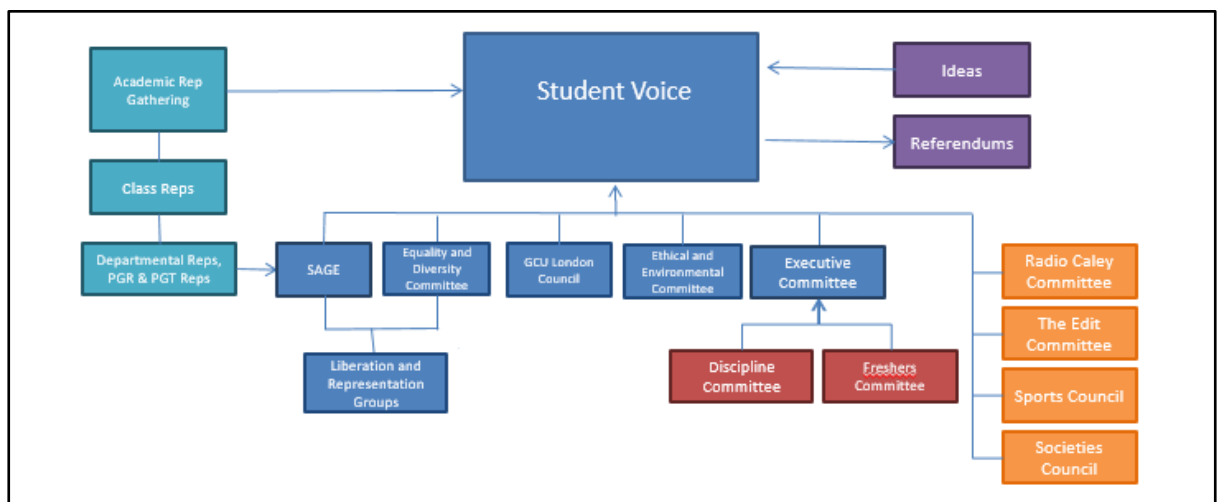
### 2.3.5 Department, PGT and PGR Rep Training and Support

The Students' Association is responsible for providing training and support for the Department, PGT and PGR Reps. The Department and PGT Reps are invited to the Academic Rep Gatherings organised by the Students' Association in Trimesters A and B.

The PGT and PGR Rep receive expenses each Trimester and Department Reps receive expenses in Trimesters A and B. The expenses are provided by the University, with the payments facilitated by the Students' Association on behalf of the University. The current expenses are outlined within the academic rep role descriptions.

### 3. Students' Association Representation

The mission of GCU Students' Association is to represent and enable GCU students to enhance all aspects of their student experience. The Students' Association is a student-led organisation with its own [Governance Structure and Democracy Structure](#).



*GCU Students' Association Democracy Structure*

#### 3.1 Student Voice

Student Voice is an elected body of students that ensures linkage between the student body and the Students' Association. It comprises the Full Time Officers, Department, PGT and PGR Reps, Liberation and Representation Officers, Society and Sports Council Chairs, Magazine Editor, Radio Station Manager and ordinary members. Students can [apply to join](#) Student Voice and [submit Ideas](#) that can be debated and become [the policy](#) of the Students' Association. Student Voice holds the Full Time Officers to account for their manifesto commitments and the conduct of their political activities.

The Students' Association provides an induction for each Student Voice member and staff within the Students' Association provide ongoing support to Student Voice Officers.

These are the Student Voice Sub Committees:

- Executive Committee
- SAGE (Student Action Group for Engagement)
- Equality and Diversity Committee
- Ethical and Environmental Committee

- GCU London Council
- Sports Council
- Societies Council
- Radio Caley Committee
- The Edit Committee

The remit of Student Voice and each Sub Committee and the remit for each Student Voice Officer can be found in the Students' Association By-Laws available from [www.GCUstudents.co.uk/keyinformation](http://www.GCUstudents.co.uk/keyinformation).

Student Voice elects GCU students to sit on the following University committees:

- Senate (x3, International, Research, Open)
- Senate Disciplinary Committee (x3)
- Learning and Teaching Subcommittee (x1 UG)
- Honorary Degrees Committee (x1)

The Department of Governance will be informed of the appointments of Student Voice members to Senate and Senate Standing Committees.

### **3.2 Full Time Officers**

There are four Full Time Officers that are annually elected by the student body to represent students within the University, nationally through MPs, MSPs and the National Union of Students (NUS) and locally through Councillors and Community Councils. The Full Time Officers are the [Executive Committee](#) who consists of:

1. Student President
2. Vice President Glasgow School for Business and Society (VP GSBS)
3. Vice President School of Health and Life Sciences (VP SHLS)
4. Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Each Full Time Officer has a responsibility to work with the Dean, Vice Dean, Associate Deans and academic reps within their academic schools to improve the student learning experience within that school. These Full Time Officers, also known as Sabbatical Officers, then negotiate their policy area responsibilities.

The current Full Time Officer Policy Areas can be found on [www.GCUstudents.co.uk/executive](http://www.GCUstudents.co.uk/executive).

### **3.3 Full Time Officer Elections**

Any GCU student can stand and vote in the annual Full Time Officer Elections. The candidate with the most votes has the opportunity to become Student President, and the three candidates with the next highest vote count become Vice Presidents. Each Vice President becomes the lead representative for an academic school in Glasgow, with the Student President retaining responsibility for GCU London.

### **3.4 GCU London Officer**

Any GCU student studying at GCU London can stand to become the GCU London Officer and is elected by the students studying at GCU London. The role of the GCU London Officer is to liaise with the Class Reps and PGR Rep at GCU London to identify key areas to improve the

wider student experience and raise any identified issues with the Dean. The GCU London Officer is invited to attend [School Board](#), is the Chair of GCU London Council and is an Observer on [Student Voice](#) meetings. The GCU London Officer should work closely with the Student President.

### 3.5 Key University Contacts

The nature of the Full Time Officer role means they have contact with a wide range of staff across all areas of the University. However, to support Officers in their liaison with staff who cover their specific policy areas key contacts are provided in Appendix 3.

Introductory meetings are arranged with key contacts as part of the induction process for new Full Time Officers. Additionally, the Full Time Officers meet regularly with senior university staff throughout the year:

Officer(s)	Meeting with Exec/Deans	Frequency
Student President	Principal	Monthly
All Full Time Officers	Principal	Annually during Handover Period
All Full Time Officers	DVC Academic & DVC Strategy	Monthly
All Full Time Officers	Chief Operating Officer	Monthly
PGR Policy Lead	PVC Research	Monthly
VP SCEBE	Dean of SCEBE	Monthly
VP GSBS	Dean of GSBS	Monthly
VP SHLS	Dean of SHLS	Monthly
All Full Time Officers	Student Life Senior Management Team	Monthly

## 4. Student Representation on University Committees

There is student representation on most committees within the University, including:

### University Court

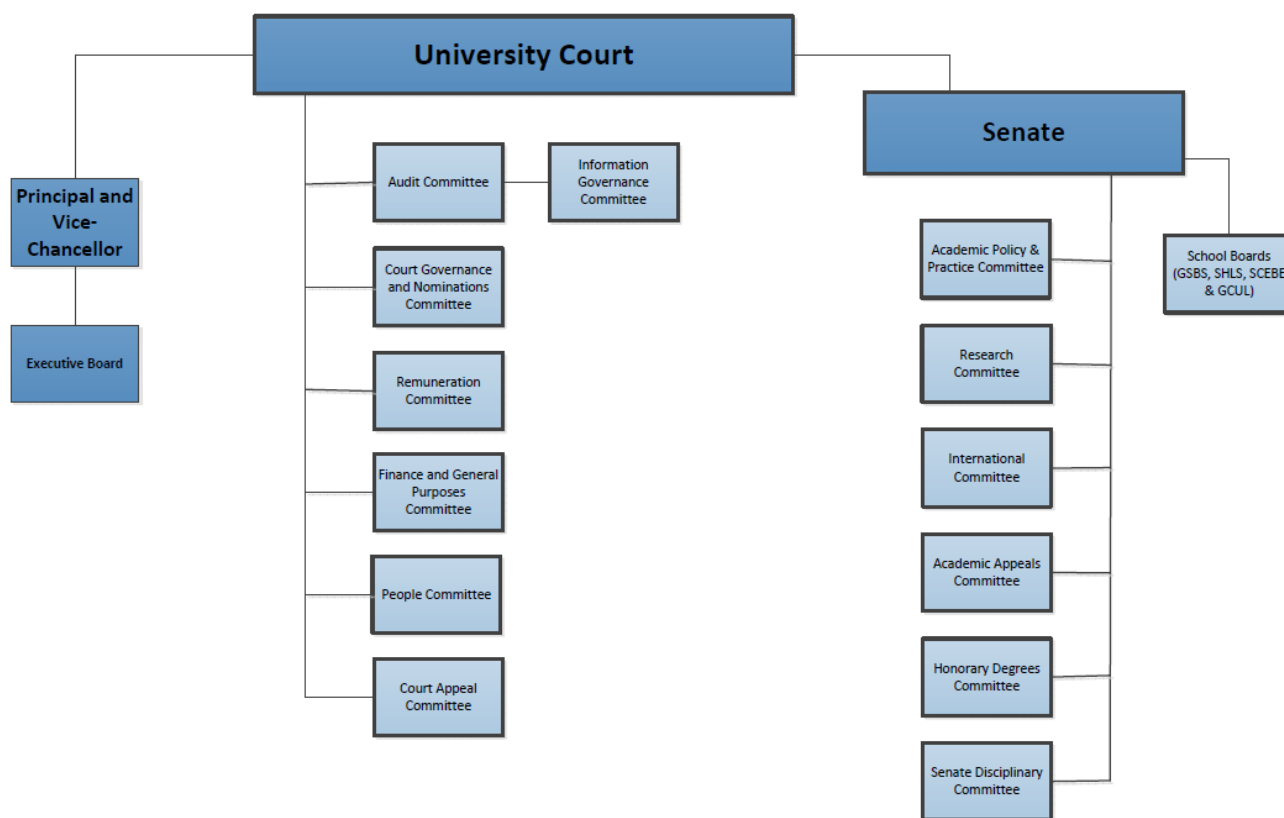
- Finance and General Purposes Committee
- People Committee
- Court Governance and Nominations Committee
- Remuneration Committee
- Court Appeal Committee

### Senate

- Academic Policy and Practice Committee
- International Committee
- Learning and Teaching Subcommittee
- Research Committee
- Honorary Degrees Committee



- Senate Disciplinary Committee
- School Boards



GCU Governance Framework

Appendix 4 outlines all the committees where there is student representation within the University. Student representatives on committees are normally the Full Time Officers, academic reps, Student Voice Officers or elected Student Voice members.

## 5. Student Engagement in Quality Processes

The [Quality Code](#) is a key reference point for UK higher education, protecting the public and student interest, and championing UK higher education's world-leading reputation for quality. It enables providers to understand what is expected of them and what to expect from each other. One of the Core Practices under Expectations for Quality sets out that *“the provider actively engages students, individually and collectively, in the quality of their educational experience”*.

### 5.1 Programme Approval and Reviews

There is a student panel member at Programme Approval and Programme Review events. Programme Approval events take place when a new academic programme is proposed for delivery. Programme Review events take place periodically for all current programmes, usually every five years and assesses the ongoing viability of a current programme.

The Department of Academic Quality and Development works with the Students’ Association to select the student panel member. This is normally a Department, PGT or PGR Rep but can be a Full Time Officer. For academic reps this is a paid opportunity.

When academic programmes within the University are being reviewed, the panel aims to meet a group of current students and/or recent graduates to hear their views. Students and academic reps may also be invited to contribute to, or comment on, the documentation produced by the academic team in advance of an event.

## **5.2 Enhancement-Led Internal Subject Review (ELISR)**

There is a student panel member on an Enhancement-Led Internal Subject Review (ELISR). An ELISR evaluates the student experience across a subject area (or Department) within the University.

The Department of Academic Quality and Development works with the Students' Association to select the student panel member. This is normally a Full Time Officer but can be any Department, PGT or PGR academic reps. For academic reps this is a paid opportunity.

When subject areas (or Departments) within the University are being reviewed, the panel aims to meet a group of current students and/or recent graduates to hear their views. Students and academic reps may also be invited to contribute to, or comment on, the documentation produced by the academic team in advance of an event.

## **5.3 Thematic Review**

Thematic Reviews form part of the University's normal quality enhancement and assurance processes. They provide an opportunity to conduct an institution-wide exploration of a major theme that may not be fully captured through ELISR or Programme Approval and Review. The format and scope of each Thematic Review is designed in relation to the theme being reviewed.

When undertaking a Thematic Review, the panel aims to meet with groups of students to hear their views. There is normally a student representative involved in undertaking the review, usually a Full Time Officer.

## **5.4 Enhancement-led Institutional Review (ELIR)**

Enhancement-led Institutional Reviews (ELIR) are independent external reviews of universities in Scotland, managed and run by the Quality Assurance Agency (QAA) on a five yearly cycle. The process results in a judgement and set of commendations and recommendations relating to the way the institution is securing academic standards and improving the student experience. The review is undertaken by a team of reviewers comprising staff and students from other institutions.

GCU is currently preparing for ELIR 4, which will culminate in Planning and Review Visits from the ELIR Panel in February and March 2020. The panel will expect to meet with a broad range of students and staff to hear their views.

Further information about student engagement in academic quality processes can be found on the [GCU Academic Quality and Development](#) website.

## **6. Student Surveys**

Students have an opportunity to provide feedback through a range of mechanisms including a number of centrally administered internal and sector-wide [surveys](#). The Student Survey and Module Evaluation Policy outlines how students are surveyed within GCU and how students can provide feedback on their module, programme and wider student experience. The Policy

states that academic schools are expected to ensure that students are made aware that their feedback has been considered, and where appropriate actioned, as well as considered at the relevant Board or Committee, including Student-Staff Consultative Groups.

## **7. Annual Review**

The Student Representation Structure will be annually reviewed and agreed between GCU Students' Association, the Department of Academic Quality and Development and the Department of Governance.

This Guide to Student Representation at GCU will be reviewed next in May 2020.

## **Appendix 1: Academic Rep Role Descriptions**

### **Volunteer Role: Class Rep**

#### **Role Purpose:**

To represent and act as a voice for students on your programme of study and to feedback key issues that affect the student learning experience to both the University and GCU Students' Association.

#### **Role activities:**

- Make sure that the students on your course know who you are and how to contact you.
- Liaise with the students and other Class Reps on your course to identify key areas for improvement within the student learning experience and raise any identified issues with the Module or Programme Leader.
- Attend and take an active part in Student Staff Consultative Group (SSCG) meetings and Programme Board meetings, when invited.
- Seek support from the Department Rep (for undergraduate courses) or Postgraduate Taught Rep (for postgraduate courses) for any issues raised that have not been resolved.
- Let the students and other Class Reps on your programme know the outcome of any issues raised.
- To help promote GCU Students' Association education campaigns.

#### **Role Benefits:**

In your role you will have the opportunity to:

- Develop advocacy, representation, communication and leadership skills
- Make a positive difference to the student learning experience for fellow students within your programme.
- Network and meet new people.
- Gain a Class Rep Certificate.

#### **Support and Training:**

To help you in your role we will provide training and support, including:

- Induction and ongoing training, including the Academic Rep Gathering.
- Take part in the GCU Students' Association Student Leaders Programme.
- Support from your Department Rep or Postgraduate Taught Rep.
- Support from within the Students' Association from the Academic Rep Co-ordinator and the Vice President for your academic school.

#### **Eligibility:**

To be a Class Rep you must be a current GCU student and must be on the programme of study that you represent.

## **Volunteer Role: Department Rep**

### **Role Purpose:**

To represent and act as the voice for all undergraduate students in your department and to feedback key issues that affect the student learning experience to both the University and GCU Students' Association.

### **Role activities:**

- Make sure that the Class Reps within the department know who you are and how to contact you.
- Liaise with the Class Reps within your department to identify key areas for improvement within the student learning experience and raise any identified issues to the Head of Department (or other relevant staff).
- When required, support any Class Reps to raise any issues within their programme and at their Staff Student Consultative Group (SSCG).
- Promote and encourage Class Reps and students within your department to get involved in Students' Association education campaigns.
- Let the Class Reps within your department and the Students' Association know the outcome of any issues raised.
- Seek support from the Vice President of your academic school for any issues raised that have not been resolved.
- Attend and take an active part in School Board and its sub committees, as required.
- Attend and take an active part in Student Voice meetings, Student Action Group for Engagement (SAGE) and Academic Rep Gatherings.
- Produce a brief written report in Trimester 1 and 2 for Student Voice.

### **Role Benefits:**

In your role you will have the opportunity to:

- Develop advocacy, representation, communication and leadership skills.
- Make a positive difference to the student learning experience for fellow students within your department.
- Help shape policy within the Students' Association and the University.
- Network and meet new people.
- Receive £150 expenses in Trimester 1 and 2.

### **Support and Training:**

To help you in your role we will provide training and support:

- Induction and ongoing training, including the Academic Rep Gathering.
- Take part in the GCU Students' Association Student Leaders Programme
- Support from within the Students' Association from the Academic Rep Co-ordinator and the Vice President for your academic school.
- Support from the Head of Department within your academic school.

### **Eligibility:**

To be a Department Rep you must be a current GCU student and must be on a programme of study within the department that you represent. This is an appointed position as an academic rep for Trimester 1 and 2.

## **Volunteer Role: Postgraduate Taught (PGT) Rep**

### **Role Purpose:**

To represent and act as the voice for all Postgraduate Taught (PGT) students in your School and to feedback key issues that affect the taught postgraduate student experience to both the University and GCU Students' Association. This involves working with PGT Class Reps and the Students' Association.

### **Role Activities:**

- Make sure that the Class Reps within the academic school know who you are and how to contact you.
- Liaise with the Class Reps within your academic school to identify key areas for improvement within the student learning experience and raise any identified issues to the Dean, Vice Dean or Associate Dean, Learning, Teaching and Quality.
- When required, support any Class Reps to raise any issues within their programme and at their Staff Student Consultative Group (SSCG).
- Promote and encourage Class Reps and students within your department to get involved in Students' Association education campaigns.
- Let the Class Reps within your department and the Students' Association know the outcome of any issues raised.
- Seek support from the Vice President of your academic school for any issues raised that have not been resolved.
- Attend and take an active part in School Board and its sub committees, as required.
- Attend and take an active part in Student Voice meetings, Student Action Group for Engagement (SAGE) and Academic Rep Gatherings.
- Produce a brief written report in Trimester 1 and 2 for Student Voice.

### **Role Benefits:**

In your role you will have the opportunity to:

- Develop advocacy, representation, communication and leadership skills.
- Make a positive difference to the student learning experience for fellow students within your academic school.
- Help shape policy within the Students' Association and the University.
- Network and meet new people.
- Receive £150 expenses in each Trimester.

### **Support and Training:**

To help you in your role we will provide training and support:

- Induction and ongoing training, including the Academic Rep Gathering.
- Take part in the GCU Students' Association Student Leaders Programme
- Support from within the Students' Association from the Academic Rep Co-ordinator and the Vice President for your academic school.
- Support from the academic staff within your school.

### **Eligibility:**

To be a PGT Rep you must be a current GCU student and must be on a programme of study within the academic school that you represent. This is an appointed position as an academic rep for Trimester 1, 2 and 3.

## **Volunteer Role: Postgraduate Research (PGR) Rep**

### **Role Purpose:**

To represent and act as the voice for all Postgraduate Research (PGR) students within your academic school and to feedback key issues that affect the research student experience to both the University and GCU Students' Association.

### **Role Activities:**

- Make sure that research students within the academic school know who you are and how to contact you.
- Work with the Deputy PGR Student Rep to liaise with the research students within your academic school to identify key areas for improvement within the student experience and raise any identified issues to the Dean, Vice Dean or Associate Dean Research and/or the Graduate School.
- Let the research students within your academic school and the Students' Association know the outcome of any issues raised.
- Seek support from the Vice President with the research policy area with any issues raised that have not been resolved.
- Attend and take an active part in the University Research Degree Committee and School Board and its sub committees, as required.
- Attend and take an active part in Student Voice meetings and as required the Student Action Group for Engagement (SAGE).
- Attend and take an active part in the Research Student Lead Network.
- Produce a brief written report in Trimester 1 and 2 for Student Voice.

### **Role Benefits:**

In your role you will have the opportunity to:

- Develop advocacy, representation, communication and leadership skills.
- Make a positive difference to the student experience for fellow students within your academic school.
- Help shape policy within the Students' Association and the University.
- Network and meet new people.
- Receive £150 expenses in each Trimester.

### **Support and Training:**

To help you in your role we will provide training and support:

- Induction and ongoing training.
- Take part in the GCU Students' Association Student Leaders Programme
- Support from within the Students' Association from the Academic Rep Co-ordinator and the Vice President with the research policy area.
- Support from the academic staff within your school and within the Graduate School.

### **Eligibility:**

To be a PGR Rep you must be a current GCU student and must be a research student within the academic school that you represent. This is an appointed position as an academic rep for Trimester 1, 2 and 3.

## **Volunteer Role: Deputy Postgraduate Research (PGR) Rep**

### **Role Purpose:**

To represent and act as the voice for all Postgraduate Research (PGR) students within your academic school and to feedback key issues that affect the research student experience to both the University and GCU Students' Association. Deputise for the PGR Student Rep.

### **Role Activities:**

- Make sure that research students within the academic school know who you are and how to contact you.
- To deputise for the PGR Student Rep, when required.
- Work with the PGR Student Rep to liaise with the research students within your academic school to identify key areas for improvement within the student experience and raise any identified issues to the Dean, Vice Dean or Associate Dean Research and/or the Graduate School.
- Let the research students within your academic school and the Students' Association know the outcome of any issues raised.
- Seek support from the Vice President with the research policy area with any issues raised that have not been resolved.
- Attend and take an active part in School Board, School Research Committee and any other sub committees, as required.
- Contribute to the PGR Student Rep written report produced for Student Voice in Trimester 1 and 2.
- Option to attend and take an active part in the Research Student Lead Network.

### **Role Benefits:**

In your role you will have the opportunity to:

- Develop advocacy, representation, communication and leadership skills.
- Make a positive difference to the student experience for fellow students within your academic school.
- Help shape policy within the Students' Association and the University.
- Network and meet new people.
- Receive £150 expenses in each Trimester.

### **Support and Training:**

To help you in your role we will provide training and support:

- Induction and ongoing training.
- Take part in the GCU Students' Association Student Leaders Programme
- Support from within the Students' Association from the Academic Rep Co-ordinator and the Vice President with the research policy area.
- Support from the academic staff within your school and within the Graduate School.

### **Eligibility:**

To be a Deputy PGR Rep you must be a current GCU student and must be a research student within the academic school that you represent. This is an appointed position as an academic rep for Trimester 1, 2 and 3.



## Appendix 2: Operation and Composition of SSCG



### **GUIDANCE ON THE OPERATIONS OF STUDENT STAFF CONSULTATIVE GROUPS**

The operation of the Student Staff Consultative Group should be as follows:

- groups are required by Programme Boards to meet at least once per trimester, in an informal environment
- the Programme Leader, acting on behalf of the Programme Board, will in the first instance make arrangements for the establishment of the group. The group will, at the start of each meeting, elect a Chair who should normally be a student. The Programme Leader will be responsible for convening meetings of the group
- the Programme Leader and Chair, in consultation with other group members, will provide an agenda for each meeting.
- groups are required to keep formal minutes (by a Clerk who is a member of staff) and should produce a record of actions arising from the discussions
- any issues referring to modules shall be passed immediately to the Module Leader for action in the first instance. Programme, School, and/or University matters should be passed to the relevant Head of Department, Programme Board, and/or School Board and, if appropriate, with the relevant University department
- the minutes and outcomes will be forwarded to the Programme Board (and any other relevant bodies) for information or action as appropriate. The minutes must contain sufficient detail for the Programme Board to be convinced that the group is operating successfully. The minutes will constitute the students' primary input to the annual monitoring process
- School Boards should also receive and consider these minutes to inform the 'bigger picture' and to enable School/Department level monitoring of the effectiveness of feedback to students on the actions that they have raised
- groups may be established which cover whole programmes, or a single level or levels of a programme. In some cases, groups may be established which cover combinations of programmes with close academic links
- in the case of programmes delivered at a distance, Programme Boards should make alternative appropriate arrangements, for example the use of web-based discussion sites or paper-based consultation processes.

### **Composition**

The Student Staff Consultative Group should have a majority of student members over staff members. The composition of the Group should be:

- elected students representing all levels and programmes constituting the group (it is the Programme Leader(s) responsibility to make sure elections are conducted and the outcomes recorded among all relevant student cohorts at the start of each academic year)
- the Dean of the School or his/her nominee, responsible for administering the Programme(s), and/or the Chair of the Programme Board(s)
- the Programme Leader(s)
- appropriate members of the teaching staff, nominated by the Programme Leader(s)
- students, staff, and other individuals, such as employers associated with the programme, who are not members of the group, may be invited to attend and to participate in discussions.

The information above represents a template for the operation of Student Staff Consultative Groups. It is recognised that, particularly with part-time programmes or for programmes delivered via digital mode, some further flexibility may be required. However, all levels of each programme must have representation on a group. The Programme Board should arrange induction for class representatives at the start of each academic year in collaboration with the Students' Association.

### **Agenda**

The following outlines a shell agenda for Student Staff Consultative Groups:

- Apologies
- purpose of Student Staff Consultative Groups
- performance indicators for programmes and modules
- minutes of the previous meeting
- review of the results of actions arising from the previous meeting
- matters raised by students
- matters raised by staff
- any other business

### Appendix 3: Key University Contacts

Name	Department	Job Title
<b>Executive Board</b>		
Professor Pamela Gillies CBE		Principal & Vice-Chancellor
Professor Cam Donaldson		Pro Vice Chancellor Research & Enterprise and Vice-Principal
Susan Mitchell		Chief Operating Officer
Ms Jan Hulme		University Secretary & Vice-Principal Governance
Professor James Miller		Deputy Vice-Chancellor Strategy
Professor Valerie Webster		Deputy Vice-Chancellor Academic
Lisa Johnson		Executive Advisor to Professor Gillies
Julie Burns		Head of the Vice-Chancellor's Office
<a href="http://www.gcu.ac.uk/theuniversity/theuniversityexecutive/">http://www.gcu.ac.uk/theuniversity/theuniversityexecutive/</a>		
<b>University Court</b>		
Rob Woodward		Chair of Court
Professor Stephanie Young		Vice Chair of Court
<a href="https://www.gcu.ac.uk/theuniversity/universitycourt/membershipofcourt/">https://www.gcu.ac.uk/theuniversity/universitycourt/membershipofcourt/</a>		
<b>Learning, Teaching and Student Experience</b>		
Jackie Main	Student Life	Director of Student Life
Katrina Forbes	Careers	Head of Careers
Kirsty MacInnes	Student Enquiries Advice and Events	Head of Student Enquiries, Advice and Events
Avril Williams	Student Wellbeing	Head of Student Wellbeing
Robert Ruthven	Library Services	Director of Library Services
Sonya Campbell-Perry	Library Services	Library Customer Services Manager
Alan O'Neill	Information Services	Director of Information Technology
Lesley McAleavy	Academic Quality	Policy and Development Officer
Nicola Andrew	Academic Quality	Head of Academic Quality
Alison Nimmo	Academic Development	Head of Academic Development
Eleanor Wilson	GCU Outreach	Head of GCU Outreach
Susan Grant	GCU Outreach	Community & Public Engagement Co-ordinator
<b>Finance and Infrastructure</b>		
Douglas Little	Estates and Facilities	Director of Estates
Therese Fraser	Estates and Facilities	Head of Campus Services
Kathleen Campbell	Estates and Facilities	ARC Manager
Paulo Cruz	Estates and Facilities	Sustainability Officer
Lorna Wilson	Baxterstorey	General Manager
Paul Queen	Finance	Director of Finance

**International, Marketing and Strategic Enrolment**

Stephanie Pitticas	GCU London	Acting Director of Marketing, Recruitment and Admissions
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**Research and Enterprise**

Bonnie Steves	Graduate School	Director Graduate School
Mark Anderson	Research and Innovation Office	Director of Research and Innovation

**Governance and People**

Fiona Campbell	People Services	Director of People
Colette Hamilton	People Services	Health and Safety Advisor
Adrian Lui	People Services	Equality and Diversity Advisor
Lucy Strachan	Governance	Head of Governance
Hazel Lauder	Governance	Assistant Head of Governance
Deborah Donnet	Governance	Assistant Head of Governance
Stephen Lopez	Registry	Academic Registrar & Director of School Based Professional Services

**External Relations**

Post Vacant	Marketing, Recruitment & Admissions	Director of Marketing Recruitment & Admissions
Post Vacant	Communications and Public Affairs	Director of Communications and Public Affairs
Post Vacant	Communications and Public Affairs	Deputy Director of Communications and Public Affairs
Christopher Fitzgerald	Communications and Public Affairs	Media and Communications Manager
Claire Hulsen	Strategy and Planning	Director of Strategy and Planning
Kirsty Roden	Strategy and Planning	Deputy Director of Strategy and Planning
Russell Walker	Strategy and Planning	Market Insight Manager
Jillian Watt	GCU Foundation	Director of Development & Global Engagement
Julie Duncan	GCU Foundation	Head of Conference & Events

**GCU London**

Antony Morgan	Dean, GCU London
Avril Egan	PA to Dean

**GCU New York**

Cara Smyth	Vice President of GCNYC
Walter Roettger	Interim Provost, GCNYC

**School of Computing, Engineering and Built Environment**

Professor Iain Cameron	Dean, School of Computing, Engineering and Built Environment
Maggie Proctor	PA to Dean
Scott McMeekin	Vice Dean
Morag Ferguson	Associate Dean Learning Teaching & Quality
Tuleen Boutaleb	Associate Dean International
Ole Pahl	Associate Dean Research

Tracy Findlay	Head of Programmes and Planning, School of Engineering and Built Environment
Jackie Riley	Head of Department, Cyber Security and Networks
Gordon Morison	Head of Department, Computing
Bruce Wood	Head of Department, Applied Computer Games
Michael Tong	Head of Department, Construction and Surveying
Tony Kilpatrick	Head of Department, Civil Engineering and Environmental Management
Babakali Alkali	Head of Department, Mechanical Engineering
Alan Nesbitt	Head of Department, Electrical and Electronic Engineering
Sheila Smith	Head of Department, Applied Science

### Glasgow School for Business and Society

Professor John Lennon	Dean, Glasgow School for Business and Society
Fiona Rieley	PA to Dean
Shirley Rate	Vice Dean
Margaret McCann	Associate Dean Learning Teaching & Quality
Dawn Anderson	Associate Dean International
John Harris	Associate Dean Research
David Moore	Head of Programmes and Planning, Glasgow School for Business and Society
Jane Burt	Head of Department, Finance, Accounting and Risk
Rachel Russell	Head of Department, Social Sciences
Ben McConville	Head of Department, Media and Journalism
Susan Ogden	Head of Department, Management and HRM
Linda Shearer	Head of Department, Fashion Marketing, Tourism and Events
Alison Britton	Head of Department, Economics and Law

### School of Health and Life Sciences

Professor Andrea Nelson	Dean, School of Health and Life Sciences
Christine Clark	PA to Dean
Anita Simmers	Vice Dean
Nichola McLarnon	Associate Dean Learning Teaching & Quality
Sharron Blumenthal	Associate Dean International
Kay Currie	Associate Dean Research
Ann Turner	Head of Programmes and Planning, School of Health and Life Sciences
Kerri McPherson	Head of Department, Psychology
Sharon Jackson	Head of Department, Social Work
Gunter Loffler	Head of Department, Vision Sciences
Jacqueline McCallum	Head of Department, Nursing and Community Health
Helen Gallagher	Head of Department, Podiatry and Radiography
Katrina Bannigan	Head of Department, Occupational Therapy & Hamn Nutrition and Dietetics
Heather Gray	Head of Department, Physiotherapy and Paramedicine
Sharron Dolan	Head of Department, Biological & Biomedical Sciences

**Glasgow Caledonian University Institute to Business Education**

Fiona Stewart-Knight

Director, Glasgow Caledonian University Institute to Business Education

**Directorate of School Professional Services**

Diane Donaldson

Head of Business Support, Cross School Shared Service

**INTO**

Charlotte Craig

Academic Director

Amanda Brooks

Student Services Support Manager

**GCU Trade Unions**

Nick Mckerrell

Trade Union - EIS

Davena Rankin

Trade Union - UNISON

Catrina Mowat

Trade Union - UCU

Kenny Munro

Trade Union - UNITE

**Updated 11/10/19**

## Appendix 4: University Committees

Last Revised: 21<sup>st</sup> August 2019

Committee	Description	Chair	Secretary/Contact	Frequency	Places
<b>University Court</b>					
ALL emails to <a href="mailto:court&amp;committees@gcu.ac.uk">court&amp;committees@gcu.ac.uk</a>					
University Court	The University Court is the University's governing body. Court is responsible for approving the University's overall strategic direction and exercising general oversight of the University's performance and development. <a href="#">More Info.</a>	Mr Rob Woodward	Lucy Strachan/ Saki Nakamura	5	SP & 1 FTO
Finance and General Purposes (F&GP) Committee	Finance and General Purposes Committee is a Standing Committee of University Court. <a href="#">More Info.</a>	Mr Ian Kerr	Lucy Strachan/ Saki Nakamura	4	SP
Governance and Nomination Committee	Court Membership Committee is a Standing Committee of University Court. <a href="#">More Info.</a>	Mr Rob Woodward	Lucy Strachan/ Saki Nakamura	2 (or more as required)	SP
People Committee	People Committee is a Standing Committee of University Court. <a href="#">More Info.</a>	Ms Neena Mahal	Deborah Donnet/ Saki Nakamura	2	SP
University Court Appeal Committee	University Court Appeal Committee is a Standing Committee of University Court. <a href="#">More Info.</a>	Mr Rob Woodward	Deborah Donnet/ Saki Nakamura	As required	SP
Remuneration Committee	Remuneration Committee is a Standing Committee of University Court. <a href="#">More Info.</a>	Prof Stephanie Young	Deborah Donnet/ Saki Nakamura	2	SP
<b>Senate</b>					
ALL emails to <a href="mailto:senate&amp;committees@gcu.ac.uk">senate&amp;committees@gcu.ac.uk</a>					
Senate	Senate is responsible to University Court for the overall planning, co-ordination, development and supervision of the academic work of the University. <a href="#">More Info.</a>	Prof Pamela Gillies Principal and Vice Chancellor	Deborah Donnet/ Louise Clark	4	SP & 3 Student Voice members (1 Open, 1 International & 1 PG)
Academic Policy and Practice Committee	To advise and make recommendations to Senate on: Strategy for Learning, development of programmes, recruitment, widening participation, progression and retention, student experience, quality assurance and enhancement in learning, teaching and assessment, policy for awarding qualifications and student regulations. <a href="#">More Info.</a>	Prof Valerie Webster DVC Academic	Paul Woods	5	SP & 1 FTO
Learning and Teaching Subcommittee	Learning and Teaching Sub Committee is responsible for ensuring the effective implementation and monitoring of the University's quality assurance and enhancement agenda. <a href="#">More Info.</a>	Prof Nicky Andrew Head of Academic Quality	Louise Clark	4	1 FTO & 1 Student Voice member (UG) & SVTL
Senate Disciplinary Committee	The Senate Disciplinary Committee is responsible for	Prof Alison Britton	Louise Clark	As required	All FTOs & 3 Student

## Appendix 4: University Committees

Last Revised: 21<sup>st</sup> August 2019

		considering and disposing of any allegation made against a student which constitutes a major offence, as defined in the Code of Student Conduct. <a href="#">More Info.</a>		<a href="mailto:SDC@gcu.ac.uk">SDC@gcu.ac.uk</a>		Voice members
Academic Appeals Committee		To consider appeals from registered students against University Assessment Boards' decisions which result in their studies being terminated or their normal progression being delayed or which relate to the classification of their awards. <a href="#">More Info.</a>	Principals Nominee	Rep from Academic Quality and Development	As required	1 FTO
Honorary Degrees Committee		Award honorary degrees for persons of distinction who have made or are likely to make a major contribution to the work of the University or have earned distinction for activities more widely in the community. <a href="#">More Info.</a>	Prof Pamela Gillies Principal and Vice Chancellor	Lesley McGinley <a href="mailto:honorarydegrees@gcu.ac.uk">honorarydegrees@gcu.ac.uk</a>	2	SP & 1 Student Voice member
International Committee			Prof James Miller DVC Strategy	Lesley McGinley	5	1 FTO
Research Committee		To advise Senate on research governance, development, policy and strategy. <a href="#">More Info.</a>	Prof Cam Donaldson PVC Research & Enterprise and Vice-Principal	Paul Woods	5	1 FTO & 1 nominee from PGR students
Research Degrees Committee		To oversee the development, review and implementation of strategies & policies relating to the University's research programmes provision and to promote and oversee the quality of the student experience within the research programmes. <a href="#">More Info.</a>	Lyle Gray	Paul Woods	2	1 FTO & 4 PGR Reps
<b>Academic Schools</b>						
GSBS	School Board	The remit of the School Board can be <a href="#">found here.</a>	John Lennon Dean	G. Steed		VP GSBS, 6 Department Reps, 1 PGT Rep, 1 PGR Rep
SHLS	School Board	The remit of the School Board can be <a href="#">found here.</a>	Andrea Nelson Dean	C. Clark		VP SHLS, 8 Department Reps, 1 PGT Rep, 1 PGR Rep
SCEBE	School Board	The remit of the School Board can be <a href="#">found here.</a>	Ian Cameron Dean	M. Proctor		VP SCEBE, 8 Department Reps, 1 PGT Rep, 1 PGR Rep
GCU London Board		The remit of the School Board can be <a href="#">found here.</a>	Antony Morgan Dean	A. Taylor		SP, GCU London Officer, PGR Rep
<b>Other Committees</b>						
Enhancing the Student Experience Steering Group		To drive forward the enhancement of the student experience at GCU, the action plan and oversee short life working groups.	Prof Valerie Webster DVC Academic	Maureen Anderson/Lesley McAleavy	4	SP & 1 FTO



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Digital Learning Implementation Group		Dr Alison Nimmo Head of Academic Development	Ilyas Ahmed/Fiona McBeth	Every 3 weeks	1 FTO
College Connect Advisory Board		Prof Valerie Webster DVC Academic	S. Burns	4	1 FTO
Sustainability Working Group		Douglas Little Director of Estates			1 FTO & Ethical and Environmental Officer
Induction Planning Steering Group	The Induction Planning Steering Group meets monthly to discuss, plan and organise the forthcoming induction period. Representation from across the University sit on the group to ensure induction is delivered in a joined up, cohesive manner.	Kirsty MacInnes Head of Student Enquiries Advice and Events	Maureen Anderson	8	1 FTO
Student Communications Working Group	The Student Communications Working Group meets every six weeks, to provide a platform for collecting information and stories which are relevant to students, which can be used to enhance the student experience by promoting on social media.	Stuart Martin	Maureen Anderson	Every 6 weeks	1 FTO
Equality Champions Network		Adrian Lui Equality and Diversity Adviser		4	1 FTO
Assessment Regulations Working Group	Where considered appropriate, to propose revisions to the Assessment Regulations and/or associated policies and make recommendations to APPC and Senate.	Dr Shirley Rate Vice Dean, GSBS	Casey O'Connell	Every 3 weeks	1 FTO
Academic Quality and Development Advisory Group	To have oversight of and monitor the effectiveness of Academic Quality processes and the Academic Development Framework across the University.	Prof Nicky Andrew/Dr Alison Nimmo Head of Academic Quality/Head of Academic Development	Beverley Dixon	Every 4 weeks	1 FTO
Student Survey Working Group	To provide institutional oversight of centrally administered surveys at GCU and make recommendations as appropriate to the Enhancing the Student Experience Steering Group.	Kirsty Roden Deputy Director of Strategy and Planning	Judith Crocket	3-4	1 FTO
Estates Management Group					1 FTO
<b>Short Life Working Groups</b>					
Student Wellbeing Advisory Group	To advise the Executive Board on aspects of the student	Jackie Main	Rachel Simpson	3	1 FTO

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	experience in relation to student mental health and wellbeing.	Director of Student Life			
Preventing and Responding to Gender Based Violence Working Group	To advise the Executive Board on aspects of the student experience in relation to Gender Based Violence.	Jackie Main Director of Student Life	Christina Kelly	3	1 FTO
Smoke Free Campus Working Group		David Halliday Security Manager			
SIMS Working Group					

Key	
SP	Student President
VP GSBS	Vice President Glasgow School for Business and Society
VP SHLS	Vice President School of Health and Life Sciences
VP SCEBE	Vice President School of Computing, Engineering and Built Environment
FTO	Full Time Officer
PGT Rep	Postgraduate Taught Rep
PGR Rep	Postgraduate Research Rep
SVTL	Student Voice Team Leader