

Roles and Responsibilities: School Representative

This document is to be implemented in conjunction with the University's [Student Representation Policy](#) and the [Student-Staff Committee Constitution and Terms of Reference](#). A successful student representation programme is dependent on the relationship of the School Representatives, Newcastle University Students' Union (NUSU), and Academic Units. The expectations for each of these entities are provided below.

School Representatives will be expected to:

1. attend School Representative induction training provided by NUSU;
2. be familiar with the outputs of all relevant Student-Staff Committees (SSC) within their School, maintaining regular contact with the Student Chairs (and Student Secretaries if elected);
3. support NUSU in providing training to Course Representatives in their School;
4. attend SSC if there is no more than one UG/PGT/PGR committee per School;
5. if more than one taught/research SSC per School, chair School Forums which will consist of the Student Chair from each SSC in the relevant School;
6. meet at least once a semester with the Head of Academic Unit or a nominated deputy (i.e., Director/Head of Excellence in Learning and Teaching (DELT/HELT) or Director of Postgraduate Studies) to discuss matters arising;
7. attend Faculty Education Committee /Graduate School Committee (GSC) pre-meetings each month alongside other School Representatives from their Faculty to discuss the papers and appoint a delegation of at least two and no more than four to attend the Faculty Education Committee/GSC meeting;
8. attend a minimum of two Faculty Education Committee/GSCs meetings per year on a rotating basis in the manner most appropriate for that committee, ensuring some continuity of attendance is maintained while allowing all School Representatives the opportunity to contribute;
9. submit feedback by email to Faculty Education Committee/GSCs in the event that no School Representative can attend due to vacations or exam periods;
10. submit a termly update to NUSU to keep it informed on issues within the School;

11. assist in the planning, organisation and delivery of Course Representative events, as required;
and
12. develop and conduct a handover to the incoming School Representative at the end of their year
in post.

NUSU will be expected to:

1. confirm with Faculty Deans the available School Representative positions for the following year;
2. advertise the role of School Representative via a variety of methods;
3. shortlist those students who apply for the role of School Representative;
4. organise and conduct interviews with students, with the support of Academic Units if
requested;
5. appoint each Academic Unit's School Representatives;
6. train and support School Representatives throughout the academic year;
7. train School Representatives to deliver Course Representative training – this also gives them the
opportunity to meet representatives from other Academic Units and share good practice;
8. attend pre-Faculty Education Committee/GSC meetings when necessary in order to support
School Representatives and ensure that a delegation of at least two and no more than four is
selected to attend the following Faculty Education Committee/GSC;
9. keep in touch with School Representatives throughout the year and meet them as required to
ensure that there are no problems with the representation system;
10. keep a record of attendance at the various meetings; and
11. communicate the names of School Representatives to Faculty Education Committee/GSC
Secretaries so that they can be on circulation lists for papers prior to each meeting.

The Academic Units will be expected to:

1. advertise the role of School Representative to all students who are eligible for the role;
2. support the NUSU with the appointment of School Representatives, when requested;
3. facilitate a meeting at least once a semester between the Head of Academic Unit or nominated
deputy ((i.e., Director/Head of Excellence in Learning and Teaching (DELT/HELT) or Director of
Postgraduate Studies) and the School Representative(s); and
4. inform School Representatives of relevant SSCs, School Learning, Teaching and Student
Experience Committees, and Board of Studies within their School.

The Student Representation Policy originally was approved by ULTSEC, April 2009, with revisions approved by ULTSEC in July 2011 and March 2014. In March 2017 revisions were approved by SESC.

The content of this document was separated from the policy to become this standalone document in April 2016; at which time, representative of LTDS and NUSU agreed minor updates.

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Intended for use by:	<ul style="list-style-type: none">• Heads of Academic Units• Staff Facilitators, SSC• Student Representatives• Directors/Heads of Excellence in Learning and Teaching• Directors of Postgraduate Studies• Chair, Boards of Studies• Chair, School Postgraduate Research Committees
Contact:	<ul style="list-style-type: none">• ltds@ncl.ac.uk, x83978• Students' Union Representation & Democracy Manager, rdm.union@ncl.ac.uk, 0191 239 3983