

Student Council Thursday 7th April 2016 17:15 in JL G014

Agenda

1.	Welcome and introductions
2.	Apologies
3.	Declarations of interest
4.	Minutes of previous meeting
5.	Matters arising from the minutes/action points
6.	Update from Executive Committee
7.	Update from the Board of Trustees
8.	Officers' reports – questions/comments
9.	Approval of new SU clubs/societies <ul style="list-style-type: none">• Vegan and Vegetarian Society• Fencing• Music Society
10.	Code of Practice on Freedom of Speech
11.	Student Charter approval
12.	Re-naming "SU on Tour"
13.	Any other business

4. Minutes of previous meeting

Minutes of the meeting held on Thursday 10th March 2016

Student Councillors present: Wesley Hudson, Lewis Arnold, Hemaka Pathirana, Tim Brown, Matt Sargeant, Euan Morrison, Amy Wigley, Chris Margetts, Tabitha Bridgwater, Danny Gregory, Seraphim Bryant, Verity Postlethwaite, Junjie Wu, Jo Hunter

Also in attendance: Savannah Ju (Chair), Sophie Williams (Chief Executive), Jade Haley (President Elect), Ruth Christie (Membership Services Manager, minute-taker)

1. Welcome and introductions The Chair welcomed everyone to the meeting, including Jade Haley, the President Elect. Student Council's formal congratulations to the newly-elected full-time officers were recorded.
2. Apologies Apologies had been received from Claudia Calin, Alex Dowson, Debbie Doyle, Fran Storey, Michael Sherratt and Sichao Du
3. Declarations of interest There were none
4. Minutes of previous meeting held on 4th February 2016 These were approved as an accurate record of the meeting
5. Matters arising from the minutes/action points The Vice President Education and the Mature Students' Officer have been in communication with students in partner colleges to ask them how the SU can help support them better. The Mature

Students' Officer has the email responses and the Vice President Education took feedback to the Externally Provided Programmes Sub-Committee. Most of the feedback was positive.

6. Update from Executive Committee

The President reported that the meeting of the Executive Committee due to have taken place on Tuesday 8th March was postponed as too few officers were available to attend, but at the previous meeting, on 16th February, Jo had been welcomed as the new Women's Officer and the role of the Executive Committee was explained to her. The SU's values, vision and strategic goals (developed and agreed by staff and officers) were shared with the Executive. The Chair read these out to Student Council and Student Councillors were told that the next part of the process will be to develop operational plans to sit beneath the strategic aims of the organisation.

Action point: SU's values, vision and strategic goals to be sent to Student Council members

7. Update from the Board of Trustees

The Chair of Trustees reported that the Board of Trustees met on Tuesday 8th March. The Finance and HR sub-committees reported back to the Board, the final accounts were approved and the block grant application to the University was discussed. He explained that the charity is likely to move towards incorporation, which means that it will become a company limited by guarantee. There were also updates from the full-time officers and the Chief Executive.

8. Officers' reports – questions/comments

President

There were no questions or comments

Vice President Education

There were no questions or comments

Vice President Student Activities

The VP Student Activities drew Student Council's attention to the fact that week commencing Monday 14th March is RAG Week. A number of events will be taking place, including an "Officer auction". Full details of all events can be found on the SU website.

International Students' Officer

Claudia plans to join the meeting after her lecture finishes, so any questions or comments will be left until she arrives.

Mature Students' Officer

In her absence, it was pointed out that there appears to be some interest from at least one student in the SU promoting the EU referendum. The President reported that the Vice Chancellor is keen for there to be an event such as a hustings-type debate and that this may be organised in April. The Debate Society is likely to be involved and the Cap and Gown pub may be too.

Student Disability Officer

There were no questions or comments

Sustainability Officer

There were no questions or comments

Women's Officer

The Women's Officer reported that the "Rainbow Run" took place on campus on Friday 4th March. This was a fundraising event for Broken Rainbow, the only charity in the UK to provide specialised support for victims of domestic abuse in LGBT relationships. The event was organised very quickly, but raised in excess of £800 for the charity. There is a [Facebook group](#) for the event and a [Just Giving page](#) which remains open until 23rd March if anyone would like to make a contribution.

RAG Officer

The RAG Officer apologised that a report had not been submitted. She hopes to be able to make a more active contribution during the rest of the semester

The Women's Officer asked for views on whether Student Council members feel anything should be done to raise awareness of the findings of the [Hidden Marks report](#), which suggests that 1 in 7

women students aged 16-24 had experienced a serious physical or sexual assault during their time as a student.

There was some discussion about whether an attempt should be made to investigate whether this represented the experiences of women at the University of Worcester. It was pointed out that there would be ethical considerations if a survey or conversations were to take place.

The VP Student Activities reported that a number of students, officers and staff had attended “I Heart Consent” training, delivered by the NUS Women’s Officer last year and it had been intended that this training should be delivered to sport and society committees.

There was some discussion about how students currently access appropriate support.

The Women’s Officer pointed out that the University hosts the National Centre for the Study and Prevention of Violence and Abuse (NCSPVA), so there is a wealth of expertise available locally.

Student Councillors were told that a number of universities run campaigns, including the University of Birmingham’s [#NotOn campaign](#), which encourages students and staff to stand up against and challenge behaviour which constitutes sexual harassment.

Student Council members concluded that the Women’s Officer should be encouraged to develop an awareness-raising campaign which is aimed at everyone (not exclusively women students) and suggested that promotion of the Nightline service should be highlighted as part of this campaign.

9. Approval of new SU clubs/societies

There were none on this occasion

10. Students’ Union presence outside St John’s campus

The SU’s efforts to get out and about around campus under the “SU on Tour” banner were commended. It was noted that having a presence at City campus during the elections had a positive impact on voter numbers from Worcester Business School. There was a suggestion that the SU might consider having a member of staff permanently based at the City campus reception or the Jenny Lind building in order to improve student engagement.

A discussion followed about how best the SU might make its services more accessible to students not based at the St Johns campus. It was agreed that within staffing and resourcing constraints it would not be feasible for the SU to commit to have permanent staffing at City campus, but the idea of having a free phone at the reception area at City, linked to the SU Welcome Desk, will be investigated.

There was further discussion about the availability of notice boards and whether the SU could make better use of existing promotion space, including halls of residence. The SU has already made enquiries about whether the University can provide additional notice boards at all sites which the SU could use and Student Council will be informed of the outcome of these requests.

It was suggested that the use of the phrase “SU on Tour” was not helpful, as it implies a special visit, rather than ensuring that students feel that they are always part of the SU, wherever they’re based. There was general agreement that this phrase serves to emphasise the disconnection between the SU and students based at City campus and Student Council members were invited to suggest alternative ways of “badging” these activities.

Student Council members agreed that it would be good to have the next meeting of Student Council away from the St Johns campus, possibly at Jenny Lind.

Action point: The next Student Council meeting will be re-located to City campus if possible.

A Student Councillor had a question about whether a student can appeal against what they think is unfair marking. The VP Education explained that a student cannot challenge academic judgement, but if the student believes there was something wrong with the way in which an assessment was

presented or administered, they may have a case to appeal. Another Student Councillor commented that this had happened on another course, in which circumstance the external examiner picked up the problem.

5. Matters arising/action points

Student Council Action Points

Action point: SU's values, vision and strategic goals to be sent to Student Council members

These were emailed to Student Council members on 14th March 2016 and are reproduced below:

Our Values:

Professional	Inspirational	Accountable
Student-centred	Positive	Entertaining

Our Vision Statement:

Representing and supporting students to develop and achieve

Our Core, Strategic Goals:

- Increase the number of students who know about and use our services
- Facilitate wider student involvement in decisions that affect our members
- Provide responsive, appropriate and accessible support and advice to students
- Create and promote opportunities for students to develop transferable skills
- Help students to be safe and to enjoy University life

Action point: The next Student Council meeting will be re-located to City campus if possible.

The meeting on 7th April 2016 is being held in the Jenny Lind Building at City campus

8. Officers' reports

Officer Name / Role: Wesley Hudson - President

Date of report: 07/04/16

What work have you been undertaking towards your objectives since the last meeting? Please limit this to 5 items.

- Met with a group of Muslim Students to discuss having Halal food on campus, the SU shop will now be selling 4 different types of Halal sandwiches.

What progress have you made on actions you have been mandated by Student Council to carry out?

I am in the process of organising a debate about the EU referenda which was discussed at the last Student Council meeting.

List up to 5 other duties of note have you been carrying out within your role and state how has this been benefitting students?

- Helping students to set up an Islamic Society on campus to support them while studying.
- Participated in a commercial services forum to discuss the shop and bar as well as the tendering processes for the Students Union next year around sponsorship.
- Interviewed for a new Finance Assistant in the Students' Union.
- Met with the PVC Students to discuss new student accommodation.
- Have been involved in initial discussions around the Universities and NUS responsible alcohol initiative.

What are the 5 key tasks you aim to get done before the next meeting?

- Meet with the manager of Aramark Catering to ensure Halal food is available in the canteen.
- Recruited a new Student Trustee.
- Meet with the President of Warwickshire College about supporting our students that study there.

What, in particular, do you want to draw to Student Council's attention? (This might include events/activities you're planning, feedback from meetings you've attended or something you'd like Student Council to discuss or debate, for instance).

Officer Name / Role: Lewis Arnold VPE

Date of report: 05/04/16

What work have you been undertaking towards your objectives since the last meeting? Please limit this to 5 items.

- Degree classification campaign has launched, both physical leaflets and social media etc.
- Began speaking to University Exec about Lecture capture (this is my last manifesto point, I think it is unrealistic for me to deliver on this now, I have simply run out of time. I will begin workings for the VPE elect to carry on.

What progress have you made on actions you have been mandated by Student Council to carry out?
N/A

List up to 5 other duties of note have you been carrying out within your role and state how has this been benefitting students?

- Meeting to discuss StARs and Partner Institutions with co-ordinators.
- Ran Students sports tour to Croatia.
- Began work on a pledge style campaign against harassment
- StAR & Ins Rep forums.
- First meeting of StAR co-ordinators & Ins Reps since the new PVC-S took office.

What are the 5 key tasks you aim to get done before the next meeting?

- Helped students that are confused about degree classification through campaign.
- Planned the SCAs.
- Began recruiting Institute reps for next year.

What, in particular, do you want to draw to Student Council's attention? (This might include events/activities you're planning, feedback from meetings you've attended or something you'd like Student Council to discuss or debate, for instance).

- Began work on a pledge style campaign against harassment
- Nominations are out for the Students Choice Awards, online at www.surveymonkey.co.uk/r/WSUSCAs2016. I would appreciate if councillors can vote and encourage others to do so.

Officer Name / Role: Hemaka Pathirana, Vice President Student Activities

Date of report: 07/03/2016

What work have you been undertaking towards your objectives since the last meeting? Please limit this to 5 items.

- Varsity fixture and venues sorting.
- Celebration Week planning.
- Monthly meetings with Sports and Societies.
- University clothing tender process

What progress have you made on actions you have been mandated by Student Council to carry out?

Officer Report

Approvals of Sports and societies

List up to 5 other duties of note have you been carrying out within your role and state how has this been benefitting students?

- Meeting with each sports club and societies/ #TeamWorc Committee meetings
- Women in Sport
- Recreation Sports

- Monthly awards/ Open Days
- Varsity/ Global Athlete

What are the 5 key tasks you aim to get done before the next meeting?

- Discussion on student achievement newsletters/ magazine.
- Discussion with accommodation and residential ambassadors to sort events based on Halls.
- Varsity.
- Volunteering deadlines and celebration week
- Looking in to how we can promote student event through our blog videos.

Officer Name / Role: Claudia Calin / International Officer

Date of report: 5/04/2016

What work have you been undertaking towards your objectives since the last meeting? Please limit this to 5 items.

- I have continued my work regarding representation and support for International students (mainly via emails and social media)
- Cardiff trip took place on the 12th of March.
- Continued Japanese Language cafes.

What progress have you made on actions you have been mandated by Student Council to carry out?

List up to 5 other duties of note have you been carrying out within your role and state how has this been benefitting students?

- The trip to Cardiff was successful as feedback from an International Committee member who went on the trip and students confirmed they all had an enjoyable experience. The St Fagans National History Museum visit was an opportunity to experience and understand more about the Welsh culture.
- The Japanese Café is an interactive and fun learning activity; students who have joined it have made friends there and have learnt the basics of this Language in an informal, student-led setting.
- The collaboration with the International Experience team has been fruitful and communication has improved. I have become a medium of communication between the corporate side of the University and students. This has mainly translated into International students being informed about the various opportunities available for them (i.e., summer schools, study abroad, competitions).

What are the 5 key tasks you aim to get done before the next meeting?

- I would like to transmit the information about international opportunities that are available

to the group I represent, to other student groups, so that more people are aware of what sort of things they can engage with globally.

- Ensure as much as possible the Oxford & Stratford trip runs smoothly.

What, in particular, do you want to draw to Student Council's attention? (This might include events/activities you're planning, feedback from meetings you've attended or something you'd like Student Council to discuss or debate, for instance).

Officer Name / Role: Amy - RaG

Date of report: april 16

What work have you been undertaking towards your objectives since the last meeting? Please limit this to 5 items.

- 'The Paper Championships' is in the pipeline
- End of year halls collection (2/3 charities will take donations) planning

What progress have you made on actions you have been mandated by Student Council to carry out?

N/A

List up to 5 other duties of note have you been carrying out within your role and state how has this been benefitting students?

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What are the 5 key tasks you aim to get done before the next meeting?

- Small bubble football advertising campaign
- Date & location for paper Champs set
- Promo material for paper champs done & started
- Logistics of collection day sorted

What, in particular, do you want to draw to Student Council's attention? (This might include events/activities you're planning, feedback from meetings you've attended or something you'd like Student Council to discuss or debate, for instance).

The paper championships will be a wednesday, and include different (top secret) challenges involving paper. Teams will compete in several catagories before a champion is found. Each stage will consist of building and testing

Officer Name / Role: Fran Storey, Student Disability Officer

Date of report: 31st March 2016

What work have you been undertaking towards your objectives since the last meeting? Please limit this to 5 items.

- Continued working on the disabled student survey report;
- Attended the NUS Disabled Student Conference;
- Continued to support disabled students with issues/concerns;
- Working with DDS re the changes to DSA and its implications;
- Monitoring and updating Facebook page when applicable.

What progress have you made on actions you have been mandated by Student Council to carry out?
N/A

List up to 5 other duties of note have you been carrying out within your role and state how has this been benefitting students?

- Putting together a powerpoint presentation regarding the changes to DSA, its implications, the stance that NUS is taking on the matter and things that we can do to help our students. This will be presented on Friday 8th April at 9am to representatives from Student Services. This will benefit students because I am hoping that the SU can work with Student Services to ensure that the changes in DSA will have a minimal impact on our students.
- The Disabled Student Survey will be presented at a date yet tbc to representatives of Student Services, the university and SU, it draws together the responses from 130 respondents covering many aspects of their student experience. I hope that whatever results are aired that those present will see it as constructive criticism that can be built on to enhance the disabled student experience.
- I have found some student volunteers who are going to be part of a focus group alongside representatives from student services, it is hoped that the group will highlight problems and devise solutions regarding student issues.

What are the 5 key tasks you aim to get done before the next meeting?

- Continue supporting disabled students;
- Speak to the university regarding signposting for pastoral care and the quiet spaces in Bredon;
- To arrange the next 'Chill & Chat' session;
- To meet with Caryn Thorogood regarding the next step to take re DSA changes.
- Monitor and update Facebook page where applicable.

What, in particular, do you want to draw to Student Council's attention? (This might include events/activities you're planning, feedback from meetings you've attended or something you'd like Student Council to discuss or debate, for instance).

Jo Hunter – Women's Officer

Date of report:

04/04/2016

What work have you been undertaking towards your objectives since the last meeting? Please limit this to 5 items.

- Film about atmosphere and community at U of W
- Discussion group regarding sexual conduct training
- Beginning drafting of sexual conduct educational leaflet
- Discussion group regarding childcare for university during school holidays
- Fundraising for Intervention Initiative

What progress have you made on actions you have been mandated by Student Council to carry out? Following Student Council meeting, I have begun approaching staff members and students about the film showing what attitudes and behaviours are reflected at U of W. Possibly opening this up to all students? Considering having a space where students could post or display ideas, maybe in the main reception. Have also applied for funding via Ruth Jones.

Begun researching and planning leaflet on sexual conduct – will aim to educate new students on laws, university policy and where to go for help if required. We are hoping this can be distributed with a short presentation during new student inductions.

Further progress made with Kid's Club – researching possible funding with help from Kate Thackery and Ruth Jones (from Intervention Initiative)

List up to 5 other duties of note have you been carrying out within your role and state how has this been benefitting students?

- Please see above
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What are the 5 key tasks you aim to get done before the next meeting?

- Have rough draft of sexual conduct leaflet to get feedback from student council
- Have examples of other campaigns for feedback also
- Have timeline of tasks to begin putting Kid's Club together
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What, in particular, do you want to draw to Student Council's attention? (This might include events/activities you're planning, feedback from meetings you've attended or something you'd like Student Council to discuss or debate, for instance).

If anyone sees any consent training/leaflets/posters etc that they think are effective please email them to me! Thanks. (Hunj1_15@uni.worc.ac.uk)

9. Approval of new SU clubs/societies

UOW VEGANS AND VEGGIES DRAFT CONSTITUTION

March 2016



1. Name

The name of the club/society shall be University Of Worcester Vegans and Veggies herein after referred to as 'the society'

2. Affiliation

2.1 The club/society shall form part of the University of Worcester Students' Union and as such the club/society shall adhere to the principles of the Students' Union constitution and any subsequent guidelines or regulations issued by the Students' Union.

2.2 In addition to the University of Worcester Students' Union, the club/society may be affiliated to other organisations promoting veganism and vegetarianism, as determined by the members of the society on an annual basis.

3. Aims and Objectives

1. To promote the knowledge and practice of veganism and vegetarianism, and to network with other like-minded groups.
2. To provide opportunities for vegans, vegetarians, meat reducers, other dietary needs and those who are simply interested in the area, to communicate with each other.
3. To provide information for anyone wishing to know more about a compassionate lifestyle through dietary choice.
4. To encourage links with like-minded bodies seeking to follow a compassionate way of life, conserving the earth's resources and living in harmony with all other forms of life.
5. To be a peaceful voice, actively promoting the positive aspects of veganism, vegetarianism and meat/dairy reduction.
6. To specifically encourage and educate University of Worcester catering facilities to provide a suitable range of options for those who follow any of the above diets.

4. Membership

4.1 Membership of the club/society shall be open to all current full members of the University of Worcester Students' Union

4.2 All members will be liable to pay an annual membership fee of a figure as determined year on year by the club/society in conjunction with the Students' Union.

4.2.2 All members are also required to pay a Teamwork society fee to the Students' Union. The fee level for this will be reviewed by the Students' Union at the beginning of each academic year.

4.3 Membership fees must be received prior to any involvement in club/society activity.

5. The Committee

5.1 The committee shall be responsible for the running of the club/society and will convene fortnightly on a day outlined at the first committee meeting of an academic year.

5.2 The members of the committee shall be as follows:

- i. Chair
- ii. Treasurer
- iii. Secretary
- iv. Event Organiser

6. Appointment of the Committee

6.1 The appointment of committee members shall be via a democratic vote to take place at a General Meeting.

6.2 Only current members of the society shall be permitted to run for a committee position.

6.3 Any changes in committee personnel shall be communicated to the Students' Union

7. Duties of Committee Members

7.1 The club/society Chair shall:

- i.** chair club/society meetings democratically, ensuring they are conducted properly and communicate minutes to the Students' Union
- ii.** Act as the first delegate to the Students' Union and ensure that the club/society is represented at all Student Groups Committee meetings if he/she is unable to attend
- iii.** Ensure at all times that health and safety precautions have been taken in relation to club/society members
- iv.** Act as the club/society's first representative to all external bodies and ensure the club/society members act as good ambassadors for the University and the Students' Union

7.2 The club/society Treasurer shall:

- i.** Oversee the financial accounts of the club/society as made available by the Students' Union and be responsible for ensuring that the club/society follows the Students' Union's financial regulations at all times.
- ii.** Collect all monies received from club/society events and ensure all money is banked with the Students' Union along with the necessary documentation.
- iii.** Liaise with the rest of the committee to complete the Grant Allocation forms and ensure they are handed into the Students' Union by the agreed deadline.
- iv.** Submit an annual financial report to the VP Student Activities
- v.** be responsible for maintaining overall control over the club/society's finances and ensuring all club/society activities or expenditure is financially viable

7.3 The club/society Secretary shall:

- i. maintain up to date records of club/society membership including contact details for all club/society members, and ensure that the Students' Union also has the equivalent up to date information.
- ii. Minute and keep record of all club/society meetings and ensure that these details are made available to the Students' Union.
- iii. Ensure that the club/society is, on an annual basis, affiliated to the appropriate National and Regional Governing Bodies and entered into necessary leagues or competitions. This shall be done in conjunction with the Sports/ Societies Co-ordinator.

7.4 The event organiser shall:

- i. Liaise with the committee when organising events – finance, resources and general planning
- ii. Ensure events are inclusive, representing the views of the society
- iii. Organise for promotional materials to be created where appropriate, and advertise events
- iv. In conjunction with the members, schedule regular meetings and social events

8. Removal of Committee members

8.1 A motion of no confidence in any Committee member may be created by either a petition signed by at least **15% of the membership of the Club or Society or 10** (whichever is greater), or by a **two-thirds majority vote** at a Club or Society committee meeting. This motion must then be voted on at an EGM (see **8.2**)

8.2 If a no confidence motion is called then an EGM must be held, and in order for the no confidence motion to be carried it must be supported by **two-thirds of society members present and voting**. See the guides on *How to organise an EGM* for full details of how to organise an EGM.

8.3 If the no confidence motion is successful, then the Chair or Treasurer should immediately inform the Vice President Student Activities and the Sports Coordinator/ Societies Coordinator. Your Club or Society will then need to hold another EGM to elect a new person to that position.

9. Meetings

9.1 General Meetings shall take place at least once per semester and may be called by the following methods:

- i. as directed by the club/society committee
- ii. on the request of the Students' Union Executive Committee
- iii. by written request of the club/society members via a letter signed by no less than one quarter of the club/society membership.

9.1.2 1 weeks' notice of a General Meeting shall be given to all members. **Meetings**

9.1.3 Only members of the club/society are permitted to vote at meetings and only those members present are permitted to vote.

9.2 Annual General Meetings (AGM) shall take place within the second semester and will feature the appointment of committee members for the following academic year.

9.2.1 Details of committee members for the following academic year elected at the AGM shall be provided to the Students' Union before the 30th March

9.2.2 1 week notice of an Annual General Meeting shall be given to all members.

9.2.3 Only members of the club/society are permitted to vote at meetings and only those members present are permitted to vote.

9.3 Extraordinary General Meetings (EGM) are held when an issue arises which requires the input of the membership and is too serious or urgent to wait until the next AGM for example removal and approval of committee members.

9.3.1 1 weeks' notice of an Extraordinary General Meeting shall be given to all members.

9.3.2 Only members of the club/society are permitted to vote at meetings and only those members present are permitted to vote.

9.4 The quorum (*i.e. the minimum number of members needed for a meeting to take place*) for all General Meetings shall be one third of the total club/society membership.

9.5 Should any General Meetings fail to meet the above quorum then the meeting shall be reconvened within 10 days and this second meeting shall be automatically quorate.

10. The Constitution

10.1 Copies of the constitution shall be made available to all members via the club/society webpage.

10.2 Alterations and amendments to the constitution must be first proposed and seconded at the Annual General Meeting or Extraordinary General Meeting. Subsequently the amendment must be passed by 51% of the membership present.

10.3 The Students' Union shall be informed immediately of any alterations or amendments to the constitution by the chairperson.

11. Dissolution

Should the club/society reach a point where it is no longer able to carry out its mission and as such cease to operate/dissolve, all assets will revert back to the University of Worcester Students' Union.

Date formally adopted _____

Chair Name Charlie Russell

Treasurer Name Daniele Fabbri

Secretary Name Ana Aguado

Event organiser Name Rosie Willmott

Review due March 2017

University of Worcester Fencing Club

DRAFT CONSTITUTION



March 2015

1. Name

The name of the club shall be *University of Worcester Fencing Club* herein after referred to as 'the club'.

2. Affiliation

2.1 The club shall form part of the University of Worcester Students' Union and as such the club shall adhere to the principles of the Students' Union constitution and any subsequent guidelines or regulations issued by the Students' Union.

2.2 In addition to the University of Worcester Students' Union the club shall be affiliated to British Fencing.

3. Aims and Objectives

The key aim of the club shall be to promote the sport of fencing within the University and to offer students the opportunity to get involved in the sport.

4. Membership

4.1 Membership of the club shall be open to all current full members of the University of Worcester Students' Union

4.2 All members will be liable to pay an annual membership fee of a figure as determined year on year by the club in conjunction with the Students' Union.

4.2.2 All members are also required to pay a Teamworc sports fee to the Students' Union. The fee level for this will be reviewed by the Students' Union at the beginning of each academic year.

4.3 Membership fees must be received prior to any involvement in club activity.

4.4 *[You may want to implement a further point here in reference to membership. Perhaps, associated membership; i.e. non-student coaches or advisors, however please take into account the Students' Union's own guidelines when doing so. Or alternatively membership criteria specific to your society, such as safety issues.]*

5. The Committee

5.1 The committee shall be responsible for the running of the club and will convene *Weekly* on a day outlined at the first committee meeting of an academic year.

5.2 The members of the committee shall be as follows:

- i. Chair
- ii. Treasurer
- iii. Secretary

6. Appointment of the Committee

6.1 The appointment of committee members shall be via a democratic vote to take place at the club Annual General Meeting.

6.2 Only current full members of the University of Worcester Students' Union shall be permitted to run for a committee position.

6.3 Any changes in committee personnel shall be communicated to the Students' Union

7. Removal of Committee members

7.1 A motion of no confidence in any Committee member may be called in any committee by either a petition signed by at least **15% of the membership of the Club or Society or 10**

(whichever is greater), or by a **two-thirds majority vote** at a Club or Society committee meeting.

7.2 If a no confidence motion is called then an EGM must be held, and in order for the no confidence motion to be carried it must be supported by **two-thirds of those present and voting**. See the guides on *How to organise an EGM* for full details of how to organise an EGM.

7.3 If the no confidence motion is successful, then the Chair or Treasurer should immediately inform the Vice President Student Activities and the Sports Coordinator/ Societies Coordinator. Your Club or Society will then need to hold another EGM to re-elect a new person to that position.

8. Duties of Committee Members

8.1 The club Chair shall:

- i. chair club meetings democratically, ensuring they are conducted properly and communicate minutes to the Students' Union

- ii. Act as the first delegate to the Students' Union and ensure that the club is represented at all Student Groups Committee meetings if he/she is unable to attend

- iii. Ensure at all times that health and safety precautions have been taken in relation to club members

- iv. Act as the club first representative to all external bodies and ensure the club members act as good ambassadors for the University and the Students' Union

8.2 The club Treasurer shall:

- i. Oversee the financial accounts of the club as made available by the Students' Union and be responsible for ensuring that the club follows the Students' Union's financial regulations at all times.

- ii. Collect all monies received from club events and ensure all money is banked with the Students' Union along with the necessary documentation.

iii. Liaise with the rest of the committee to complete the Grant Allocation forms and ensure they are handed into the Students' Union by the agreed deadline.

iv. Submit an annual financial report to the VP Student Activities

v. be responsible for maintaining overall control over the club finances and ensuring all club activities or expenditure is financially viable

8.3 The club/society Secretary shall:

i. maintain up to date records of club membership including contact details for all club members, and ensure that the Students' Union also has the equivalent up to date information.

ii. Minute and keep record of all club meetings and ensure that these details are made available to the Students' Union.

iii. Ensure that the club is, on an annual basis, affiliated to the appropriate National and Regional Governing Bodies and entered into necessary leagues or competitions. This shall be done in conjunction with the Sports/ Societies Co-ordinator.

9. Meetings

9.1 General Meetings shall take place at least once per semester and may be called by the following methods:

i. as directed by the club committee

ii. on the request of the Students' Union Executive Committee

iii. by written request of the club members via a letter signed by no less than one quarter of the club membership.

9.1.2 *10 days'* notice of a General Meeting shall be given to all members.

9.1.3 Only student members of the club are permitted to vote at meetings and only those members present are permitted to vote.

9.2 Annual General Meetings shall take place within the second semester *nearest available Tuesday to the 15th April* and will feature the appointment of committee members for the following academic year.

9.2.1 Details of committee members for the following academic year elected at the AGM shall be provided to the Students' Union before the 30th March

9.2.2 10 days' notice of an Annual General Meeting shall be given to all members.

9.2.3 Only student members of the club are permitted to vote at meetings and only those members present are permitted to vote.

9.3 The quorum (*i.e. the minimum number of members needed for a meeting to take place*) for General Meetings and the Annual General Meetings shall be one third of the total club membership.

9.4 Should any General Meetings or the AGM fail to meet the above quorum then the meeting shall be reconvened within 2 weeks and this second meeting shall be automatically quorate.

10. The Constitution

10.1 Copies of the constitution shall be made available to all members via the club webpage.

10.2 Alterations and amendments to the constitution must be first proposed and seconded at the Annual General Meeting. Subsequently the amendment must be passed by *more than half* of the membership present.

10.3 The Students' Union shall be informed immediately of any alterations or amendments to the constitution.

11. Dissolution

Should the club reach a point where it is no longer able to carry out its mission and as such cease to operate/dissolve, all assets will revert back to the University of Worcester Students' Union.

Date formally adopted _____

Chair Name Sophie Tapp Signature _____

Treasurer Name Lucija Vuletic Signature _____

Secretary Name Jordan Redpath Signature _____

MUSIC SOCIETY DRAFT CONSTITUTION



March 2016

1. Name

The name of the society shall be Music Society herein after referred to as 'the society'

2. Affiliation

2.1 The club/society shall form part of the University of Worcester Students' Union and as such the club/society shall adhere to the principles of the Students' Union constitution and any subsequent guidelines or regulations issued by the Students' Union.

3. Aims and Objectives

The key aim of the club/society shall be to allow all people with musical interest or talent to practice and explore different aspects of music. They have the chance to meet people with similar interests and set up smaller groups within the society allowing possibly for mini productions ranging from instrumental to vocal. It also caters for those who are just looking for an outlet to express their musical talents and have a wonderful time.

4. Membership

4.1 Membership of the club/society shall be open to all current full members of the University of Worcester Students' Union

4.2 All members will be liable to pay an annual membership fee of a figure as determined year on year by the club/society in conjunction with the Students' Union.

4.2.2 All members are also required to pay a Teamworc society fee to the Students' Union. The fee level for this will be reviewed by the Students' Union at the beginning of each academic year.

4.3 Membership fees must be received prior to any involvement in club/society activity.

5. The Committee

5.1 The committee shall be responsible for the running of the club/society and will convene weekly on a day outlined at the first committee meeting of an academic year.

5.2 The members of the committee shall be as follows:

- i. Chair
- ii. Vice Chair
- ii. Treasurer

iii. Secretary

iv. Social Secretary

6. Appointment of the Committee

6.1 The appointment of committee members shall be via a democratic vote to take place at a General Meeting

6.2 Only current members of the society shall be permitted to run for a committee position

6.3 Any changes in committee personnel shall be communicated to the Students' Union

7. Duties of Committee Members

7.1 The club/society Chair shall:

i. chair club/society meetings democratically, ensuring they are conducted properly and communicate minutes to the Students' Union

ii. Act as the first delegate to the Students' Union and ensure that the club/society is represented at all Student Groups Committee meetings if he/she is unable to attend

iii. Ensure at all times that health and safety precautions have been taken in relation to club/society members

iv. Act as the club/society's first representative to all external bodies and ensure the club/society members act as good ambassadors for the University and the Students' Union

v. Takes a role in arranging performances and events.

vi. Take an active role in recruiting new members.

7.2 The club/society Vice Chair shall:

- i. To support the Chair with their duties as listed in 7.1

- ii. To fill in for the Chair when they are unable to attend meetings/events etc.

7.3 The club/society Treasurer shall:

- i. Oversee the financial accounts of the club/society as made available by the Students' Union and be responsible for ensuring that the club/society follows the Students' Union's financial regulations at all times.

- ii. Collect all monies received from club/society events and ensure all money is banked with the Students' Union along with the necessary documentation.

- iii. Liaise with the rest of the committee to complete the Grant Allocation forms and ensure they are handed into the Students' Union by the agreed deadline.

- iv. Submit an annual financial report to the VP Student Activities

- v. be responsible for maintaining overall control over the club/society's finances and ensuring all club/society activities or expenditure is financially viable

7.4 The club/society Secretary shall:

- i. maintain up to date records of club/society membership including contact details for all club/society members, and ensure that the Students' Union also has the equivalent up to date information.

- ii. Minute and keep record of all club/society meetings and ensure that these details are made available to the Students' Union.

iii. Ensure that the club/society is, on an annual basis, affiliated to the appropriate National and Regional Governing Bodies and entered into necessary leagues or competitions. This shall be done in conjunction with the Sports/ Societies Co-ordinator.

7.5 The club/society Social Secretary shall:

i. Organise and promote regular socials for the society members

ii. Liaise with the Chair and Secretary when organising events

8. Removal of Committee members

8.1 A motion of no confidence in any Committee member may be created by either a petition signed by at least **15% of the membership of the Club or Society or 10** (whichever is greater), or by a **two-thirds majority vote** at a Club or Society committee meeting. This motion must then be voted on at an EGM (see **8.2**)

8.2 If a no confidence motion is called then an EGM must be held, and in order for the no confidence motion to be carried it must be supported by **two-thirds of society members present and voting**. See the guides on *How to organise an EGM* for full details of how to organise an EGM.

8.3 If the no confidence motion is successful, then the Chair or Treasurer should immediately inform the Vice President Student Activities and the Sports Coordinator/ Societies Coordinator. Your Club or Society will then need to hold another EGM to elect a new person to that position.

9. Meetings

9.1 General Meetings shall take place at least once per semester and may be called by the following methods:

i. as directed by the club/society committee

ii. on the request of the Students' Union Executive Committee

iii. by written request of the club/society members via a letter signed by no less than one quarter of the club/society membership.

9.1.2 1 weeks' notice of a General Meeting shall be given to all members.

9.1.3 Only members of the club/society are permitted to vote at meetings and only those members present are permitted to vote.

9.2 Annual General Meetings (AGM) shall take place within the second semester and will feature the appointment of committee members for the following academic year.

9.2.1 Details of committee members for the following academic year elected at the AGM shall be provided to the Students' Union before the 30th March

9.2.2 1 Weeks' notice of an Annual General Meeting shall be given to all members.

9.2.3 Only members of the club/society are permitted to vote at meetings and only those members present are permitted to vote.

9.3 Extraordinary General Meetings (EGM) are held when an issue arises which requires the input of the membership and is too serious or urgent to wait until the next AGM for example removal and approval of committee members.

9.3.1 1 weeks' notice of an Extraordinary General Meeting shall be given to all members.

9.3.2 Only members of the club/society are permitted to vote at meetings and only those members present are permitted to vote.

9.4 The quorum (*i.e. the minimum number of members needed for a meeting to take place*) for all General Meetings shall be 25% of the total club/society membership.

9.5 Should any General Meetings fail to meet the above quorum then the meeting shall be reconvened within a fortnight and this second meeting shall be automatically quorate.

10. The Constitution

10.1 Copies of the constitution shall be made available to all members via the club/society webpage.

10.2 Alterations and amendments to the constitution must be first proposed and seconded at the Annual General Meeting or Extraordinary General Meeting. Subsequently the amendment must be passed by more than half of the membership present.

10.3 The Students' Union shall be informed immediately of any alterations or amendments to the constitution.

11. Dissolution

Should the club/society reach a point where it is no longer able to carry out its mission and as such cease to operate/dissolve, all assets will revert back to the University of Worcester Students' Union.

Date formally adopted March 2016

Chair Name SJTitterton

Vice Chair Name BEdington

Treasurer Name CAPorter

Secretary Name RFinn

Social Secretary Name TYork CPayne

Review due Feb 2017

10. Code of Practice on Freedom of Speech



CODE OF PRACTICE ON FREEDOM OF SPEECH

This Code of Practice sets out the University of Worcester's approach to freedom of speech for the benefit of students and staff of the University.

1. BACKGROUND

1.1 Education (No 2) Act 1986

Section 43 of the Education (No 2) Act 1986 states that every individual and body of persons concerned in the government of universities shall take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the establishment and for visiting speakers.

This includes particularly the duty to ensure, so far as is reasonably practicable, that the use of any premises of the establishment is not denied to any individual or body of persons on any ground connected with:

- a) The beliefs or views of that individual or of any member of that body; or
- b) The policy or objectives of that body

The Act requires that the University's governing body shall, with a view to facilitating the discharge of this duty issue and keep up to date a code of practice setting out:

- a) The procedures to be followed by members, students and employees of the establishment in connection with the organisation:
 - i) of meetings which are to be held on premises of the establishment and which fall within any class of meeting specified in the code; and
 - ii) of other activities which are to take place on those premises and which fall within any class of activity so specified; and
- b) the conduct required of such persons in connection with any such meeting or activity.

Additionally, the Act states that every individual and body of persons concerned in the government of the University shall take such steps as are reasonably practicable (including where appropriate the initiation of disciplinary measures) to secure that the requirements of the Code of Practice for the University is complied with.

1.2 **Article 10, Human Rights Act 1998**

Article 10 of the Human Rights Act states that everyone has the right to freedom of expression. This right shall include freedom to hold opinions and to receive and impart information and ideas without interference by public authority and regardless of frontiers.

The exercise of these freedoms, since it carried with it duties and responsibilities, may be subject to such formalities, conditions, restrictions or penalties as are prescribed by law and are necessary in a democratic society, in the interests of national security, territorial integrity or public safety, for the prevention of disorder or crime, for the protection of health or morals, for the protection of reputation or rights of others, for preventing the disclosure of information received in confidence, or for maintaining the authority and impartiality of judiciary.

1.3 **Counter Terrorism and Security Act 2015 (Prevent Duty)**

The Counter Terrorism and Security Act 2015 means the University must “have due regard to the need to prevent people from being drawn into terrorism” (Section 26). The University must also “have particular regard to the duty to ensure freedom of speech” and “to the importance of academic freedom” (Section 31). Under Section 29, the University must “have regard to any such guidance in carrying out that duty”.

The University is complying with this duty in all its aspects, which in practice means striking a fine balance between concerns around extremism and concerns around censorship.

2. **INTRODUCTION**

2.1 The University supports the principle of freedom of speech and expression within the law as one of the fundamental principles upon which a University is founded. It also has regard to the need to ensure that students and staff have freedom to question, test and to put forward new ideas and controversial or unpopular opinions, without placing themselves at any risk. Every person employed at the University and Students’ Union and every student enrolling at the University should be aware that joining the University community involves obligations and responsibilities, which are consistent with the above principle and law.

2.2 This Code of Practice sets out the rights and obligations inherent in supporting the principle of freedom of speech and expression within the law. The Code’s obligations and rights apply to:

- a) the University (which includes all bodies or persons having authority to determine any matter relevant to this Code);
- b) all governors and staff of the University;
- c) all students of the University;
- d) the Students’ Union and its constituent societies, clubs and associations, and employees and sabbatical officers;
- e) any visiting or guest lecturers invited by the University or Students’ Union;

- f) any alumnus invited by the University;
- g) honorary doctors and fellows; and
- h) any person or organisation wishing to hire premises controlled by the University for an event.

In relation to the holding of any events on premises controlled by the University, the Code's rights shall also apply to:

- i) persons invited or otherwise lawfully on the premises for the purposes of the event; and
- j) persons who, if it were not for the provisions of this Code, would have been invited to the event.

2.3 Nothing in this Code will affect the rights of any person taking any steps pursuant to lawful industrial action.

2.4 Subject to Clause 2.2., those who are under a duty to observe and uphold the principle of freedom of speech within the University shall do so at all times, irrespective of whether or not they are on property owned or controlled by the University.

3. ACADEMIC FREEDOM

3.1 The principles of freedom of speech set out in this Code shall extend to the performance by all staff of their duties and responsibilities and to any visiting or guest lecturer invited by the University. It shall also extend to students presenting or exhibiting work produced during the course of their studies with the University.

3.2 Any person or body to which this Code applies shall not take any action (other than by reasonable and peaceful persuasion) to prevent the holding or continuation of any lecture, tutorial, exhibition, or other academic activity because of the views held or expressed or which are reasonably likely to be expressed (whether or not within the University) by the lecturer or tutor or student concerned, except as provided for in paragraph 4.3.

3.3 Any person or body to whom this Code applies shall not take any action (other than reasonable and peaceful persuasion) to prevent any student or group of students from attending any academic activity required by, or properly associated with, the course for which they are enrolled because of the views or beliefs held or lawfully expressed (whether or not within the University) by that student or because of the reasonable likelihood that such views will be expressed.

4. EVENTS

4.1 Where any person or body subject to the obligations of this Code wishes to hold any event for the expression of any views or beliefs held or lawfully expressed on premises controlled by the University or which are funded or endorsed by the University, consent shall not be unreasonably refused.

4.2 Save for the provision in paragraph 4.3, it shall not be a reasonable ground of refusal of permission or facilities for any event that the views likely to be expressed there may be

controversial or contrary to the policy of the University or the Students' Union, provided that the expression of such views is lawful. Expression of opinions which are annoying, offence, in bad taste, or ill-mannered is not automatically unlawful and should not be the sole ground for refusal unless this would result in the University failing in its wider legal duties (for example, to promote equality of opportunity and good relations between persons of different racial, gender and other protected characteristic groups). The fact that disorder may result at any event is not of itself a ground for refusal of permission or facilities unless the creation of such disorder is the intention of the organisers of, or speakers at, any such event or public safety and order might be jeopardised.

- 4.3 It shall be accepted as reasonable to refuse consent, or withhold facilities for any event to which this Code applies where the University reasonably believes (from the nature of the speakers or form similar events in the past whether held at the University or otherwise) that:
- a) the views likely to be expressed by any speaker are contrary to the law;
 - b) the intention of any speaker is likely to be to incite breaches of the law or is to intend breaches of the peace to occur;
 - c) the speaker is intolerant of the free speech of others both generally and where it includes the denial of the right to hold or express an opposing opinion. This also includes those who engage in the active preventing of permitting other to speak, such as the interruption - violent or otherwise - of meetings.
 - d) the speaker and/or the organisation they represent advocate or engage in violence in the furtherance of their political, religious, philosophical or other beliefs.
 - e) the views likely to be expressed by any speaker are for the promotion of any illegal organisation or purpose; this includes organisations listed on the government's [list of proscribed terrorist groups or organisations](#)
 - f) it is in the interest of public safety, the prevention of disorder or crime or the protection of those persons lawfully on premises under the control of the University, that the event does not take place;
 - g) the views of any speaker are widely known and published and do not align with the values of the University, regardless of focus of the event in question.

By 'speaker', this Code means any organiser or other person invited to address the meeting other than members of any audience at that meeting.

- 4.4 Subject to paragraphs 5.3 and 5.5, where the University is reasonably satisfied that the otherwise lawful expression of views at any event is likely to give rise to disorder, the University shall consider what steps it is necessary to take to ensure:
- a) the safety of all persons,
 - b) the maintenance of order, and
 - c) the security of the premises controlled by the University.

- 4.5 The University may impose such conditions and requirements upon the organisers as are reasonably necessary in all the circumstances. These may include, but are not limited to, requirements as to provision of stewards, variation of location and time, and whether the event shall be open to the public at large.
- 4.6 Where the University concludes that imposing conditions would not be sufficient to prevent serious disorder within premises subject to their control, it may decline to permit such events to be held. Before doing so, however, the University will generally consult the police with a view to establishing whether the serious disorder can be prevented or otherwise dealt with appropriately by attendance of police officers or alternative conditions.
- 4.7 Where any person or body to whom this Code applies is engaged in the organisation of any event on premises controlled by the University at which it is reasonably suspected that disorder is likely to occur, the organiser shall normally give the designated officer not less than 28 days notice in writing of such a proposed event. The designated officer shall inform the person or body organising the event in writing within 7 days of the day of the notice whether the meeting may go ahead.
- 4.8 If any person or organisation believes that the actions of the designated officer in refusing permission or facilities for the holding of any event, or the actions of the University in imposing conditions are unreasonable, it shall have the right to make representations. Any representation shall be made to the Pro Vice Chancellor (Students) or nominee within 7 days of the date of the letter confirming the original decision. The Pro Vice Chancellor (Student) or nominee shall consider such representations and within 7 days shall confirm in writing to the relevant person or organisation whether the original decision is to be upheld or varied. If the event organiser has been unable, for legitimate reasons, to comply with the normal requirements to provide 28 days notice to the designated officer, the Pro Vice Chancellor (Students) or nominee shall, at their absolute discretion, have the right to vary this procedure in order to ensure that a final decision is provided to the organiser prior to the date of the meeting.
- 4.9 Any person or body wishing to hold an event on premises controlled by the University must complete the relevant room booking form and provide further details of the event if required. This requirement applies to both internal and external bookings for any venue controlled by the University. It will be a mandatory requirement that the organisers of any event indicate they accept the terms of this Code when making a venue booking.
- 4.10 All event organisers shall ensure proper security and organisation (including stewarding and charring) of the event for the purpose of protecting the right of freedom of speech. Whilst the heckling of speakers is a right not to be disturbed, it shall be contrary to the Code to seek, by systematic or organised heckling or disruption of such activity, to prevent the lawful expression of views.
- 4.11 It shall be contrary to this Code for any person or body subject to the Code to organise, engage in or become associated with, any conduct with the intention of preventing (other than by reasonable and peaceful persuasion) any event subject to this Code from being held or from continuing.
- 4.12 The organisers of the event shall have a duty so far as is reasonably practicable to ensure that both the audience and the speaker act in accordance with the law during the event. In the case of unlawful conduct, the event organiser shall give appropriate warnings and, in the

case of continued misconduct, the event organiser shall require the withdrawal or removal by the stewards or if necessary by the police of the person(s) concerned.

- 4.13 It shall be the responsibility of the organisers of the event to ensure that no articles or objects shall be taken inside the venue where the event is being held in circumstances, which are likely to lead to injury, damage or breach of the law.

5. GENERAL

- 5.1 Any breach of the provisions of this Code shall be punishable under the Disciplinary Procedures of the University where applicable.
- 5.2 It shall be the duty of all those subject to the Code to assist the University in upholding the rights of freedom of speech set out in this Code.
- 5.3 Where a breach of this Code occurs, it shall be a duty of all to whom this Code applies to take all reasonable steps to secure the identification of persons involved in that breach.
- 5.4 Where breaches of the criminal law occur, the University shall, where appropriate, assist the Police. In respect of any criminal charges, the University shall not, proceed with any disciplinary proceedings in respect of the same matters until the conclusion of any ongoing criminal proceedings.
- 5.5 The operation of the Code shall be monitored by the Pro Vice Chancellor (Students)

6 REVIEW AND AMENDMENT OF THIS CODE

- 6.1 Section 43(3) of the Education (No 2) Act 1986 requires that the Board of Governors shall issue, and keep up to date, a Code of Practice on Freedom of Speech. In order to comply with this duty, the Board of Governors will review formally the operation of the Code on an annual basis.
- 6.2 The appointment of the designated officer shall be reviewed on an annual basis.

11. Student Charter

REPRESENTATIONS COMMITTEE

6th April 2016

OPEN BUSINESS AGENDA

ACADEMIC REGULATIONS AND PROCEDURES

Student Charter

Purpose: To consider and re-approve the Worcester Charter for Students

Author: Kevin Pickess

Action/decision required: To re-approve the Worcester Charter for Students

1. Introduction

1.1 In July 2010 the Coalition Government created a task and finish group charged with developing guidance for university and higher education college charters. The group reported to the government in February 2011 with recommendations for the sector on what individual agreements might cover, and guidance which institutions and student unions could use in the preparation, design and use of student charters and other forms of agreement.

1.2 Student Charters are designed to provide “information for students when they are starting a course – and during the course – so they know what they can expect and what is expected of them.”

1.3 In 2012 Academic Board approved the updated Student Charter and there is an expectation that the University and Students’ Union will review and re-approve the Charter annually.

1.4 The Students’ Union has agreed that the Charter will be approved annually before the end of each Academic Year so that the agreed Charter can be published before the start of the new Academic Year.

2. Recommendations

2.1 That Representations Committee recommends to Academic Board that it re-approves the Student Charter.

2.2 That Communications and Participation be asked to modernise the look and feel of the Charter to make it more attractive to read and use. 2

The Worcester Charter for Students

The University of Worcester seeks to be an outstanding university at which to be a student and will provide an outstanding educational experience through inspiring and relevant teaching and research. This Charter sets out the implications of those commitments for the University, the Students’ Union and every student working together in a spirit of partnership. The Students’ Union works with the University in their mutual interest of continually improving the educational experience of students.

The Charter is intended to be a signpost, rather than a comprehensive source of information. To ensure the continued relevance of this Charter, it is reviewed annually by the University’s Academic Board and the Students’ Union Council.

Culture and expectations

Staff of the University, Students’ Union and Students on University awards will:

Interact with students and colleagues fairly and respectfully

Accept responsibility for their actions

- ☑ Show fairness, professional impartiality and diligence
- ☑ Value diversity across disciplines, cultures and expertise
- ☑ Be respectful in their dealings with staff and students, clients and those in the local community
- ☑ Be committed to, and exercise responsibility for, their own personal, academic and professional development, taking into account any relevant professional standards
- ☑ Accept and take due account of feedback, given in whatever form
- ☑ Respect the physical environment and property of the University and Students' Union and contribute in a positive way within the local community
- ☑ Be aware of all documents published by the University and the Students' Union which relate in any way to being a student and/or a member of the Students' Union e.g. University regulations and procedures and Students' Union constitution etc
- ☑ Aim for excellence in educational endeavours

Teaching and engagement

Staff of the University and Students Union are committed to the delivery of high standards of teaching, support, advice and guidance. Opportunities for regular continuing professional development exist for all staff.

Staff will make clear the contact hours and any detailed attendance requirements in the module outline issued at the beginning of the module. Students are expected to attend induction, participate in timetabled classes and attend meetings with tutors etc. On occasion it may be necessary to be absent from teaching and students will seek agreement from their tutors, in advance, when practicable. On occasion, it may be necessary to cancel classes and the University will follow the procedures stated in the class cancellation policy if this is necessary.

The curriculum will include access to activities that will enhance employability and personal development.

The University will provide library, IT facilities and support. 3

Students are also expected to take responsibility for managing their own learning: actively engage in their course; ensure they spend sufficient regular time in private study, and participate fully in group learning activities.

Assessment and Feedback

Staff at the University will make clear the detailed assessment criteria and tasks in module outlines.

Students are required to submit all assessed items or if appropriate bring to the attention of the University details of any mitigating circumstances for consideration or when appropriate seek an extension, by stated deadlines.

Staff will provide feedback to students within twenty working days or communicate to students reasons for delay. Students should actively seek and use feedback for their academic development.

Course Management

All students will have access to a course handbook which will set out the formal requirements of the course along with information on academic appeals and complaints.

Staff at the University and Students' Union will encourage and support student participation in academic development and course management through the election of student academic representatives (StARs). Students are expected to support StARs and participate in systems which will lead to improvements in the quality of learning and teaching such as the module evaluation process and annual survey of students including the National Student Survey.

Support for students

The University seeks to provide outstanding support through academic tutoring and a highly professional range of services to support students including access to counselling and advice on: health and welfare; accommodation; academic guidance, finance and careers etc in order to assist students with academic and welfare problems.

In addition the Students' Union will provide independent support for students who encounter academic or welfare problems. They will also provide a range of clubs and societies to enhance students' personal and professional development.

The University will make clear to students the course costs, payment options and deadlines, and an estimate of necessary additional costs associated with the course. Students are expected to make prompt payment of charges made by the university.

Further Information

Many of the areas referred to in the Student Charter are described in more detail in other University documents. Should you have any difficulties interpreting these documents, advice and support are available from a range of sources including your Personal Academic Tutor and the Students' Union.

v1.2 – August 2014

12. Re-naming "SU on Tour"

Re-naming "SU on Tour"

SU At Home	
SU: All In	

Your SU Too	
SU to You	
SU Connect	
SU: Here 4 U	
SU: Here for You	
SU: Close to U	
SU: Close to You	
SU Exchange	
SU For You	
SU pporting Students	
SU in the City	