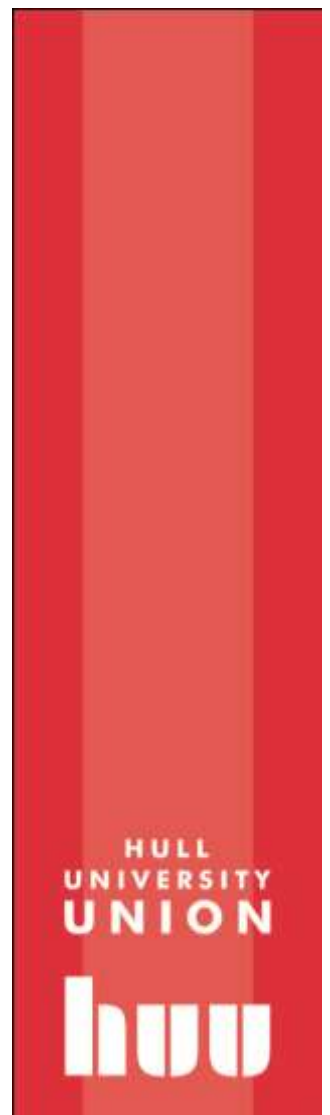


## COURSE REP NOMINATION FORM – HULL

To be completed in black or blue ink without embellishment

COURSE REPRESENTATIVE 10/ 11			
	SURNAME	FORENAME	SIGNATURE
NOMINEE			
DEPARTMENT:		FACULTY:	
PHOTOGRAPH	COURSE:		YEAR of study:
	Please state any substantial political beliefs (if any) and membership of HUU Societies, AU Clubs and any other Standing Committees:		

**PART 2 – REASONS FOR STANDING – please give a brief reason why you wish to become a Course Rep!**



To the student:

Please hand the completed form to your department office or HUU reception. As a course representative, I accept my identity may be made known to my student peers in so far as necessary to conduct my duties.

For Department Office (staff contact) use only:

\*This student is confirmed as the elected Course Representative of the [ \_\_\_\_\_ ] academic area / department.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**NOW SEND THIS FORM TO THE VP (E), HULL UNIVERSITY UNION**

**NOTES AND INSTRUCTIONS TO CANDIDATES**

1. **ELIGIBILITY FOR NOMINATION** A candidate shall only be eligible to stand for one post.
2. No person shall be eligible for nomination to any post or position who is not a bona fide full member of Hull University Union for the academic session in which they are standing as a candidate.
3. **NOMINATION FORMS** Nomination forms are available from the HUU Main Reception, Education Hub or the candidate's departmental office. Forms are to be submitted to HUU Main Reception, the Vice President Education or candidate's departmental offices no later than 12.00 on Friday the 8<sup>th</sup> of October.
  - a. **Part 1** Part 1 of the form shall contain information detailed below, typed or hand written in black or blue ink without any additions or embellishment:
    - (1) The office or position for which the candidate is nominated.
    - (2) The full name and consent to nomination (signature) of the candidate.
    - (3) Photograph of the candidate not exceeding two inches by two inches, showing full face, head and shoulders only.
    - (4) Biographical details showing membership of party political student societies (no abbreviations), University course and year of study. Membership of the former should be as shown on the society membership list.
  - b. **Part 2** Part 2 may be used by the candidate to describe reasons for standing but shall on no account refer by name or inference to any other candidate nor contravene Union policy governing publications. The form is not to be cut or adapted in any way nor is the size to be increased by the use of embellishments.

Please complete the following:

Print Name:
Term Time Address:
E-mail Address:

## Course Representative Role Description

**This part** to be retained by the student representative. For further information about the role of a student representative please email [Lee.Fallin@hull.ac.uk](mailto:Lee.Fallin@hull.ac.uk)

### **As a Course Representative, you are expected to:**

- Attend a training session at the beginning of the year, held by the Students' Union.
- Attend Staff/Student Committee meetings (or equivalent).
- Consult with peers to determine whether there are issues that you should raise at Staff/Student Committee (or equivalent).
- Represent your peers to staff within your department/ unit/ school/ programme in Staff/Student Committees (or equivalent).
- Feed back information to peers.
- Share student issues with Faculty/ school reps if deem necessary.
- Be a member of the Students' Union Academic Council.
- Keep in contact with the Vice President (Education) and Education & Representation Co-ordinator at the Students' Union

### **As a Student Representative, you can expect your department (or equivalent) to:**

- Hold elections during Week 3 of the 1<sup>st</sup> Semester.
  - Help you to publicise your position as a Student Representative.
  - Contact Vice President (Education) and Education & Representation Co-ordinator with your contact details, including name, department, email address and postal address.
  - Facilitate representation within the department (e.g. staff/student committees meetings)
- (See Student Representation Good Practice Guidelines (Section K2 of the Quality Handbook) for further details. There should be a copy of these held within your department).

### **As a Course Representative, you can expect the Students' Union to:**

- Contact you by week 5 of the 1<sup>st</sup> semester with details of training sessions to be held. The times and days must be varied allowing all Course Representatives to attend.
- Hold these training sessions by week 7 of the 1<sup>st</sup> semester.
- Arrange a means of discussion between all course representatives within a Faculty/School before each meeting of Faculty/School Board, so that issues crossing departments can be taken forward to the next level.
- Ensure that contact details are available for you to contact your Vice President (Education) and Education & Representation Co-ordinator any queries or problems.

This document is available in alternative formats from the Students' Union and The Quality Office