

COURSE REPRESENTATIVE NOMINATION FORM – HULL CAMPUS

To be completed in black or blue ink without embellishment. Part A **MUST** be completed clearly and in full.

PART A:			
COURSE REPRESENTATIVE NOMINATION 2014/ 15			
	SURNAME	FORENAME	SIGNATURE
NOMINEE:			
PROPOSED BY:			
DEPARTMENT:		FACULTY:	
PHOTOGRAPH	COURSE:		YEAR of study:
	Please state any affiliation to political parties or organisations (see note below) and membership of HUU Societies, AU Clubs and any other Standing Committees:		

PART B: REASONS FOR STANDING – please give a brief reason why you wish to become a Course Representative

FOR USE BY THE NOMINEE

Please hand the completed form to your department office, HUU reception or the Education Hub.

As a Course Representative, you accept:

- Your identity will be made known to your student peers, HUU and the UoH. This will include a minimum of publishing your details (name, photo and university email address) online and on posters. You also accept HUU and UoH may share such information, including that held in your student record to aid this process.
- You may expect to be contacted by your peer group, department and HUU.
- You will attend:
 - Staff/Student Committee meetings run by your department.
 - Compulsory training run by HUU.
 - Academic Council run by HUU.
- Your attendance may be monitored to help us report our impact on volunteers and to recognise the Course Representatives who contribute the most.
- Accept that on occasion, you may be required to represent a view you do not necessarily agree with, but if it is the view of the students, then it is your responsibility to articulate this to the best of your ability.

Signed: _____

Date: _____

Email: _____

Student number: _____ (if known)

NOTES FOR THE NOMINEE

1. ELIGIBILITY FOR NOMINATION Candidates must be registered students of the University of Hull and must also be enrolled on a programme, module and/or course they are representing. Candidates must also be a bona fide full member of Hull University Union for the academic session in which they are standing as a candidate.
2. NOMINATION FORMS Are to be submitted to HUU Main Reception, the Vice-President (Education) or candidate's departmental office no later than three weeks after the opening of nominations. Check with HUU, online at www.hullstudent.com or your departmental office for the specific deadline.

PART A To be completed in black or blue ink without embellishment

PART B To be completed as the candidate wishes, but shall on no account refer by name or inference to any other candidate nor contravene Union policy governing publications.

PERIODIC/DEPARTMENT/SCHOOL REVIEW POOL

Learning Enhancement and Academic Practice work with Hull University Union to develop a pool of student reviewers. This is a fantastic opportunity to be involved as a full panel member on such a review. Please tick her for more information:

FOR USE BY THE DEPARTMENTAL/FACULTY OFFICE

Please complete this section for both successful and unsuccessful nominees then send the completed form to HUU

This student was nominated to be a Course Representative of the [_____] academic area / department.

This student is confirmed as the elected Course Representative for the following programme(s): (tick here if student lost election)

[_____] at level [] [_____] at level []

[_____] at level [] [_____] at level []

Signed: _____

Date: _____

NOW SEND THIS FORM IN THE INTERNAL MAIL TO: Course Representative Co-ordinator,
Hull University Union, University House,
Hull Campus

PART C: COURSE REPRESENTATIVE ROLE DESCRIPTION (to be retained by the Course Representative)

For further information about the role of a student representative please email hull-representation@hull.ac.uk

Being a Course Representative is a fantastic way to demonstrate the following skills:

	Teamwork	Leadership	Time Management	Organisation	Budgeting	Finance	Communication	Innovation	Initiative	Working to deadlines	Motivation	Decision maker	Event Planning	Creativity	Analysing	Data handling	Problem Solving	Report writing	Promotions	Marketing	Presentation	Chairing	Negotiations	Dealing with Conflict
Course Rep	X		X	X			X		X	X	X			X	X		X		X	X			X	X
Departmental Rep	X	X	X	X			X	X	X	X	X			X	X	X	X					X	X	X

As a student representative your role is to express the collective view of the students you represent and to ensure that this view is heard by those in a position to effect change. This may involve lobbying your department for more resources, faster feedback, better timetables, or improved facilities. It may mean telling the officers at Hull University Union (HUU) that the students you represent think that they should be doing more for them. As a Course Representative, your responsibilities include:

- ✓ Attend a mandatory training session at the beginning of the year, held by the Students' Union.
- ✓ Attend Staff/Student Committee meetings (or equivalent).
- ✓ Attend the Students' Union Academic Council twice a semester.
- ✓ 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 Departmental Reps and Faculty Co-ordinators as deemed necessary.
- ✓ Keep in contact with the Vice President (Education) and Education & Representation Co-ordinator at the Students' Union.
- ✓ Help promote the annual Education Survey among your peers.
- ✓ Remain active within the Course Representative eBridge site.

As a Course Representative, you may take advantage of the following opportunities!

- ✓ Attend optional training sessions to further enhance your personal development.
- ✓ Log your achievements as part of your PDP or HUU Award profiles.
- ✓ Conduct research, help campaign or otherwise become further involved in educational issues at the university.
- ✓ Help promote the NSS survey and/or use NSS data to help improve your department.
- ✓ Stand as a Departmental Representative for your department.
- ✓ Act as Chair or Secretary for your SSC (or equivalent).

This document is available in alternative formats
from the Hull University Union and Curriculum
Development and Teaching Enhancement.