

Code 16: 2018 Version 1.1
Effective from: 1 March 2020

1 March 2020.	2018 Version 01.	Additional appendix
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This Code outlines the roles and responsibilities of Course Representatives.

5. Schools should ensure that their number of Course Reps reflects the size, composition and nature of the school, by following the Students' Union's Course Representative Structure.
6. Schools should ensure that Course Reps are elected by fellow students using Undeb Bangor's online election system. In exceptional circumstances, or in the event of positions remaining vacant, schools can elect representatives through alternative means.
7. Schools should ensure that wherever possible:
 - All undergraduate Course Reps are elected within the first two weeks of Semester One. If a school wishes to elect Course Reps in years 2, 3 and 4 before the end of Semester Two in the previous academic year, they may do so on an individual basis, with agreement from Undeb Bangor.
 - All postgraduate Course Reps should be elected within the first two weeks of the commencement of their course, normally within the first two weeks of Semester One.
 - If all positions are not filled within the first two weeks of Semester One, efforts should be made after that date to ensure that all positions are filled. Schools can elect representatives through alternative means – this should be discussed with the Students' Union.
8. Schools should ensure that Senior Course Reps (Senior Reps) are elected by Course Reps using a timely, transparent and inclusive system. The system must ensure that:
 - All Senior Reps should be elected within four weeks of Semester One.
 - One Senior Rep should be elected in each school.
 - If the Senior Rep position in a school is not filled within the first four weeks of Semester One, efforts should be made after that date to ensure that the position is filled.
9. School SSLiCs should meet at least twice each semester. The Senior Course Rep and all Course Reps should be invited to attend the meetings. Schools should communicate relevant information about the times and dates of the school SSLiC meetings to all Course Reps well in advance of the meetings.
10. Course Reps should be given information about the organisation and processes of the school SSLiC at the first meeting in each academic year.
11. School SSLiCs should be co-chaired by a student and a staff member (normally the Director of Student Engagement), agreed upon by the committee at the first meeting of each academic year. There should be at least two academic staff members (other than the co-chair) at each school SSLiC. The number of staff present should not outnumber the number of students.
12. Schools should follow the Template Agenda (Appendix 01) as a guide to ensure all relevant items are covered during each meeting.

13. Schools should be encouraged to use

25. Undeb

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- a. Chair's Welcome
 - b. Staff Attendees
 - c. Student Attendees
 - d. Apologies
 - e. Minutes of the last meeting

1. Matters Arising
2. Feedback to/from Undeb Bangor's Course Rep Council
3. Student concerns / Best practice
 - 3.1. Teaching
 - 3.2. Assessment and Feedback
 - 3.3. Resources (e.g. Library, IT)
 - 3.4. Academic Support
 - 3.5. Organisation and Management
 - 3.6. Personal Development
 - 3.7. Other
4. Comments/Feedback from specific student groups (list not exhaustive)
 - 4.1. Joint Honours students
 - 4.2. International students
 - 4.3. Welsh-speaking students
 - 4.4. Students with disabilities
5. Update on NSS Action Plan
6. PRES / PTES
7. Programme (Re)Validation
8. External Examiners Reports
9. Any Other Business

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Ideas for layout:

Layout 1

Item	Title	Year	Theme	Specific Feedback (Positive or Negative)
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