



HULL YORK MEDICAL SCHOOL

Joint Policy on Student Representation

University of Hull
University of York
Hull University Students' Union
York University Students' Union
York Graduate Students' Association

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Definitions

The following terms will apply throughout this Policy:

Student representative: Hull York Medical School student elected for the purpose of student representation via the process outlines in this Policy. This is a voluntary unpaid position.

Phase I: the first and second year of the MB BS programme.

Phase II: the third and fourth year of the MB BS programme.

Phase III: the fifth year of the MB BS programme.

Abbreviations

BoS	Board of Studies
GSA	Graduate Students' Association
HUSU	Hull University Students' Union
HYMS	Hull York Medical School
SSC	Student Staff Committee
YUSU	York University Students' Union

1 Introduction

- 1.1 The University of York and The University of Hull have a joint formal commitment to working in partnership with students as a means of ensuring it provides an outstanding student experience for Hull York Medical School (HYMS) students.
- 1.2 This Code of Practice sets out the collaboration between the Universities, Students' Unions (Hull University Students' Union – HUSU, and York University Students' Union - YUSU) and the York Graduate Students' Association (GSA) to work to establish an effective and coherent system of student representation for HYMS, founded on good practice and current representation structures at the Students' Union and GSA.

2 Purpose

- 2.1 This Policy sets out the joint commitment of HYMS, the Universities, Students' Unions and GSA with students in the management of programme quality, standards and student experience, including an effective and coherent system of student representation at all levels of the institution, founded on good practice.
- 2.2 The purpose of this policy is to ensure that an effective student representation structure and system is put in place for HYMS, including but not limited to formal representation on committees and boards.
- 2.3 The Policy on Student Representation is reviewed annually by the HYMS Representation Collaboration Forum to ensure the continuous effective engagement of HYMS, the student representation system and current and incoming students and student representatives.

3 Scope and Authority

- 3.1 This Policy sets out the formal arrangements for partnership with students in ensuring students get an outstanding student experience, this may include, but is not limited to the management of quality and standards.
- 3.2 This policy applies to all HYMS students. The operation of these arrangements is the shared responsibility of the University of Hull, the University of York, Hull University Students' Union, York University Students' Union and the York Graduate Students' Association.
- 3.3 The arrangements for partnership with the Students' Unions and GSA should be understood within the context of their own democratic structures. HUSU's President of Education, YUSU's Academic Officer and GSA's Academic Officer have responsibility for student representation within their Unions and Associations and represents the views of their organisation regarding academic matters.
- 3.4 The final arbiter of the application and interpretation of this policy is HYMS Board of Studies.

4 Collaborative provision

4.1 The relationship between student representatives, HUSU, YUSU and GSA is to liaise and work together in order to provide efficient and effective representation.

4.2 Expectations of the student representative:

4.2.1 Student representatives should undertake their role in accordance with the HYMS student representative role description (Appendix B) noting that this is a voluntary unpaid role.

4.2.2 Appropriate routes of communications should be used to communicate with the parent universities and SUs, to communicate with HYMS, and to disseminate information and announcements to the student constituency. This may include but is not limited to changes to programme(s) delivery or failure to resolve issues in a manner consistent with the students' expectations and a rationale to this.

4.3 Expectations of HUSU, YUSU and GSA:

4.3.1 HUSU, YUSU and GSA will represent the views of students regarding academic matters.

4.3.2 HUSU, YUSU and GSA will support the organisation and delivery of the student representative induction and training in collaboration with the Representation Collaboration Forum.

4.3.3 HUSU, YUSU and GSA will support student representation workings in and outside of meetings, with responsibility for escalation of unresolved items to and from students and student representative, when appropriate.

4.3.4 HUSU, YUSU and GSA will contribute effectively to the discussion at the SSC and at levels of higher academic representation within HYMS, the University of Hull and the University of York.

4.3.5 HUSU, YUSU and GSA will provide advice and support, including but not limited to wellbeing, fitness to practice and appeals, to all HYMS students.

4.4 Expectations of Hull York Medical School:

4.4.1 The Medical School will hold the student representatives to high standards of academic and professional practice at all times during their appointment in their role.

4.4.2 The Medical School in partnership with the Universities is responsible for the wellbeing of their students and the representative body. The Board of Studies will seek assurance that student representation is appropriately utilised within subcommittees.

4.4.3 The Medical School will actively seek students' views regarding areas of practice and management of the academic programmes.

4.4.4 The Medical School will ensure supporting students and other bodies on representation issues, including coordinating representation efforts and communication.

- 4.5 Student representation within the School should be provided in collaboration and in partnership with HUSU, YUSU and GSA via the HYMS Representation Collaboration Forum.
- 4.6 This Policy is published and made available to partner institutions for information.

5 Student representative bodies

- 5.1 Student representatives are members of the:
 - 5.1.1 MB BS Programme Board,
 - 5.1.2 MB BS phase-specific subcommittees,
 - 5.1.3 Student Staff Committee,
 - 5.1.4 Postgraduate Programme Board,
 - 5.1.5 Postgraduate programme-specific groups,
 - 5.1.6 Board of Studies,
 - 5.1.7 Management Board,
 - 5.1.8 Joint Senate Committee.
- 5.2 The Medical School may invite students to attend other committees, focus groups, project groups, as appropriate.
- 5.3 The student representatives, who are members of Phase I Subcommittee, Phase II Subcommittee, Phase III Management Group, MB BS Programme Board, Postgraduate Programme Board or Postgraduate programme-specific groups, are expected:
 - 5.3.1 To attend committees relevant to their programme or phase.
 - 5.3.2 To share responsibilities to ensure that student representation is achieved.
 - 5.3.3 To give an update to the Student Staff Committee on items from the committees.
- 5.4 Satisfactory attendance to each committee/board is expected from all representatives. Failure to attend or send apologies on two or more occasions throughout the academic year will result in a review of the case to the HYMS Representation Collaboration Forum.
- 5.5 The Board of Studies will:
 - 5.5.1 Ensure that student representation from undergraduate and postgraduate programmes is achieved.
 - 5.5.2 Inform the relevant student representative leads of business related to their programme or phase.
 - 5.5.3 Offer an opportunity to meet with student representatives in advance to go through the items on the agenda.
 - 5.5.4 Make clear to students how they may submit an agenda item to the Board of Studies, which can be separate to 'Student Business', in what form this should be done and the deadline by which it must be submitted.

6 HYMS Representation Collaboration Forum

- 6.1 The purpose of the HYMS Representation Collaboration Forum is to oversee and regulate the representation within HYMS in collaboration with its partner institutions as outlined by this Policy. This includes but is not limited to:
 - 6.1.1 Organisation and delivery of the student representation induction and training.

6.1.2 Overseeing responsibility of recruitment, elections, appointment and removal of student representatives.

6.1.3 Making recommendation and submission of nominations of individual student representatives for awards or prizes awarded by HYMS, the University of Hull, the University of York, HUSU, YUSU or GSA.

6.2 The aims and responsibilities of the Forum are outlined in Appendix C.

7 Appointment of student representatives

7.1 Student representatives hold their position as volunteers.

7.2 Timeline of recruitment:

7.2.1 Recruitment of student representatives from years 2 to 5 of the MB BS programme and from year 2 of the MSc Physician Associate programme will take place annually in the Spring Term of the academic year prior to the commencement of their term in the role.

7.2.2 Recruitment of student representatives from the Gateway Programme, MB BS Year 1, MSc Physician Associate Year 1 and other postgraduate taught programmes will take place at the beginning of Autumn Term of the same academic year.

7.3 Nominations:

7.3.1 All students should have the opportunity to put themselves forward as a representative to represent a student constituency of which they are a member (e.g. a year group).

7.3.2 Nominations and applications for new student representatives can be submitted via the appropriate form to the Secretary of SSC by the established deadline and must be seconded by another student.

7.3.3 Returning student representatives can confirm their interest in continuing their appointment by submitting their preference to the Secretary of SSC at time of recruitment. Should elections need to take place, returning nominees will also be required to submit a new or revised application.

7.4 Elections:

7.4.1 A democratic election process should take place and be administered by the HYMS Representation Collaboration Forum, if the number of nominations submitted supersedes the roles available for elections.

7.4.2 If numbers of nominations submitted do not supersede the positions available, competitive election may not be deemed feasible. An accessible, transparent and fair process should be adopted.

7.4.3 An appropriate platform for elections will be adopted to share the names of the nominees and respective manifestos with the student constituency.

7.4.4 Sufficient guidance as per role specification and expected abilities will be provided for the student constituency to elect their representatives.

7.4.5 Any student representative place not filled during the election period may be filled by an eligible student, as long as there are no objections from other students (determined by an email, or reliable broadcast method(s), to the relevant cohort of students). The HYMS Representation Collaboration Forum and SSC should take positive steps to fill these empty places.

7.5 Withdrawing from election or appointment:

7.5.1 A nomination can be withdrawn from the election or appointment process at any point.

7.5.2 If a nominee or appointed student representative wishes to withdraw from the election process or from the appointed role prior to or after the commencement of their term, they shall notify the HYMS Representation Collaboration Forum of their intentions.

7.6 Removal from appointment:

7.6.1 Student representatives who fail to adhere to their duties as outlined in the role specification may be removed from their appointment.

7.6.2 Student representatives who have been granted a leave of absence by the Board of Studies for more than four consecutive weeks should not act as a student representative during their leave of absence. If the leave of absence period is substantive (e.g. longer than three months), the student representative should consider resigning from the appointment and a re-election should take place to fill the vacancy if deemed required by the Representation Collaboration Forum.

7.6.3 Nominees found in significant misconduct from the Medical School will not be permitted to receive their appointment.

7.6.4 Recommendation for removal of student representatives from their appointment will be made by the HYMS Representation Collaboration Forum upon review of the evidence to the BoS or directly by the BoS.

7.6.5 Ultimate and final deliberation on the decision is made by the BoS.

8 Training of student representatives

8.1 HYMS, HUU, YUSU and GSA via the HYMS Representation Collaboration Forum will provide a programme of relevant and engaging training that covers at least the following:

8.1.1 The principles and importance of student representation;

8.1.2 The role of student representatives at the parent institutions;

8.1.3 Accountability of student representatives and the limits of the role;

8.1.4 The representation structure at HYMS, including within HUSU, YUSU, and GSA;

8.1.5 Communication skills to help gather and report feedback from/to students;

8.1.6 Preparation and participation in formal meetings.

- 8.2 Training should be appropriate to the experience of the student representative, with advanced training available for those who have prior experience of a representative role.
- 8.3 Student representatives will attend the induction day in the Autumn Term, and the Medical School will promote and encourage attendance at relevant training sessions.

9 Appointment of student representative leads

- 9.1 The following roles are to be elected annually at the student representative induction day.
 - 9.1.1 Candidates are invited to nominate themselves prior to the induction.
 - 9.1.2 In order for a candidate to be elected, they must be present at the time of the election. Failure to attend the student rep induction forfeits the candidate's right to be elected or to vote in the elections.
- 9.2 There are number of roles open to elections as advertised by the Representation Collaboration Forum at the student representative induction, which are reviewed on a yearly basis

Acknowledgment:

This Policy was developed in light of practice at the University of Hull and the University of York and at HUSU, YUSU, and GSA. We acknowledge and thank these partner institutions and everyone involved in the development of this Policy, as a response to the need of the Medical School and the student representative team.

Appendix A: Terms of Reference of the Student Staff Committee

Accountability and purpose

HYMS Student Staff Committee is accountable to HYMS Board of Studies.

The HYMS Student Staff Committee is an integral part of the HYMS committee structure and discusses business relating to the overall student experience. The committee plays an important role in the quality assurance and quality enhancement processes within the medical school. It is the ultimate responsibility of this body to represent all student issues regarding the programmes, including academic and clinical governance. The Committee has the responsibility for ensuring the effectiveness of the student constituency and individual students in responding effectively to matters relating to patient safety and the quality of care.

Membership

Student members:

- Student Chair of Student Staff Committee
- Student Deputy Chair of Student Staff Committee
- Two Gateway Programme representatives
- MB BS representatives:
 - Phase 1 MB BS representatives: at least one from each campus, for each year;
 - Phase II MB BS representatives: ideally one from each clinical placement locality;
 - Phase III MB BS representatives.
- Two Intercalation students:
 - one currently intercalating;
 - one who has previously intercalated.
- Representatives from each postgraduate research programme;
- Representatives from each postgraduate taught programme:
 - MSc Clinical Anatomy
 - MSc Clinical Anatomy and Education
 - MSc Human Anatomy & Evolution
 - MSc Pharmacology and Drug Development
 - MSc Physician Associate Programme
 - Cert, Dip & MSc in Health Professions Education

External voting student members:

- Three BMA student representatives: one representative and one deputy representative from each university campus

Non-voting student members:

- Two MedSoc representatives: one from each university campus

Voting members of the student unions:

- HUSU President of Education;
- YUSU Academic Officer;
- GSA Vice President Academic Officer.

Staff members:

- Dean of HYMS
- Deputy Dean of HYMS
- Chair of the HYMS Board of Studies
- Chair of the MBBS Programme Board / MBBS Programme Director
- Chair of the Postgraduate Programme Board
- Academic Lead for Programme Quality Assurance

- Associate Dean for Assessment Progression
- MB BS Phase Leads
- Academic Lead for Student Support
- Programme Manager
- Student and Alumni Engagement Co-ordinator
- MBBS Programme Officer (Secretary)

The Committee will have the power to co-opt members to ensure that students remain the majority in the committee. All members shall be entitled to send appropriate deputies for unreserved business if they are unable to attend. The meeting convened either in whole or in part by electronic means is permissible.

Quorum: 10 (student members must have a majority at each meeting)

Frequency of meeting

The HYMS Student Staff Committee shall meet quarterly, including the student representative induction day. Timings of the meetings shall allow a week or two before the Board of Studies.

Terms of Reference

1. The Staff Student Committee student representatives represent the student constituency and are an autonomous part of the parent organisations.
2. To promote and further develop a cohesive structure for student representation within the school.
3. To support and train elected student representatives.
4. To elect a student Chair and Deputy Chair and to nominate representatives for the HYMS committees.
5. To consider all learning and teaching matters of academic programmes raised by the student constituency.
6. To monitor and report to the Board of Studies regarding the students' views on learning and teaching, to play an active part in enhancing the quality of programmes, the implementation of the curriculum and on any other relevant matters in the School's programmes, and to report back to students.
7. To receive reports from representatives from the open business of the meetings of the Board of Studies, the MB BS Programme Board, phase-specific subcommittees, the Intercalated Programme Board, the Postgraduate Programme Board and other focus groups, and to provide feedback to the Board of Studies.
8. To input into the Annual Programme Review/Annual Monitoring process, the Medical Schools Annual Report to the General Medical Council, and other quality assurance/quality enhancement processes, including the Periodic Review of HYMS provision.
9. To develop a systematic agenda for tracking the running programmes, allowing reflection on each component of students' learning experience, including the following as standing agenda items:
 - Matters arising: report back on all actions;
 - Consideration of each programme and the opportunity for students to raise programme-level issues, discussion and identification of actions;
 - Report on the evaluations (e.g. end-of-block feedback) from previous terms;
 - Opportunity for students to raise issues in current modules, discussion and identification of actions;
 - Feedback from students on information provided to them on learning opportunities (e.g., handbooks, web sites, programme specifications) to inform updates for in-year or subsequent year changes.

10. To provide clear and accessible minutes of SSC meetings, agreed between the School and students, to all students and staff. Minutes should be available on the web and accessible via a link to the HYMS' VLE or an attachment.
11. In the event that a matter is not dealt with in a timely or satisfactory manner in the view of the Student Staff Committee, it should be escalated as appropriate to the relevant Programme Board, or to the Board of Studies, and ultimately, to the Dean of HYMS.

Representative leads

- Student Chair of Student Staff Committee:
 - To act as the department representative for the medical students at parent universities;
 - To attend or sit on Board of Studies, MB BS Programme Board, Management Board and HYMS Joint Senate Committee.
 - Preferably has had experience as Deputy Chair of Student Staff Committee;
 - At least one-year experience on the committee as a Phase II representative.
 - At least one amongst Chair and Deputy Chair should be an MB BS student.
- Student Deputy Chair of Student Staff Committee:
 - To support and aid the role of the Student Chair in representation of the student constituency;
 - Preferably has to be in Phase II
 - At least one-year experience on the committee as student representative
 - At least one amongst Chair and Deputy Chair should be an MB BS student.
- Phase I Representative Lead and Library Representative:
 - To act as point of reference for Phase I student representatives;
 - To represent Phase I student representatives at the Board of Studies;
 - To liaise with Chair and Deputy Chair;
 - To liaise with the library teams at both universities and advise and consult for possible changes;
 - At least one-year experience on the committee as a Phase I representative.
- Phase II Representative Lead:
 - To act as point of reference for Phase II student representatives;
 - To represent Phase II student representatives at the Board of Studies;
 - To liaise with Chair and Deputy Chair;
 - At least one-year experience on the committee as a Phase I or II representative;
- Phase III Representative Lead:
 - To act as point of reference for Phase III student representatives;
 - To represent Phase III student representatives at the Board of Studies;
 - To liaise with Chair and Deputy Chair;
 - At least one-year experience on the committee as a Phase II representative.
- Assessment Representative in Phase I:
 - To represent and share the views of Phase I students with the assessment team;
 - At least one-year experience on the committee as a Phase I representative.
- Assessment Representative in Phase II:
 - To represent and share the views of Phase II students with the assessment team;
 - At least one-year experience on the committee as a Phase I or II representative.
- Equality, diversity and inclusion representative:
 - To liaise and sit on the Equality, diversity and inclusion committee;
 - To represent and share the views of all students with regards to issues or items of Equality, diversity and inclusion, including but not limited to the university and clinical experiences.

Appendix B: HYMS Student Representative Roles and Approach

Roles

- To attend and fully participate in meetings of Student-Staff Committee, and other HYMS Committees as assigned. You will also need to attend other meetings organised among students, for example with other reps, with MedSoc and student BMA, and with the University Student Union, as necessary to do the job effectively.
- To represent students' views effectively across the areas of teaching and learning, student experience, and quality and standards. This may involve contacting and working with appropriate members of staff, and escalating urgent matters through the right channel rather than waiting for the next committee opportunity.
- To signpost to students the appropriate support routes for resolving issues which fall outside those areas, for example when students have issues that are personal.
- To prepare fully for meetings, including attending induction and training, understanding the possibilities and limitations of the role, drafting papers, reading the meeting papers in advance, and finding out students' views on important topics. As part of this you need to accept a responsibility to ensure your successors are fully briefed on current issues and can effectively maintain the role.
- To feed back to your student constituency the fact that issues have been represented, and how they are being addressed (and in some cases why they cannot result in the outcome many students would wish).

Approach

To fulfil the requirements of the role, you will need to be:

- Diplomatic: able to work collaboratively to a negotiated solution rather than create conflict.
- Open, approachable and trusted and professional among your student colleagues that help you learn about their concerns and for them to accept your message that any outcome may be a compromise.
- Collaborative: able to manage how particular issues are handled between other members of the student rep team and appropriate staff.
- Respectful of confidentiality: when issues have arisen around a particular student's experience.
- Able to prioritise and respect boundaries: for example, identifying wide issues that need addressing through representative routes, those which are minor and you can advise students to raise directly with someone appropriate, and those which are personal and beyond the scope of student representatives (even though you may feel emotionally drawn in to someone's problem) and the student needs directing to appropriate support within HYMS, the University or the Union.

Appendix C: Terms of Reference of the HYMS Representation Collaboration Forum

Purpose

- To oversee, regulate and deliver effective student representation within HYMS as outlined by this Policy, providing a supportive and advisory, independent forum for HYMS student representatives, Hull University Students' Union (HUSU), University of York Students' Union (YUSU) and York Graduate Students' Union (GSA).

Membership:

- HYMS Student Chair of Student Staff Committee
- HYMS Student Deputy Chair of Student Staff Committee
- HYMS Secretary of Student Staff Committee
- HUSU President of Education
- HUSU Education Coordinator
- YUSU Academic Officer
- YUSU Student Engagement Development Coordinator
- GSA Vice President Academic
- GSA Representation and Democracy Coordinator

Ex officio members may be invited to attend at the discretion of the Forum.

Aims and duties

- To be a key channel of communication between HYMS, HUSU, YUSU and GSA.
- To oversee the development and implementation of this Policy.
- To organise and deliver student representation within HYMS.
- To organise and delivery of the student representation induction and training.
- To hold overseeing responsibility of recruitment, elections, appointment and removal of student representatives.
- To provide a report and/or minutes of the meetings and workings to the SSC for information.
- To submit recommendations to the BoS for discussion and approval, when required.
- To make recommendation and submission of nominations of individual student representatives for awards or prizes awarded by HYMS, the University of Hull, the University of York, HUSU, YUSU or GSA.

Frequency of Meetings:

- HYMS Representation Collaboration Forums should occur at least twice per academic year, with scope to have additional meetings when appropriate.

Quorum: at least one representative from each of HYMS, HUSU, YUSU, and GSA.

The Committee will have the power to co-opt members to ensure that students remain the majority in the committee. All members shall be entitled to send appropriate deputies for unreserved business if they are unable to attend. The meeting convened either in whole or in part by electronic means is permissible.