

UCD Student Representation and Partnership Agreement

Student Representation and Partnership Agreement

UCD has a long tradition of student representation and the UCD [Student Charter](#) commits the University and the Students' Union to working in partnership to ensure that *students are represented at all levels of the University and support procedures and protocols that allow students to make positive suggestions for improvements to ensure effective governance and management of academic, administrative and social activity*. This agreement, which has been co-developed with the Students' Union, is intended to strengthen this commitment by setting out a shared vision for student representation and partnership at UCD and detailing how the partnership will be put into action to ensure the achievement of agreed aims.

Principles of Student Partnership

The principles below guide a shared approach to student representation and partnership and form the basis of this agreement. The University and the Students' Union agrees to work together to uphold these principles.

Every student voice matters

Student representation and partnership will be inclusive and reflect our diverse student body. All students should feel encouraged to use their voice to contribute to the enhancement of the student experience. The University and the Students' Union will work together to ensure that all the student body is effectively represented.

Student participation in University Governance is valued

In recognition of the value of student participation in decision-making the University and the Students' Union agree to the continued inclusion of student representatives on key academic and governance bodies at all levels of the University and that student members of committees will be supported in their roles.

Student representation is promoted, supported, and recognised

The University and the Students' Union will work together to ensure that student representatives are supported to represent the views and suggestions of their fellow students, provide feedback, and participate in decision-making to help improve the student experience.

Student participation is accessible to all

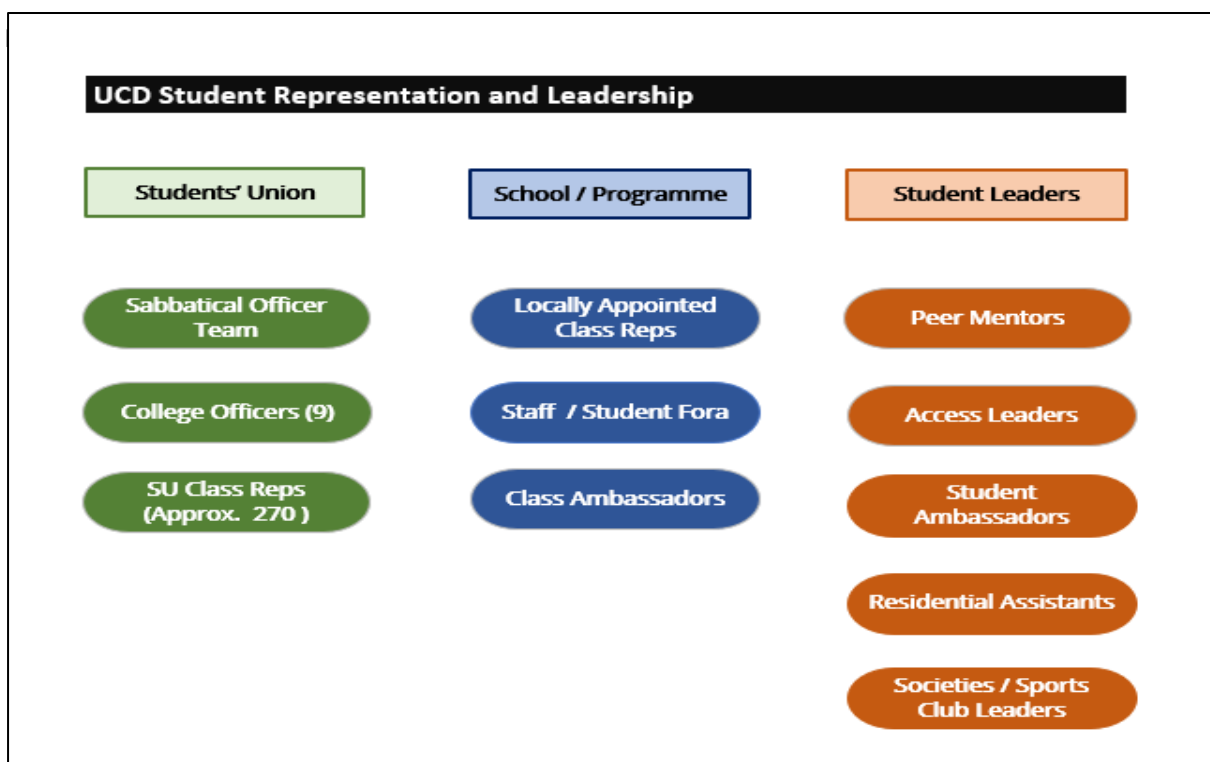
The various opportunities to participate in student representation and partnership should be clear and accessible to every student and are summarised in this agreement (see schedule 1).

Working in Partnership

We encourage faculty, staff, and students to work together on projects, initiatives and actions which lead to improvements in the student experience. A positive and productive partnership requires all members of the University community to collaborate and communicate in the spirit of mutual trust and respect.

Student Representation and Leadership

UCD takes a holistic view of student representation and partnership. While the Students' Union is the primary champion of the student voice for achieving partnership, through its mandate to represent the student body via their elected members, it is also acknowledged that there are other important sources of the student voice that may make valuable contributions to the student partnership by representing the broader student body. Specifically, students undertaking leadership roles will provide additional student perspectives in the context of this Agreement.



Partnership Responsibilities

The University and the Students' Union acknowledge and value the essential role that students play in enhancing the quality of the student experience. We are committed to involving students in university governance and decision-making. Student members will be nominated to key university committees and boards, including the Governing Authority and Academic Council and many of their sub-committees. There are also student positions available on governing boards at programme and school level. A list of committees and boards with student representation is provided in schedule 2.

- The Students' Union and the University will work together to promote opportunities for students to become representatives and leaders.

- The University will encourage engagement with the Students' Union class representative and executive elections.
- The Students' Union will nominate student representatives to university committees and boards in accordance with relevant terms of reference.
- Student members will be included when establishing the composition of any new university committee or board. In cases where it is determined that a student representative is not appropriate a rationale should be provided to the relevant approving body.
- The University will provide a comprehensive induction programme for incoming Students' Union Sabbatical Officers.
- Good practice guidance on supporting student members on university committees will be provided to chairs and secretaries.
- The Students' Union will ensure that there is an effective handover between outgoing and incoming Sabbatical Officer teams.
- Local induction activities will be provided by chairs and secretaries of committees and boards.
- The Students' Union will provide training for elected class representatives regarding their role.
- The Students' Union will identify and deliver on any specific training requirements for Sabbatical Officers, College Officers, and elected representatives.
- Where schools and programmes appoint / elect their own student representatives, appropriate guidance on their roles and responsibilities will be provided and, where appropriate, induction and training will be provided.

Student Partnership Forum

In addition to the opportunities for students to participate, raise issues and provide feedback through their membership of university or programme/school level committees, the Student Partnership Forum provides a further platform for staff and students to come together to discuss and agree on areas that should be prioritised to help drive change. The purpose of the Forum is to provide a framework to advance, support and operationalise the student partnership.

Functions

- To discuss and agree on opportunities to work together towards the development of an annual plan of agreed priority projects or objectives.
- To maintain oversight of progress against the plan and monitor outcomes.
- To function as a consultative forum for discussion on emergent issues or evolving University proposals impacting students.
- To maintain oversight of the Partnership Agreement to ensure that obligations under the Agreement are appropriately met.

Membership

- Dean of Students / SU President (co-chair)
- Registrar's Nominees (academic x 2 and professional x 2)
- Student Engagement Manager
- Head of Student Advisor Service, or nominee

- SU Sabbatical Officers
- Director of Estates or nominee
- Global Experience Manager
- Nominated Students' Union College Officer / class reps (1 per college)

Student leader nominees

- 2 Senior Residential Assistants
- 2 Access Leaders
- 2 Senior Peer Mentors
- 2 Sports Club Leaders
- 2 Student Society Leaders
- 2 Student Ambassadors
- 2 Global Guides
- 2 Research Student Representatives, nominated by the Dean of Studies

The co-chairs of the Forum may co-opt such and so many members as necessary to facilitate the work of the Forum. Both chairs must agree to the co-option.

Meetings

The Student Partnership Forum will meet at least three times during each academic year.

Reporting

The Student Partnership Forum will submit annual plans and report on its progress to UMT Student Experience Group (SEG)

Agreement Schedules:

Schedule 1: Student Participation Opportunities

Schedule 2: University Committees and Boards with Student Representation

Schedule 3: Example Annual Partnership Plan Template

Schedule 1: Student Partnership Opportunities

1. Student Feedback/ Providing individual feedback

The University and the SU recognises that not all students want to become representatives or undertake leadership roles. Another vital part of the student partnership is the individual feedback students provide in relation to their learning or broader student experience. Feedback is analysed and used to improve and enhance the student experience.

2. SU elected roles

Any student can stand for election to become an officer or student representative. The UCDSU Constitution sets out the requirements of SU student representation. Six **Sabbatical Officers** are full-time roles elected by the members of the SU: President, Welfare, Education, Campaigns and Engagement, Entertainment, and the Graduate Officer. The sabbatical officers hold ex officio membership on many University committees and boards. There is also nine elected **College Officers** whose role is the primary means of communication between the students and class representatives in their constituency. In particular, the College Officers are responsible for raising awareness of issues specific to their respective constituencies in all appropriate forums including Union Council and Union Executive meetings. There is one **class representative**, or "class rep" in each constituency which has at least 40 but less than 120 students.

The role of the SU elected class rep is outlined in the UCDSU Constitution and can be summarised as follows:

Summary of role of the SU Class Rep

- Attendance at meetings of Union Council and hold the Union to account at such meetings.
- Attendance at meetings of committees of which they are members and use those committees to represent the best interest of students.
- Regularly inform their constituent students of SU initiatives or campaigns.
- Organise social activities and work to create a positive social environment for their class.

3. Locally Appointed Student Representatives or Ambassadors

In addition to SU Class Reps some schools and programmes choose to appoint additional student representatives. While SU class reps primarily fulfil a liaison function between their constituent students, representing their views at SU Council and disseminating information to their constituents from the SU Council and Executive Team a school appointed student rep may fulfil a role identified at school or programme level. Student positions on university governing boards (programme) and committees should be filled where possible by elected class representatives of the Students' Union and where vacancies remain it is appropriate for locally appointed representatives to accept positions.

4. School Forum / Student Liaison Committees

Under [Statute 25, Chapter 17, Schools, paragraph 12](#) the Head of School is responsible for *inviting representatives of the student body of the School to attend and be heard at meetings of the School Committee*. Many schools have established forums and committees specifically to provide a platform for students to raise issues and have them addressed. Staff / Student Committees or Student Liaison Committees are common across the university. The terms of

reference of such committees can be defined by schools/programmes, but they typically fulfil the following functions

Typical functions of a school student forum / liaison committee

- Allow staff and students to discuss ideas and raise issues.
- Form the basis for the representation of the students' views within the school.
- Provide a mechanism for obtaining student feedback and communicating action taken in response to feedback.
- Provide a formal, qualitative means of consulting students and gauging the student perspective on academic matters and provide the opportunity for students to suggest for improvements/enhancements.

5. Student leadership opportunities

As well as becoming an elected student representative there are also a range of opportunities available for students to undertake leadership roles and work in partnership with the university to deliver student-led services to help support and guide their fellow at the University. Some roles are entirely voluntary, and others include a payment.

Peer Mentors

Peer Mentors are second year student volunteers who are assigned a group of incoming first year students in the same course. Through a comprehensive training programme provided by their programme's Student Adviser, Peer Mentors are given skills that focus on organisation, leadership, and communication. Resourcefulness is also key to the role of Peer Mentor – they are not expected to have all the answers for their mentees but through their training they are equipped to know where to send them to get the information/assistance needed.

Access Leaders

Access Leaders are students who have been selected to represent UCD Access and Lifelong Learning and participate in a variety of activities ranging from assisting at events such as the annual Access and Lifelong Learning Symposium and University for All initiative to outreach activities aimed at potential students. Students who successfully complete the training and the interview process are offered the position. There is a wide range of work opportunities then throughout the year, some of which are paid and others voluntary.

Student Ambassadors

Student Ambassadors support campus events such as the UCD Open Days and Summer Schools. They provide campus tours to prospective students from around the world, visiting academic staff, UCD alumni and other visitors to the university and generally function as a point of contact for prospective students looking for information about studying in UCD. The role can range from supporting university led initiatives or campaigns to representing the University at external events such as Higher Options, the National Ploughing Championships, and regional careers fairs.

Clubs and Society Leaders

A sports club leader is someone who is elected or puts themselves forward to a position of responsibility within a club or society to oversee and manage a particular area of club or society activity. They can be a student from any year of study, who may or may not have previous experience in a leadership role. Sports Club leaders can include:

- a committee member (club captain, secretary, treasurer, PRO, safety, children's officer etc)
- a team captain
- a person who takes the leadership role in managing a club trip, event, or activity
- a volunteer coach or instructor who coaches/instructs a particular sport.

Responsibilities can include:

- recruitment & retention of members
- organising and managing events, training, and competition
- managing finances and club equipment
- health & safety
- coaching
- child safeguarding
- public relations

Fundamentally a club leader has a passion for their sport, is enthusiastic, responsible, hardworking and enjoys working for the benefit of their club and its members.

A society leader is someone who puts themselves forward for, or is elected or appointed to, a position of responsibility within a student society. Certain positions require some previous experience or involvement, but in general most students are eligible for most society roles. Roles of leadership can involve serving in a committee position such as Auditor, Treasurer, Secretary, etc, or may be as a class representative or other activity leader. Responsibilities can include activities such as event organisation, financial management, planning and advocacy.

Residential Assistants

Residential Assistants (RAs) live as part of the UCD Student Residences community and help develop that community by providing leadership and defining student life in each residence. A key element of the role is helping others to feel welcome and providing support to peers in making the most of their university experience. RAs are pro-active, responsible, and work as part of a team in which effective communication and reliability are essential.

Global Guides

UCD Global Guides support their fellow students by providing information, managing, and organising events and offering peer to peer support in the Global Lounge. They are an integral part of the Global Experience team at UCD and work with international and domestic students to promote internationalisation on campus.

Schedule 2: Student Representation on Committees

1. Governing Authority and subcommittees

| Name of Committee / Group | Student Representation (by Terms of Reference) |
|--|--|
| Governing Authority | 3 Student Representatives (elected officers of the SU) 1 Postgraduate Student Representatives |
| Finance, Remuneration and Asset Management Committee (FRAMC) | 1 student member: SU President |
| Audit and Risk Management Committee (ARMC) | No student representatives |

2. University Management Groups

| Name of Committee / Group | Student Representation (by Terms of Reference) |
|--|--|
| University Management Team | No student representatives |
| UMT Capital Projects Group | 1 student member: SU President |
| UMT Student Experience Group | 4 student members <ul style="list-style-type: none"> Students' Union Education Officers (Graduate and Undergraduate) Students Union Welfare Officer Nominee of the Student Societies Nominee of the Sports Clubs |
| UMT Education Group | 2 student members: Students' Union Education Officers (Graduate and Undergraduate) |
| UMT Equality, Diversity, and Inclusion Group | <ul style="list-style-type: none"> Students Union Representative Athletics Union Representative Student Societies Representative |
| UMT Global Engagement Group | No student representatives |
| UMT Research, Innovation, and Impact Group | No student representatives |
| UMT Library Strategy Group | 1 Student Union Representative (nominated by the President of the SU) |
| UMT IT Strategy Group | No student representatives |
| UMT GDPR and Data Group | No student representatives |

3. Groups reporting to UMT subgroups with student representation

| UMT Group | Name of Committee / Group | Student Representation (by Terms of Reference) |
|-----------|--|--|
| UMT SEG | UCD ESHTe (Ending Sexual Harassment and Violence in Third Level Education) | 2 Student members: SU President, SU Welfare Officer |
| UMT SEG | Student Activities Committee | 7 student members <ul style="list-style-type: none"> SU President |

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|---------|------------------------------------|--|
| | | <ul style="list-style-type: none"> • 2 students nominated by SU • 2 students nominated by AUC • 2 students nominated by Societies Council |
| UMT SEG | UCD Student Finance Committee | 1 student member: SU Welfare Officer |
| UMT SEG | Student Experience Residence Group | 2 SU members, SU President, Welfare Officer 2 Residential Assistants |
| UMT EDI | Gender Equality Action Group | 1 student member: SU Welfare Officer |
| UMT EDI | LTBGI Action Group | 1 student member: SU representative |
| UMT EDI | Multicultural sub-group | 2 student members |
| UMT EDI | Disability subgroup | 1 student member, SU representative |

4. Academic Governance

| Name of Committee / Group | Student Representation (by Terms of Reference) |
|---|--|
| Academic Council | Students' Union President Students' Union Education Officer Students' Union Welfare Officer Students' Union Graduate Officer Four nominees of the Students' Union One student per college |
| Academic Council Executive Committee (ACEC) | 2 student members <ul style="list-style-type: none"> • SU President • SU Education Officer |
| Academic Council Quality Enhancement Committee (ACQEC) | 3 student members <ul style="list-style-type: none"> • SU President • SU Education Officer • Graduate Officer |
| Academic Council Committee on Examinations (ACCE) | 2 student members <ul style="list-style-type: none"> • SU President • Graduate Officer |
| Academic Council Committee on Student Conduct and Capacity (ACCSCC) | 1 student member, nominated by SU |
| Academic Council Committee on Scholarships and Prizes (ACCASP) | 1 student member, nominated by SU |
| Academic Council Committee on Student Appeals and Complaints (ACCSAC) | 1 student member, nominated by the SU President |
| University Programmes Board (UPB) | 3 student members, representatives nominated by SU |

Governing Board Level (Programme Boards / Boards of Studies)

| Name of Committee / Group | Student Representation (by Terms of Reference) |
|---|---|
| Agriculture & Food Science Taught Programmes Board | 4 student members in total nominated by the UCD Students' Union and the Agricultural Science Society or other UCD student societies relevant to programmes under the Board's remit |
| Architecture, Landscape Architecture, Planning & Environmental Policy Taught Programmes Board | 2 student members nominated by the Students' Union |
| Arts & Humanities Undergraduate Taught Programmes Board | 3 student members nominated by the Students' Union |
| Arts & Humanities Taught Graduate Programmes Board | Graduate Representative, Students' Union |
| Business Undergraduate Taught Programmes Board | Up to 4 student members nominated by the Students' Union who are completing a programme for which the Board is responsible |
| Engineering Taught Programmes Board | 5 student members nominated by the Students' Union |
| Law Taught Programmes Board | 3 student members nominated by the Students' Union |
| Liberal Arts & Sciences Taught Programmes Board | 1 student member nominated by the Students' Union |
| Medicine Taught Programmes Board | 3 student members nominated by the Student's Union (student reps to be selected across UG, GT and GR programmes from BHLS, Medicine, Radiography) |
| Nursing, Midwifery & Health Systems Taught Programmes Board | 2 student members or a named nominee nominated by the Students' Union, one to represent students on undergraduate programmes and one to represent students on taught graduate programmes. |
| Public Health, Physiotherapy, Performance & Sports Sciences Taught Programmes Board | 3 student members nominated by the Students' Union (one of whom should be undergraduate and one of whom should be a taught graduate student, and between them they should represent the programmes) |
| Science Taught Programmes Board | 7 student members nominated by the Students' Union |
| Social Sciences Undergraduate Taught Programmes Board | 5 student members nominated by the Students' Union |
| Veterinary Medicine & Veterinary Nursing Taught Programmes Board | 2 student members nominated by the Students' Union |
| Social Sciences Graduate Taught Programmes Board | Either one graduate taught student or nominated Students' Union representative. |
| Graduate School of Business Taught Programmes Board | 3 student members nominated by the Student's Union |
| Graduate Research Board | 1 Representative of Graduate Research Students |
| Board of Studies: Academic Affairs | 1 student member, nominated by the Students' Union |
| Board of Studies: Global Engagement | 1 student member, nominated by the Students' Union |
| Board of Studies: Research, Innovation, and Impact | 1 student member, nominated by the Students' Union |

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|---|---|
| Institute of Public Administration - University College Dublin (IPA-UCD) Academic Programme Board | Additional academic, administrative or student members may be co-opted by the Board to ensure appropriate expertise is available to conduct its business effectively |
| Institute of Banking - University College Dublin (IOB-UCD) Academic Programme Board | Additional academic, administrative or student members may be co-opted by the Board to ensure appropriate expertise is available to conduct its business effectively. |

Schedule 3: Annual Partnership Plan Template

High level priority areas for the academic year [insert year] have been agreed and are as follows:

Example theme and details included for illustrative purposes only.

| Theme | Focus | Action/ initiative | University Responsibility | SU / Student Responsibility | Measure of Success |
|----------------------------------|--|--------------------------|---|---|--|
| Wellbeing / Mental Health | challenge stigma associated with poor mental health, raise awareness of supports | Mental Health Conference | <ul style="list-style-type: none"> University will provide funding and suitable venue Relevant academic staff will participate as speakers. | <ul style="list-style-type: none"> SU to lead on all planning activities Promote and run event using student volunteers | <ul style="list-style-type: none"> Number of participants Evaluation of participant experience National / Social media coverage Increase in use / enquires to support services |
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