

STUDENT REPRESENTATIVES







HANDBOOK, 2018/19

SOASUNION.ORG/REPS



FOLLOW @SOASREPS

CHECK LIST

-  Attend training! It's on Saturday the 20th October
At training you'll get your half price hot drinks booklet for use in the S.U.
This year they can only be used when you bring your own cup - part of the union's environmental efforts
-  Meet your Head of Department, convenor and department officers (the support staff who organise the meetings). find out when your department meetings are. Discuss as a dept rep-group who will attend, and how as reps you'll stay in touch
-  Your name dept/degree and year will go onto S.U website so students know who their rep is. Tell us if you DO NOT want your name to appear.
-  Make yourself KNOWN! Make an announcement to your class.
Send an email to say 'hello' to your peer group.
Student mailing lists: inet.soas.ac.uk
-  Check if your department is being reviewed (see 'PPR'). All departments should be discussing their most recent SEC (course evaluation survey) at an early department meeting.
-  Attend skill-shares, and other activities to develop your role and skills.
Submit your reports to the SU and keep informing students about what you have been doing. We will prompt you...

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SPECIAL NOTICES:

2018-19

PPR: Periodic Programme Reviews

Each term a department or centre goes through a review by a panel that includes visiting academics, researchers and other experts in the relevant field. These ongoing reviews provide constant checks.

Reps play an important role in the run up, to ensure students views are involved throughout. The whole student group are asked to be involved.

Under review in 2018/19:

East Asia Studies (focus on China) (postponed from last year)

History, Religions and Philosophies (T1)

Development Studies (T2)

Anthropology (T2)

Economics (T3)

Your Term One Reports

At the end of term one an online form will go out for all reps to write up a short report.

This year we will read and collate the reports in early January coincide with Student Outcomes Committee, who oversee quality

There will be a question designed to collect input relevant to that committee. This will improve on speed issues arising in the reports are dealt with, and make a more effective and timely intervention in the schools decision-making structure.

A second round of hot drinks vouchers can be collected after your rep report is complete.

CONTENTS

How to be a Student Rep 2

- What is changing this year
- Key skills and tips
- Issues to take up, or not to take up
- Self Care
- Communication
- Handling Meetings

Wider support 9

- The Students' Union
- External Support
- Educational Priorities
- Decision Making
- Dept / Committee 13/14

Appendix

- Jargon Buster I
- Code of Practice II
- Essential Numbers & Contacts V
- Notes & Action Plan Forms VII-X

HOW TO BE A STUDENT REP

The first thing to make sure of is that your student peers, your department and the S.U all know who you are and how they can reach you.

From there it's all about good communication: the dept will tell you about meetings, students will tell you about concerns & the S.U will listen to your concerns and support your efforts.

What is a student rep?

Student Reps are elected by their peers in each department to liaise with students, academic staff and the Students' Union to ensure the students' voices heard in all decision-making.

This is done by attending department meetings, working with reps in other courses and year groups, and reporting back regularly. Occasionally reps help involve students in the schools' review processes. Reps deal with issues that come up on their programmes, facilities and learning resources, concerns about the library and much more!

A: Tell everyone!

- Introduce yourself - in a core lecture or over department email.

B: Talk to people!

- Gather student feedback - ask questions!
- State student views and needs at department meetings, and forums.
- Get involved in the Periodic Programme Review, (PPR).
- Make sure that the department inform you of meetings
- Keep students informed of decisions, and what you are doing.

C: Liaise...

- ... with the S.U and other reps. Tell us the issues in your department.
- Get to know your Head of Department and other academics.

D: Campaign...

- ... on issues of concern to your group of students. Tie in with Students Union Education Campaigns, and SU Educational Priorities.

What's changing this year?

Periodic Programme Reviews are being merged with department reviews. This may change how student are involved, but the full plans have not been made clear yet. Reps of departments due for review (see pg1), will be updated as soon as possible! You can also ask in your department meeting what they have been told.

The S.U priorities are online, and a key one will be improving academic support, after the change from 'personal tutor' system to some part 'welfare tutors' and some 'academic advisors'. There is so much variance across departments we want to know what is going on, and we need reps help to know what is working and what is not!

Training?? Masters students forum, working with research?

This is the first year of a new committee structure making decisions at SOAS. All the statutory duties and agreed aims an objectives of the institution delegated and carried out through newly formed structure.

That makes this the time to review how reps activities can have greater wieght. When we collect reports on your work we will ask you about anything you want to raise at the school-wide level, and why. We will gather your input so that the elected union officers can take it directly to the committees whose job it is to monitor and implement strategy regarding 'student outcomes', and 'learning experience' etc. From there we can feed back to reps about how your issues are taking on.

KEY SKILLS & TIPS

Confidentiality Communication Teamwork Referral

Confidentiality

Treat all information related by individual students as confidential unless the student specifies otherwise. Explain that any notes you take about an issue are confidential (and keep them safe), and get the consent of the student prior to consulting anybody else. Whenever you discuss a case with anybody (lecturers, other staff, Students' Union etc.) you are not to mention the student by name. Staff have a responsibility not to require you to tell names, or pass on any information to other members of staff, (including the staff members involved in the case).

Always be clear in advance: there is NO absolute confidentiality, if the issue is really big or compromising you should seek advice.

Don't hesitate to seek help... from the S.U
Advice Caseworker, Susanna Momtazuddin:
Email: suadvice@soas.ac.uk
Call: 020 7898 4983

Communication

LECTURES

Make announcements

NOTICEBOARDS

Ask for space on the department notice board if there is one

E-MAIL / INTERNET

Use the S.U. website for other reps; gather your own list of e-mails for your course mates, or use the school system (ask your department).

SOCIAL MEDIA

Set up groups to discuss, set up a separate profile to use for rep business

REP NEWS-EMAIL

Will be coming out as soon as reps start sending in reports!

UGM: (UNION GENERAL MEETINGS)

At least once per term
You can do a report or put forward motions

QUESTIONNAIRES / FEEDBACK SLIPS

Get S.U assistance to carry these out. Ask Antonia (ab93)

Referral

Don't be bullied

You should never feel that you must offer every student an instant answer. Don't guess! You are not expected to have detailed specialist knowledge about everything that might come up. For instance, it is sometimes better to refer a student to the Students' Union, Student Welfare Officers or Student Counsellors, rather than risk giving misleading advice which could do harm.

Sensitivity

Refer students on sensitively. Just telling them to go somewhere else may give them the impression that you are moving an unpleasant burden on to someone else. You can e.g. be there to introduce the student to the other agency.

TEAMWORK

The S.U holds rep reports from past years. Ask for any background information, e.g. notes, minutes, reports, examples of initiatives, useful contacts, tips for future reps, outcomes of issues raised ... whatever Reps tell us about.

Reps' can often learn from the past, build on previous initiatives while avoiding repetition. Dip into the file to see the history of previous reps' activity, success and frustrations.

You can also approach reps from the other year groups - see the website for names, and meet up.

Time Management Negotiation Committee Skills

Time Management

Prioritise your time – your studies of course come first. It is better to get two things done well than ten things done badly, so don't try to take on too much!

Good planning is key. A diary will help you plan ahead and balance the meetings with study, and having fun!

Meeting up with other reps over a coffee to go through an agenda before a meeting will make a huge difference, saves time, and means you get to the meeting prepared.

Negotiation

... aim for win-win

Many of the situations you'll be in are about negotiation - whether its students trying to negotiate with you to get you to do something as their rep, or you trying to get your Head of Department or committee to do something.

Try to look at the situation from their point of view as well as your own; what are your shared interests?

Try making a list of things (people/ committees/ school priorities/ survey results) that are in your favour, and list things that could be a force against (limited resources/ people).

Step back and think about how you could shift the obstacles onto your side - talk it through with colleagues!

Committee Skills

Learn from the past

- Talk to former reps, ask questions of other members and look at past papers
- Check the S.U's files; make notes as a reminder and record what happened for future reps

Be prepared

- Read the agenda - start with the list of items and choose what to look at in more depth
- Meet other reps before department meetings and work together
- Canvas students' views, (and talk to academics too)
- Talk to the more approachable academics on the committee - make contacts

Participate

- If you are unclear about anything, ask for clarification from the chair.
- If you are raising problems try to suggest solutions, and if you agree with something, say so!

Be assertive

- Believe that you have rights and you have something worthwhile to contribute. Break the ice - make sure you speak within 10 mins/15mins of your first meeting - it will be easier after that!
- Use notes to remind you of what you want to say – feel free to write all over your agenda!
- Avoid interrupting others and do not let others interrupt you
- Do not get into discussions with just one person
- Don't become aggressive or emotional even if somebody is rude or patronising. If you are treated badly raise it with the chair and the S.U
- Make your doubts and disagreements known
- Make notes of the discussion and anything agreed - follow up important ones with an email.

Feedback

- Feedback to students the results of any meetings.
- In particular, publicise your victories!

WHAT ISSUES TO TAKE UP?

It may help you to start with some basic questions from which to prioritise.

Then make an action plan so you know what you are doing. Ask the S.U and fellow reps for support.

Action Plan Forms are found at the back of this booklet. Ask for further copies from the S.U or find online soasunion.org/reps

Course content

Are students finding problems with the content?
Is there enough accessible information?

Teaching methods

Are lectures clear? Do the seminars help?
Are the handouts useful - hardcopies and online?

Resources for studying

For example, reading lists and study packs
How do students find the library / IT provision

Facilities

Are the rooms accessible and appropriate in size?
Do they have what's needed (OHP, video etc)?

Course assessment

Is the process made clear?
Are there common problems experienced with assessment?

General department issues

Provision of courses, courses not running. Timetable clashes
Periodic Programme Reviews - is your department being reviewed this year? Talk to the SU early on about how to involve students

ISSUES NOT TO DEAL WITH

Personal Issues

Reps are **NOT** counsellors and should not feel obliged to try to help students with personal issues.

The best course of action in such a situation is to refer the student to the school welfare officer.

Advice on making a referral, page 3.

Formal academic complaints

Formal procedures exist for complaints by a student against an employee of the school, (e.g. academics).

Guidelines for formal academic complaints procedures are available in the school Undergraduate, Postgraduate Taught, and Postgraduate Research Handbook. You can find these on the school website.

Students' considering or wishing to lodge a formal academic complaint, who want help or advice should see the Students' Union Advice Caseworker - Susanna Momtazuddin.

Student Reps are not the appropriate people to handle these complaints, or to give advice on them.

What About Class-Complaints?

If you identify academic issues affecting several students - maybe even a whole class - and you want something done, you can make an appointment to talk it through with Susanna, the union's advise worker, and figure out a way forward.

Numbers can strengthen a complaint.

S.U Advice Caseworker

Susanna Momtazuddin, sm141@soas.ac.uk

Student Advice and Wellbeing

Senate House, lowerground; 020 7074 5015
Welfare Officer, International Student Welfare, Disabilities Officer, Counsellors and the

Mental Health & Wellbeing Advisor.

See: www.soas.ac.uk/studentservices OR .../
[disabilities](#) .../[counselling](#) .../[welfare](#)

SELF=CARE

Arguably the best way of ensuring you are able to fulfil your role as a rep is to take care of yourself! Self-care means different things to different people. Broadly speaking it is about understanding what the causes and effects of burn-out are in order to establish how you can build self-care strategies that work for you. It is also important to think about the ways in which you as a rep can support other's self-care.

'Caring for myself is not self-indulgence, it is self-preservation, and that is an act of political warfare'

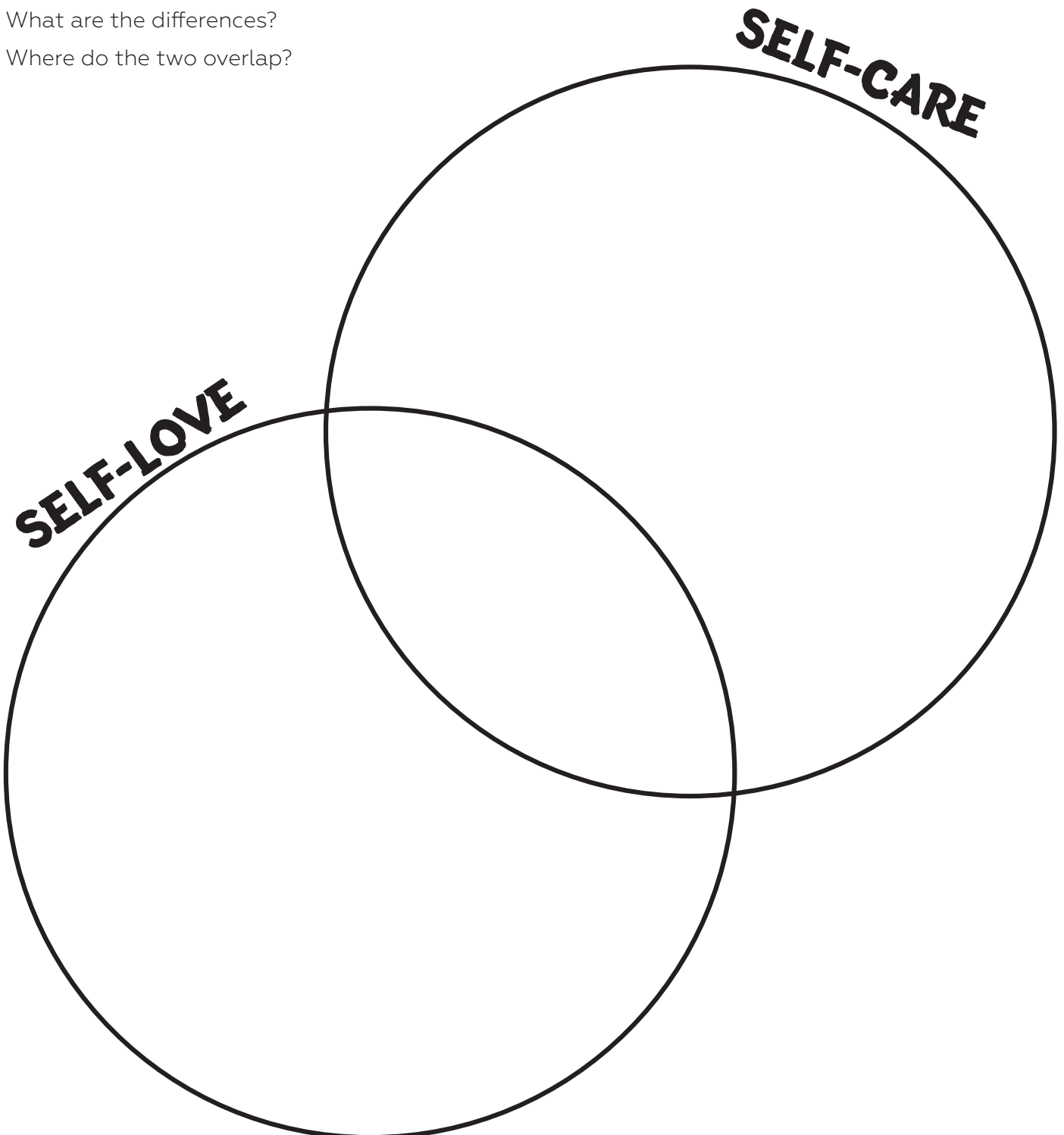
- Audre Lorde

Self-love v. Self-care

What does self-love and self-care mean for you?

What are the differences?

Where do the two overlap?



COMMUNICATION

One of the most vital elements of rep-ing is liaising with students. It grounds your authority as a student representative.

It is also frustrating when you dont get the feedback you need; when you send out emails but dont hear back, and then the department asks you 'so, what do the students think about this?' We can help!

Student Mailing Lists: inet.soas.ac.uk.

Email:

You can email your year group of your department. **Check you don't** miss anyone on a course, but who has another 'home' department.

Class Announcements:

Face-to-face contact is the best. You can occasionally take a class vote, or arrange an after-class chat to get feedback.

Googledocs:

You could set up a form for questions or feedback. It can be kept anonymous to allow candid comments; it can be categorised (e.g by course unit). You can periodically check it and feedback to everyone.

FaceBook:

Students have often set up a FB page for their cohort. Don't rely on this alone - not everyone uses it and those who do may not want to mix FB with studies.

Polls / Survey:

The SU can help you run a poll online, if you want to gage a quick opinion.

WhatsApp:

Some reps in smaller cohorts have used this to discuss and feedback.

Work out your preferred communication methods with your cohort

Department staff	Other reps	Student peers

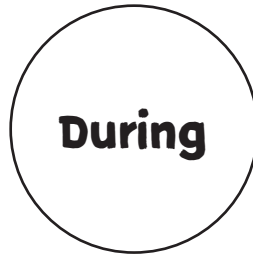
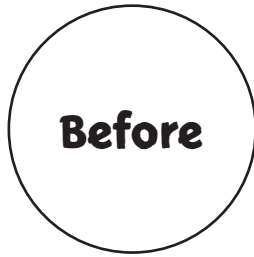
HANDLING DEPT MEETINGS

Who is going to be there?

Do I need evidence for what I want to raise?

Who is likely to support me?

What if I'm put on the spot?



Issues coming from students
or classroom experiences

Issues coming from the
department or school

ELECTED OFFICERS - elections are annually in spring		
Democracy & Education	Hau-Yu	democracy.ed@soas.ac.uk
Welfare & Campaigns	Vacant	welfare.campaigns@soas.ac.uk
Equality & Liberation	Youssra Elmagboul	equality.liberation@soas.ac.uk
Activities & Events	Sophie Bennett	activities.events@soas.ac.uk
Academic Affairs Officer	Hugh Bendor-Samuel	academic@soas.ac.uk
*PGT Officer	Krum Tashev	su.masters@soas.ac.uk
PGR Officer	Kira Brenner	su.research@soas.ac.uk
*elected in October		

The Co-Presidents are full-time elected representatives of SOAS students. They are there to help. You may want help to collect evidence of student experience of the course, as evidence of to back you up in raising issues, for example conducting surveys.

The Union can also work to table issues at an institution-wide level, which you may have drawn attention to and are tackling at the course level.

STAFF		
Representation & Research Coordinator	Antonia Bright	ab93@soas.ac.uk
Advice Caseworker	Susanna Mumtazumma	sm141
Governance and Communications Coordinator	Hannah Short	hs61

SUPPORT ALL YEAR

The Students' Union

Publicity

We publicise reps role and impact to all students. We publish your notices on the website and via all-student emails, and maintain space on the web for reps. You can also report back through Union General Meetings.

Training

The union provide training for reps. Whenever you join in, we'll offer training.

Meetings

Rep breakfast drop-ins will be regular. These will be informal, for any reps to talk, share, ask questions etc.

We will also run skill-shares

to demystify the committee structures and guide you through the year as it progresses.

Guides / publications

You are reading our Rep guide, produced by the Union. There is a lot of information breaking down the union in the S.U Handbook and website.

FREE hot drinks

One of the benefits Student Reps receive are free hot drinks in the Union shop. You will get a booklet of vouchers once you attend training, and a second round when you do your first term report. Because the S.U has committed to improved environmental impact you

have to use your own cup (no disposables!).

Meet fellow reps over a tea or coffee to plan your next meeting.

Reference

The union will issue references signed by the Union and a senior member of the University staff for those course reps who request one.

We only require evidence during the year that you were an active rep - usually based on your attendance at meetings and two completed reports at term 1 and at year end.

follow & stay in touch

Student Reps

T: @soasreps

students' Union

FB: /soas.su

T: @soassu

Instagram: soassu

SU Communications

The Union has a website and within it the reps mini-site. This is the Union's main source of notices, forms, guidance and resources.

In general the sources the S.U utilises notice boards in the JCR, regular all-student emails and targeted emails (e.g PGT's UG's, departmental-specific), twitter, FB, as well as the website.

Log An Issue through a link on the minisite, to raise concerns or report back on issues you are taking up.

Pop in to the Union offices if you have questions, or to discuss how to utilise the Union's communications when appropriate.

Union meetings

Students' Union Executive officers each have a specific role and area of responsibility, and they make the simplest decisions themselves.

Whenever an issue is of a wide importance, or a notable amount of money is involved, officers take the decision to an Executive meeting where all officers vote on it. Individual students can also put items on Exec meeting agendas.

You can check Exec meeting minutes in the Governance Library, visit: <http://soasunion.org/democracy/governance/>

Outside support

We have links to the NUS (National Union of Students), and other colleges in Britain, which may provide experienced advice on course rep issues.

The NUS have various resources online which could be of use.

<http://www.nus.org.uk>



The Student Engagement Partnership (TSEP)

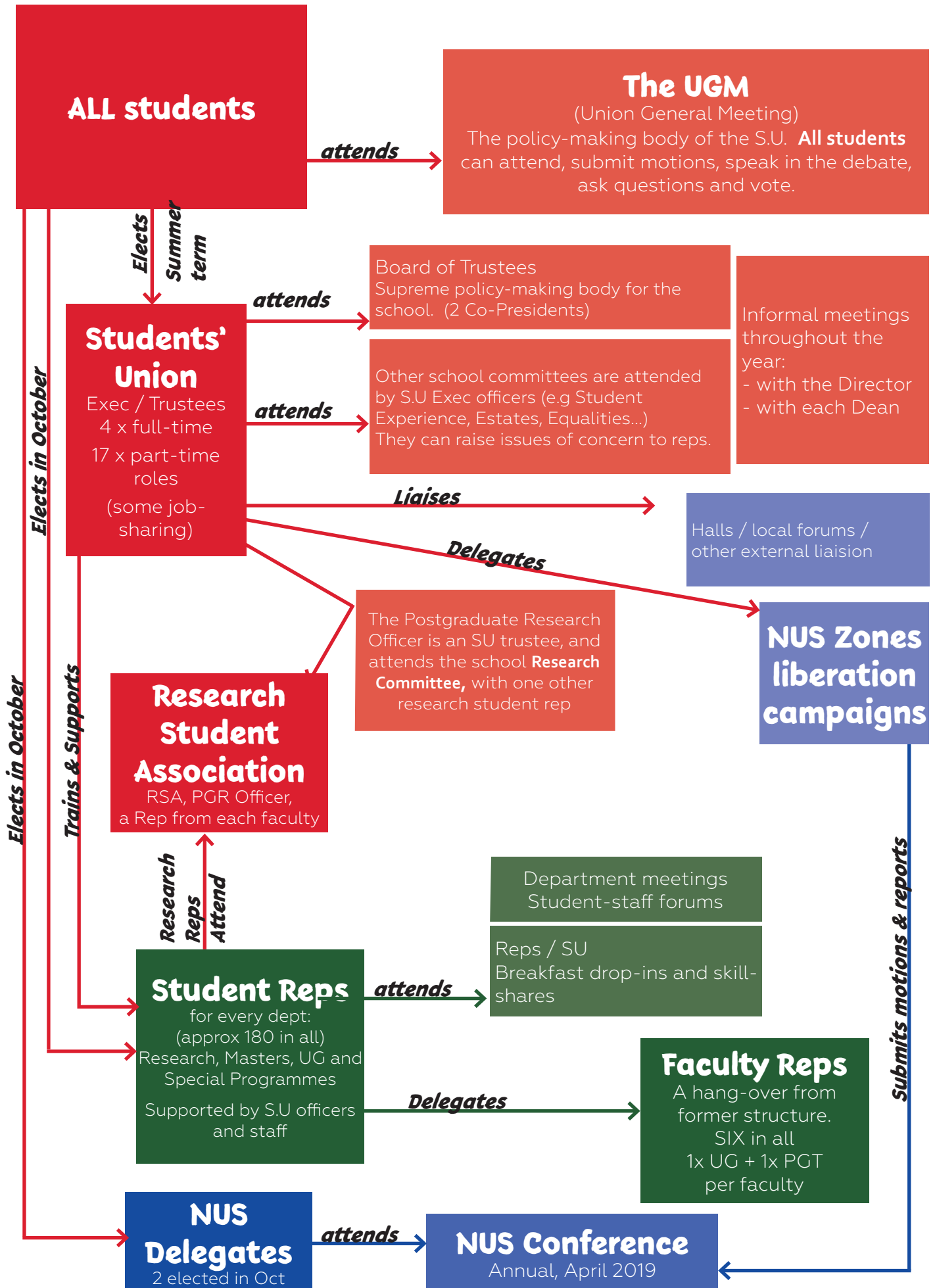
<https://www.nusconnect.org.uk/the-student-engagement-partnership-tsep/being-a-course-rep>

From the TSEP website 'about us...':

"The Student Engagement Partnership (TSEP) was established formally in 2013, but arose from many years of work across UK HE sector agencies supporting different areas of student engagement. In the mid-2000s a cross-sector working group for student engagement was convened; as the need for a co-ordinated approach to support the sector with this area emerged and following the 2011 publication of the government white paper Students at the Heart of the System, the National Union of Students and HEFCE agreed to jointly fund TSEP for three years, with additional project linked funding from QAA and AoC.

As a staff unit housed by the National Union of Students we provide research, resources, events, training and consultancy to support providers with their student engagement activity. ..."

DECISIONS: STUDENTS' UNION



DEPARTMENTS

School of Law

Department of Politics & International Studies

School of Finance & Management

Department of Economics

Department of Development Studies

Department of Anthropology & Sociology

East Asian Languages & Cultures

includes sections: Japan, Korea, China and Inner Asia

School of History Religions & Philosophies

Dept of History

Dept of Religions & Philosophies

School of Arts

Dept of History of Art and Archaeology

Dept of Music

Centre for English Studies

School of Languages Cultures & Linguistics

includes sections: Africa, South Asia,
South East Asia, Near & Middle
East, and postgraduates of CCLPS

Dept of Linguistics

Centre for International Studies & Diplomacy

Centre for Gender Studies

Centre for Development, Environment & Policy

Centre for Global Media & Communications

Postgraduate level only

Interdisciplinary Studies

SUB-UNITS

NOTES

'Departments' and 'School of...' are the same thing.

There should be a regular departmental meeting (that includes any subunits) for all staff, AND at least a student rep per year, + a masters rep + MPhil and PhD. ALL reps should be invited to a staff-student forum too.

'Centres' which run degree programmes are normally all postgraduate only.

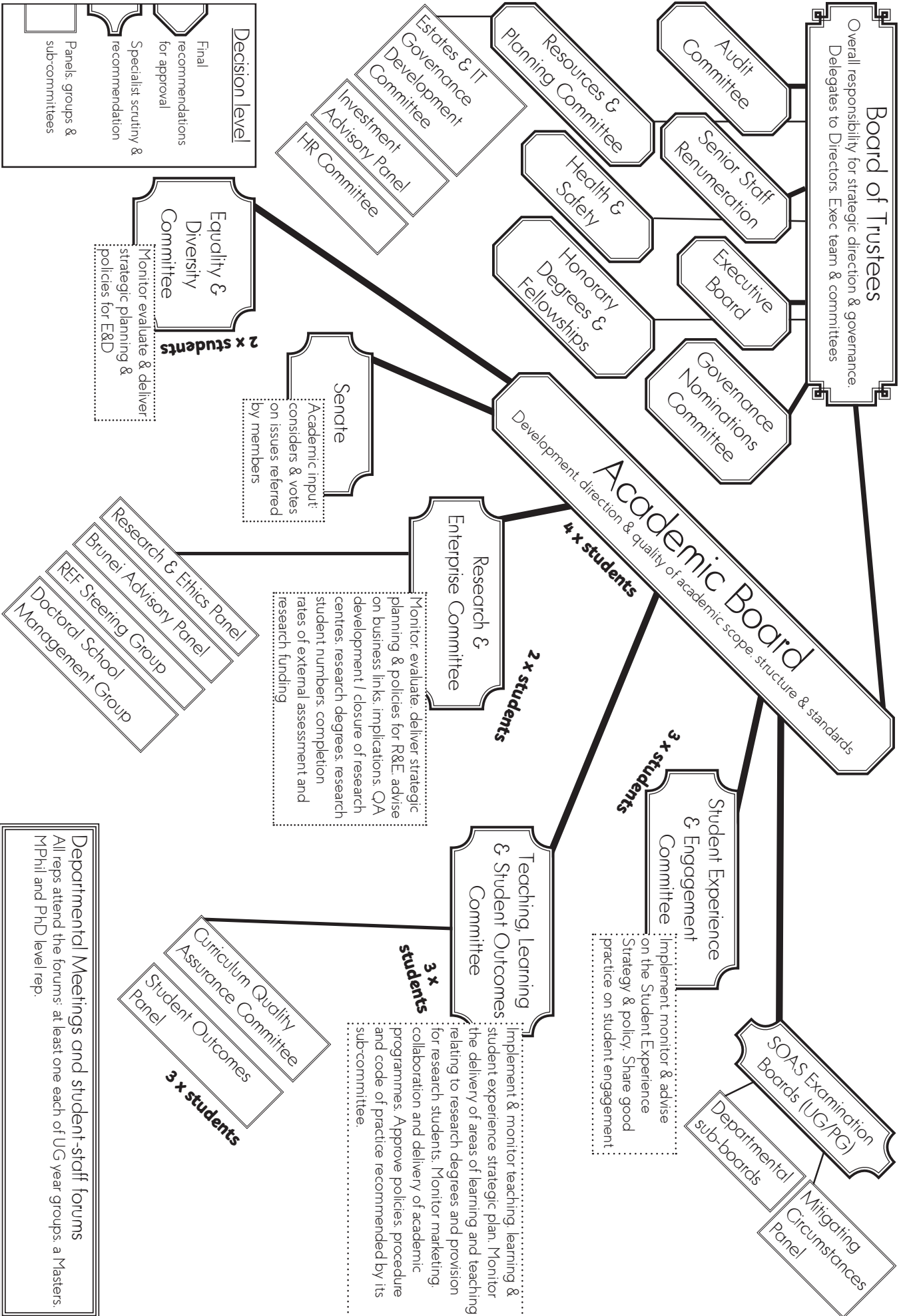
IFCELS (International Foundation Courses & English Language Studies)

- ELAS (English Language & Academic Studies)
- ICC (Undergraduate foundation programme)
- FDPS (Postgraduate foundation programme)

Each section has course reps and an overall-rep.

Language Centre

Communicative Language diplomas, Teacher Training diplomas and certificates, other language tutoring and short courses.



JARGON BUSTER

ADR	Associate Dean for Research
AOB	Any Other Business; your chance to speak on something that wasn't already on the agenda.
BG	Brunei Gallery
ble	Bloomsbury Learning Experience - or Moodle
Chairs Action	When the Chair acts on behalf of the committee outside of meetings. It's either urgent when there was no time to wait for the next meeting, or it is a minor thing which doesn't warrant calling a meeting. The meeting is asked to approve Chairs Action after the fact
DAP	Degree Awarding Power
Ex-Officio	Someone who is an automatic member of the committee by virtue of their job; e.g the Dean of a faculty is automatically on all the faculty committees
FG01	A ground floor room in the Faber Building, in the Russell Sq area
FLTC	Faculty Learning & Teaching Committee
IFCELS	International Foundation Courses & English Language Studies, based in the Faber Building
In Attendance	A person who attends the meeting, but is not a voting member. They are usually there because of their expertise, or their job is to do with what the committee discusses.
LTD	Learning and Teaching Development
Matters Arising	The standing agenda item to raise any follow-up on items from the last meeting
Minute Secretary / Secretary	The person who takes down the minutes, and types them up. They will be the one who send agendas out in advance of the meeting, and sends the minutes out after
Minutes	The document that outlines everything that happened at the meeting
NSS	National Student Survey (opinions of the final-year students)
Panopto	Software installed in teaching rooms to record ('capture') all or part of a lecture; they can then be uploaded to Moodle.
PPR	Periodic Programme Review, an internal review of programmes in a department. Focuses on one dept per term. Student reps have input.
QAA	Quality Assurance Agency
Quorum	Minimum number of members that must be present for a meeting to go ahead
Ratify	To confirm agreement a document or decision (formally agree)
SALT	Alumni Lecture Theatre. In Senate House (Webley Wing), rooms start with 'S'
SWLT	Wolfson Lecture Theatre. A room on 1st floor of Senate House, Webley Wing.
Tbc	To be confirmed
Terms of Reference	States the boundaries of issues within which a committee is to work
Vernon Square	A former teaching site next to the Halls, which SOAS no longer uses

If you have more jargon to add to this list send it in, help out future generations of reps! Email ab93@soas.ac.uk

The Revised Code of Practice (2017/18)

This Code Of Practice is designed to outline how the Student Representative System within SOAS works, and the responsibilities of the School, the Students' Union (SU) and the Student Representatives (reps) themselves. The underlying principle behind having student reps is to make sure student voices are heard to improve development of the curriculum and the student experience in SOAS. They are also a vital resource for the School to monitor quality and to make constant improvements.

The aim of this Code of Practice is to ensure that every student in SOAS is covered by a rep, preferably from their own programme and year group, able to provide feedback and represent them in departmental meetings, quality assurance processes and elsewhere. These reps will, in turn work with the representatives in the SU to ensure students' voices are heard at all levels of the institution.

1. Role of the Student Representatives (Rep)

- 1.1. To gather students' views in order to make sure that they represent the views of the students and not just their own.
- 1.2. To articulate students' views in Department meetings and in other committees where they have been elected to represent the students.
- 1.3. To inform students of the major issues discussed in any meetings they have attended.
- 1.4. To act as an intermediary between the staff and students, and the SU and students.
- 1.5. To attend SU training and other relevant meetings as organised by the SU, and give regular feedback on their work as rep.
- 1.6. To refer cases of discrimination, sexual harassment or personal problems to relevant bodies.
- 1.7. To promote the equal opportunities policy of the School.
- 1.8. To inform their head of department, department support staff and the SU if they are unable to continue in their role as a Student Representative.
- 1.9. To aid the department and SU in ensuring the attendance of fellow students at the department's Periodic Programme Review, and engagement in the process.
- 1.10. Reps agree to have their name included on the SU-run reps website, and their name / soas email to be accessible to SOAS students and staff for student representation purposes.

2. Responsibilities of the Departments

- 2.1. To organise democratic elections for at least one Rep per course per year group; this can be delegated to the Student's Union to run online elections, by agreement in advance of term one.
- 2.2. To inform the Reps of Departmental meetings by e-mail at the same time as all other full members of department meetings.
- 2.3. All elected reps should be welcomed to department meetings. If unavoidable, (and only with explanation and the agreement of reps), the number of reps at a department meeting can be restricted to no less than the following: at least one Undergraduate first year, interim year and final year from each course; one student rep from each year of Undergraduate Study, Postgraduate Taught and an MPhil and PhD rep wherever possible. Departments must send the list of student representatives they have invited to meetings to the SU for confirmation. Reps will be full members of Departmental meetings with the same status, rights and responsibilities as other members.

- 2.4. To ensure that Reps meet with the Head of Department or Learning and Teaching Coordinator at least once a term outside the staff meetings.
- 2.5. To consult Reps about any changes in course structure, teaching methods, assessment methods, and engage Reps in discussions regarding the creation or withdrawal of courses and programmes. This includes inviting student reps to learning and teaching working groups and teaching away days.
- 2.6. To listen to the Reps and act upon the information disclosed where appropriate.
- 2.7. To accept that Reps have no obligation to disclose individual names when articulating the view of the students.
- 2.8. To maintain absolute confidentiality when Reps inform them to do so. This includes an obligation not to disclose any information.

3. Election Protocol

- 3.1. The department and the SU have a duty to ensure elections are transparent and democratic. This means they must be accessible to all students on a particular course.
- 3.2. The SU will meet with the department before the beginning of each academic year to confirm the arrangements for the elections. Elections may be run in-class by the department, at an all-student meeting arranged by the department (e.g. for returning students and/or where no core course exists), online by the SU or an alternative arrangement agreed by the SU and the department.
- 3.3. At the start of every course, rep elections are to be held within first three teaching weeks in a manner appropriate to the size and structure of the class. The details of the nominated student should be reported to the Head Of Department, the Department Manager or other relevant department support staff, and to the SU Representation Assistant. A central list of all student reps will be maintained by the SU.
- 3.4. The role of Reps, the benefits of being a Rep and the time, place and method of the election are to be communicated to students on a separate occasion prior to the election; the SU and Head of Department, Department Support Team Leader and course convenor should agree before the beginning of the term how they will communicate this information with students.4.4. All students who wish to nominate themselves may do so, and should be given the opportunity
- 3.5. The period of office for the rep will be one year. Students continuing into second, third and subsequent years will be asked to either endorse the current rep or elect a new one and conduct a handover. A core lecture or a department 'welcome back' meeting early in first term would provide the best opportunity.
- 3.6. A rep may resign at any point, and must let the Head Of Department, SU and Department Office know. In the case of a rep standing down a new election should be arranged.
- 3.7. In the case of there being no suitable core course to carry out a further election, it should be done online. Elections are a joint responsibility of the SU and the department.
- 3.8. Should any student or member of staff have complaint about a rep, they are to submit the

objection in writing to the Head of Department and the SU, who will consider the complaint under the SU Complaint procedure.

3.9. Motion of no confidence in a Rep after the first 72 hours from the election can be called by ten percent or six (6), whichever is lower, of the represented students and/or the staff of the Department. The Head of Department will liaise with the Department Office and the SU to ensure that a meeting for a vote of no confidence is organised.

3.10. The quorum for a meeting where the vote of confidence can be moved is two thirds of the represented students

3.11. The rep is to be relieved of his/her duties and the selection of a new Rep is to proceed if the majority of students give a vote of no confidence in the Rep.

4. Responsibilities of the School

4.1. To ensure that Reps are fully utilised during quality assurance inspections by external agencies

4.2. To actively encourage and support the departments in implementing ever more effective and democratic student representation.

4.3. To ensure that the rep certificates, prepared by the SU, are signed by a senior member of staff

4.4. To meet half of the costs of the materials the SU prepares for the Rep system provided that the School receives a prior notice of any such materials.

5. Responsibilities of the SU

5.1. To prepare a Student Rep Guide and regularly updated website containing and information on student rights, reps' rights and responsibilities and the School's and the S.U's decision-making and complaint procedures.

5.2. To advertise the role of Reps and encourage students to stand for a Rep's position

5.3. To provide training for the reps.

5.4. To support and advise the reps whenever appropriate.

5.5. To actively develop and improve tools of communication between reps, students and the S.U

5.6. To tackle issues at the institutional level, which the Reps are tackling at the course level, where appropriate.

5.7. To issue certificates for Reps who have satisfactorily fulfilled their role for the academic year.

5.8. To actively encourage and support the Heads Of Departments and the School in implementing ever more effective and democratic student representation.

5.9. To run fair and accessible elections for reps online and to communicate the outcome of these elections with elected reps course group and the department.

NUMBERS / CONTACTS

Students' Union offices staff + officers

(All based at Russell Square)

NB: The main switchboard number is 020 7637 2388
For Russell Square call 0207 898 ... (plus extension number)
For all e-mails add '@soas.ac.uk'

Hau-Yu Tam	Co-President Democracy & Education	democracy.ed	020 7898 4995
	Co-President Welfare & Campaigns	welfare.campaigns	020 7898 4934
Youssra Elmagboul	Co-President Equality & Liberation	equality.liberation	0207 898 4997
Soph Bennett	Co-President Activities & Events	activities.events	020 7898 4994
Hugh Bendor-Samuel	Academic Affairs Officer (job-share)	academic	
Antonia Bright	Representation Assistant	ab93	020 7898 4998
Krum Tashev	PGT Officer	su.masters	
Kira Brenner	PGR Officer	su.research	
Peter Baran	General Manager	pb14	020 7898 4996
Susanna Mumtezuddin	Welfare Advice Caseworker	sm141	020 7898 4983
Hannah Short	Governance & Communications Coordinator. (inc S.U website)	hs61	020 7898 4992

See also: soasunion.org/ reps & www.soas.ac.uk

Schools	Lead / sections	Name	Email
School of Arts	Head of School	Prof Anna Contadini	ac24
	School Manager	Jack Foottit	jf47
	Art and Archaeology	Prof Anna Contadini	ac24
	Music	Dr Angela Impey	ai6
	English	Dr Kai Easton	ke
	Media & Film Studies	Dr Lindiwe Dovey	ld18
Dept of Anthropology and Sociology	Head of Dept	Dr Kevin Latham	kl1
	Dept Manager	Nita Haines	np9
Department of Development Studies	Development Studies	Dr Michael Jennings	mj10
	Dept Manager	Andres Chavez Ocana	ac125
Department of Economics	Head of Dept	Dr Ulrich Volz	uv1
	Dept Manager	Catherine Farinhas-Grey	cf30
East Asian Languages & Cultures	Head of School China & Inner Asia; Japan & Korea	Dr Nathan Hill	nh36
	Dept Manager	Lisa McSweeny	lm2
Finance & Management Studies	Head of School	Prof Reinhard Bachmann	r.bachmann
	Dept Manager	Anya Kropfitch	defims
History, Religions & Philosophies	Head of School	Prof Richard Reid	rr15
	History	Prof Richard Reid	rr15
	Religion and Philosophies	Dr Ulrich Pagel	up1
Interdisciplinary Studies	Gender Studies; CDEP; Global Media Communications; CISD	Centre Manager Richard Appleby	ra48
		Dept Officer Vian Hilli	vh4
Languages, Cultures & Linguistics	Head of School	Dr Ben Murtagh	bm10
	Dept Manager	Maxine Brown-Faragallah	max.brown
Dept of Politics & International Studies	Head of Department	Dr Mark Laffey	ml23
	Dept Manager	Rafid Mahdi	rm45
School of Law	Head of School	Prof Carol Tan	ct9
Language Centre	Director	Ms Anne Campbell	ac120
IFCELS	Head of Department	Graham Davies	gd3

ACTION PLAN FORM

ISSUE:

DETAILS:

LEAD PERSON:

RESEARCH NEEDED:

DESIRED OUTCOME:

ACTION PLAN:

TIMESCALE: Urgent / Month / Year End

SUCCESS?

FEEDBACK/FOLLOW UP

Signed:

Dated:

When completed return this form and any papers to Co-President Democracy & Education

ACTION PLAN FORM

ISSUE:

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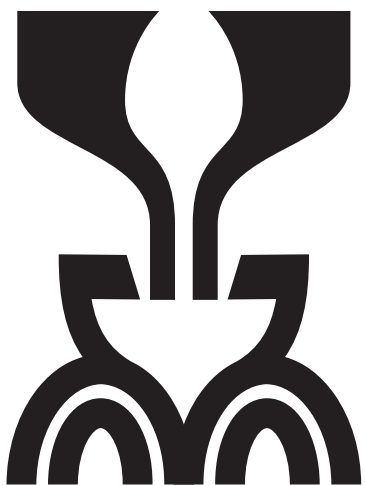
FEEDBACK/FOLLOW UP

Signed:

Dated:

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STUDENTS'
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