

Policy Proposal:

Date:
10/09/2025

Proposer/s:
Union Voice and Communities Teams

Current Policy/Situation

What happens at the moment?

Standing Order 5 currently covers the responsibilities of student representatives. It can be viewed on the Union website via this link -

<https://www.derbyunion.co.uk/pageassets/change/governance/Standing-Orders-February-2025-v2.pdf>

New Proposal

What is your new proposal? This must include the exact wording that you would like in the Standing Orders?

This proposal is to rename Standing Order 5 from Student Representatives to Union Representatives to include the full Union representation structures that have come from the conclusion of the Student Voice Review.

We will be recruiting paid Student Organisers to help represent Community groups.

Student Officers are being replaced by Student Leaders, these will be voluntary roles with different focuses. This change is in line with the Student Union Sector and should ensure wider representation for all students.

Student Reps can now be volunteers with no requirement to be elected.

Education Council has been removed as we will no longer have Chairs or Education Officers and these will be integrated into the Union Meetings.

NUS Reps have been moved to this Standing Orders as they form part of the Union's representation structure.

The Articles of Association and the Academic Representation Policy will be updated where required to reflect these changes.

All changes can be seen below, with everything being removed shown crossed through in blue, and everything being added shown in red.

STANDING ORDER 5 – ~~STUDENT REPRESENTATIVES~~ UNION REPRESENTATIVES

5.2. Student Organisers

5.2.1. There will be paid part-time Student Organisers who will work alongside the Executive Officers to represent students the Community groups.

5.2.2. Student Organisers will be managed by a member of Union Staff.

5.2.3. The level of remuneration for the Student Organisers shall be agreed by the Union of Students annually.

- 5.2.4. There is no time limit for students undertaking the role of a Student Organiser, providing they are recruited on an annual basis and remain an enrolled student at the University of Derby.
- 5.2.5. Student Organisers duties are outlined in their role descriptions.
- 5.2.6. Student Organisers shall be recruited by the Union of Students.

5.3. Student Leaders

- 5.3.1. Each Community group will have a minimum of one (1) Student Leader who will act as the primary Community leader and representative of their group. These are part-time voluntary roles and the student can choose, within reason, their own title for this role but for the purposes of these Standing Orders will be called Student Leaders.
- 5.3.2. In order to counter-sign financial documents a second Student Leader needs to be in position in a role as Treasurer (or other such name). The student can choose, within reason, their own title for this role but for the purposes of these Standing Orders will be called Treasurer.
- 5.3.3. Communities may have more Student Leaders than outlined in 5.3.1 and 5.3.2 if they wish.
- 5.3.4. There will be Student Leaders for all disciplines and study modes.
 - 5.3.4.1. Student Leaders in the 'Academic' category will support Student Reps from within their Academic Community.
 - 5.3.4.2. Student Leaders from Communities other than the 'Academic' category will serve as leader and representative for these groups.
- 5.3.5. Student Leaders will be elected annually from within their community group.
 - 5.3.5.1. In a Community groups' first year Student Leaders can be voluntary, with no need to be elected.
- 5.3.6. Elections for Student Leaders will take place each academic year in accordance with Standing Order 3.
 - 5.3.6.1. Where a Community group is not yet established, or does not have a Student Leader, the relevant Student Organiser and/or Union Staff member will support the group to get set up and run.
- 5.3.7. Student Leaders shall hold post from 1 July to the 30 June the following year, or in accordance with their individual constitutions.
- 5.3.8. There is no time limit for students undertaking the role of a Student Leader, providing they are elected on an annual basis and remain an enrolled student at the University of Derby.
- 5.3.9. The fundamental role of all Student Leaders is to represent our members.
- 5.3.10. Student Leaders may host their own Community meetings.
- 5.3.11. Any Student Leader who ceases to be a student at the University of Derby shall be deemed to have resigned from their position. The Union and the relevant Executive Officer will determine the most suitable time and mode for re-appointment of vacant roles.
- 5.3.12. If it is felt that a Student Leader is not fulfilling their duties, they can be requested to provide a report about their progress.
 - 5.3.12.1. Requests can be made by:
 - 5.3.12.1.1. Any member via the Democracy and Governance Coordinator,
 - 5.3.12.1.2. Any Union staff member via the Democracy and Governance Coordinator, or
 - 5.3.12.1.3. Any University of Derby staff member via the Democracy and Governance Coordinator.
 - 5.3.12.2. Once a request has been received the Union will pass the request and the report to the Executive Committee for discussion. The Executive Committee can action one of the following outcomes:
 - 5.3.12.2.1. Put the Student Leader into a development period where they would have to evidence improvement within a time frame set by the Executive Committee,

5.3.12.2.2. Remove the Student Leader from post, or

5.3.12.2.3. Refer the matter to the complaint's procedure if appropriate.

5.4. Student Representatives

5.4.1. The Role of the Student Representative

5.4.1.1. The role of a Student Representative shall be:

5.4.1.1.1. Responsible for representing students from their programme stage at all relevant meetings (refer to Academic Representation Policy for details of these);

5.4.1.1.2. Responsible for regularly meeting with students to consult on their views and opinions on academic matters and to feedback this information to the Union and/or University; and

5.4.1.1.3. Responsible for campaigning on issues which affect students on their academic programme.

5.4.1.2. The role of a Student Representative shall last one academic year and the student can ~~volunteer stand for re-election~~ for following years should they wish.

~~5.1.3. Student Representatives will be invited to submit policy motions to the Education Council for consideration.~~

5.4.2. A Student Representative Shall:

5.4.2.1. ~~Be democratically elected by students each academic year~~ Be a volunteer;

5.4.2.2. Attend training, provided by the Union;

5.4.2.3. Actively seek feedback and the views of students;

5.4.2.4. Attend relevant meetings (refer to Academic Representation Policy for details of these) and present student views in a professional and appropriate manner;

5.4.2.5. Contribute to staff discussions regarding developments or changes to their programme;

5.4.2.6. Be invited to attend the Student Rep Conference;

5.4.2.7. Support the ~~Student Leaders Officers~~ by attending ~~Union Meetings forums~~, providing information, and supporting campaigns within their College;

5.4.2.8. The role of a Student Representative shall be concluded at the end of the academic year; there are no restrictions for students wishing to ~~volunteer for nominate themselves~~ the role in successive years, as long as they remain students throughout the duration of the role.

5.3. Election of Student Representatives

~~5.3.1. Please refer to the Academic Representation Policy document to determine the Rep to Student ratios.~~

~~5.3.2. Elections of Student Representatives for new intakes shall take place annually within the first 4 weeks of teaching commencing for that programme. Continuing students may elect their Student Representative in the final semester to have them in position for the new academic year.~~

~~5.3.3. Students on their programme shall inform their Programme Leader that they wish to stand.~~

~~5.3.4. Each candidate will give a short speech on why they would like to be elected.~~

~~5.3.5. Voting should be conducted via a secret ballot.~~

~~5.3.6. A member of the academic staff team and/or Union staff member shall oversee the vote.~~

~~5.3.7. The candidate(s) that receives the most votes will be elected as the Student Representative(s).~~

5.4.3. Resignation or Removal of a Student Representative

As per the Academic Representation Policy "The Union will be responsible for dealing with complaints about the conduct of any Academic Representative in their role. Complaints can come from the students the Rep represents, and/or a Union or University member of staff. The first point of contact would be the Vice President (Education), who would then take the matter to the **Union Meeting Education Council**, in accordance with the Union's procedures. If a complaint is raised concerning the conduct of VP (Education), the Union President should be notified."

If a Rep wishes to resign they should notify the Programme Leader and Student Representation Coordinator. ~~The Programme Leader will then be responsible for holding another Student Representative Election as soon as practically possible.~~

5.5. Education Council

~~Please refer to the Academic Representation Policy for full details of Education Council, PGR Council and their responsibilities.~~

5.5. NUS Reps

5.5.1. NUS Reps will represent the Union of Students at NUS events throughout the academic year, they will provide a link between students and the NUS and represent the voice of students at the University of Derby.

5.5.2. NUS Reps shall be recruited from ~~other elected~~ **the** positions of:

5.5.2.1. Executive Officers;

5.5.2.2. ~~Student Officers~~; **Student Organisers**;

5.5.2.3. **Student Leaders**

5.5.2.4. Members of the Sports **Communities** Council;

5.5.2.5. Members of the ~~Societies~~ **Communities** Council;

5.5.2.6. Committee members of ~~Sports Club~~ **Communities**;

5.5.2.7. Student Representatives; and

~~4.2.2.7. Members of Society Committees~~

5.5.3. The total number of positions of NUS Rep available each academic year shall be determined by NUS

5.5.4. One space is to be reserved for the President (or nominee) in their role as rep leader.

5.5.5. NUS Reps shall be recruited as recommended by NUS:

[Implementation plan for NUS UK reform.pdf \(nationbuilder.com\)](#)

5.5.6. One space is to be reserved for a rep studying a Further Education qualification. In the case where there is no Further Education student who puts themselves forward then this reserved space can be filled by another rep who does not study a Further Education qualification.

5.5.7. Any ~~Officer or~~ NUS Rep who ceases to be a student **at of** the University of Derby shall be deemed to have resigned from their position. Election Officials will determine the most suitable time and mode for ~~re-election~~ **re-appointment of** ~~for~~ vacant roles.

Rationale for the change

What are the pros and cons of the change? How will any cons be managed/mitigated?

This proposal is to update the terminology following changing societies to Communities, and to implement the new processes that were recommended by the Student Voice Review, including the

introduction of Student Organisers and Student Leaders, which have replaced Student Officers. The section on Reps has been updated to reflect them no longer needing to be elected.

Updating the title of the Standing Order from Student Representatives to Union Representatives reflects the focus of this Standing Order on the Union's whole representation structure.

What consideration or consultation have you taken prior to submitting this proposal? *All proposals go the exec team to be confirmed, so having insufficient consultation/consideration could mean the proposal is rejected.*

The Student Voice was conducted over the previous academic year and spoke to over 1,300 students as part of the consultation process.

Have you considered any impact of the new proposal on any of the protected characteristics as listed in the Equality Act 2010? *What are the impacts and how will any negative impacts be managed/mitigated? For more information on the protected characteristics please see [Equality Act 2010 \(legislation.gov.uk\)](https://legislation.gov.uk)*

Appendices *if necessary.*