



MINUTES OF THE PROCEEDINGS  
of the seventh ordinary meeting of the  
**Council**  
of the Imperial College Union  
in the 2012/13 Session

The meeting of the Council was held in the Union Dining Hall on 30 April 2013 at 6.10pm.

Present:

Council Chair	Michael Foster
President	Paul Beaumont – left at 7pm
Deputy President (Clubs & Societies)	Henry Whittaker
Deputy President (Education)	Doug Hunt
Deputy President (Finance & Services)	Stefan Nubert
Deputy President (Welfare)	Becky Lane
Silwood Park Chair	Isabel Fenton
ACC Chair	Jake Woods
A & E Chair	Adam Funnell
CAG Chair	Alihusein Kapasi
Media Group Chair	Joe Letts
OSC Chair	Wasim Khouri
International Officer	Jialin Li
Gender Equalities Officer	Marisa Lewis
ICSMSU Welfare Officer	Steve Tran
ICSMSU Education rep 4, Biomed and Pharm	Matthew Hutchins
GSA Physical Sciences Academic and Welfare Officer	Ross Webster
CGCU Ordinary Member UG	Thomas Lim
Non Faculty Ordinary Member	Jasper Montana
CGCU Ordinary Member PG	Richard Simons
RCSU Ordinary Member	Mariza de Souza
RCSU Ordinary Member PG	James Bannock
ICSMSU Ordinary Member UG	Shrawan Patel
ICSMSU Ordinary Member PG	Maia Kavanagh Williamson
<b>Permanent observers</b>	
Governance and Administration Manager (Clerk to Council)	Rebecca Coxhead

**Observers:** Felix Editor Tim Arbabzadah, Matt Allison, Yasmin Edwards

**Apologies:** ICSMSU President Shiv Vohra, GSA Chair Maryam Habibzay, RSM President Lewis Ryan, RCC Chair Joe Rumer, CGCU President Temiloluwa Ladega, UG, CGCU Ordinary Member UG, Joseph Gibbs, RCSU Ordinary Member UG Jason Parmar, ICSMSU Ordinary Member UG Tagore Nakornchai, Interfaith Officer Aemun Reza, RAG Chair David Goldsmith, Disabilities Officer Moeko Maiguma – Wilson, CGCU Ordinary Member GSA Business Academic and Welfare Officer Simon Schillebeeckx, GSA Life Sciences Academic and Welfare Officer Helen Pennington RCSU Ordinary Member UG Stuart Haylock

**Not present:**

BME Officer Bilal Khan, RCSU Academic Affairs Academic Affairs Cecile Borkhataria, Campaigns Officer Chinemelu Ezeh, LGBT Portfolio Officer Elizabeth Campbell, CGCU Academic Affairs Officer Leonardo Paoli, , GSA Medicine Academic and Welfare Officer Natalie Kempston, GSA Engineering Academic and Welfare Officer Nicholas Ng, ICSMSU Education Rep 12 & GEP Ken Wu CGCU Welfare Officer Carol-Ann Cheah, ICSMSU Education Rep 359 Sybghat Rahim, CGCU Ordinary Member PG Tianyun Ye, Ethics and Environment Officer Laura Johnston RCSU President James Tsim RCSU Welfare Officer Fredrick Barker CGCU Ordinary Member PG Marianne Kordab RCSU Ordinary Member PG Xiaoran Lai

## 1. CHAIRS BUSINESS

NOTED:

- a) A number of Ordinary Members were removed due to missing 2 consecutive meetings.
- b) A vacancy for the Council Representative to Executive Committee has become available  
Due to Joe Gibbs stepping down from his position on Union Council and Executive Committee.
  - i. Council was asked if any member wished to fill the position.

- ii. Jasper Montana expressed his interest in the position. Council moved to a vote on accepting Jasper as the representative and it was passed unanimously.

**RESOLVED:**

- 1) **To accept Jasper Montana as the Council Representative to the Executive Committee.**

**2. MINUTES – 12 February 2013**

**RESOLVED:**

- 1) **To pass the amended minutes as an accurate record of the meeting.**

**3. MATTERS ARISING – none**

**4. APPOINTMENT OF TRUSTEES**

RECEIVED: The paper was presented by the President

NOTED:

- a) Council moved to a vote on the paper as a whole and it was passed unanimously.

**RESOLVED:**

- 1) **To re-appoint Professor Dame Julia Higgins to the Trustee Board until 31<sup>st</sup> January 2016 as an external Trustee**
- 2) **To re-appoint Janet Rogan to the Trustee Board until 31<sup>st</sup> July 2014 as an external Trustee**
- 3) **To re-appoint George Palos to the Trustee Board until 31<sup>st</sup> July 2014 as an external Trustee**
- 4) **To appoint Andy Heeps to the Trustee Board until 31<sup>st</sup> January 2016 as the Alumni Trustee**
- 5) **To appoint Colin Kerr to the Trustee Board from 1<sup>st</sup> August 2013 until 31<sup>st</sup> January 2016 as an external Trustee**
- 6) **To thank Simon Maddison for his service as an external Trustee of the Union**
- 7) **To thank Stephen Brown for his service as the Court Chair**

***At his point the Chair was handed to Becky Lane as Michael Foster declared conflict of interest as he wished to stand for a position on the Union Awards Committee.***

**5 & 6. UNION AWARDS POLICY AND UNION AWARDS COMMITTEE NOMINATIONS**

RECEIVED: The paper was presented by the President

NOTED:

- a) The paper has been updated to reflect the creation of the Student Academic Choice Awards.
- b) Council were asked to express their interest to sit on the Awards Committee and the following members did so:
  - i. Michael Foster
  - ii. Steve Tran
  - iii. Ross Webster
  - iv. Isabel Fenton
  - v. Adam Funnell
  - vi. Maia Williamson

- c) The above members were unanimously accepted as those making up the Awards Committee along with the Sabbatical Officers.

**RESOLVED:**

- 1) **To appoint Michael Foster, Steve Tran, Ross Webster, Isabel Fenton, Adam Funnell and Maia Williamson to the Union Awards Policy.**

**7. MANAGEMENT BOARD RESPONSE**

RECEIVED: The paper was presented by the President

NOTED:

- a) Minor grammatical amendments were made to the paper.
- b) To receive a response from the Management Board is extremely good.
- c) College have agreed to set up a working group on W3 and have been assured that this will be populated with a broad spectrum of members to reflect the different needs.
- d) Simon Hardy-Roots is engaging with the Wellcome Trust to investigate the feasibility of extending the lease on Evelyn Gardens.
- e) Council moved to a vote on the paper as a whole and it was passed unanimously.

**RESOLVED:**

- 1) **To pass the presented paper.**

**8. RESPONSE TO THE EDUCATION & STUDENT STRATEGY GREEN PAPER**

RECEIVED: The paper was presented by the President

NOTED:

- a) It was acknowledged that the Pro Rector Education engaged widely in the consultation.
- b) Council moved to a vote on accepting the presented paper and it was passed unanimously.

**RESOLVED:**

- 1) **To pass the presented paper.**

**9. PG TAUGHT FEES**

RECEIVED: The paper was presented by the President

NOTED:

- a) Realistically PG courses cannot be run for £6k.
- b) The President has spoken to the Chief Finance Officer and he is investigating a career development loan which is a positive option.
  - i. These would be owned by the bank and set at a level that covers the fees.
  - ii. It was highlighted that there would need to be an element of maintenance included in the loan for the student to support themselves.
- c) It was suggested that Council should support the use of Doctoral Training Centres to fund PGT courses. This has been implemented by college is to allow people to pay to do the MRes year of the 1+3 years MRes+Phd Programme which is fully paid as a PhD by the Research Councils including all expenses.
- d) It was pointed that there could arise issues with PG experience when you mix the two groups who ultimately have to do the same MRes course, where one group is fully paid to be there and the other which is paying a lot to be there. Which may lead to perceived inequality.

- e) It was agreed that point 4a should be added to lobby College to work with banks to ensure the loan also covers maintenance.
- f) Council moved to a vote on passing the amended paper and it was passed unanimously.

**RESOLVED:**

- 1) To accept the amended paper on PG Taught Fees**

**10. STATE OF FELIX FINANCES**

RECEIVED: The paper was presented by the President

NOTED:

- a) The Executive Committee meet this Monday to discuss the dire state of Felix Finances and they requested that a proposal on how the Felix Editor was going to resolve the issue including a budget be presented to the DPFS and DPCS before the accounts were unfrozen.
- b) There has been income to assure 4 issues of Felix will be printed.
  - ii. The Felix Editor has negotiated £1000 in additional advertising revenue and is still in negotiation with other clients.
  - iii. The Felix Editor acknowledged that he got behind in invoicing.
- c) Felix's overall position looks as though they will break even.
- d) The Felix Editor last year was also tardy in his invoicing.
- e) It has been suggested that centrally the responsibility of advertising should be held with the central union.
  - i. The Felix Editor stated that this option is not out of the question but a decent editor will not let the club get in to this position and advertising is a good part of the editorial role.
  - ii. It was suggested that Felix should just be an online publication however this was quickly dismissed by the current editor.
  - iii. Centralising the advertising would ensure that Felix will always be printed as the Union would hold the risk if revenue isn't assured.
  - iv. A very comprehensive Memorandum of Understanding would be drawn up to protect Felix and the Union.
  - v. Editorial Independence is imperative within the whole process.
  - vi. The role of Editor is demanding enough and it has been proven that invoicing hasn't been done properly over the years so it should be centralised.
- f) The President stated that currently Felix is in a position of relatively stability.

**11. INTERNATIONAL MOBILITY SURVEY**

RECEIVED: The paper was presented by the Deputy President (Education)

NOTED:

- a) The paper has been approved by the Executive Committee.
- b) International mobility was part of the manifesto pledge of the Deputy President (Education).
- c) The presented paper is the response to the survey held last year. The International relations Office are offering bursaries to other universities during summer which is very positive. Was suggested that the college should be lobbied to have a departmental international exchange/UROP coordinator.
- d) Council moved to a vote on accepting the response and it was passed unanimously.

**RESOLVED:**

- 1) To pass the presented response.**

***At this point the agenda was reordered to consider the Presidents report as the next item of business.***

## **16. PRESIDENT REPORT**

RECEIVED: The report was presented by the President

NOTED:

- a) Council moved to a vote on accepting the report and it passed unanimously.

**RESOLVED:**

- 1) To accept the report.**

## **12. REPRESENTATION POLICY**

RECEIVED: The paper was presented by the Deputy President (Welfare)

NOTED:

- a) The document has had a 'tidy up' and updated to reflect the changes to the Constitution.
- b) Council moved to a vote on the policy and it was passed unanimously.

**RESOLVED:**

- 1) To pass the presented Representation Policy**

## **13. PG HEALTHCARE**

RECEIVED: The paper was presented by the Deputy President (Welfare)

NOTED:

- a) The Deputy President (Welfare) has asked the Director of Student Affairs to see the MOU between the College and Health centre however she has been told that this is a confidential document and needs the Health Centre to agree to see this.
- b) Anecdotally the Deputy President (Welfare) feels that College are not content with the Health Centre operations.
- c) It was suggested and agreed to add as an additional 'beliefs' 'The levels and methods of communication upon implementation of the change were inadequate and left Postgraduate students in need of urgent care in a vulnerable position.
- d) It was suggested and agreed to add to 'resolves 2' ...'including a revision of how future changes are communicated to the student body both in methodology and timeliness"
- e) Supposedly the Graduate School sent out an email informing students of the changes to PG healthcare provision at the centre.
  - i. The Union emailed out and received a lot of angry responses.
- f) A number of council members gave examples of poor services that they had received from the reception team at the centre.
- g) The Royal College of Music students are able to access the centre which is unfair as the school does not contribute financially unlike Imperial College.
- h) It was questioned as to what students should do if they have incidents occur in the lab; previously they had been directed to the Health Centre.
  - i. The Deputy President (Welfare) stated that she will investigate this.

**ACTION:**

- 1. The Deputy President (Welfare) to investigate what advise students are given in the event that they have an minor incident in the lab that requires attention.**

- i) Less funding has been received from the NHS as the numbers of registered patients has dropped.
  - i. Potentially students are not registering as they are in outlying halls and outside of the catchment area which then prohibits them from registering.
  - ii. The number of registered patients has measured 4 times a year and if after the next assessment, numbers increase, the funding level will be reassessed.
- j) It was suggested that legally GP's must treat anyone person in the catchment area which is potentially a condition of the planning permission. The Deputy President (Welfare) stated she will look in to this.

**ACTION:**

**2. The Deputy President (Welfare) to investigate if the Health Centre legally must treat any person in the catchment area.**

- k) PG's have been targeted arbitrarily.
- l) It was suggested that it is part of the planning permission of the College being in the area to provide a Health Centre.
  - i. The Health Centre doesn't pay rent.
- m) It was questioned if private consultation takes place in the Centre. The Deputy President (Welfare) stated she will investigate if this does.

**ACTION:**

**3. The Deputy President (Welfare) to investigate if the doctors use the Health Centre to undertake private consultation.**

- n) Council moved to a vote on passing the amended paper and it was passed unanimously.

**RESOLVED:**

- 1) To pass the amended paper.

**5. TRANSLATION STUDIES UNION CLOSURE– WITHDRAWN**

**15. UNPAID INTERNSHIPS**

**RECEIVED: The paper was presented by the Deputy President (Welfare)**

**NOTED:**

- a) The paper was guillotined to 15 minutes discussion.
- b) It was questioned if unpaid internships should be promoted if they are not in the charity sector.
- c) Thomas Lim stated that he undertook an unpaid internship for a start-up company but they covered his expenses.
  - i. In Thomas opinion, he gained a lot from the experience.
- d) IC start-up is looking at putting in financial support for students.
- e) There is a balance between unpaid internship verses work experience.
- f) It was suggested that there could be a fund set up to allow students to undertake unpaid internships and still be able to cover their cost of living whilst doing it.
- g) It was suggested that the Union should be focusing on students who want to study rather than help get in to unpaid internships.
- h) It was suggested that the Union should be lobbying industry to offer paid internships.
- i) College could offer free accommodation to students during the summer whilst they undertake their unpaid internship.
- j) It was suggested that the Union should include 'start up' companies as acceptable for students to undertake unpaid internships.

- k) The ethos of some large companies is to use students for free labour as the student should be fortunate to have that experience and the Union should have the stance that this is not an acceptable attitude.
- l) Ultimately opportunities offered to students should equal access to all.
- m) The Deputy President (Welfare) stated that she will compile the feedback and bring back a policy to the next council.

**ACTION:**

- 1. **The Deputy President (Welfare) to compile the feedback on unpaid internships and bring back a paper to the next meeting of Council.**

**17. DEPUTY PRESIDENT (CLUBS & SOCIETIES) REPORT**

RECEIVED: The report was presented by the Deputy President (Clubs & Societies)

NOTED:

- a) Council moved to a vote on accepting the report and it passed unanimously.

**RESOLVED:**

- 1) **To accept the report.**

**18. DEPUTY PRESIDENT (EDUCATION) REPORT**

RECEIVED: The report was presented by the Deputy President (Education)

NOTED:

- a) Council moved to a vote on accepting the report and it passed unanimously.

**RESOLVED:**

- 1) **To accept the report.**

**19. DEPUTY PRESIDENT (FINANCE & SERVICES) REPORT**

RECEIVED: The report was presented by the Deputy President (Finance & Services)

NOTED:

- a) There will be cocktails offers in the SK bar – mojito and sex on the beach.
  - i. The cocktails are not premix.
  - ii. Pimms will be less cost and better than what is offered at Eastside.
- b) Council moved to a vote on accepting the report and it passed unanimously.

**RESOLVED:**

- 1) **To accept the report.**

**20. DEPUTY PRESIDENT (WELFARE) REPORT**

RECEIVED: The report was presented by the Deputy President (Welfare)

NOTED:

- a) Members were encouraged to get involved in the stress less campaign.
- b) Council moved to a vote on accepting the report and it passed unanimously.

**RESOLVED:**

- 1) **To accept the report.**

**21. CGCU REPORT**

NOTED:

- a) This is the report that was not submitted to the last quorate meeting of Council
- b) Council moved to a vote on accepting the report and it passed unanimously.

**RESOLVED:**

- 1) **To accept the report.**

**22. EVENTS INVOLVING SPEAKERS**

RECEIVED: The paper was presented by the Deputy President Clubs & Societies

NOTED:

- a) This is a policy of the Trustee Board and will be presented at the next Board meeting.

**20. ANY OTHER BUSINESS**

**23.1 DEPARTMENTAL COCKTAIL PARTIES**

NOTED:

- a) Plabon Saha questioned what the Union's stance was on cocktail parties.
- b) It was stated that the Union doesn't control College spaces and ultimately it is their licence.
- c) There have been occasions this year where cocktail parties have got out of hand with excessive drinking and unsociable behaviour in college premises.
- d) The Union's involvement is to approve if the Dep Soc is financially able to undertake the activity
- e) The sabbatical team will meet to discuss this issue and will forward on information as appropriate.

Meeting closed 7.45pm

Approved as a correct record at a meeting of Union Council

on \_\_\_\_\_ 2012/13

\_\_\_\_\_ Chair of the Meeting



## Union Awards Policy

### **POLICY**

#### **A. Jurisdiction**

1. This policy shall have two areas of jurisdiction:
  - 1.1. The recognition by the Union of service, contribution and dedication by an individual, with the sole exceptions of all holders of Sabbatical Office, over the course of the year to Imperial College Union, and
  - 1.2. The recognition by the President of the Union of service, contribution and dedication by an individual or group over the course of the year to Imperial College Union.
2. The Student Academic Choice Awards shall be delegated to the Deputy President (Education) to oversee, manage and award on behalf of the Union Council.
3. The policy in no way rules out the recognition by the Union of an individual or group's contribution to the Union over some period of time in a manner not prescribed in this policy.
4. The policy does not cover Awards awarded by Management Groups or Constituent Unions to their members for service to that Management Group or Union. Management Group and Constituent Union Awards shall be decided by along a timetable and within a framework defined by each particular Management Group and Constituent Union.

#### **B. Eligibility and nomination**

5. Any individual, unless explicitly stated elsewhere in this policy, may be nominated by any Member of the Union for any of the awards described in this policy, save the President's awards.
6. Details of the awards, their descriptions and nomination procedure shall be first published at Council and in Felix at least fifteen clear College Days before the close of nominations. It should also be made explicitly clear that nominations received after the close of nominations shall not be accepted.
7. Each nomination must contain:
  - 7.1. The name, department and year of the proposer;
  - 7.2. The name of the nominee;
  - 7.3. The name of the award for which the nominee is nominated for;
  - 7.4. A citation of less than 200 words detailing the candidate's suitability for that award.
8. The date of the close of nominations shall be determined by the President in order that the nominations may be circulated to the members of the Union Awards Committee as set out below.

#### **C. Consideration and confirmation**

9. The Union Awards Committee shall be an advisory committee to the Union Council. The Committee shall meet to fulfil the duties set out below, and shall be comprised of the President (who shall chair the committee), the Deputy Presidents, and six other members of Council, appointed by the Council. The Quorum for meeting shall be eight.
10. The nominations, with the exception of those for the President's Awards will be considered by the Awards Committee, which shall report the result of its deliberations to the final scheduled Council of the academic year. Council may choose to accept or amend, in part or in whole, the

recommendations of the Awards Committee. The decision of Council in this respect is final. Council may not refuse or amend the list of individuals nominated by the President for the President's Awards.

11. The Awards Committee will consider each nomination on its individual merits. Consideration should not be given to target numbers for each category of award. If no nominations fulfil the criteria of a particular award, then there should be no necessity to present the award in that year.
12. Nominations for a particular award should not be considered simply on the basis that the individual gained, in previous years, a 'lower' award for similar good work. Any individual may be awarded with any of the categories of award any number of times, unless otherwise stipulated elsewhere in this policy.
13. The confirmed awards shall be published in the final Felix of the academic year and in the Annual Report. The Executive, at its discretion, may organise a suitable opportunity to publish elsewhere or present some or all of the confirmed awards.

#### **D. The Union Awards**

14. The Awards of the Union shall be the Union Colour, Outstanding Service Award, and the Imperial College Union Fellowship. Each individual presented with an award shall receive a certificate, stating the appropriate details, and such other items or privileges as are detailed elsewhere in this policy.. Each individual will also be allowed to purchase a tie.
15. **Union Colour:** The Union Colour should be awarded to those individuals who have given significant and repeated outstanding contributions to the student experience at Imperial and the life of the Union throughout the year.
16. **Outstanding Service Award:** The Outstanding Service Award should be awarded to those individuals who have, in addition to the requirements for a Union Colour, gone above and beyond their role, repeatedly, to enhance the student experience and life of the Union across a broad spectrum of areas during the year.
17. **Imperial College Union Fellowship:** The Imperial College Union Fellowship shall only be awarded to those individuals who have continuously served the Union and/or enhanced the student experience in an exceptional manner, usually over a number of years. Each individual, so awarded, will be granted Honorary Lifetime Associate Membership of the Union, and given a pin and pewter tankard with the year engraved.
18. **Imperial College Union Fellowship with Distinction:** The Imperial College Union Fellowship with Distinction shall only be awarded to those individuals who have exceeded the criteria of the Union Fellowship of longevity and excellence of service to the Union. They should additionally achieve being a significant party in making an innovative development to the work of the Union such as to leave a positive legacy that will make a lasting impression for future members. Each individual, so awarded will be granted Honorary Lifetime Associate Membership of the Union, and given a pin and pewter tankard with the year engraved.

#### **E. The President's Awards**

19. The President shall have the option of presenting, not normally more than, five awards to individuals who he or she personally feels have made a significant contribution to the affairs and fortune of the Union over the course of the academic year.
20. The exact terms of reference of the President's Award shall be at the discretion of the President. Nonetheless, and only in truly exceptional circumstances, is it envisaged that the President will

award the President's Award to a Sabbatical Officer or the Felix Editor. In any case the President will not award himself or herself with the President's Award.

21. The recipient of the President's Award will receive a pewter tankard engraved with his or her name and the details of the award and year.
22. The President shall present as a verbal report, the details of the President's Awards, to the final scheduled Council of the year as the last scheduled item of business. The President, if he or she so chooses, may also present the individuals with their award at this time.
23. **The President's Award for Clubs, Societies & Projects:** There shall be an award each year to the club, society or project of the Union which has performed in an exceptional manner for its members and contributed significantly to the Union's aims and objectives. The award will be made by the President, who will take advice from the Deputy President (Clubs & Societies), Deputy President (Welfare) and the Presidents or Chairs of the Management Groups. The President shall table a verbal report to the Council with details of the recipient immediately before the President's Awards for individuals.
24. **The President's Award for Representation:** There shall be two awards (one UG, one PG) each year to the Departments whose Representatives have performed in an exceptional manner in representing their student's academic and pastoral needs to the Union and to the College. The award will be made by the President, who will take advice from the Deputy President (Education) and the Faculty Academic Affairs Officers. The President shall table a verbal report to the Council with details of the recipient immediately before the President's Awards for individuals.

#### **F. Management Group and Constituent Union Awards**

21. Each Management Group and Constituent Union should give awards each year to those students who have made an exceptional contribution to the Group or Constituent Union.
22. Management Group and Constituent Union Awards Committees should be encouraged to nominate by referral any student who has been nominated for their Awards to be considered for Union Awards.
  1. Therefore the Management Group and Constituent Union Awards Committee should sit before the close of Union Awards nominations.
23. Each Management Group should award a 'Club of the year' for that Management Group. All of these clubs will go forward for consideration for the President's Award for Clubs and Societies

#### **G. Sabbaticals**

21. The Union President, Union Deputy Presidents, Felix Editor and ICSMSU President, as sabbatical officers shall not normally be considered for any of the awards.
22. The Council shall, after awarding Awards, consider and vote separately on conferring Honorary Lifetime Associate Membership upon holders of all Sabbatical Offices in the Union that year. The Sabbatical Officers shall not be present during the consideration of their own Honorary Lifetime Associate Membership.

#### **H. Amendments**

23. This Policy may only be amended by a simple majority resolution of the Council.

## Imperial College Management Board's Response to the Union Council's Five Requests

*A note by the Union President – Paul Beaumont*

On Friday 22 February 2013 the Union received the College Management Board's response to the Union President's paper.

The Union President would like to thank the College Management Board for their response.

The response is below in full, but, relating specifically to the Union's Five Requests:

**1. Retain Garden Hall as a Hall of Residence in the College Space Master plan.**

- ✓ Full studies will be undertaken at Garden Hall to evaluate costs of refurbishments and continuing use as halls of residence
- ✓ Students will be consulted on the outcomes of these surveys and plans before a final decision is made

**2. Continue to seek out alternative, superior solutions to Evelyn Garden's ending lease than the North Acton project.**

- ✓ The College will continue to search for further reasonably priced accommodation as close to our campuses as practical.
- ✓ Full studies will be undertaken at Evelyn Gardens to evaluate costs of refurbishments and continuing use as halls of residence
- ✓ Students will be consulted on the outcomes of these surveys and plans before a final decision is made
- ✓ Plans that involved keeping Evelyn Gardens would mean the College would undertake negotiations over its lease, which, as commercially sensitive would not be possible to consult on widely

**3. Review the whole Accommodation Strategy given the discrepancies between the Accommodation Survey 2011 data, the Strategy's interpretation of that data and the backlash from students over the results of that Strategy.**

- ✓ The College has accepted there is a demand for cheaper, non-high specification accommodation close to campus: it 'is committed to providing a range of accommodation options at a variety of prices, which reflect quality and location'.

**4. Hold formal consultation with students and academics on North Acton and on all future projects before committing to a development – whether they be accommodation related or otherwise.**

- ✓ Although not mentioned in the response, a formal consultation procedure is being worked on with the Vice Provost (Education) by the President and Deputy Presidents Education & Welfare

**5. Don't reduce Wardening ratios any further; and retain Wardens as College staff who undertake the role alongside their College careers.**

- ✓ College accepts the value of wardening, and notes that a receptionist at W3 is not intended to 'detract from the pastoral care associated with wardening'

There is much work yet to be done though: the Union needs to continue to push on all of these points to ensure the student voice, and opinions – as published in our quantitative data and qualitative responses received - aren't ignored.

Proposed beliefs & resolves:

- The Union should contribute positively to the development of space at W3; whoever does live there (irrespective of Evelyn Gardens and Garden Hall) the social space should be suited to students' needs as far as possible.
  - Action the President to liaise with the COO and engage on consultation to come up with appropriate plans the Union is satisfied with.
- The Union should agree a formal consultation procedure with the College.

- Action the President, Deputy President (Education) and Deputy President (Welfare) to bring this to Council for approval as soon as possible.
- The Union should feed into all focus groups, surveys and should encourage the student body to do the same.
- The Union should continue to hold the five beliefs agreed and detailed above.
- To seek clarification:
  - That the College being 'committed to providing a range of accommodation options at a variety of prices, which reflect quality and location' does mean that this is the College accepting that there is demand for cheaper halls, close to College that might not be the highest specification possible.
  - That the commercially sensitive negotiations will include the Union President as a member of College Council.
  - On a timescale for the refurbishment of Garden Hall, and any consultations surrounding said refurbishment.
- To reiterate to College that bursaries are a different matter and go only a small way to helping students: many students (international students, for instance) aren't eligible for bursaries, and it's not only the poorest students that a closure of Evelyn Gardens would affect.

**Response from the Management Board of Imperial College London  
To the note by the Union President on behalf of the Imperial College Union Council (22 February 2013)**

**The current position**

The provision of suitable and affordable accommodation for Imperial students is a high priority for the College. It is committed to providing a range of accommodation options at a variety of prices, which reflect quality and location.

Imperial's guarantee of a place in halls for all first year students is better than most London universities that it is made irrespective of home location. Our provision of generous bursaries to home students makes a major contribution to those who most need help.

This academic year Imperial is investing £23 million in renewing Wilson House, and this will provide 127 more bed spaces just across Hyde Park from the South Kensington Campus. With the assistance of the Union, the College is aiming to offer 22 more bed spaces in Beit Hall in the next couple of years.

Garden Hall needs refurbishment and therefore will not be offered to students in 2013-14.

Evelyn Gardens cannot be offered forever in its present condition.

**What the College is now planning to do**

The College will continue to search for further reasonably priced accommodation as close to our campuses as practical.

The College will carefully weigh up all the options for future uses of Garden Hall, Evelyn Gardens and Pembridge Hall. These options will include continuing use as accommodation after any necessary refurbishment, recognising the benefits of maximising spaces close to College, but will include alternative options which could have substantial other benefits to College overall. Pembridge Hall does not need early refurbishment, but with only 96 bedspaces is currently well below the size at which it would be efficient to operate in the medium term and so a study will be undertaken to test the feasibility of extending the property to increase the number of bed spaces provided.

For Garden Hall and Evelyn Gardens it will be necessary to undertake full structural survey of the properties to provide a comprehensive understanding of the level of remedial work required and its associated cost, and this cannot happen before students have left at the end of Summer Term 2013. After the results of these surveys are known in the autumn, the Management Board will evaluate the options and consult with students on the overall proposals by the end of 2013, before the College reaches a final decision.

Some aspects of the proposals may be commercially sensitive and therefore have to be restricted in circulation, for example because the College will need to negotiate with third parties on the way ahead.

### **W3 and Wardening**

The College has signed a contract for the development of W3. Over the coming two years, as the development and construction of W3 takes place, students, wardens and other staff with pastoral care responsibilities will be invited to guide plans for the services and facilities required to make it an attractive, supportive and sociable environment.

The wardening system is an essential part of the Imperial student experience, and is especially important for those living away from home for the first time. The College will provide wardening at W3 as it does at other halls, and does not yet have a firm plan for the number of wardens at W3. In addition it is intended to provide a 24/7 receptionist service at W3, which will provide practical support for students, although this is not intended in any way to detract from the pastoral care associated with wardening.

### **Charging for Accommodation**

In terms of setting charges for undergraduate accommodation pricing, the College does not make a profit overall. Nor does it reflect the high property values of some Halls in accommodation charges. Future charges will inevitably need to reflect the costs of maintaining the buildings in an acceptable condition.

**Imperial College Union**  
Response to the Education & Student Strategy Green Paper

1. Imperial College Union is happy to confirm that the Union Council broadly agree with the proposed actions.
2. In response to how we “would like to be involved” – it is integrally, at every level of the discussion and decision making.
3. We would like to thank the College in involving the Union and our academic representatives at various points within the process.
4. There is nothing in the paper that the Union disagrees with, but:
  - a. We would prefer if in MOOC (Massive Open Online Course) discussions the strategy outlined that we wish for a MOOC that plays to Imperial’s strengths, and as was discussed at the e-learning workshop on 26 February focusses on bridging the divide between research and teaching.
  - b. We are particularly glad Hall Wardening is mentioned in the strategy and look forward to a commitment for this being retained at its current levels (Wardens and Sub-Wardens per student).
  - c. We are keen to ensure that a review of PGT (Postgraduate Taught) courses won’t lead to a cut in choice, or options for students.
  - d. Would wholeheartedly support a growth of the Centres for Doctoral Training, particularly in the midst of rising PGT fees.
  - e. We were a little disappointed that the Union – and its activities - wasn’t featured more in the strategy regarding providing an ‘enriching student experience’.
  - f. We would like to see a College commitment to prompt, detailed and consistent feedback. As this is an area in which Imperial consistently performs appallingly in the National Student Survey.
  - g. We are upset that bridging the undergraduate and postgraduate communities and the role UROPs (Undergraduate Research Opportunity Placement) play in this was not discussed.
5. To help achieve some of the points outlined:
  - a. The Union would suggest the College use the ICU Bursary Survey results to determine how more can “be done to effectively promote the generous financial support” packages available.
  - b. The Union has undertaken 3 months of research into Accreditation schemes that are designed to work with the College.
  - c. The Union is keen to lead on developing the co-ordination of volunteering opportunities.
6. Whilst in broad agreement with everything as written, the Union can’t commit to agreeing any further at this stage without seeing more detailed plans. The Union is looking forward to further iterations of the paper with increased detail, focusing on changes that are being proposed to make a more complete strategy.

## **Postgraduate Taught Fees**

*A note by the Union President – Paul Beaumont*

### **Background**

1. The National Union of Students (NUS) has published and is campaigning for a new postgraduate taught (PGT) funding model.
2. This model proposes institutions have their PGT student numbers capped and a maximum fee of £6,000 imposed in order to make a sustainable financial model on which to offer support (for Home & EU students). Within this model students cannot take the £6,000 loan and pay the difference in tuition fees, if the fee is higher than £6,000.
3. The NUS is encouraging member unions to campaign to their MPs on this model.
4. There is no maintenance element to their model, just the tuition fees.
5. Partly by virtue of being a STEM institution, very few of the current PGT courses offered by Imperial are charged at less than £6,000 (and prices set for next year are more in the £7,000 and more region - <http://www3.imperial.ac.uk/studentfinance/2013-14tuitionfees#PGT>).
6. The College has increased prices for 2013-14 intakes from the 2012-13 intake prices for Home & EU students, with (smaller) increases in already very high fees for International students.
7. In 2015 the first students on £9,000 undergraduate fees will be starting PGT courses. There is a worry that – since these students have been paying £9,000 for three years – there will be a ‘perception of value’ problem with a degree that costs less than £9,000pa, but at the same time there is the ‘not overcharging unnecessarily’ argument.
8. Career Development Loans are the main way of funding PGT courses currently, though the NUS is opposed to these due to them being offered to only certain institutions, and there is the problem that someone with a CDL is required to repay the loan regardless of whether they have a job or not upon graduating.
9. Career Development Loans do have higher interest rates than the NUS proposed loans.
10. The College currently does not have a ‘policy’ or official plan on what its PGT fees strategy is – giving the Union a brilliant opportunity to input into the development of such a plan, though I did meet with the College’s Chief Financial Officer to discuss plans going forward.

### **Suggested Beliefs**

1. There is a serious problem with regards to PGT fees on the horizon, and a solution needs to be found.
2. The NUS proposal would not work for Imperial College Union
  - a. By virtue of the courses being STEM, and we would rather not have underfunded courses
  - b. Because we don’t believe in capping an institution’s intake in this manner to limit student’s choice of their first choice university.
3. That to provide other sources of ‘PGT courses’ (or equivalents), Imperial College London should:
  - a. Continue to bid for Doctoral Training Centre place funding as part of funded Postgraduate Research (PGR) courses, and should use this as a method of funding PGT courses as much as possible. This should be possible at institution like Imperial that is able to attract research funding relatively easily.
  - b. Introduce integrated masters undergraduate courses in departments currently without them (Life Sciences, for instance)



*Though we accept that this will not solve the problem, it will at least alleviate it.*

4. That Career Development Loans with fairer payment terms that require payment once a graduate is in employment are a fair way to fund a PGT course.
  - a. This could be achieved through a 'hybrid' agreement with the College and (a) bank(s), where by the College to some extent was able to delay loan repayments for a year so that students could find employment upon graduating.
  - b. The loan offered must also have an element to cover maintenance during study.
5. We would prefer CDLs with a lower interest rate, closer to that as proposed in the NUS model.
  - a. This may be achievable with the College's backing, as the College is currently able to borrow at a much lower rate than students, due to the minute chance of defaulting. By a College-bank relationship there may be possibilities of preferential rates for students.
6. That in the balance of 'perception of value' versus 'not overcharging unnecessarily' the latter should always win out; Imperial College's reputation is strong enough to defeat the perception of value issue. Pricing some students 'out of the market' will only be detrimental to the quality of PGR intakes in future years.

### **Suggested Resolves**

1. To lobby our local MPs and BIS (Business, Innovation and Skills) on points 1, 2 and 4.
2. To lobby the College on points 3, 4 and 5.
3. To work with the College on Background point 10 to develop a policy for PGT Fees going forward.

**Imperial College Union**  
**Representation Policy**

## **1. Introduction**

- 1.1. The Representation Policy sets out the rights and responsibilities of the Union, student representatives, relevant Union activity and individual members. It also sets out the method of administration of student representatives.
- 1.2. This policy binds the whole Union, but is aimed in particular at representatives, their constituencies and parts of the Union with responsibility for representatives.

## **2. Statement of Intent**

- 2.1. The Union is committed under its Constitution to:
  - 2.1.1. Advance the education of its members and promote, without prejudice, their welfare at all times.
  - 2.1.2. Represent the needs and interests of its members to Imperial College and external bodies.
- 2.2. The Union furthers these aims with the provision of a network of academic and welfare representatives drawn from the Members of the Union, administrated, trained and supported by the Union.
- 2.3. These obligations extend to the representation of all registered students of Imperial College, regardless of their membership of the Union.

## **3. Definitions**

- 3.1. A '*representative*' is an individual, nominated from a larger group, who is responsible for conveying the views and experience of members of the group to a third party, and conveying information from a third party to members of the group.
  - 3.1.1. The use of the word *representative* throughout this document refers to both academic representatives and welfare representatives.
  - 3.1.2. The words *representative* and *rep* are interchangeable and carry the same meaning.
- 3.2. The word '*academic*' denotes a focus on the learning or research interests of a student, including wherever such interests may have an effect on the student's welfare.
- 3.3. The word '*welfare*' denotes a focus on the pastoral interests of a student, including wherever such interests may have an effect on the student's education.
- 3.4. The word '*student*' denotes a currently registered student of Imperial College, regardless of membership of the Union or additional occupations.
- 3.5. The word '*constituency*' denotes that group of students that a representative is bound to represent.

## **4. General Principles of Representation**

- 4.1. The Union is committed to ensuring that all students have equal and effective access to representation, from as soon as possible after their enrolment until they cease to be registered.

- 4.2. A representative shall strive to represent the views and experiences of their constituency as accurately and fairly as possible.
- 4.3. A representative should take into account both the views and experiences of the majority and of the minority of their constituency. When required, they should express the full range of views.
- 4.4. A representative may express their personal view on a matter, but must not present their personal views as the views of their constituency.
- 4.5. A representative must maintain a constant dialogue between themselves and their constituency.
- 4.6. A representative must maintain transparency in their activities at all times.

## **5. Duties of Imperial College Union**

- 5.1. The Union shall provide a safe environment, free from harassment and discrimination, for all students to express their views on academic and welfare matters (according to the Equal Opportunities Policy).
- 5.2. The Union shall strive to maintain a representation structure that suitably and dynamically reflects the structure of faculties, departments, programmes and research groups at Imperial College, and is acceptable to representatives, other students and academic staff.
- 5.3. The Union shall strive to fully populate the representation structure every academic year and following a position being vacated.
- 5.4. The Union shall provide funding for representative activities, subject to budgetary constraints. The funding is allocated by the Education & Representation Board, the Communities & Welfare Board and, ultimately, the Executive Committee, on which all students have direct or indirect representation.
- 5.5. The Union shall provide basic use of rooms within its premises for representative activities at no charge to them.
- 5.6. The Union shall provide resources, including computing, printing, photocopying, phone and fax services, though a charge may be made for these.

## **6. Duties of Representatives**

- 6.1. Representatives are expected to comply with the Union Constitution and its Bye-Laws and policies.
- 6.2. Representatives are required to conduct themselves in a fair and democratic manner. They hold a responsibility not to discriminate among members of their constituency or unreasonably interfere with their learning.
- 6.3. Representatives are ambassadors for the Union and the College, and must conduct themselves in an appropriate manner, and not bring the Union or the College into disrepute.
- 6.4. No monetary charge shall be sought from students for representation. No representatives may solicit or receive financial or material gain in return for their activities, other than by the resolution of the Executive Committee.

## **7. Roles**

- 7.1. An exhaustive list of positions is maintained on the Union website, which may be amended by the Deputy President (Education).
- 7.2. There are five categories of academic representative. These are as follows:

- 7.2.1. The President,
- 7.2.2. The Deputy President (Education),
- 7.2.3. The Constituent Union Academic Affairs Officers,<sup>1</sup>
- 7.2.4. The Departmental Representatives,
- 7.2.5. The Year, Course, Section and Group Representatives.

7.3. There are six categories of welfare representative. These are as follows:

- 7.3.1. The President,
- 7.3.2. The Deputy President (Welfare),
- 7.3.3. The Union Welfare Officers
- 7.3.4. The Faculty Welfare Officers,
- 7.3.5. The Departmental Representatives,
- 7.3.6. The Year, Course, Section and Group Representatives,

## 8. Role descriptions

8.1. The duties of the President, Deputy President (Education) and Deputy President (Welfare), Constituent Union Academic Affairs Officers and Constituent Union Welfare Representatives are as detailed in the Union Bye-Laws.

8.2. All representatives are subject to Regulation Seven of the Constitution, and are liable for the implementation of disciplinary and complaints procedures therein following misconduct under the regulations in this policy or otherwise.

8.3. The **Departmental Representatives** shall:

- 8.3.1. Be the representative to the Union and the College for the students in their respective Department or Division.
- 8.3.2. Co-ordinate the activities of the other representatives in their Department or Division.
- 8.3.3. Faithfully represent the views and experiences of the students in their Department or Division to the following and any other committees, institutions and associations:
  - 8.3.3.1. Their Faculty or School's Academic Affairs Committee
  - 8.3.3.2. The Staff-Student Committee of their department
- 8.3.4. Feed back all relevant decisions and information to students in their Department or Division.
- 8.3.5. Hold meetings of a committee known as the Departmental Representative's Committee at least twice per term with the Year, Course, Section or Group Representatives for that Department or Division.
- 8.3.6. Promote the activities of their departmental society as requested by the Chair.

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<sup>1</sup> In this document, Constituent Union Academic Affairs Officer (UG) and Faculty Academic and Welfare Officer (PG) are interchangeable terms. Some Constituent Unions may use other terms to define their AAOs.

- 8.3.7. Act as returning officer in the election of Year, Course, Section and Group Representatives as requested by the Deputy President (Education).
- 8.3.8. Submit termly reports detailing all activity in their capacity as a representative to the Faculty or School's Academic Affairs Committee.
- 8.3.9. Submit documentation as required by the Documents and Submissions Section of this policy.

8.4. The **Year, Course, Section and Group Representatives** shall:

- 8.4.1. Be the representative to the Union and the College for the students in their respective constituency.
- 8.4.2. Co-operate with the other representatives in their constituency.
- 8.4.3. Faithfully represent the views and experiences of the students in their constituency to the following and any other committees, institutions and associations:
  - 8.4.3.1. Their Departmental Representative's Committee
  - 8.4.3.2. The Staff-Student Committee of their department
- 8.4.4. Feed back all relevant decisions and information to students in their constituency.
- 8.4.5. Promote the activities of their departmental society as requested by the Chair.
- 8.4.6. Act as returning officer in the election of Year, Course, Section and Group Representatives as requested by the Deputy President (Education).

8.5. The Union Welfare Officers shall consider the entire student body of Imperial College to be their constituency.

8.6. The **Ethics & Environmental Officer** shall:

- 8.6.1. Be responsible to the Deputy President (Welfare),
- 8.6.2. Engage students in the environmental activity of the Union,
- 8.6.3. Represent the views of students on environmental issues to the Communities and Welfare Board,
- 8.6.4. Liaise with the Environmental Society, and Environmental Representatives for Halls of Residence,
- 8.6.5. Liaise with the Operations and Commercial Service Managers of the Union
- 8.6.6. Be partially responsible for the maintenance and implementation of the Environmental Policy and any operational policies attached to it
- 8.6.7. Organise a termly fairtrade steering group.
- 8.6.8. Organise and support environmental awareness campaigns as appropriate to inform, engage and promote, relevant environmental issues to the student body.
- 8.6.9. Organise any conferences, summits or events related to student green activities.

8.7. The **International Officer** shall:

- 8.7.1. Be responsible to the Deputy President (Welfare),
- 8.7.2. Facilitate the engagement of students of all nationalities in Union activity,
- 8.7.3. Represent the views of students on international, cultural and ethnic issues to the Communities and Welfare Board,

- 8.7.4. Liaise with the Overseas Societies Committee and the Interfaith Officer.
- 8.7.5. Organise and support campaigns based on international issues and/or racial equality
- 8.7.6. Organise any conferences, summits or events to discuss the needs and issues facing international students.

8.8. The **Disabilities Officer** shall:

- 8.8.1. Be responsible to the Deputy President (Welfare),
- 8.8.2. Facilitate the engagement of students with all disabilities in Union activity,
- 8.8.3. Represent the views of students on disability issues to the Communities and Welfare Board,
- 8.8.4. Liaise with the Head of the Disability Advisory Service of Imperial College,
- 8.8.5. Organise and support campaigns on disability issues
- 8.8.6. Organise any conferences, summits or events to discuss the needs and issues facing disabled students.

8.9. The **LGBT Officer** shall:

- 8.9.1. Be responsible to the Deputy President (Welfare),
- 8.9.2. Facilitate the engagement of students of all sexual orientation in Union activity,
- 8.9.3. Represent the views of students on LGBT issues to the Communities and Welfare Board,
- 8.9.4. Liaise with Imperial 600, the LGBT network for Imperial College Staff,
- 8.9.5. Liaise with IQ,
- 8.9.6. Organise and support campaigns specifically related to LGBT issues
- 8.9.7. Liase with IQ to organise LGBT History Month
- 8.9.8. Organise any conferences, summits or events to discuss the needs and issues facing LGBT students.

8.10. The **Gender Equality Officer** shall:

- 8.10.1. Be responsible to the Deputy President (Welfare),
- 8.10.2. Facilitate the engagement of students of all genders in Union activity,
- 8.10.3. Represent the views of students on gender equality issues to the Communities and Welfare Board,
- 8.10.4. Liaise with the Women in Science, Engineering and Technology society,
- 8.10.5. Organise and support campaigns specifically related to gender equality
- 8.10.6. Organise any conferences, summits or events to discuss the issues facing gender equality.

8.11. The **Interfaith Officer** shall:

- 8.11.1. Be responsible to the Deputy President (Welfare),

- 8.11.2. Facilitate the engagement of students of all faiths in Union activity,
- 8.11.3. Represent the views of students on faith issues to the Communities and Welfare Board,
- 8.11.4. Liaise with the Chaplain of Imperial College,
- 8.11.5. Liaise with Imperial College Union's faith societies and encourage them to have an Interfaith representative on their committee,
- 8.11.6. Organise and support campaigns specifically related to faith issues
- 8.11.7. To form and chair an Interfaith Committee, the membership of which shall include one Interfaith Representative from the faith societies, who have Interfaith Representatives.
- 8.11.8. To maintain a mailing list of all faith society Chairs for us in communicating upcoming events, issues and dates of particular importance to different faiths.
- 8.11.9. Organise any conferences, summits or events to discuss interfaith issues.

8.12. The **BME Officer** shall:

- 8.12.1. Be responsible to the Deputy President (Welfare),
- 8.12.2. Facilitate the engagement of all BME students in Union activity,
- 8.12.3. Represent the views of students on BME issues to the Communities and Welfare Board,
- 8.12.4. Organise and support campaigns specifically related to BME issues
- 8.12.5. Organise any conferences, summits or events to discuss the needs and issues facing BME students.

8.13. The **Campaigns Officer** shall:

- 8.13.1. Be responsible to the Deputy President (Welfare),
- 8.13.2. Organise and support campaigns approved by the Communities and Welfare Board and Union Council.
- 8.13.3. Organise any conferences, summits or events to discuss the needs and issues facing students as a result of these campaigns.

## 9. Structure

9.1. The Union operates a chain of responsibility for all matters relating to academic representation. This is as follows:

- 9.1.1. The President,
- 9.1.2. the Deputy President (Education),
- 9.1.3. the Constituent Union Academic Affairs Officer,
- 9.1.4. the Departmental Representative,
- 9.1.5. the Year Representative in the case of undergraduates, the Course Representative in the case of taught postgraduates, or the Research Group or Section Representative in the case of research postgraduates.

9.2. The Union operates a similar chain of responsibility for all matters relating to welfare representation. This is as follows:

- 9.2.1. The President,
- 9.2.2. the Deputy President (Welfare),
- 9.2.3. the Union Welfare Officers
- 9.2.3. the Constituent Union Welfare Officer,
- 9.2.4. the Departmental Representative,
- 9.2.5. the Year Representative in the case of undergraduates, the Course Representative in the case of taught postgraduates, or the Research Group or Section Representative in the case of research postgraduates.

9.3. Individuals in the above sections are responsible to those above them in the list for the representation of students. Academic Affairs Officers and Constituent Union Welfare Officers are additionally responsible to their Constituent Union President.

9.4. Departmental Representatives and Year, Course, Section and Group Representatives shall attend all Staff-Student Committee Meetings held by their department.

9.5. Representatives-elect shall shadow the incumbent holder of the position at all remaining meetings that relate to the position, having gained permission from the chair of each committee.

9.6. The final meeting of the Departmental Representative's Committee, the Faculty or School's Academic Affairs Committee and the Education & Representation or Communities & Welfare Board shall be used by incumbent representatives to give a thorough briefing to representatives-elect concerning the events and developments of the past year.

9.7. Where representatives are unable to attend a meeting, they should send apologies to the chair of the committee as soon as this is known, and instead submit a brief written report.

## **10. Training and Forums for Academic Representatives**

10.1. The Deputy President (Education), assisted by the Deputy President (Welfare) and Membership Services Team, shall hold training sessions for all academic representatives. Attendance is compulsory for all representatives, regardless of their previous experience.

10.2. There shall be one training session at the beginning of the year for UG reps, and one for PG reps.

10.3. This shall include welfare training for Department and Year, Course, Section and Group Representatives.

10.4. The Deputy President (Education) shall publicise the training sessions appropriately and provide resources such as handbooks for reference throughout the year.

10.5. There shall be at least one Education & Representation Board held each term.

10.6. The Deputy President (Education) is responsible for organising these Board meetings, and shall publicise them to all representatives at least four weeks before the date of the event.

10.7. The agenda for the forum shall be set by the Deputy President (Education) with assistance from the Membership Services Team. The agenda should promote discussion on topical issues relevant to learning.



## **11. Training for Faculty Welfare Representatives**

- 11.1. The Deputy President (Welfare), assisted by the Membership Services Team, shall hold training sessions for all Constituent & Union Welfare Officers. Attendance is compulsory for all representatives, regardless of their previous experience.
- 11.2. The Constituent Unions are responsible for supporting the efforts of Academic Affairs Officers and Constituent Union Welfare Officers in their representative endeavours. The Communities & Welfare, Education & Representation Boards and Executive Committee shall allocate appropriate funds to Constituent Unions to this end. Members may also apply to the Board for funding for specific representative activity.

## **12. Recruitment**

- 12.1. All academic representatives should normally be elected according to Minor Election Bye-Laws of the Constitution. Those in the constituency who are also Members of the Union may stand. All members of the constituency may vote.
- 12.2. The Deputy President (Education) is ultimately responsible for the population of the academic representative structure.
- 12.3. The Deputy President (Welfare) is ultimately responsible for the population of the Constituent Union Welfare Officer and Union Welfare Officer positions.
- 12.4. Subject to any other regulations, representatives may indefinitely stand for re-election.
- 12.5. The position of Departmental Representative may be held by up to two people, particularly for large constituencies. The Returning Officer should consult the outgoing holders of the position and departmental staff to determine if the election of two representatives is appropriate.
- 12.6. Any other representative position may be held by up to three people, particularly for large constituencies. The Returning Officer should consult the outgoing holders of the position and departmental staff to determine the appropriate number of representatives to elect.
- 12.7. Elections for all representatives are held when the Deputy President (Education) and President decide when it is most appropriate.
- 12.8. Year representative positions and taught postgraduate course representative positions must be filled as soon as possible after the start of the new academic year.
- 12.9. Representatives shall be elected per academic year. Their term of office shall last for up to one year, and cease on 31 July.
- 12.10. The Deputy President (Education) may delegate the recruitment of undergraduate Year Representatives to the undergraduate Departmental Representatives, who shall run elections appropriately and report the results to the Deputy President (Education) for central administration.
- 12.11. The Deputy President (Education) may delegate the recruitment of postgraduate Course Representatives and Research Section or Group Representatives to the postgraduate Academic Affairs Officers, who must negotiate with Directors of Postgraduate Studies to ensure that all positions are filled. Academic Affairs Officers shall then report the results to the Deputy President (Education) for central administration.

- 12.12. Union Welfare Officers shall be elected in the Summer Term by campus wide secret ballot.

### **13. Documentation, submissions and presentations**

- 13.1. Departmental Representatives shall provide the following information to the Deputy President (Education) in a timely manner:
- 13.2. Undergraduates: A completed New Year Representatives form, specifying the personal details of the Year Representatives and the names of the personnel involved in chairing and clerking Staff-Student Committee meetings;
- 13.3. Postgraduates: A completed New Postgraduate Representatives form, specifying the personal details of the taught Course Representatives, all research Group or Section Representatives, and the names of the personnel involved in chairing and clerking Staff-Student Committee meetings;
- 13.4. The papers of all Staff-Student Committee meetings that have taken place in their department;
- 13.5. Brief details of any other communication between representatives and College staff.
- 13.6. The Deputy President (Education) shall store, electronically or otherwise, the details of all representatives for the year, assisted by other representatives or Union staff where necessary, and distribute them appropriately.
- 13.7. The Deputy President (Education) shall annually compile documents summarising the procedure and outcomes of Staff-Student Committee meetings that have taken place. They shall submit the document as a report to both the Education & Representation Board and College's Quality Assurance and Enhancement Committee annually.
- 13.8. The Deputy President (Education) shall coordinate and display a presentation to College's Strategic Education Committee annually, as an opportunity to highlight serious concerns.
- 13.9. The Graduate Students' Association Chair shall submit regular reports of representative activity to meetings of the committees of both Graduate Schools as requested by the Directors of the Graduate Schools.
- 13.10. Undergraduate Academic Affairs Officers shall submit an annual report to the Faculty Teaching Committee for their faculty on their representative activity, when requested by the chair of the Committee.

## Imperial College Union's Stance on Withdrawal of Postgraduate Health Care Facilities A paper by the Deputy President (Welfare) Becky Lane

### **Background**

Students may register with the Imperial College Health Centre if they live within a list of 20 postcodes as set out by the health centre. However, historically the Health Centre has agreed to let any Imperial College student 'Join' which means despite the fact they are not registered, they can use all services during opening hours (no provision of out-of-hours care). This service can be provided because College also gives money to the Health Centre and therefore capitations received from the NHS due to registrations are not the only source of income. From the 1st March, the Health Centre decided not to see Postgraduate students living outside of the registration area due to a lack of funding.

### **Current Situation**

The Health Centre continues to let Undergraduate students and Postgraduate students from the Royal College of Music (who do not live in the registration area) access full services by joining and staff members have access to some emergency services. Therefore it is just Imperial College Postgraduate Students living outside of the registration area who are affected by this change. Below is the message displayed on the Health Centre website:

'Please note that from the 1st March 2013, postgraduate students living outside the Health Centre's registration area

will no longer be able to use the Health Centre or any of its services.

Unfortunately there is no NHS funding for such students and in the past the funding came from Imperial College.

However this year there is a shortfall in this funding, which the College has advised us it is unable to make up.

Therefore, for the foreseeable future, all postgraduate students who are not eligible to register at the Health

Centre under the NHS are advised to register with GPs local to their accommodation and will have to access all their

health care needs from them.'

This information was communicated to Postgrads by placing it on the internet, handing out slips when Postgraduates no longer able to use the service tried to use the Health Centre and written in a Graduate School email. When the Union informed all Postgraduate students via email, over 200 responses were received, the vast majority expressing anger and dissatisfaction with the situation. After speaking to the Dean of Students, it was clarified that the Health Centre did not have a decrease in funding from the previous year; in fact there was a small increase. The reduced funds are actually due to a decrease in the amount of students choosing to register with the Health Centre. I have been informed that College are hoping that the Health Centre will reverse the decision soon.

### **Beliefs**

1. Imperial College and Imperial College Union are unhappy with the decision to remove all services offered by the Health Centre for Postgraduates living outside of the registration area.
2. The welfare implications of Postgraduate students have not been fully considered when making this decision.
3. The levels and methods of communication upon implementation of the change were inadequate and left Postgraduate students in need of urgent care in a vulnerable position.

### **Resolves**

1. To work with College staff to lobby the Health Centre to change their policy on seeing Postgraduates outside the registration area.
2. To examine the current memorandum of understanding between Imperial College and the Health Centre to consider lobbying for further change, including a revision of how future changes are communicated to the student body both in methodology and timeliness"