

# Student Council

Tuesday 16 March 2021 6.00pm via Zoom

## Agenda

### 1. Welcome and Apologies

### 2. Chair's Introduction

### 3. Minutes of Previous Meeting (*appended at end*)

#### 1. Minutes of the Meeting of Student Council - 2 February 2021

### 4. Minutes from Sub-Committees (*appended at end*)

1. **BLSA Board** - none received
2. **Communities Board** - none received
3. **Education Board** - 22 February 2021
4. **Humanities and Social Sciences Board** - 16 February 2021
5. **Science and Engineering Faculty Board** none received
6. **Societies Board** - 3 January 2021
7. **Sustainability Board** - none received
8. **Volunteering Board** - 3 February 2021
9. **Welfare Board** - 23 February 2021

### 5. Report from the Scrutiny Panel and Executive Officer Updates (*appended at end*)

Council will receive a verbal report from the meeting of the Student Union's Scrutiny Panel that took place on **8 March 2021** together with brief updates from the Executive Officers. The Executive Officers' and Part-Time Officers' Reports considered by the meeting are attached to these papers for reference.

The Panel members were:

#### **Student Volunteers**

- Dana Ali
- Harris Nageswaran

#### **Student Council Volunteers**

- Francis Elechi
- Olivia Walton

The Student Council, Deputy Chair, James Taverner, took the chair for this meeting and will give a verbal report on the meeting.

There were no recommendations of Censure or No Confidence. Recommendations of Commendation were made for the following:

**Postgraduate Research Representative (HSS)**

Matthew Beach

Vikki Barry Brown

**Womens Representative (BL)**

Emily Brandon

**School of Politics and IR Representatives**

Sara Kaso

Krista Tingbrand

**Gozo Representative**

Yassar Malik

**School of Biological & Chemical Sciences Representative**

Ramesh Wilson

**Disabled and Specific Learning Difference Representative (Mile End)**

Beatrix Andrews

**Sustainability Officer**

Grace McMeekin

**The Executive Officers**

**6. Bye-Law Changes**

- 1. Should the Union amend its Bye-Laws to clarify the purpose of School Forums and the responsibilities in relation to School Forums?**
- 2. Should the Union amend its Bye-Laws to reduce the number of subcommittees of Student Council?**
- 3. Should the Union adopt new Bye-law 13 Code of Conduct, Complaints and Disciplinary Procedure to replace old Bye-Laws 19 Code of Conduct and Disciplinary Procedure and 21 Complaints Procedure?**

## **7. Motions**

**1. The Students' Union should lobby the university to reevaluate and publish a process for the suspension or cancellation of active courses that recognises the need for student as well as staff consultation when making such decisions.**

**2. The Students' Union should lobby schools to consider length of teaching recordings so as to ensure they are suitable for student learning and allow for regular breaks. This could include splitting recordings into shorter clips or adding timestamps to videos so students can more easily navigate content. However, any approach should be faculty specific and appropriate to their own students.**

### **3. Malta vs London Tuition Fees Flexibility Differences**

**The Students' Union should lobby the University to allow Malta Students who are self-funding their tuition fees to pay in multiple instalments as allowed for London based students.**

**4. Should the SU lobby the university to introduce mandatory accessibility training for all staff?**

**5. Should the SU provide accessibility guidance on events, campaigns and social media ?**

**6. The Students' Union should provide recycling in its facilities on all campuses (UK and international) and lobby the university to so the same.**

**7. The Students' Union should develop and offer a sustainable menu in all of its eating outlets.**

**8. The Union Should Broadly Endorse the Aims of the Green Charter, and Facilitate a Method of Direct Democracy in Working Towards its Full Implementation**

**9. The Union Should Discourage Staff and Students From Flying on Trips Associated With the Student's Union**

**10. The Union Should Reduce the Provision and Sale of Lamb and Beef to Zero Over the Next 2 Years**

**11. The Students' Union should lobby the university to make all welfare provisions, including Advice and Counselling and DDS services, more accessible to students regardless of which campus they are on or which course they study.**

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## 6. Bye-Law Changes

### 1. Should the Union amend its Bye-Laws to clarify the purpose of School Forums and the responsibilities in relation to School Forums?

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**Proposer:** Cameron Storey (QMSU VP HSS)

**Seconders:** Jack Juckes (QMSU VP Welfare), Tiana Dinard-Samuel (QMSU VP Communities), and Shamima Akter (QMSU President)

#### What do you want?

**Add** the following to Bye-Law 8 (changes highlighted in red):

4.3 The Humanities and Social Sciences Part-Time Officers and the students they represent shall be:

- i) The School of Business and Management Representative who shall represent all students in the School of Business and Management **and be the Chair of the School Forum for Business and Management;**
- ii) The School of Economics and Finance Representative who shall represent all students in the School of Economics and Finance **and be the Chair of the School Forum for Economics and Finance;**
- iii) The School of English and Drama Representative who shall represent all students in the School of English and Drama **and be the Chair of the School Forum for English and Drama;**
- iv) The School of Geography Representative who shall represent all students in the School of Geography **and be the Chair of the School Forum for Geography;**
- v) The School of History Representative who shall represent all students in the School of History **and be the Chair of the School Forum for History;**
- vi) The School of Languages, Linguistics and Film Representative who shall represent all students in the Languages, Linguistics and Film **and be the Chair of the School Forum for Languages, Linguistics and Film;**
- vii) The School of Law Representative who shall represent all students in the School of Law **and be the Chair of the School Forum for Law;**
- viii) The School of Politics and International Relations Representative who shall represent all students in the School of Politics and International Relations **and be the Chair of the School Forum for Politics and International Relations;**

5.3 The Science and Engineering Part-Time Officers and the students they represent shall be:

- i) The School of Biological and Chemical Sciences Representative who shall represent all students in the School of Biological and Chemical Sciences **and be the Chair of the School Forum for Biological and Chemical Sciences;**
- ii) The School of Electronic Engineering and Computer Science Representative who shall represent all students in the School of Electronic Engineering and Computer Science **and be the Chair of the School Forum for Electronic Engineering and Computer Science;**
- iii) The School of Engineering and Material Sciences Representative who shall represent all students in the School of Engineering and Material Sciences **and be the Chair of the School Forum for Engineering and Material Sciences;**
- iv) The School of Mathematical Sciences Representative who shall represent all students in the School of Mathematical Sciences **and be the Chair of the School Forum for Mathematical Sciences;**
- v) The School of Physics and Astronomy Representative who shall represent all students in the School of Physics and Astronomy **and be the Chair of the School Forum for Physics and Astronomy;**

**Add** the following to Bye-law 10:

**3.9 Attend at least one School Forum per term.**

## **5. School Forums**

**5.1 School Forums should be held to facilitate collaboration and knowledge sharing between Course Reps, School Reps and Faculty VPs.**

**5.2 School Forums should be held at least once per term.**

**5.3 School Forums are organised, chaired and minuted by the relevant School Rep, with support from the Representation and Democracy Team.**

**5.4 At the first School Forum of the academic year, the members of the School Forum elect among themselves a Deputy Chair. If the School Rep is absent or the position is vacant, the Deputy Chair shall be responsible for the School Rep's duties in relation to the School Forum, including liaison with the Faculty VPs and relevant staff members to ensure feedback from the Forum is passed on to relevant parties.**

## **Why do you want this?**

This academic year, we have implemented School Forums for the first time. During the implementation, we have found out that it was not clear that School Reps are expected to chair the forums. Further, there is no Deputy Chairs, which has made it difficult to hold the forums if the Chair has resigned or been absent. As a consequence, on numerous occasions, the Faculty VPs had to chair the meeting, which makes conversation more difficult to the lack of knowledge on certain topics and issues of individual Schools

The intention is to make it clear who is responsible for chairing the forums, and to establish a clear process for electing the Deputy Chairs. By formalising the process in the Bye-Laws, we want to ensure the Deputy Chair has the necessary authority to report back to their academic school and be recognised as the link between the School Forum and the School.

### **What impact will this have?**

It will be clear who is responsible for chairing the School Forums. The process for electing a Deputy Chair will be clearer, making it easier to continue the School Forums if a School Rep position is vacant.

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## **2. Should the Union amend its Bye-Laws to reduce the number of subcommittees of Student Council?**

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**Proposer:** Shamima Akter (QMSU President)

**Seconded:** Jack Juckes (QMSU VP Welfare), Tiana Dinard-Samuel (QMSU VP Communities)

### **What do you want?**

**Remove** the following text from section 14.1 of the Student Council Bye-Law:

- i) Union Development Board
- ix) International Board

### **Why do you want this?**

As part of the Democracy Review that was undertaken in 2019/20, a number of new subcommittees of Student Council were established. The majority of the subcommittees have been implemented in 2020/21, but a small number of subcommittees have not been implemented, because the purpose of these wasn't clear.

Informal feedback from Part-Time Officers and Executive Officers this year has suggested that the number of meetings is too high, and additional meetings are not needed. Further, informal feedback has suggested that the number of meetings is a barrier to recruitment for some of the officer positions.

Matters relating to union development are already covered by Student Council, Volunteering Board, Sustainability Board, Societies Board and the Club Sport Board.

Matters relating to international students are already covered by Communities Board and the Faculty Boards.

If a need for these subcommittees arises in the future, section 14.3 of the Student Council Bye-Law means that Student Council has the power to re-establish the subcommittees.

### **What impact will this have?**

There'll be fewer meetings for the elected officers to attend, which is expected to increase attendance at the remaining meetings. Further, the overlaps between subcommittees will be reduced, making it easier for elected officers and students to understand the subcommittee structure and take their agenda items to the most relevant subcommittee.

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### **3. Should the Union adopt new Bye-law 13 Code of Conduct, Complaints and Disciplinary Procedure to replace old Bye-Laws 19 Code of Conduct and Disciplinary Procedure and 21 Complaints Procedure?**

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**Proposed by:** QMSU Executive Officers

**Seconded by:** QMSU Executive Officers

### **What do you want?**

Delete old Bye-Laws 19 and 21 in their entirety and replace them with new Bye-Law 13 (attached)

### **Why do you want it?**

This is the final major Bye-Law change to complete the Union's Governance and Democracy Review.

This Bye-Law was previously circulated in draft form for comment by Student Council on 1 December 2020 and no feedback was received. It was also circulated to the Board of Trustees for comment on 10 November 2020 and no feedback was received. It was considered by Executive Officers and staff members at meetings on 16 October 2020 and 12 January 2021 and all feedback received has been included in the attached document. It has also been discussed with the University as regards interfacing with their Code of Student Discipline.

The Executive Officers, who do not vote at Student Council, will also have a further opportunity to review it before it goes to the Board of Trustees, at which they do vote.

The attached document contains no fundamental changes to the previously circulated versions. Changes made as a result of feedback are shown in red. These are concerned with improving clarity of meaning and consistency of language.

The Bye-Law itself is contained within pages 1 to 14 of the attached document. The remaining pages are Appendices which are for information and guidance only and may be updated from time-to-time as required, without formal approval as they do not constitute part of the Bye-Law. They are included here for information purposes.

If passed by Student Council, the Bye-Law will go to the QMSU/QMUL Memorandum of Agreement Review Panel on: 24 March 2021, the Board of Trustees on: 8 April 2021, and it will also be sent to the Union's Solicitors for checking. Council are asked to pass the Bye-Law on the understanding that it may be subject to further amendment at any of these stages. It will also be subject to a final proofing before circulation.

### **What effect will this have?**

This will streamline the Union's Complaints and Disciplinary procedure into one document making them easier to follow for all concerned. It will also introduce a written Code of Conduct (as required ...) which may be used and promoted separately in order to encourage positive behaviour, rather than the previous list of examples of misconduct and gross misconduct. It will also enable a more seamless approach to referring more serious instances of misconduct, which are beyond the powers of the Union to deal with, to be dealt with under the University's Code of Student Discipline.

### **Bye-Law attached at end of Council Papers**

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## **7. Motions**

**1. The Students' Union should lobby the university to reevaluate and publish a process for the suspension or cancellation of active courses that recognises the need for student as well as staff consultation when making such decisions.**

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**Proposed by:** Elsa Heald (Allied Courses Representative)

**Seconded by:** Mathew Robathan (VP Barts and The London), Andreas Hadjidemetriou (VP Barts), Thaarabi Tharmapathy (VP London)

### **What do you want?**

For the Students' Union and Executive Officers to lobby the university to review, evaluate and publish a clearly outlined process or policy for the suspension or cancellation of active courses.

The ideal policy would include:

- A requirement for the consultation of current and past students as well as academic and administrative staff prior to the final decision, as well as the opportunity for the course leaders and students to make a case for the course to remain open. Particular consideration and consultation should be given to the reasons for suspension, including student satisfaction surveys such as the NSS as a form of feedback but also other feedback sources.
- The decision should be made a minimum of one academic year before the beginning of the suspension process, to eliminate the disappointment and wasted effort that prospective students applying to the course would face.



- All decisions about the course should be made in advance and clear timelines should be drawn out if new processes/policies are implemented.
- The principal of the University should contact students and relevant staff directly as soon as the decision is made, outlining the reasons for the decision in a clear manner. The principal should also outline any changes to the course content that will be seen as a result of staff/course content changes as well as reassure students of the value of their degree and that quality will not be compromised as a result of this decision.
- Provisions should be made to ensure future employability. This should include a permanent fixture on the official university website outlining the course content that students would have completed as part of the degree, so that future employers and other academic bodies can review the credentials of students applying to their company/university/charity etc.
- Students who have already started the course and are yet to complete it should have their course and experience protected, this includes provisions to ensure staffing, modules and other additional experiences, such as years abroad, are also protected.
- The University's strategic aims, as well as the value a course may have beyond profitability should be considered when decisions are made.

The policy should be in effect for the beginning of the next academic year or as soon as possible thereafter.

### **Why do you want it?**

To add some context, at the beginning of this academic year the Global Health BSc was suspended close to the beginning of term. This heavily impacted students who had chosen this course as a 'firm' option for their degree and were not all contacted on results day to let them know of the change in course option.

Neither the teaching staff nor the students were consulted prior to this decision being made, and the factors affecting the decision were not made clear for a long while after the course lead had learned of the decision.

This decision has had a massive effect on the current Global Health students through a diminished level of morale both within the staff and student body. The unprecedented decision left students worried about their own future within the degree, and their employability after. There is currently no record of the global health undergraduate degree on the Queen Mary University website which is a source for constant worry and upset from the students.

### **What impact will this have?**

The intended impact is for the courses and students on them to be protected from the adverse impacts that the cancellation of a course can have. This policy would help ensure that decisions made about courses and their suspension is justifiable, required and meets certain clear criteria. If the cancellation is both justified and required, this policy should help protect future employment prospects as well as provide students and staff with enough

warning on any decision. As well as this, this policy should maintain current educational and academic standards and motivation levels.

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**2. The Students' Union should lobby schools to consider length of teaching recordings so as to ensure they are suitable for student learning and allow for regular breaks. This could include splitting recordings into shorter clips or adding timestamps to videos so students can more easily navigate content. However, any approach should be faculty specific and appropriate to their own students.**

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**Proposer:** Azmain Iftekhar (SEF School Rep),

**Seconded:** Cameron Storey (VPHSS) , Krista Tingbrand (School Rep SPIR)

#### **What do we want?**

For the university to create multiple shorter pre-recorded lecture videos instead of just a single long video for lectures. An example would be having a video that ranged anywhere between 6-10 minutes in duration that would cover a single topic of a lecture, and this would be replicated for all the content of that weeks' lecture.

#### **Why do we want it?**

After numerous meetings with different students, a common theme of feedback that has emerged concerns pre-recorded materials. If there were more shorter videos than only one long video, it would be easier for students to study the material in the module. It also creates a 'psychological illusion' that the actual content that students will watch is less in duration. The total duration of material still remains the same, but the shorter videos make it more efficient.

#### **What impact will this have?**

- Students won't have to watch a single video all in one go during their studies.
  - It will grant students more flexibility with how they study, allowing them to watch different videos as they study throughout the week.
  - It will make the content of lectures more accessible.
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### 3. Malta vs London Tuition Fees Flexibility Differences

**The Students' Union should lobby the University to allow Malta Students who are self-funding their tuition fees to pay in multiple instalments as allowed for London based students.**

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**Proposed by:** Yassar Malik (Gozo Rep)

**Seconded by:** Mat Robathan (BLSA President)

#### **What do you want?**

Based on the welfare advice on the QMUL website, it states that:

*For any amount of tuition fee that you are going to self-pay, you will need to sign a payment agreement before enrolment. You will be required to pay 25% of the total amount of tuition fee which you are self-paying on or before enrolment, and the remaining balance will normally be payable in seven monthly instalments between October and April.*

However, Malta students are only allowed to pay in two instalments. 50% in September and 50% in January. We therefore ask the SU to determine why there is this difference and if there no reasonable rationale then Malta students should be afforded the same flexibility.

This issue has been raised before, with no change - but has been heard locally (in Malta), and has been exacerbated by the Pandemic. Ultimately, all students are asking for is flexibility to pay without being threatened with de-registration by the fees office.

#### **Why do you want it?**

We want this to allow students who can pay their fees, but need some flexibility to do so, to be allowed to study without threats. Ultimately, to be treated equally with their London counterparts.

#### **What impact will this have?**

Students will be less stressed and therefore better able to focus on their studies.

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### 4. Should the SU lobby the university to introduce mandatory accessibility training for all staff?

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**Proposed by:** Beatrix Andrews, Humaira Patel

**Seconded by:** Yehuda Hodges, Rosa MacGregor, Kathryn Hurley, Ellie Bartlett

**What do we want?**

All staff at university, in their role, engage with Disabled/SLD students, yet it is not mandatory for staff to undertake training to ensure that they cater to and understand accessibility needs. We would like QMSU to lobby the university to ensure that all university staff receive comprehensive accessibility and awareness training. It should be noted that, currently, there is an e-learning module on reasonable adjustments. However, this module is optional and can be clicked through without gaining any knowledge or understanding of reasonable adjustments or accessibility for Disabled/SLD students.

**Why do we want it?**

The university claims to be 'the most inclusive university' in the UK but continues to fail Disabled students on basic needs such as accessibility. By delivering accessibility training to all staff; it gives them the tools to evaluate and re-adjust the accessibility of their content and materials, whilst providing a greater understanding of disabilities and SLD's.

**What impact will this have?**

Having a staff team educated on accessibility needs and reasonable adjustments allows Disabled/SLD students to operate on a level playing field to their peers. Furthermore, this training will provide staff with the opportunity to reflect upon unconscious bias and their contribution towards the ableist environment imposed upon Disabled/SLD students at Queen Mary's.

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**5. Should the SU provide accessibility guidance on events, campaigns and social media ?**

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**Proposed by:** Beatrix Andrews

**Seconded by:** Rosa MacGregor, Kathryn Hurley, Ellie Bartlett, Humaira Patel

**What do we want?**

This policy would require the SU to provide accessibility guidance to all QMSU staff, part-time officers and students who wish to run events, campaigns or post content related to the SU or SU affiliates. This guidance should demonstrate how people can adapt their content to be more accessible for Disabled/SLD students i.e. Fonts that are

easier to read for visually-impaired and SLD students or how to add closed-captioning to videos.

### **Why do we want it?**

Every student is entitled to access QMSU and its content, though nothing has been done to ensure that content being produced is accessible. This inaccessibility alienates and excludes students from the SU and prevents them from being able to engage on the same level as their peers.

### **What impact will this have?**

Providing accessibility guidance will ensure that all students have equal access and opportunities to engage with the SU and its content. The removal of these barriers will also empower Disabled and SLD students to feel more included and respected by the SU.

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## **6. The Students' Union should provide recycling in its facilities on all campuses (UK and international) and lobby the university to do the same.**

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**Proposed by:** Mat Robathan (BLSA President)

**Seconded by:** : Shamima Akter (QMSU President), Jack Juckes (QMSU VP Welfare), Aphrodite Murray-Liddington (QMSU VP S&E), Cameron Storey (QMSU VP HSS), Andreas Hadjidemetriou (VP Barts), Mary Spanou (BL PGT Rep), Robert Tucketr (BL LGBT+ Rep) and Alex King (BL Entertainments Officer).

**What do you want?** For the Students' Union to provide recycling in all its facilities on all campuses (UK and international) and lobby the University to do the same. This would involve QMSU continuing its current efforts to implement recycling on all campuses.

Furthermore, it should be clearly signposted which bins are for what waste type and transparency should be given from both the SU and the University as to what happens to waste on its campuses.

### **Why do you want it?**

Currently recycling is not offered on Whitechapel Campus despite recycling bins being present. Indeed, the waste put into these bins does not actually end up being recycled but goes straight to landfill. This is not only concerning due to the fact that there is lack of transparency but also because recycling is an important way in which we can reduce waste and pollution.

According to [RecyclingBins.co.uk](https://www.recyclingbins.co.uk/), recycling is important as:

- **“It saves energy:** Recycling materials uses less energy than extracting, processing, and transporting raw materials to make new products.

- **It causes far less harm to the environment and animals than extracting raw materials:** Think about how raw materials are usually extracted, and what harm these activities might do to the earth. Mining, quarrying, logging, and fracking all cause harm to the planet by causing air and water pollution. These activities can also destroy precious animal habitats.
- **It reduces the amount of waste that is sent to landfill:** Recycling more reduces the amount of waste we send to landfill. When waste sits rotting away on landfill, it leaches toxins into the groundwater and soil, and gives off greenhouse gases like methane as it decomposes, which contributes to global warming. Not only that, if recyclable items are sent to landfill, the precious raw materials and energy that went into making them are lost.
- **Recycling creates jobs:** The more we recycle; the more jobs are created in recycling plants. There will also be more jobs created in recycling innovation and technology, new packaging and product design, and more as the industry develops.”

### What impact will this have?

To ensure there is transparency around our own and the University's sustainable practices on all campuses, reduce waste, create jobs and reduce our carbon footprint.

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### 7. The Students' Union should develop and offer a sustainable menu in all of its eating outlets.

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**Proposed by:** Mat Robathan (BLSA President)

**Seconded by:** Shamima Akter (QMSU President), Aphrodite Murray-Liddington (VP S&E), Cameron Storey (VP HSS), Jack Juckes (QMSU VP Welfare), Alex King (BL Entertainments Officer), Robert Tucker (BL LGBT+ Rep), Grace McMeekin (Sustainability Officer)

### What do you want?

For the Students' Union to develop sustainable menus for its eating outlets. This should include but is not limited to Drapers and The Griff Inn. A sustainable menu is one that produces minimal carbon emissions, is eco-conscious and supports ethical employment by:

- Using seasonal fruits and vegetables
- Using local produce and locally produced foods
- Using organic produce
- Utilising “imperfect” fruits and vegetables
- Utilising sustainable seafood, coffee and tea
- Uses minimal single use plastic including in any packaging for produce and takeaway
- Offering more suitable vegan and vegetarian options
- For meat products, trying to focus on using meats with a lower carbon footprint
- Ensuring to only use suppliers of animal products that have ethical farming methods
- Reducing food and other waste

- Recycling all that can be recycled and using recyclable packaging where packaging is needed
- Using produce from ethical employers who pay staff appropriately and provide them with suitable and safe working conditions

It is important any changes do not result in unreasonable and excessive increases in food prices for customers and students. Therefore changes need to also be as cost-effective as possible.

### **Why do you want it?**

A sustainable menu offers many benefits including local developments, reduced waste and reduction of our carbon footprint. Namely:

- Organic farming practices reduce pollution, conserve water, reduce soil erosion, increase soil fertility, and use less energy.
- Using imperfect fruits and vegetables helps minimise food waste
- Sustainable food items are grown and harvested in a socially and environmentally-responsible manner.

### **What impact will this have?**

Improved menus that are eco-conscious and also reflect what students want to see in their outlets. These menus will also help contribute to a reduced carbon footprint in the SU.

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## **8. The Union Should Broadly Endorse the Aims of the Green Charter, and Facilitate a Method of Direct Democracy in Working Towards its Full Implementation**

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**Proposed by:** Adam Mitchell and Grace McMeekin (Sustainability Officer)

**Seconded by:** Passed by the Sustainability Board, Shamima Akter (SU President), Rosa Hughes (President of Sustain@BL), Amelia Jones (Treasurer of Sustain@BL), Tala Summar (President of Environmental Society Mile End)

### **What do we want?**

The QMSU have declared a climate emergency and we likewise acknowledge that the climate crisis poses a great threat to the current and future well-being of students, and global humanity alike. We believe that a big sustainable plan for our institution is the quickest way that we, as QM students, can collectively start dealing with this crisis. In consultation since March 2020 to present, with students and faculty alike, Green Mary and Sustain@BL have drafted just such a guide: the Green Charter.

We need you to broadly endorse the values embodied in the Charter. Owing to the large number and broad ranging nature of many of the specific suggestions within the Charter, we have aimed to introduce motions from the document in bite-size, actionable chunks at all subsequent council meetings until this Green Charter is realised. It would be of great help in passing many of these important motions with future student councils if this student council had broadly endorsed the Charter in its entirety. If you are wondering what specific values are embodied, please see below for an expansion.

Core sustainability values enshrined in the charter include:

- **Cultural Shift** at Queen Mary, where Sustainability and Climate Justice/Global Justice are core values of the student body.
  - Sustainability generally defined by: *“meeting the needs of people alive today without compromising the ability of future generations to meet their own needs”*
  - Climate Justice (as defined in the charter): *“Climate justice is about relating the effects of climate change to concepts of justice on issues such as equality, human rights, collective rights, and the historical responsibilities for climate change. It is a broader civil rights movement with the people and communities most vulnerable to climate impacts at its heart: ‘Those who are least responsible for climate change suffer its gravest consequences.’”*
  - Global Justice is a broader movement and philosophy but, for this motion, is very loosely defined by us as *“the recognition that the global order benefits the few at the expense of the many, and the belief that we can, and must, change it.”*
- **Accountable: Reducing Our Footprint**
  - Reform of Clubs and Societies
  - Reform of QMSU Facilities
- **Information Dissemination & Learning** via our Teach the Gap - “It’s Our Future: the Counter Curriculum”
- Mental Health & The Climate Crisis - acknowledging **Eco-Anxiety**
- Formally establishing a broader bar for **QMSU Lobbying, Tactics and Official Positions**
- **Democracy** through a radical new form of direct democracy by way of a ‘student assembly’

Additionally, we recognise how big an undertaking dealing with the climate crisis is, and now it is more important than ever to respond to this complex, truly cultural problem, with equally complex and innovative, democratic solutions. This is why we are asking for the student council to commit to holding an annual ‘student assembly’ of 100 students, in the style of citizen’s assemblies, to assist in the implementation of the Charter. What is a citizen’s assembly? A citizen’s assembly is a random sample, representative of a population, who are brought together to discuss complex, difficult issues by discussing and weighing up evidence from experts and then being asked to collaboratively make suggestions that pertain to



institutional policy change in order to tackle said issue. Past examples include a citizen's assembly on abortion in Ireland to a British national citizen's assembly in 2020 covering the climate crisis. Citizen's assemblies often support more radical solutions than existing democratic processes allow, with the general public expressing broader trust and support in the suggested outcomes of such assemblies.

### **Why do we want it?**

Numerous reports from the UN and the IPCC predict climate refugees of between 25 million to *1 billion* by 2050 (Pearce, 2020) (UN CCD, 2016) as a result of increased water insecurity, food shortages, inhospitable prolonged heat and links with increased civil unrest amongst many other factors - the takeaway figure is 200 million people. How? For example, research that exists today has shown that the Syrian conflict, with an estimated one million casualties and 13 million displaced over the last decade, was a conflict at least partially precipitated by the disproportionate effect of climate change in this climate sensitive region - changes to precipitation, temperature and crop yield have all been linked to the increased risk of such a conflict occurring (Wallace-Wells, 2019). Things have already become ugly when considering how ineffectively and inhumanely Europe has treated an estimated 1 million+ Syrian refugees over the last decade. Migration has been cited as a contributing factor to rising nationalism, racism, islamophobia and intolerance across Europe. Some fear that without a drastic change in attitude or system, we will live to see climate migrants and refugees potentially increased by a factor of 100 times over this previous decade by 2050 (Couldrey and Herson, 2008): we could well be facing a crueler and more violent future and, for it's scale, a time without precedent.

The scope and breadth of devastating consequences that the climate and ecological crises are bringing is not just limited to food shortages and mass climate displacement within 30 years. Typically mainstream institutions, ranging from the Bank of England to the IMF are now highlighting the most serious concerns. An IMF report from September 2019 acknowledges, "the risk of catastrophic and irreversible disaster is rising, implying potentially infinite costs of unmitigated climate change, including, in the extreme, human extinction." (International Monetary Fund, 2019). The journey from 7.5 billion to 0 is beyond comprehension.

Following a precautionary principle, the student union has a responsibility for the welfare of all QM students, today and into the future. To not take dramatic steps to manage this risk of incredible severity would be totally disregarding that duty of care.

### **What impact will this have?**

We have declared a climate emergency and with this motion we will have a concrete plan for the future in addressing this.

Citizen's assemblies/Student assemblies represent a radical form of direct democracy. We hope that with our own SU organised annual student assembly, we can ensure that the cultural change sought at the core of the Green Charter will be realised in a way that all students at Queen Mary can strongly get behind.

For a livable future, please vote for this landmark motion.

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# QMSU Green Charter

## Summary

### Glossary and Forward

*Painting a clear picture of the importance of ongoing environmental crises around the world  
Demystifying the jargon behind current environmental science and environmental activism.  
Please become familiar with the glossary as a bare minimum introduction to the issues at hand.*

### General SU Reform

Fostering Cultural Shift:  
*SU Representation*

*Fostering Sustainability as an Institutional Value*

*Freshers: the Future*

Reducing Our Footprint:

*Accountability*

*Travel*

*Easy Changes*

It's Our Future: the Counter Curriculum:

*Teach the Gap*

*Workers are Learners*

*We, the Empowered Academics*

### **Reform of Clubs and Societies**

*Societies for Society*

*Sanctioned Travel and Risk Assessments*

*Sustainability Roles*

### **Reform of QMSU Facilities**

*Feed Our Future: Sustainability Through Dietary Change*

*SU Catering Facilities*

*Merchandise and SU Products*

*Utilities Procurement and Usage*

### **QMSU Lobbying, Tactics and Official Positions**

*Awareness Campaigning*

*Climate Justice*

*Lobbying for Remote Learning*

*We Are The Youth: Solidarity Throughout Education*

*Preach What You Teach QM: Declare a Climate and Ecological Emergency!*

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**Link to the full Green Charter →**

<https://docs.google.com/document/d/1uSgWKGhHYoA0KAoQtfl3np4KCtXfBYnZzurvHmzT3Y0/edit?usp=sharing>

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# QMSU Green Charter

## Big Policy Items

### Done

- *Eco email footer*
- *Big Green Box reporting tool*
- *Sustainability training for all QM staff members*
- *Trained sustainability rep. for all societies (currently voluntary trial phase)*
- *Sustain@BL award system*

### Being Done

- *QMSU will support a comprehensive program based on the recommendations of the green charter to include an annual forum for debate & re-evaluation in the form of an annual SU-led '**students assembly**' (styled on the emerging democratic model of citizens assembly)*
- *Add 'Sustainability' & 'Global Justice' to SU values*
- *Su commit to promoting large number of programs suggested in this document*
- *No lamb or beef sold at QMSU facilities*
- *The SU Should Discourage Staff and Students From Flying on Trips Associated With the Student's Union*
- *Sustainability calendar & Fresher's booklet*

### To-Be-Done..... (many in years to come)

- **Bigger ideas:**
  - *Introduce a Vice President Sustainability on the exec*
  - *Broad termly planetary crises campaign - funding ring fenced for sustainability*
  - *SU welfare provide eco-anxiety support - trained psychologists coming in & doing workshops at least once termly*
  - *Endorse fridays for future, SU strikes every month on a friday - ask students to get involved*
- *Circular economy*
  - *Food growing... full composting scheme and planters/allotment available for each student*

- *Circular Economy/Reuse/Sustainable Fair/Markets once a month*
  - *Commercial Services*
    - *SU logos not T-shirts*
    - *Surcharge on anything single use with the money raised by levy to be used to pay for new sustainability officers*
    - *Information cards with the carbon footprint on the price labels*
    - *Introduction of a sustainable menu - like at Sheffield*
    - *Re-use fair things sold at outlets*
    - *Sustainability link member assigned within existing staff at SU outlets... additional role duties include improving supply chain transparency in each outlet, overseeing surcharge on high carbon items, to have possible monetary retribution for their extra responsibilities raise through various 'green' commercial services levies already detailed (single use plastic charge, high-carbon levy)*
  - *Societies*
    - *Su commits to manage funding of any society who has not evidenced trying to take action on planetary crisis*
    - *Aspects of society activities that haven't accounted for significant environmental impacts fail to be sanctioned by the SU - can prevent societies from re-affiliating*
      - *eg. Risk assessment for all events should include planetary crisis*
      - *eg. SU can choose not to sanction events that feature flying*
  - *Education*
    - *Endorse AIM - mandatory week of climate teaching AT QM... European solidarity #sheffield*
    - *Lobby for remote learning - for 2 streams*
    - *Accommodate train travel holidays for SU staff/full time employees*
    - *100% renewable power for SU facilities OFFICIAL LOBBYING*
    - *Motion activated lighting in SU*
- 

## **9. The Union Should Discourage Staff and Students From Flying on Trips Associated With the Student's Union**

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**Proposed by:** Grace McMeekin (Sustainability Officer) & Adam Mitchell

**Seconded by:** Engineering Society, Young Aviators Society, QM Finance and Investment Society, QM Young Conservatives, Rosa Hughes (President of Sustain@BL), Amelia Jones (Treasurer of Sustain@BL), Tala Summar (President of Environmental Society Mile End)

**What do we want?**

The QMSU have declared a climate emergency and we likewise acknowledge that the climate crisis poses a great threat to the current and future well-being of students, and global humanity alike.

We want the SU to discourage staff and students from flying on trips associated with the Student's Union. During the COVID-19 pandemic we have seen how effective online communications can be in lieu of travel. When staff or students apply to fly the SU should strongly discourage this and suggest less carbon intensive travel alternatives. When societies plan on flying, their risk assessment must contain the planetary impact and cost to life that this activity causes.

In times of global climate crisis we need to tell the truth to our staff and students. We have an institutional responsibility for sustainability and for disseminating the facts: flying is, at present, one of the most damaging activities a person can do in any 24 hour period in modern society. One transatlantic return flight typically doubles the UK citizens annual carbon footprint - a year's worth of carbon in just 4 hours.

### **Why do we want it?**

'No-flying' is a concept that has emerged as a response to the disproportionately high toll of aviation on the climate crisis and thus climate justice. For example, 20 people on a return flight to Palma, Mallorca (eg. sport club's annual social trip abroad) emit the same amount of carbon in 5 hours as 400 average Ugandan citizens do in one year. The world's poorest will be the hardest hit by the climate crisis but contribute the least. This aside, all people, in the Global North and Global South, face the possibility of human extinction. Thinking of climate justice, it is inconceivable that our SU would allow our societies to engage in activities that so disproportionately contribute to such a great risk, for very few positive outcomes long term. Aviation will still exist, but given the risks, QMSU cannot employ willful blindness in facilitating such damaging and dangerous activities.

However, we recognise the great cultural shift for the minority of wealthy students who can afford to fly regularly this approach represents - it should be noted that 50% of even UK citizens have never flown before. Therefore, as a compromise, it is not our intention to act as enforcers of a strict no flying policy for lack of popular support. Instead we can see a way for the SU to still act within the constraints of our system and promote/provoke much more honest conversations amongst the student body about flying.

### **What impact will this have?**

In 2018-19 BL Boat Club was one of the first QM societies to introduce a no flying/carbon conscious travel clause within their society's constitution. Within the 2 years since this motion was passed, the conversation around flying and general culture about the society's impact has evolved dramatically.

Just like when institutions and groups recognise racism, sexism and other intersectional struggles, changing a broader culture happens through small changes at the levels of communities and groups. The conversation about aviation is intrinsically one of power and justice and the best thing our SU can do right now is to provide the right conditions for important discussion and reflection on our broader culture.

We dream of a better world where humans are able to meet their needs without compromising others abilities to meet theirs. Reducing your flight itinerary by even one medium-haul flight in a year is similar to a combination of going vegan, driving an electric car and switching to renewable electricity for one year. Therefore, in discouraging flying, the SU can have a huge impact and massively reduce its carbon footprint. This will help to safeguard student's futures and take steps towards acting on the SU's declaration of a climate emergency.

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## **10. The Union Should Reduce the Provision and Sale of Lamb and Beef to Zero Over the Next 2 Years**

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**Proposed by:** Grace McMeekin (Sustainability Officer) and Adam Mitchell

**Seconded by:** Charlotte Edgar (Commercial Services Officer), Rosa Hughes (President of Sustain@BL), Amelia Jones (Treasurer of Sustain@BL), Tala Summar (President of Environmental Society Mile End)

### **What do we want?**

The QMSU have declared a climate emergency and we likewise acknowledge that the climate crisis poses a great threat to the current and future well-being of students, and global humanity alike.

Following in the footsteps of many other universities who have banned the sale of red meat, such as the University of Cambridge, Goldsmiths and UoL, we want Queen Mary Student's Union to reduce the provision and sale of lamb and beef products in their outlets to zero over the next two years. A policy shift to no lamb or beef sales is one of the easiest and most effective ways an organisation can reduce its greenhouse gas emissions.

In order to achieve our aim over the next 2 years, we propose that the elected Commercial Services Officer should work on an ongoing roadmap for phasing out beef and lamb with the sustainability officer and key stakeholders.

We plan to start with cafes, as they already serve very little red meat; then we will move onto shops; and finally to venues, to give plenty of time for adapting menus.

### **Why do we want it?**

Lamb and beef are two of the highest impact foods around. We have all heard how industrial agriculture is irrevocably damaging our rainforests, rivers and planet. Therefore, by switching away from these two highly damaging protein sources, we can estimate that consequent plant based substitute protein served by the SU would, on average, mean: “95% less greenhouse gas emissions; 85% less water usage; 95% less land burden... (these numbers are global averages)”. In addition, Student’s Unions who have made the switch, such as Cambridge, have ended up more profitable than before.

Please check out <https://www.0beef.com/> and their online change pack for learning institutions,  
<https://static1.squarespace.com/static/5b1befbdda02bc2159e58aef/t/5c94ec10085229d4d73ca73f/1553263678657/Change+Pack.pdf>

Red meat has been shown time and again as a risk factor for the development of a number of diseases which are increasing in our society at present, including, type 2 diabetes, cancer (especially bowel cancer), obesity and coronary artery disease. Whilst it is not the responsibility of the student union to police health, it is important contextual information when weighing up the pros and cons of the sale of red meat.

Pressingly, many members of the student body belong to faith groups that prevent or reduce their dietary options when lamb and beef are offered. Moving away from lamb and beef to plant based options ensures equity of choice for this significant portion of the student body who are currently at risk of being pigeonholed into the box of “the vegetarian option”. All students should have a range of meal options available to them to cater to our various nutritional, health, faith and ethical needs. Switching to a largely plant based menu could go a long way in guaranteeing choice for these historically underserved demographics.

### **What impact will this have?**

Reducing to zero the sale of lamb and beef will go a long way in fulfilling the student union's commitment to sustainability, whilst also increasing the profitability of our commercial outlets at a time of historic change for the SU's finances. Furthermore, we can play a more active role in the promotion of healthy and nutritional practices of our students.

2021 is a historic year and we are facing unprecedented challenges from many angles: a climate crisis out of control; a health crisis that has brought us to our knees; and for civic institutions like ourselves, broad financial instability. We need to learn the lessons of past crises and focus on ‘building back better’. Building back better means we put values of



sustainability and health centre stage to maintain our position as a relevant and outspoken advocate for our students in such tumultuous times.

We believe now is the time to join other higher education institutions in the UK, and around the world, in solidarity - by pledging to reduce to zero the provision and sale of beef and lamb at our facilities.

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**11. The Students' Union should lobby the university to make all welfare provisions, including Advice and Counselling and DDS services, more accessible to students regardless of which campus they are on or which course they study.**

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**Proposed by:** Mat Robathan (BLSA President)

**Seconded by:** Shamima Akter (QMSU President), Jack Jukes (QMSU VP Welfare), Aphrodite Murray-Liddington (VP S&E), Cameron Storey (VP HSS), Francis Elechi (BL International Rep), Emily Brandon (BL Women's Rep), Robert Tucker (BL LGBT+ Rep).

#### **What do you want?**

For the Students' Union to lobby the university to make all welfare provisions, including Advice and Counselling and DDS services, more accessible to students regardless of which campus they are on or what course they study. This should include:

- Ensuring all services including advice, counselling and DDS are within a short walking distance (10-15minutes) from all University campuses for those who wish to access these in person. This includes all London (Mile End, Whitechapel, Charterhouse Square, West Smithfield and Lincoln's Inn Fields) and international campuses (Paris, Malta and China).
- Continuing to make welfare provisions accessible via online services and ensuring these services are kept updated and to the best standard possible. This should be in addition to having a physical service available within walking distance of all campuses.
  - If online service is offered, this should be at a time suitable for each campus including accounting for time zones if the online service were to be based in London but accessible abroad. This may not be possible due to legal barriers in some cases so the online service may need to be based in the country where the campus is based but an online as well as physical service should be offered for ease of access.
- Ensuring welfare services are well advertised and signposted to students by using:
  - Fresher guides and packs

- Signage on campus
- Social media
- The QMUL webpage
- Tutors, advisors and staff
- Emails and other communications
- The QM App
- The Students' Union
- Providing accessible hours by accounting for QMUL's official teaching day hours and the different timetables and hours certain students may have. For example, some courses have timetabled compulsory teaching from 9am-6pm every weekday. Access to services should therefore be accessible outside of these hours.
- Ensuring welfare provisions that are at least partly managed by the University are provided at all sites where students are placed as part of their formal education. This can include:
  - Year abroad sites
  - Clinical Placement sites
  - Year in industry sites

### **Why do you want it?**

QMUL has a diverse range of courses with various needs and commitments. Furthermore, QMUL's campuses are spread across London and the world. Yet, in London advice and counselling is currently only based in Mile End which accounts for 1 of the 5 London QMUL campuses. Lincoln's Inn fields is a 1h22 minute walk away from Mile End and almost 30minutes away via public transport. This makes access to welfare provisions for certain students difficult.

This pandemic has reminded everyone, including the University, just how important access to support is for students and their wellbeing. Therefore the University should do all it can to make its welfare provisions more accessible to students on any campus and any course.

### **What impact will this have?**

This will allow more students, regardless of course or campus they study on, to more easily access wellbeing support and look after their wellbeing. In turn, this could improve student mental health and improve their ability to prosper.

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## **8. Policy Renewal**

### ***Policy Renewal***

**8.1** *Policy passed more than two academic years earlier shall be presented to*

*Student Council with a recommendation from the Executive Committee to renew, embed or lapse.*

- 8.2 *Any policy that is renewed will be debated again after 2 years.*
- 8.3 *Any policy that is embedded will be considered permanent policy until Student Council brings it back for debate to retain or lapse.*
- 8.4 *Recommendations shall require the approval of a simple-majority of Student Council to be passed and should be done in 1 vote for all policies at the same time.*
- 8.4.1 *Student Councillors should make clear to the Chair any individual recommendations they would like to be debated separately, the Chair shall bring these forward for debate before being voted on. The rest of the recommendations shall then be voted on in 1 vote.*
- 8.5 *A Union member may, at any time, bring policy that is considered to be out of date to the attention of Student Council to be debated.*
- 8.6 *Policies which exceed the 2-year limit for any reason shall be brought forward for debate at the next meeting of Student Council.*

The following policies are now due for review and may be lapsed, renewed or embedded:

<b>Passed</b>	<b>Title</b>	<b>Recommendation</b>
26/2/2019	Should the Union Merge Bye-Laws 13, 14, 15 & 17 into the New Bye-Law 22	
26/2/2019	QMSU should support a People's Vote	
26/2/2019	QMSU should denounce the organisation Student Rights	
26/2/2019	QMSU should lobby the University to replace the "Fit to Sit" policy with extenuating circumstances	
26/2/2019	QMSU should prohibit playing artists accused of rape, paedophilia and other illegal forms of sexual violence at outlets	
26/2/2019	Whitechapel Welcome Fair Allocations should be offered to Mile End Sports Clubs not offered by BLSA in cases where the said sport is offered to only a specific Gender at BLSA	
26/2/2019	QMSU should Encourage and Support Student Groups to have Welfare Representatives on their Committees	
26/2/2019	QMSU should Ensure Recycling Facilities Exist in all of its Buildings and Venues	
26/2/2019	QMSU should lobby the university to create part-time undergraduate courses	
28/03/2019	Amendment 1: Disabilities & SLD: Setting a Higher Standard	

28/03/2019	Provide training and perks to BL non-reps	
28/03/2019	Oppose Prevent and support groups that campaign against it	
28/03/2019	Change the pay procedures for Student Staff	
28/03/2019	Make the MFC1 room women only during open prayer times	
28/03/2019	Replace Student Media Officer with Student Media Chair	
28/03/2019	Trial providing Mental Health Aware Training to Student Staff	
28/03/2019	Provide Mental Health Training to all elected officers	
28/03/2019	Black History Month fund	
28/03/2019	Oppose the BLSMD rebrand's lack of meaningful student consultation and lobby the University to work with student representatives on reaching a solution	
28/03/2019	Lobby the university to prioritise students with greater financial need when allocating cheaper rooms in halls of residence	
28/03/2019	Lobby Qmotion to integrate an online booking system to book respective rooms such as the sports hall and get active studios	
28/03/2019	Allocate a budget as well as work with facilities to install an "events board" in the library for student groups/societies to post student-led events,talks, matches	
28/03/2019	Lobby for Science and Engineering (S&E) faculties to record tutorial sessions being led by one select PhD student for each module (wherepossible)	
28/03/2019	Lobby for Science and Engineering (S&E) faculties to conduct end of module evaluations for the Ph.D led tutorial sessions from each module	

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## 9. AOB

Dates of meetings for 2021-22 will be announced in the summer.

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## Reports from Scrutiny Panel Meeting 8 March 2021

### Executive Officer Reports

Position	Name	
Students' Union President	Shamima	Akter
<p><b>Team management + Operational</b></p> <ul style="list-style-type: none"> <li>• Carrying on with 121s with the executive officers at the end of every month. Has allowed me to observe the changes and developments of each member and identify areas of support needed.</li> <li>• Areas of support include covid mitigation talks, rent conversations, supporting with Asian Heritage Month with some content creation and organisation. Other areas of support are beyond official projects and instead helping with personal development.</li> <li>• The usual meetings that I chair such as the Board of Trustees and QMSU/QMUL update meetings have occurred. Both are very important for our governance and our relationship with the University.</li> <li>• As an executive team, we have all started getting supervision from an external organisation. This is the first time executive officers have had that support and I believe it's a great step to ensuring our well being is not jeopardised. The next team will be able to benefit from this properly, as they are likely to have it from the start of their year.</li> <li>• Elections - I have been involved with the Spring elections working group. Supported in the organisation of the Candidates Q&amp;A and will also be hosting the results.</li> </ul> <p><b>SUAF - Students United Against Fees</b></p> <ul style="list-style-type: none"> <li>• This campaign is ongoing. The advisory committee, which I am on, has met and will continue to meet to determine the direction of the campaign. We are trying to create a more localised push to our students to sign up to the campaign and create more noise, at this current moment, whilst also trying to create links with external stakeholders.</li> </ul> <p><b>Russell Group SU President's Network</b></p> <ul style="list-style-type: none"> <li>• I have been liaising between the Russell Group and the network to create a bridge between the two and form better channels of communication. This has led to the first meeting with the Head of Policy for the Russell Group, on the 3rd of March, which I organised. I will continue to establish the network more firmly and create more connections with relevant stakeholders.</li> <li>• This network really helps aid the work done for SUAF, as a lot of the members are a part of SUAF.</li> </ul>		

### Space management

- Have been working with University staff to ensure there is student consultation is a priority for any work done in estates regarding Space and the use of space. The timeline for this is being revised and we are trying to figure out the best way forward, with the right stakeholders involved. This is a long term project, beyond my term as president and is something I will handover.

### Transitions/handover

- From here onwards, this is a focus of mine. Discussions have started on how transition went last year and what we are anticipating this year. Reflections and learnings from my previous two years will be helpful to figure out how to best handover to the next President, as well as the next team.
- Once election results are out, I will work with the Representation and Democracy team to ensure we create the most effective handover for the next team.

### ACT - Awareness Campaign Tool

- There has been a soft launch of ACT. Although this wasn't a priority to launch, given the other external situations going on, small steps were still taken to somewhat launch it. Certain things, such as consent training, was rebranded to ACT and slowly we will be launching more elements of it later.

### VP Barts and The London

### Mat

### Robathan

1. Working on Covid mitigations for MBBS and BDS which are now almost approved and should be sent to students by the end of the week. This has included a lot of rep involvement.
2. Worked with no medical and dental courses to ensure QMUL Covid mitigations are being implemented as they should be.
3. Developing the national UKFPO campaign with other medical student representatives. This has involved:
  - Planning a response to their response to our petition
  - Planning next steps including potentially declaring no confidence in the UKFPO
  - Planning to attend the BMA conference where more UKFPO issues will be debated
4. Helped organise and chair Candidates debates (the BL Candidates debate and the Executive Officer Candidate Debate).
5. Promoted SU elections including the nomination and voting period.
6. Met with the Society App (an app that allows groups to promote their events to students) developers to develop new features and better understand the impact the app has had. The app's total QMUL users is around 900 in which 88.3% of users are active with push notifications turned on.
7. Chasing up email issues to ensure all students receive SU updates:

- There have been recent issues with SU emails being flagged as spam in students' inboxes.
  - Not all BL courses receive SU emails so we are trying to address this.
8. Submitted a motion to Student Council on lobbying the University to provide better welfare access on all campuses and for all courses
  9. Submitted a motion to Student Council asking for more recycling in SU and University facilities.
  10. Submitted a motion to Student Council asking for us to introduce sustainable menus in our food outlets.
  11. Reviewed much of the SMD communication to students about blended learning and flagged inconsistencies as part of an OFS mandated Consumer Law review exercise being undertaken by the University. I also checked in with reps about feedback on this and passed their comments on.
  12. Have organised an AGM for March 12<sup>th</sup>
  13. Updated the BLSA website with a section on Sponsorship and Advertising with help from Will Wicks, the External Affairs officer.
  14. Met with Welfare zone to outline the new more streamlined process for advertising and promoting liberation months and campaigns on social media and the BLSA website.
  15. Held 1 to 1s with some reps who had not had one over the winter holidays to check in with them and work on any outstanding projects they had
  16. Still supporting the NHS and vaccination schemes by developing schemes for students to be employed as vaccinators and in other roles to support the NHS.
  17. Met with the Honours Committee to go through Colours and Blues nominations for SMD finalists.
  18. Responding to student feedback around their placements and liaising with staff to ensure these are addressed.
  19. Have started a new group to look at the BLSA Terms of Reference and ensure these are up to date. This exercise will involve:
    - Ensuring all roles and role descriptions are up to date
    - Ensuring all courses and student groups are adequately represented
    - Ensuring reps are better supported by BLSA structures
    - Working on Malta representation and structures
  20. Worked with VPs to continue plans regarding Rites of Passage including meeting with relevant partners and developing Covid-19 aware timelines for decisions to be made in.
  21. Working with the Alumni Association, BATLAA, to develop a fundraising campaign for this year's Rites of Passage ceremony.
  22. Worked on Education Awards and nominations shortlisting.
  23. Developing plans for BL week. BL Week will happen 12<sup>th</sup> April and will consist of:
    - A "do it yourself" heritage trail
    - A social media campaign promoting Barts and The London and its partners
    - Talks from notable alumni and individuals linked to Barts and The London
    - Volunteering/fundraising initiative
    - Association Dinner



24. Developing plans with the VPs for Association Dinner which will now be held virtually as an award type ceremony. We also are planning how to change the awards for this event in light of Covid-19.
25. Working to see if financial support can be achieved for students who are forced to interrupt and resit a year due to the pandemic.
26. Working with reps on ensuring clear information is sent to students regarding assessments.
27. Working with the university to ensure there is enough space on campus for those who need to sit a live, closed book exam as part of their studies but do not have access to suitable learning environment at home. This needs to be done in a safe and Covid-secure way of course.
28. Developing plans for renovations at Charterhouse in The Shield and Shield 2. Have secured some additional support to fund this project that will provide a common room/study space for students to use as well as multipurpose space on Charterhouse Square.
29. Monitoring use of study space in Whitechapel and West Smithfield campuses and trying to increase available space for students.
30. Attended regular University meetings including:
  - Residential Strategy Board
  - Memorandum of Agreement meeting between QMUL and QMSU
  - Weekly IHSE meetings
  - Weekly Dentistry-Trust meetings
  - Medical Assessment Committee
  - Medical Education Committee
  - SSLCs for many different courses
  - QMUL-QMSU Update meetings
  - Weekly QMSU-QMUL catch up meetings
  - Estates Strategy Board
  - University Council
  - Meetings with the Library
31. Attended meetings with other student representatives from across the UK and London.
32. Working on the "Do it with Thy Might" campaign. This initiative will be around celebrating Barts and The London, its partners and students. We are hoping to do a proper launch after the Easter holidays during BL Week.
33. Supported with interviews for new undergraduate medical students.

**VP Science and Engineering**

**Aphrodite**

**Murray-Liddington**

#### **No Detriment/ Covid Mitigation Policy**

- Mat and Aphrodite are very close to signing off covid mitigation policies for SMD after meeting with Professor Warrens, Nimesh Patel and various dentistry students separately.
- Mitigations include but are not limited to: Automatic resits (that don't count as a third sit), implementation of extensions where possible, MBBS Yr 4 worst 2 stations from OSCE will be discounted where applicable, expansion for EC's etc.



- Due to PGR students not being in the remit of the Covid Mitigation Group (PGR students work under a different exam & regulatory board) Aphrodite is pursuing this cohort with Andrew Livingstone with the support of Stephanie Marshall.
- Working on lobbying the university to discount modules. When brought up in the Covid Mitigation Group this did cause some tension. Aphrodite will look to members of SET which must include Colin Bailey\* to present the case as to why QM should approve the discounting measure.
- Aphrodite working with IT and university comms (inc. Maggie Leggett) to create a FAQs page to alleviate any uncertainty regarding the policy so far.

\*Aphrodite was told in the last Covid Mitigation Meeting that Colin signed a document against any discounting. Aphrodite wants to verify that this is in fact the case, if so this should have been communicated to students at the beginning of the academic year.

### **Festival of Education**

- Begins w/c 8<sup>th</sup> March, Aphrodite & Cam along with QM Academy (Janet De Wilde & Allison Pettigrew) have been working on the Festival of Education where we are hosting a plethora of events celebrating QM's style of teaching, gaining feedback from the audience, having student panel events on closing the feedback loop.
- Aphrodite is also moderating an IT event in the FoE on the 11<sup>th</sup> March.

### **SEED Award**

*'The contribution and purpose of the SEED Award is to have a student focused framework situated in the Teaching Recognition Programme at the Queen Mary Academy. Through this framework, student engagement and development will be supported by a recognition and accreditation process aligned with the United Kingdom Professional Standard Framework (UKPSF). This is designed as part of the route to Associate Fellowship of the Higher Education Academy (AFHEA). This framework will evolve and be developed in agreement with the Advance HE accrediting body.'*

- Aphrodite & Cameron have been cocreating the SEED award alongside QM Academy staff. It looks to involve students in helping to create their own curricula and is something that is recognised by the UKPSF.
- At the most recent EQSB this was signed off for approval to be accredited on the HEAR transcript.
- Aphrodite, Cameron, Harris & Shraya completed the script writing and recording for the SEED welcome video and the SEED application form video.
- Now awaiting to be involved in the design of the new website.

### **IT Forum**

- Agi and Aphrodite had discussions on formulating an IT Forum (similar to education board or school forums) where students could attend if they had any tech issues and be able to interact directly with people who can action this ergo more effective communication pathway.

### **LGBT+ History Month**

- 'Everything you need to know about LGBTQ+ sex' was a great success.
- Sending out the winners prizes this week.

**VP Humanities and Social Sciences**
**Cameron**
**Storey**

This report covers the period from Monday 18<sup>th</sup> January to Friday 5<sup>th</sup> March.

- Sat on the Student Media Funding and Affiliation Panel to distribute funds to media outlets.
- Have been involved since its inception in the Covid Mitigating Measures Task & Finish group, co-chairing the sub-group "EC's and deadlines".
- Assisted the Queen Mary Academy with the development of SSLC Training for staff co-chairs, a programme developed following the approval of the new guidelines for course representatives and SSLCs following a review by the Students' Union earlier in the academic year.
- Have set-up, and jointly chair with Aphrodite, a Task & Finish group of the Assessment and Feedback Workstream. So far, two meetings have taken place, and the remit of the group is to look into barriers to student voice and experience, and how the university can better collect and act upon student feedback.
- Have hosted two further events in the Employable Me series: "Your Degree Doesn't have to Define your Career" and "Imposter Syndrome in the Workplace", involving 8 alumni in total and have been very well attended, averaging a 50% registration-attendance ratio.
- Tiana and I have continued working on Project: Doctorate, completing the budget case for the intern role that has now a primary focus on developing engagement strategies for both postgraduate taught and research students in Student Union activities and events. At present, we plan to present the budget case to the Student Engagement Manager, Head of Finance and CEO.
- Attended the January Estates Strategy Board.
- Attended and spoke at the QMSU Annual Members Meeting, and acted as deputy chair to the meeting.
- Attend the university organised Student Governor Training.
- Was invited to provide a student perspective to inclusivity in the online environment at a HSS Faculty Forum for EDI leads, alongside Jack.
- Have attended as a student representative to two HSS Faculty EDI Committees, providing an update on Student Union activities in that department.
- Have provided support to the elected PGR HSS Reps in fulfilling their responsibilities in their roles, focusing primarily on the communication issues with PGR students and on the lack of representation in the course rep system.
- Attended the HSS DEAG meeting, highlighting the disparities in face-to-face offering for students who study in HSS Schools.
- Alongside Mat and Aphrodite, have been involved in the Review of Compliance with Consumer Law, highlighting the miscommunication in some Schools in HSS in regard to the offering promised by central communications and those sent by individual schools in terms of expectations of studying this academic year and the face-to-face offering across HSS. Amongst the research I have conducted, SPIR, SBM and LAW are the most inconsistent, and this was highlighted and noted by the group.
- Have been an active member in the planning for the Festival of Education 2021. Alongside Lucie Langley, I will be co-chairing a student panel on the experience of

students since the start of the pandemic and will be asking questions relating to the transition to online learning, student wellbeing and the general student experience. I will also be acting as a chair for a further session on blended learning during the week.

- Tiana and I met with Zi Parker from the Doctoral College to discuss how we can collaborate with them in the delivery of a postgraduate event series in June.
- Supported the newly elected SEF representative in meeting university staff and carrying out manifesto related objectives to improve the communication in the School and strengthen the course rep system.
- Spoke at an introductory session for the new intake of students on the SEF Apprenticeship Programme, providing an overview of the Students' Union.
- Hosted multiple drop-in sessions for election candidates to find out more about the VP HSS and VP S&E roles.
- Have created multiple videos alongside Aphrodite, Harris and Shraya to introduce and welcome students to the SEED award.
- Reported on issues facing HSS students in terms of e-learning problems at the E-Learning Committee.
- Attended the February Board of Trustee and other connected meetings.
- Chaired the HSS Board and co-chaired the Education Board with the other Faculty VPs.
- Attended two meetings of the Taught Programmes Board and Education Quality and Standard Board.
- Supported the SBM and SSLF Reps in chairing their School Forums. I myself chaired the School of Law Forum.
- Presented the Covid-19 Library Feedback Report, carried out by the History Rep, to the Outreach and Engagement Group to discuss how best to communicate library related business with students.
- Have been involved in the shortlisting and selection of Education Award nominations and winners.
- Participated in a new series of podcasts organised by the SEF Rep to highlight the achievements of course reps.
- Support Charlotte Kendrick and Terry Bradbrook with recruitment of a new Interim Fitness Manager for QMotion.
- Involved in the recruitment process alongside Lucie Langley for a new HSS Graduate Leader role within the Faculty.
- Attended the third occurrence of Senate.
- Participated in the Executive Officer Hustings, asking questions to the VP HSS and VP S&E candidates.

#### VP Communities

Tiana

Dinard-Samuel

#### LGBT History Month

I continued supporting and meeting with student reps for LGBT+ History Month and organised the meeting to make decisions on the liberation fund. I also coordinated and co-hosted two events with Aphrodite, VP S&E. The first was Diverse(ish), based on the theme Intersectionality where we facilitated encouraging discussions around student experiences with their identity. The second event was 'Everything you need to know about

LGBT+ sex' with QMUL alumna and RSHE sex educator Demi Whitnell. This event was very well attended and had an engaging anonymous Q&A at the end. We also organised a draw where three attendees have won a sex-education related prize. I also collaborated with the University Alumni Team on their 'Alumni Angles' event with BBC news presenter Jane Hill by co-hosting the event. I am now starting to work on the evaluation report for the campaign.

### **Asian Heritage Month**

I set up the organising committee for Asian Heritage Month to plan the campaign by contacting student reps as well as Asian cultural societies to see if they were interested in getting involved. We decided on the aims for the month as well as certain aspects for the social media campaign; and of course the liberation funding. I also wrote content for the website such as the welcome message and highlighted countries and societies to spotlight. I am planning an event on Asian Women in Leadership with Shamima, the President, and contacted influential women to invite them to participate in the panel.

### **Rent**

I have continued to co-lead the work surrounding rent issues with Jack, VP Welfare; particularly since the motion was passed at the Annual Students Meeting mandating that the Students' Union support the QMUL rent strike campaign. We have been lobbying the university in regular weekly meetings about various issues such as maintenance problems and rent rebates. The university accepted consultation from the rent strike campaign on maintenance issues and is working to combat these issues. Unfortunately, we are still yet to make progress in securing further rent refunds/discounts but are continuing in these conversations. Outside of these meetings we also raise these issues in other spaces such as the Residential Strategy Group Meeting where we pushed for more student consultation on any decisions made.

I also recorded a zoom interview with Jack and a representative from the London Renters' Union which has been shared on the QMSU YouTube Account to provide students with more information on support offered from the LRU in Tower Hamlets.

### **Race Equality**

I have collaborated with the Careers and Enterprise team on a project they are doing to reflect on and change the way we support our Black students and graduates, in response to the importance of the Black Lives Matter Movement. In February I facilitated the first in a series of focus groups for black students to share their experiences so that these improvements can be made.

I have also contributed to finalising and promoting a project on a University mentoring opportunity called Diversity Speaks where students can take part in group coaching. Students who identify from an ethnic diverse background will be encouraged and supported to fulfil their potential and minimise barriers that may affect their academic outcome.

### **Postgraduate Students**

I have had regular contact with the postgraduate reps to understand the needs of postgrad students. For example, we consulted on a proposal for extensions for PGR students. We offered feedback to the Doctoral College to make sure students' needs are prioritised.

I have also continued work on Project: Doctorate with Cameron, VP HSS, and we have now developed a budget case for a postgraduate coordinator intern role within the Students' Union to start in the academic year 2021/22. We are hoping this role will do a variety of things to support PGR students such as research into PGR engagement with the students' union. This will be proposed to the CEO before applying for funding. We also met with the Doctoral College to discuss PGR support and plans and ideas for Grad Fest this summer, which overlaps with our initial idea to run a postgraduate week of events. The plan is to collaborate and host some events and activities for postgrad students throughout a month, with input from the postgraduate reps and PGR students.

### **International Students**

Many students got in touch with the exec concerned about the deadline for international fees, so we pushed the university to extend the deadline to allow students time to pay. Unfortunately, they did not agree to extend the deadline, however assured us that no automatic deregistration would take place and that they'd work with students' individual situations to come up with the extensions necessary on a case by case basis.

I have continued meeting with the International reps on issues such as these and am supporting them in carrying out a social media campaign for International Week in March. I am also currently working on a statement to update students on the work we've been doing such as our regular meetings with the Vice Principal International to lobby for things like removal of the admin fee for paying in instalments; and allowing students to pay their fees in more than two instalments. This is only supported by the motion that was passed at the Annual Student Meeting in January that the Students Union should lobby for international student fees to be reduced and students to be allowed to pay in four instalments. Therefore, I am continuing to lobby on this with the support of the International Reps.

On a different note, I met with a professor from the School of Engineering in China to discuss how TNE (Transnational Education) Students can get more involved with the Students' Union here – for example making students in China aware that they too can nominate staff for the Education Awards. I am hoping to get some students there involved with the International Week campaign too, we just have to figure out how to share the content as the students there don't have access to Instagram and Twitter like we do.

### **VP Welfare**

**Jack**

**Juckes**

### **Finance**

#### **Hardship Funding**

Jack is continuing to work with the university's finance department on hardship funding. Since the last Scrutiny Panel update, there has been another grant of £238,000 given to the university for student hardship funding. Jack has worked with the university to agree how this money will be used, with the university repackaging different forms of financial support into one Covid-19 support scheme with different sub-funds.

Since this change, and with additional promotion of financial support available, there has been a huge increase in the number of applications for financial support from students, with the university's Bursaries team receiving additional redeployed staff from other departments to help process the applications. QMSU has also redeployed a member of its finance team to the university's finance department, on a temporary fixed-term agreement, to assist with the student hardship applications.

### **Student Staff**

There are ongoing discussions around the financial support for student staff. Jack is continuing to work with the Students' Union and the University. Jack has raised concerns about this ongoing issue both with the university's Chief Finance Officer, and with the wider university Senior Executive Team. It should also be noted that Mike, QMSU CEO, has been particularly vocal and is consistently pushing the university on this issue, especially from a student welfare perspective.

## **Health and Wellbeing**

### **Mental Health**

Jack is continuing to work with Tower Hamlets Talking Therapies (THTT) on support for students. The first wellbeing webinar, as part of Study Well, went ahead – it had a good number of registrations but a low turnout on the day. Jack, THTT, Residences, and QMSU Comms are working to adapt the sessions to improve engagement, and are considering the idea of pre-recorded sessions for students to access at times most convenient to them.

Recruitment of students for the mental health workshop initiative from Rethink Mental Illness, which will train and pay students to deliver mental health workshops to other students, is due to start shortly

Jack recently participated as a panel member in an event about LGBTQIA+ Mental Health with the university for LGBTQIA+ History Month. The event was successful with good audience participation and feedback, and a recording of the event will be available shortly for students who were unable to attend.

Jack is also chairing a panel event for University Mental Health Day on Thursday 4<sup>th</sup> March, called "How Are You Really Feeling? Let's Talk About Mental Health". This event is a collaboration with the university, the Alumni department, and a member of alumni.

Jack also passed a motion at the last Student Council to ensure SU staff complete Suicide Awareness Training, and this was subsequently approved by the Board of Trustees. Jack is now working to implement this policy.

### **Study Well**

Work to revitalise Study Well is ongoing, with plans to invite student groups to run their own Study Well style events and exploring the idea of virtual libraries. Jack is working on plans



for later in the semester as assessment seasons draws closer, and is exploring on-campus options for if and when more students are able to return to campus.

### **Drugs and Alcohol – Harm Reduction**

Jack is exploring options for a Drugs and Alcohol Harm Reduction campaign later in the academic year. He has met with an academic from SMD and a PGT student who are working on these issues and is working with them to link up the projects together. This will involve research into students' attitudes towards alcohol and how the Covid-19 pandemic has affected this.

Jack has also now received the results of the drugs and alcohol survey that was conducted in December and will be working with Marianne and Esther to review the results and identify salient themes. Jack hopes to present these findings to the university and use them to help inform the harm reduction campaign later in the year.

Jack has also looked into the university's outdated Drugs and Alcohol Use policy and will be lobbying the university to make adjustments to this.

### **Connecting Students**

#### **Project Talk**

Student volunteers for Project Talk have all been recruited and interviewed, have now received their training, and the scheme will shortly be opening for students-in-need to register. Jack was heavily involved in the interview process for volunteers and committed hours to this process.

#### **Umii**

The Umii trial launched as planned on Monday 1 February 2021, and Jack and Esther have been meeting regularly with the app creator to discuss progress and data. The initial uptake was somewhat slow in the first week or two, but has since picked up to levels comparable with other universities which is very promising. The data also seems to suggest that the quality of the connections made is high, which is just as important as the number of connections.

### **Accommodation**

#### **QMUL Rent Strike Campaign**

Jack has continued to work with Tiana and Shamima to support the Rent Strike campaign. They have been meeting weekly with the campaign, and weekly with the university (or more when required), to work through the issues raised by the campaign. There have been mixed amounts of progress, with more progress on some issues than others.

**Private accommodation**

In addition to previous work, Jack and Tiana recorded an interview with the London Renters Union to inform students of what their purpose is, how they can support student renters in private accommodation, and how students can get involved with them. This interview is hosted on the QMSU YouTube channel and has been promoted to students.

**Academic Welfare****Advisor Training**

Jack is continuing to attend meetings with university staff about the revamp of the university's Advisor system and the training they receive. Jack is participating in a trial run of part of the online training that advisors will receive to then provide feedback to QM Academy.

**Covid-19 Mitigation**

Jack is continuing to support Aphrodite in the ongoing Covid Mitigation policy discussions with the university and pushing for decisions that are in the best interests of students' welfare.

**Miscellaneous****Estranged, care-experienced, and other independent students**

Jack is working with Sheila Gupta, Vice Principal (People, Culture and Inclusion) and Lizzy Pollard (Welfare Advice Manager and Deputy Head of Advice and Counselling Service) to plan a listening event for Independent Students (care-experienced, estranged, or otherwise without family contact) as part of the university's commitment to the Stand Alone Pledge. This event will allow these students to share their experiences in a safe and supportive environment, allow the senior university team to understand the issues and obstacles they face, and help improve the support offered to these students. The event is scheduled for 18 March 2021.

**Graduate Attributes workstream**

Jack is attending regular meetings of a new workstream called Graduate Attributes by the QM Academy, with the purpose of defining what attributes our students should achieve during their time here and graduate with, and embedding these into the education and enrichment provision.

**Access and Participation Plan (APP)**

The Office for Students (OfS) requires universities to evaluate their performance against their own APP, and this year the OfS have introduced a new requirement for a student submission for each university. In agreement with the university, Jack has been nominated



as the student representative who will complete the student evaluation and submission. This will involve consulting with students to find out what they think of the university's performance in areas such as Widening Participation, and then writing a report to submit to OfS.

### **People, Culture and Inclusion Presentation**

Jack recently co-presented with Sheila Gupta at the QMSU-QMUL Update Meeting, with the senior teams of both institutions, on joint projects on issues such as mental health, listening to Independent Students, and the values-based projects.

### **Values based work**

#### **Humans of Queen Mary**

Jack and Lucie's Humans of Queen Mary project is now open for submissions from students and staff, and will hopefully be sharing these photos and stories soon.

#### **Values-based Engagement**

Jack and Lucie Langley are co-chairing a new workstream called Values-based Engagement. The Values-based Engagement Workstream is the 3rd Workstream under the SP112 Improving Student Engagement strategic project (part of the Education & Student Success Enabling Plan). This workstream is still in the very early stages of scoping and planning, but will convene its first meeting on Friday 5 March 2021.

### **Part-Time Officer Reports**

Position	Name	
<b>Allied Courses Representative</b>	<b>Elsa</b>	<b>Heald</b>
<ul style="list-style-type: none"> <li>Met with course leaders and administration about the SSLC structure in the non-MBBS/BDS courses within the SMD, sharing ideas and processes of best practice</li> <li>Work on a motion for the next Student Council meeting</li> <li>Met with postgraduate rep to discuss masters degree related issues</li> <li>Been in contact with course leaders about Covid-19 mitigation and processes, and contacting them to students</li> </ul>		
<b>BAME Representative (BL)</b>	<b>Shyam</b>	<b>Gadhvi</b>
<ul style="list-style-type: none"> <li>This month as BAME rep one of the things I wanted to do was set up a meeting with the Islamic society committee. This was to have a discussion about the lack of engagement from Muslim students in BLSA events and also sporting socials. The meeting went very successfully with an excellent turnout and some really good information has been gathered. I will now set up a meeting with the BLSA officers</li> </ul>		

and feedback the concerns and ideas that myself and Islamic society have to increase engagement of Muslim students at Barts. I also have been part of the team organising Asian Heritage month which is going really well and should be a good heritage month.

**BAME Representative (Mile End)**
**Khushi**
**Misra**
**Commercial Services Officer**
**Charlotte**
**Edgar**

- Continuing talks with the University regarding financial support for all student staff during the current lockdown. They have notified us that a decision should be made by Tuesday 2<sup>nd</sup> March
- Pay was secured for January (February pay day) for all student staff
- Attending weekly meetings with the Deputy Managing Director of QMSU to discuss plans regarding the outlets reopening and the demand on campus
- Working on an action plan to reopen Ground Café in March following the new Government guidelines – have recommended a takeaway only service for now as staff's health and safety is number one priority (opening hours and the takeaway service shall be reviewed fortnightly)
- Held the Commercial Services meeting in January with the next scheduled for March as the new Government guidelines come into place - Discussions surrounding staff welfare remains a top priority
- Attended the Board of Directors meeting
- Met with the QM and BLSA Sustainability Officers to discuss sustainability and the phasing out of red meat products sold on campus – agreed on a motion plan to start work on this/put steps in place for our successors to continue
- Speaking with the Head of Retail Outlets to make sure that at least one gluten and dairy free food option is sold in the Cafes and Shops daily

**Dental Society President**
**Milton**
**Justinsuthakaran**
**Disabled and Specific Learning Difference Representative (BL)**
**Lucy**
**Edgar**
**Disabled and Specific Learning Difference Representative (Mile End)**
**Beatrix**
**Andrews**

- Working with ParaPride for LGBT+ History Month to create a post of some of our favourite Disabled, LGBT+ content creators

<ul style="list-style-type: none"> <li>- Created a QMSU quiz on the intersection of the Disabled and LGBT+ communities for LGBT+ History Month</li> <li>- Worked with VP Welfare, HSS Alumni Engagement Coordinator, Head of Advice and Counselling, QMSU Events Coordinator and an alumnus to create a panel event for University Mental Health Day</li> <li>- Met with a number of students and the HSS PGR rep to discuss issues that Disabled/SLD students have been facing</li> <li>- Created and submitted a motion to Student Council (with a student) as part of our campaign to increase disability/sld awareness in the university</li> <li>- Continued to work on Project Talk with Olivia (SLLF Rep) and Hannah (course rep)</li> <li>- Contacted BL Disabled and SLD Rep about Autism Awareness Week</li> <li>- Met with VP Welfare to discuss campus safety and</li> <li>- Supporting Disabled Students Society in running student discussions/socials</li> <li>- I am planning on creating a series of posts (creators to follow, accessing mental health) for Asian Heritage Month</li> <li>- I am hoping to create a video with Disabled/SLD students on challenging stigma within Asian communities for Asian Heritage Month</li> <li>- I also hope to host more discussions with students on understanding issues facing Disabled/SLD students and work further with the HSS PGR rep to understand disabled/sld inequalities in postgrad</li> </ul>		
Gozo Representative	Yassar	Malik
<ol style="list-style-type: none"> <li>1. Chairing JSSLCs and assisting Junior Course Reps</li> <li>2. Working towards creating a BLSA Malta Board with Brad Coales, Bronwen Eastaugh, Gautam Datta, Mat Robathan and Tristen Arkless</li> <li>3. Improving and creating guidelines for the use of the contemplation rooms</li> <li>4. Working on an organisational chart of who students should contact for specific issues e.g. reps, SAPs, student office, finance, etc</li> <li>5. Helping with events for BL Week</li> <li>6. Arranged for a Pride Flag to be flown outside for LGBT+ History month and applied for liberation funding for a Progress Pride Flag</li> <li>7. Raised the issue of difference in tuition fee payment options between London and Malta campus (London has far more flexibility), as well as automated emails to students who have not paid all of their fees which has caused undue distress - will continue to follow this up and lobby for change</li> <li>8. Arranged for drop-in sessions to promote the Gozo Rep role for anyone interested</li> </ol>		
International Representative (BL)	Francis	Elechi
<ul style="list-style-type: none"> <li>• Organising the "Heritage trail" - a self-guided tour of the history of the Barts and the London School of Medicine and Dentistry (SMD), as part of the Barts and the London week.</li> <li>• Met with the VP communities and International rep S &amp; E to discuss plans for international week (15-19 March).</li> </ul>		

<ul style="list-style-type: none"> <li>Had a meeting with the VP international, VP communities, international rep S &amp; E and members of the global engagement team - we proposed to the university that students should be allowed to pay their tuition fees in more than 2 instalments, the lack direct communication with international students by the university, the no detriment policy and the plight of international students at the SMD, who unable to travel to the UK because of COVID and are at risk of re-doing the year.</li> </ul>		
<b>International Representative (HSS)</b>	<b>Emujin</b>	<b>Davaadorj</b>
<b>International Representative (S&amp;E)</b>	<b>Hok Yin Stephanie</b>	<b>Tang</b>
<b>LGBT+ Representative (BL)</b>	<b>Robert</b>	<b>Tucker</b>
<ul style="list-style-type: none"> <li>LGBT+ History month:</li> <li>Helping make/publicise events through the month including speaker talks, quizzes &amp; watch parties.</li> <li>Publicised other QMSU events making comms myself for BLSA's Instagram.</li> <li>Liberation funding applications for new more inclusive LGBT+ flag for Whitechapel campus Garrod building, new pronoun badges, LGBT+ SU face masks made by a student, LGBT+ history month rainbow/trans flag badges &amp; budget for LGBT+ women's panel.</li> <li>Hosted a joint informal forum (Coffee + Catch-up) with BL Women's rep.</li> <li>QMSU/BLSA LGBT+ branded masks made – currently figuring out funding for delivery of these to students for free.</li> <li>Curated a set of student's coming out experiences published in The Circadian.</li> <li>Helped with education Awards Panel decisions.</li> <li>Signed up as QMSU's LGBT+ student for NUS Liberation Conference.</li> </ul>		
<b>LGBT+ Representative (Mile End)</b>		<b>VACANT</b>
<b>Postgraduate Research Representative (BL)</b>	<b>Nazia</b>	<b>Uddin</b>
<b>Postgraduate Research Representative (HSS)</b>	<b>Matthew Vikki</b>	<b>Beach Barry Brown</b>
<p>Our report is divided into the five areas outlined in our role:</p> <ul style="list-style-type: none"> <li>Engage with and lobby Queen Mary University of London and other relevant organisations to achieve improvements for postgraduate research students <ul style="list-style-type: none"> <li>We have met with Zi Parker, Doctoral College Manager to outline our concerns for PGR representation across faculties</li> <li>Emailed relevant contacts in Academic Registry and Council Secretariat, Information Technology, and QMSU to further our understanding of the ongoing communication problems between PGRs and QMSU.</li> </ul> </li> </ul>		

- One outcome of this has been for Jak head of comms at QMSU to set up a meeting with Academic Registry, the Doctoral College, Data Protection, IT, and ourselves to get to the bottom of the issue across departments; and come up with a solution
  - Began work understanding the duties of QMSU and QMUL to facilitate PGR representation via SSLCs as it relates to quality assurance and the 1994 Education Act and where current shortcomings in these duties are currently occurring
  - Seek feedback from postgraduate research students in order accurately to represent their interests
  - Emailed all HSS departments to enquire who current PGR reps are; have heard from Geography, History, Economics and Finance, Law, English, and Politics and International Relations.
- English and Politics and International Relations do not have PGR Reps currently, and we're still waiting on Languages, Linguistics and Film as well as Business and Management
  - We have worked with Cameron to set up a Teams subgroup under Course Reps for HSS PGR Course Reps for better ongoing communication re: relevant concerns arising at the cohort/departamental level
  - We've asked those Course Reps whose contacts we have via email whether they have any representation needs to report up the chain
  - Where appropriate, support the Executive Committee in their duties and responsibilities and seek support from them with respect to their own duties and responsibilities
  - Worked with Cameron and Tiana on further groundwork for Project Doctorate
  - Sought support and advice from Cameron as needed/appropriate
  - Attended emergency meeting with Cameron, Tiana, and Sami the S&E PGR Rep regarding funding extensions for PGRs
  - Attended and participated in education, HSS, and communities board
  - Cooperate and coordinate with the Postgraduate Research Representative (BL) and the Postgraduate Research Representative (S&E), where appropriate
  - Met with Sami the S&E PGR Rep to bring ourselves up to speed with any relevant concerns from his faculty's PhDs
  - Learned Nazia has stepped back from her role as BL PGR Rep, and queried with Mat Robathan and Thomas Barringer what is being done to ensure BL PGR Representation during this moment
  - Liaise with members of student groups relevant to the role
  - We have continued to meet with the unofficial student group Queen Mary PhDs in Pandemic and referred their ongoing concerns and work with QMSU

Postgraduate Research Representative (S&E)	Muhammad	Siddiqui
Attended Annual Members Meeting. Meeting with new PGRs to discuss the campaign. Science and engineering meeting to discuss better experience of students. Communities board meeting to discuss postgraduate engagement. Meeting to discuss unfunded extension of PGRs.		
Postgraduate Taught Representative (BL)		VACANT
Postgraduate Taught Representative (HSS)		VACANT
Postgraduate Taught Representative (S&E)		

School of Biological & Chemical Sciences Representative	Ramesh	Wilson
<ul style="list-style-type: none"> <li>• Communication and distribution of information to SBCS students through shared email inbox, including PhD funding opportunities and recruitment for the new EDI focus group</li> <li>• Continued distribution of my weekly newsletter, to provide information on elections, upcoming events, seminars, as well as my welfare outlets document and more</li> <li>• Continuous liaison with the SBCS Director of Education and SBCS Director of Student experience to provide feedback on the asynchronous: synchronous working ratio, as well as engaging in discussions of timetabling soon-to-be implemented physical lab teaching</li> <li>• Held a School Forum and distributed the minutes across the School</li> <li>• Lobbied the director of taught PG courses to communicate to the students on the status of fieldwork trips, as they had not received many updates</li> <li>• Currently organising a series of 'Meet the Academic' drop-in sessions, where academics can informally discuss their research in a conversational tone – this will likely result in the foundations being set for implementation next academic year</li> <li>• Successfully lobbied for an extension in the final year dissertations of two weeks, for both SBCS dissertations as well as allied courses dissertations – this was prior to the implementation of the new COVID-mitigation measures <ul style="list-style-type: none"> <li>o Additionally, I successfully lobbied the module organisers to be more explicit in their marking criteria for both the dissertations and the oral presentations, being mindful that most dissertations required extreme refining in the beginning as a result of the lack of lab availability</li> </ul> </li> </ul>		
School of Business & Management Representative	Naveena	Dhera
<p>In the start of Semester 2, I have worked with issues students had with their timetable by contacting the school and finding out when the full update of timetable will be released and also sorting out clashes of classes students had on their timetable, and also how the procedure of changing modules works and its deadline for changing it. Furthermore, there were some issues students from Business and Management and Marketing and Management had with a module in semester 2 called Advertising. The issue that students had with the module was the group work assignment give, which is to make a 30 second's advert. Due to the COVID situation, it is hard to do group work as every student is located in a different time zone. Also, it is hard to make a creative advert for 30 seconds. There were also other reasons given from students to remove the group assignment or to have an alternative. When the issue was given to me, I myself had agreed with this issue and so had sent an email to the module lecturer. My classmates had also raised this issue in the webinar classes, suggested alternatives and also sent emails to the lecturer. I had a meeting with the lecturer and the programme director about this issue and so it wasn't solved at that time as they were disagreeing to the reasons and alternative as because they said working in groups is important for when having a job, and so the lecturer suggested that groups will be made based on time zones, this means by having groups of students that are allocated to different time zones to work together. I asked Cameron on what I should further and he suggested that I should speak to the heads of school. However, I didn't give up and so I emailed the Dean of School and Dean of Education about this email, unfortunately nothing changed and they also disagree, and so currently I</p>		

am working with the students to ensure they are happy with the groups and if they find any issue, they can email the lecturer to tell them about the issue they facing.

Also, in the SSLC meetings I have raised issues students had faced in the Semester 1 such as Marks been given late for Business and Law module and so that issue was solved in the meeting as I was told that the lecturer didn't had any assistant teacher to help and so that's why the results were given late. I have also been getting great updates about modules this semester and have been sharing with the lecturers for every module Only one issue was raised with another module in semester 2 which was that lecture slides should be given in advance before the lecture class. However, I have raised this issue with the lecturer and so now it has been given on time. I have also had my Second School Forum meeting in February, which went really well as New postgrad students came and gave their suggestions and their experiences, they have had. However, some issues that was raised was that its hard to get all the cohort of students to get in touch with as a school rep and most of them had agreed. I am working on that issue as the school should have a mailing list that should be given to school reps to get students in contact as its important for the school rep to have feedback. Other than that issue, there were updates given on what each of them did and planning to do. The meeting was engaging as I was giving suggestions and so I also reminded them about the COVID mitigation policy and to speak to the class about it.

Currently, I am working to get the mailing list from the school, for me to send emails to my classmates and for the other course reps to send emails to their cohort. Also, I am planning to work with the school to ensure that they are sending communication on time as they are still not doing that. Lastly I am closely working with my course mates to achieve any issues they have facing and also working with the school reps and course reps in the business school to ensure that their course is going well and if they are facing any issues.

#### **School of Economics & Finance Representative**

**Azmain**

**Iftexhar**

Took over this role on 22<sup>ND</sup> January 2021

1. Chaired one school forum and collected feedbacks from 14 course reps from both UG and PGT
2. Met with Manolis (Senior Tutor) and Philippa (UG student support officer) about increasing engagement and communication between the school and students
3. Met with Richa Dave (PGT Student Support Officer), Fiona Tate and Adrian Knight for working better on communication PGT, PGR and Apprenticeship students
4. Attended 2 PGT SSLC, (Jan intake, Sept intake)
5. Met up with Leigh and Cameron (VPHSS) to discuss the feedback from school forum and decide the next steps to take
6. Met with some PGT professors in SEF and discussed some specific feedback about them
7. Launched a new weekly podcast through my initiative with help from Ashley Arnold, Marketing and Recruitment manager SEF, to make the course rep engagement better



<p>8. Met up with Manolis and Philippa to discuss the Exam structure problems that has been raised by multiple students</p> <p>9. Met up with Rachel Male (Dean of Education) and Sarah Riley to talk about the Exam structure problem raised by students</p> <p>10. Scheduled a meeting with Jason Sturgess (Head of School) to establish a channel of communication update him on my findings and learn more about the stands of school regarding Exam structure</p> <p>11. Hosted UG course rep drop in</p> <p>12. Took over 150+ feedbacks from students through social media platforms and email</p> <p>13. Scheduled to host an icebreaker social event for SEF students</p>		
<b>School of Electronic Engineering &amp; Computer Sciences Representative</b>	<b>Saba</b>	<b>Sadiya Sadek</b>
<b>School of Engineering &amp; Material Sciences Representative</b>	<b>Mughees</b>	<b>Asif</b>
	<b>Jivya</b>	<b>Rajesh</b>
<b>School of English &amp; Drama Representative</b>	<b>Jessica</b>	<b>Galloway</b>
<b>School of Geography Representative</b>	<b>Nevroz</b>	<b>Fehimli</b>
<b>School of History Representative</b>	<b>Anisa</b>	<b>Taznim</b>
<b>School of Languages, Linguistics &amp; Film Representative</b>	<b>Olivia</b>	<b>Walton</b>
<p>1. PROJECT:TALK has trained its volunteers and is ready to launch as soon as we launch the sign up link.</p> <p>2. Large SLLF SSLC with SLLF staff taking place on the 4th March, collecting notes for the agenda.</p> <p>3. I have some motions to bring forward to the SU regarding staffing issues and workload within the SLLF, which I am working on with the French YA course rep.</p>		
<b>School of Law Representative</b>		<b>VACANT</b>
<b>School of Mathematical Sciences Representative</b>	<b>Muhammad</b>	<b>Abdalmuntaqim</b>
<p>- All semester 2 exams have been moved to 24 hour policy in SMS</p> <p>-EC circumstances have been updated such that, we now get unlimited EC request including more options for reason</p> <p>-Hoping to get clarification around a grey area about fit to sit policy where if circumstances change while or just before an exam, can i EC still be raised.</p> <p>-Hoping to get clarification around part time students who finished last year will they have no detriment policy applied to them from last year because they started last year?</p>		



School of Medical and Dental Sciences (Dental) Representative	Gurleen	Muker
<ul style="list-style-type: none"> <li>• I have had meetings with staff to discuss how SSLCs can be made more productive</li> <li>• I have had meetings with staff regarding exam structure this year</li> <li>• I have helped circulate a survey about student wellbeing, the theme being interaction with staff</li> <li>• I have helped organise an event for Asian Heritage Month with Bhangra Soc (collab)</li> </ul>		
School of Medical and Dental Sciences Clinical (Medicine) Representative	Charalambos	Hadjicharalambous
<ul style="list-style-type: none"> <li>• Created feedback forms for all year medicine groups (including Malta) and intercalation students               <ul style="list-style-type: none"> <li>• Google forms were created for all years where students can anonymously report any issues, concerns, complains and feedback</li> <li>• The google forms can also be used in future years as they were created from the course rep accounts</li> </ul> </li> <li>• Help to sort issue with year 3 placements at Whipps Cross Hospital               <ul style="list-style-type: none"> <li>• Issue occurred with year 3 placements at the beginning of the term. The year 3 reps, BLSA president and I worked together with the staff members to make sure that the issue is resolved.</li> <li>• About 1 week after the issue was reported, the issue had been resolved.</li> </ul> </li> <li>• Created course rep posters in collaboration with other PTOs               <ul style="list-style-type: none"> <li>• Created course rep posters for all course reps in the SMD.</li> <li>• The posters include the QR code and emails that will not change in future years. This makes them sustainable and they can be used in future years as well.</li> </ul> </li> <li>• SSLCs ran smoothly               <ul style="list-style-type: none"> <li>• Any issues that arise are dealt with at the SSLCs</li> <li>• Feedback received about online exams, study spaces and COVID-19 mitigations.</li> </ul> </li> </ul>		
School of Medical and Dental Sciences Pre-Clinical (Medicine) Representative	James	Tavner
<ul style="list-style-type: none"> <li>• Working on COVID mitigations policy for SMD</li> <li>• Working with reps to improve the feedback pre-clinical students are given on essays               <ul style="list-style-type: none"> <li>o Proposal was raised to head of assessments and PIE and accepted</li> </ul> </li> <li>• Beginning plans for revision week               <ul style="list-style-type: none"> <li>o A week full of revision sessions and welfare activities before exams</li> </ul> </li> <li>• Joined a team working on improving NSS rating</li> <li>• Collecting feedback on assessments and quality of teaching</li> </ul>		
School of Physics & Astronomy Representative	Zuzanna	Kocjan
Lately I have:		

- joined the Teaching Awards and Course Rep Awards to choose this year's winners in several categories
- participated in the Science and Engineering Board as well as the Education Board
- signed up to join the S&E Education & Student Success Enabling Group
- constantly monitored feedback from students through social media platforms and various questionnaires and responded to it/passed it on to the staff

#### School of Politics and IR Representative (co-reps)

Sara

Kaso

Krista

Tingbrand

*Personal project in process: SPIR student surveying about blended learning experiences in Semester 1*

#### Progress:

- Survey made, distributed through Sympa mailing lists I have access to as an administrator
- 234 responses recorded
- Students reached: all undergraduates and PGTs
  - o Lacking access to PGR students (only one respondent)

#### Next action points:

- Survey analysis (complete this Sunday, 7<sup>th</sup> March 2021)
- Distribution of the survey results to the student body (accountability towards the students)
- Discussion of the results during the School Forum (date to be set during Reading Week in the light of the analysed results)

*Project in planning:* Twitter account for School Reps, utilised by a different School Rep each week

- Currently in the process of gathering information on how this could be possible and successfully launched, as well as implemented within the SU

#### *Other competencies realised during this period:*

- Advising students on individual problems pertaining to the January examination period (Late Resit Period, extenuating circumstances, technology failures, etc)
- Liaising with staff on individual issues of students, such as seminar & engagement issues, technological issues, etc
- Participation in the complaint procedure (students drafting a letter to the university concerning tuition fee refunds due to misrepresentation in communications)
  - o Offering advice and support throughout the process
  - o Dispute resolution among the students and, in further actions, between students and the university staff
- Advising students on procedures available to improve the Covid Mitigation provisions within the School
  - o Primarily liaising with staff concerning issues which pertain to the dissertation submission, extension, etc

#### Societies Officer (BL)

Varvara

Evgeniou

- Engagement

- Still updating the BL Societies Bulletin every week, engagement is still good with around 7-10 societies signing up every week
- Working on improving the Facebook page by adding old photos
- Societies are still putting on their events online, which are relatively well engaged
- Met with BL Performing Arts Societies – struggling more than other societies, in talks to organise a virtual Barts Arts show, which I'll be supporting in organising
- BL Week – looking to organise the Societies Takeover during that week to showcase the work of our societies within the BL community and boost morale during lockdown
- Elections 2021 – met with prospective candidates both for ME and BL to inform them of what the role entails, as well as what worked well and what can be improved this year
- Societies Board Meeting: chaired the meeting where we approved some new societies that are up and running, as well as distributed funding. We are looking to encourage societies to apply for funding in the upcoming round, as due to the pandemic a huge part of the funding pot was not allocated
- Honours committee
  - Blues and Colours: we met on 27/02 to start awarding blues and colours, will meet again on 06/03 and one more time to finish up
  - Association dinner: looking into how awards can be re-structured this year given the pandemic, will meet on 03/03 to decide on the final awards
- Association fund committee: we met end of last month where we went through a few applications and allocated funding
- Generally, I wish to keep being the first point of contact for societies supporting them in putting on their virtual events, as well as resolving any issues that may arise.

**Societies Officer (Mile End)**
**Ian**
**Aizikovich**
**Sports Officer (BL)**
**Liam**
**Nicholson**

-Worked with the CSB to collate the cost of sport per member per year for each club at BL. This will give us an insight into where we feel grant funding needs to be directed in the coming years and raise awareness of how financially exclusive sport is at university.

-Developing the Merger Cup Campaign in light of the cancellation of this year's competition. We are running a campaign under the name "It's Everyone's Race". I have worked to secure merchandise for the campaign and will be running a comprehensive social media campaign focussed around educating people about racism in sport, as well as hosting a charity quiz and working with VP Communities to hold several workshops.

-Working with VP BL, VP London, VP Barts and activities officers in deciding the Blues and Colours for finalists this year. We are also working to ensure Association Dinner awards recognise the achievements of student groups in this unique year. Once the

awards are confirmed, I will ensure that there is a social media highlight for all of the recipients of Blues and Colours.

-Continuing my work with BL Womens Rep to ensure that all Men's and Mixed clubs at BL have access to the Good Lad Initiative workshops which tackles issues around toxic masculinity, men's mental health and consent.

-Working with Club Sport Administrator and Performance Sport Assistant Manager to continually engage the clubs through a new initiative called 'Club Sport Marches On' which consists of a series of physical and mental wellbeing tasks through March with cash incentives for those most engaged. This will prepare clubs for the restart of sport in April and I am spearheading discussions as to how clubs can return to sport as safely as possible.

#### **Sports Officer (Mile End)**

**Szymon**

**Butryn**

#### **Student Council Chair**

**John**

**Vinson**

#### **Sustainability Officer**

**Grace**

**McMeekin**

I have been very busy in my role as Sustainability Officer recently. Since the last Council meeting I have been working with Sustain@BL on the Green Charter they have written to encourage the SU to take action following their declaration of a climate emergency. This is a large document which I have worked through and broken down into actions to be taken and motions to pass. I have been working on several motions to take to the next council meeting including a motion asking for support of the full document which has required organising a meeting with the Executive officers, some of whom have seconded the motion. The second motion aims to reduce the sale of lamb and beef in SU outlets so I held a meeting with the commercial services officer where we discussed how this would be possible and agreed on a course of action, she is seconding the motion. The final motion asks the the SU discourage staff and students from flying on trips associated with the union.

I have chaired a sustainability board meeting where we discussed the creation of an Environmental Policy for the SU and launching a Climate Emergency Campaign to encourage the university to declare a climate emergency. I subsequently held a working group meeting in which we planned the details of the Environmental Policy which I am now writing up ready to be approved at the next sustainability board meeting. We also planned the Climate Emergency Campaign and decided to start with a survey to ask students what they know about sustainability at the university and what they think could be improved. Myself, Tala and Amelia the student representatives from the board have since written the survey ready for approval at the next board meeting.

The most recent Green Mary meeting that I chaired was very successful with lots of projects emerging from it. We are meeting with Dimi, the head gardener this week to discuss gardening projects. Myself and the Green Mary members have also launched a baking challenge on instagram for Fair-trade Fortnight and will be running a litter pick challenge over reading week which we have organised and are ready to launch.

Tom, the sustainability co-ordinator, and I are ready to launch our Climate Curriculum campaign which will encourage students to review the content of their modules and ask their module leaders to include the climate crisis in teaching. In addition to this, I have been assisting students from the Medical School with their work on the Planetary Health Report Card which aims to measure the sustainability of the Medical School.

Finally, myself and Adam Mitchell ran an eco-anxiety session with a few students involved in sustainability. It was a big success and we will be running more over the coming weeks. We all came together and shared our difficult feelings on the climate crisis. We had really positive feedback from the students who attended feel its a really important thing to do for students mental health.

#### Trans Representative

VACANT

#### Volunteering Officer (BL)

Annie Mae

Wright

- Social Media campaign for Volunteering Week: I ran a social media campaign with a different inspirational volunteer for each day of the week – I will keep these on the @blsavolunteering Instagram and post them on Facebook so they are available for everyone to see!
- Big Online Volunteering Event: on the Friday of Volunteering Week I ran an online volunteering event. The event was a great success – we had a range of people from both BL and QM. I have also posted the online volunteering that we did on social media: Care Project's writing a letter to a care home resident, Zooniverse Research Projects and sending a virtual card to children at St Jude Children's Hospital
- Winter Online Fair: myself and the QM Volunteering Officer ran a session at the fair to offer general volunteering information
- Helping Griffin Community Trust to advertise their applications for students to apply to live at Griffin House next year and join the elderly befriending scheme
- Currently planning a Foodbank Collection for BL Week in April, helping Sports Clubs to coordinate their volunteering for the Sports Volunteering Award and helping to organise an online RAG event

#### Volunteering Officer (Mile End)

Aleksandra

Olszewska

1. **Volunteering and employability case studies** – My project has launched during the Volunteering Week and has been shared around various SU social media. The project included 6 short videos where Queen Mary students and graduates talked about their volunteering experience and the transferable skills they gained.
2. **Online/remote volunteering opportunities article** – I wrote an article summarising a number of remote volunteering opportunities. It has been shared on the QMSU page during the volunteering week.

### 3. I took part in the Education Award panel where we chose the shortlist and the winners for the upcoming awards.

#### Future work:

- For my final semester in office, I will be looking to gather feedback from volunteers and students who don't volunteer to see how the volunteering experience can be improved especially in terms of promotion. I will likely be conducting interviews to gather qualitative data and will produce a report that could be shared with Students Union staff involved with volunteering.

VP Barts	Andreas	Hadjidemetriou
Both VP Barts & VP London		
<ul style="list-style-type: none"> <li>• Attended weekly SPC every Friday</li> <li>• Attended weekly catch-up meetings with each other every Tuesday afternoon</li> <li>• 20/01/2021 - BL Week Organisation Meeting</li> <li>• 21/01/2021 - BLSA Board meeting</li> <li>• 22/01/2021 - Rites of Passage meeting with QM Graduation Team; discussed timelines and other things that we need to consider for the event</li> <li>• 22/01/2021 - Association Fund Committee meeting to allocate funding to successful applications</li> <li>• 23/01/2021 - Halfway Ball meeting with the 2021 cohort to discuss future plans and the rescheduling of the event in September/ October</li> <li>• 23/01/2021 - Halfway Ball meeting with the 2020 cohort; came to the conclusion that if it doesn't happen by May/ June that it will have to be canceled.</li> <li>• 25/01/2021 - BL Week meeting; discussed format of event and the allocation of different jobs</li> <li>• 26/01/2021 - Annual Student Meeting</li> <li>• 02/02/2021 - QMSU Student Council Meeting</li> <li>• 03/02/2021 - Events Catch-up with Stephen and Jakki; discussed all the main events (flagship) going forward and how to approach them</li> <li>• 03/02/2021 - Meeting with Marton about advertising the online studying platform and passed down to other people to help them</li> <li>• 04/02/2021 - Close Blues &amp; Colours Form</li> <li>• 05/02/2021 - Meeting with exec team of class of 2020 to discuss what our next steps are with graduation and rites of passage</li> <li>• 09/02/2021 - Meeting with BLSA President to set up a timeline of things that need to be done for the graduation/RoP/ Blues &amp; Colours</li> <li>• 16/02/2021 - Meeting about BLSA restructuring and ideas on how to do that</li> <li>• 19/02/2021 - Meeting with Marston events about gowning and photography for the graduation</li> <li>• 22/02/2021 - Meeting about ECAP and how to adapt it</li> </ul>		

- 25/02/2021 - Meeting with SU Sports Administrator to discuss the feasibility of the Association Dinner being online and how to best approach that
- 25/02/2021 - Meeting with GH department about a racist incident in an online seminar
- 25/02/2021 - Attended BL Hustings
- 27/02/2021 - First meeting of Honours Committee for Blues and Colours
- 01/03/2021 - Executive Team Meeting regarding flagship events
- 01/03/2021 - Meeting with Gary Schwartz regarding photography & livestreaming Rites of Passage

#### VP Barts specific

- Good Lad Initiative: have been advertising with Women's Rep to cater to BL sports clubs and have had very good uptake so far. I have attended one myself (20/01/2021) and it was really engaging and everyone in the same workshop was really happy with it. There are still two workshops left to go but very successful thus far.
  - 17/02/2021 Had a meeting with BL Sports Officer and Women's Rep to discuss future workshops and engagement; advertising on Movember instagram and officialblsa to encourage uptake
- Attended QMSU Services Ltd Meeting on 03/02/2021
- Attended BLSA Ops Meeting 18/02/2021
- Attended Events catch-up meeting 22/02/2021 to discuss events in March and advertising
- 23/02/2021 - Racism in Healthcare meeting
- 24/02/2021 - Barts Love Island meeting to discuss RAG Officer's ideas and how different officers can assist

#### **VP London**

**Thaarabi**
**Tharmapathy**

#### VP London specific

- 15/01/2021 - Volunteering Officer Catch Up meeting
- 18/01/2021 - Sports Officer Catch Up meeting
- 20/01/2021 - Societies Officer Catch Up meeting
- 21/01/2021 - Anti-Racism Steering Committee (ARSC) Meeting 37
- 22/01/2021 - Presented ARSC MBBS Report to Student Support Board Meeting (SAPS)
- 26/01/2021 - EDI SMD Meeting (deputising for BLSA President)
- 04/02/2021 - Asian Heritage Month Organising Committee
- 04/02/2021 - ARSC 39
- 10/02/2021 - Asian Heritage Month Organising Committee
- 11/02/2021 - ARSC 40



<ul style="list-style-type: none"> <li>• 18/02/2021 - ARSC 41</li> <li>• 25/02/2021 - ARSC 42</li> </ul>		
<b>Welfare Officer (BL)</b>	<b>Ellora</b>	<b>Kamineni</b>
<b>Welfare Officer (HSS)</b>	<b>Ghena</b>	<b>Ghazal Aswad</b>
<b>Welfare Officer (S&amp;E)</b>	<b>Fares</b>	<b>Azhari</b>
<b>Womens Representative (BL)</b>	<b>Emily</b>	<b>Brandon</b>
<ul style="list-style-type: none"> <li>• Good Lad Initiative <ul style="list-style-type: none"> <li>◦ 3/5 workshops have now taken place. 45 students have taken part, and we have received very positive feedback from the sports clubs. Currently organising the 4th workshop to take place this Wed 03/03.</li> </ul> </li> <li>• Sexual Health Awareness and Guidance (SHAG) Week <ul style="list-style-type: none"> <li>◦ Worked with BL Sexual and Reproductive Health society to organise a talk on female sexual dysfunction on 24/03. The event had good attendance and students engaged very well with the anonymous Q&amp;A.</li> <li>◦ Worked with BL RAG Officer to organise a charity raffle on 27/02, raising money for Decolonising Contraception and Positive East. We had a great range of prizes donated to the raffle, and raised £158 (to be split 50:50 between the organisations).</li> </ul> </li> <li>• Coffee &amp; Catch up - ran this event with BL LGBT+ rep on 20/02.</li> <li>• Free menstrual products project <ul style="list-style-type: none"> <li>◦ Passed a motion at Student Council on 02/02 for QMSU to lobby the university to implement a long-term scheme to provide and distribute free menstrual products on campus</li> <li>◦ I have continued to gather information from other Student Unions on schemes at their universities.</li> </ul> </li> <li>• BL Women's Week (will run 19th-23rd April) <ul style="list-style-type: none"> <li>◦ Obtained funding from the Liberation Fund for the BL Women's Week Arts Magazine. The competition is now open for submissions, and we are advertising via social media and the BLSA website</li> </ul> </li> <li>• Met with 2 students interested in running for BL Women's Rep</li> <li>• 10/02 attended an Athena Swan meeting</li> <li>• 29/02 - meeting about International Women's Day</li> <li>• Raised student concerns about sanitary bins with an outfirm accommodation team</li> </ul>		
<b>Womens Representative (Mile End)</b>	<b>Azainah</b>	<b>Siddiqui</b>

## Minutes from Sub-Committees of Student Council

### Societies Board 3 January 2021



# Societies Board Meeting

**Tuesday 3<sup>rd</sup> January 2021, Microsoft Teams, 18:00 – 20:00**

## **Agenda**

- Welcome and Apologies
- New Society Applications
- Societies Development Fund Applications
- Any Other Business

## **Minutes**

### **1. Welcome and Apologies**

#### **Present:**

- Aliyah B, Whitechapel Representative (AB)
- Naveena D, Mile End Representative (ME)
- Stella C, Whitechapel Representative (SC)
- Marcus T, Mile End Representative (MT)
- Varvara E, BL Societies Officer (VE)

#### **In attendance:**

- Bronwen Eastaugh, Student Engagement Manager, staff support (BE)
- Isha Negi, Student Engagement Administrator, secretary (IN)

#### **Apologies:**

- Ian A, Mile End Societies Officer
- Mustafa A, Whitechapel Representative
- Qasim S, Mile End Representative

### **2. New Society Applications**

Please see separate document for grant funding applications.

### **3. Societies Development Fund Applications**

Please see separate document for grant funding applications.

### **4. Any Other Business**

### Spending deadlines

BE updated board that the spending deadline for re-start societies is going to be the same deadline as round 4 applications. Deadline for societies affiliated in round 3 societies to spend their start-up fund is going to be the same deadline as new society applications for round 4. As already agreed by board, any society affiliated in round 4 is for next academic year. Board agreed that these deadlines make sense.

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## **Volunteering Board 3 February 2021**

### **Volunteering Board**

#### **3.2.21**

#### **In attendance**

Isha Negi (IN –  
minutes) Samantha  
Howard (SH) Annie  
Wright (AW – chair)  
Aleksandra  
Olszewska (AO) Ella  
Munteer (EM)  
Stella  
Chatzleftheriou  
(SC) Vida Stanic  
(VS)

#### **Apologies**

Tasmiah

Ferdous (TF)

Charlotte

Edwards (CE)

### **Previous meeting's minutes**

- Approved.

### **Officer updates**

- AO has finished Volunteering and Employability project; videos will go live during Student Volunteering Week. Graduate or current students talking about how volunteering improved their employability. Will be featured on QMSU social media channels may be some delay because of elections promotion.
- AW was organising sports volunteering awards at BL before last semester. Has received funding for Sports Volunteering Award through Association Fund. Has also been running Volunteering Star of the month from volunteering groups. In the process of organising BL week.
- Both officers participated in AMM, Student Council, and Online Winter Fair.

### **Student Volunteering Week**

- AO's video project will contribute to this.
- AW has social media campaign planned, will be featuring inspirational, famous volunteers each day of the week. Potentially organising volunteering event for the Friday of SVW (12/2/21). Will promote this on social media and website.

### **Reward and Recognition review**

- Board approved suggested recommendations.

### **Online volunteering**

- AO has spoken to students who are looking for online volunteering opportunities.
- There are already some GVAG "Home Edition" opportunities.
- SAMDA, Street Doctors, 180 Degrees Consulting, are all doing online activities.
- AW organised online volunteering event which received good feedback.

### **AOB**

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**HSS Faculty Board 16 February 2021**

# **Humanities & Social Sciences (HSS) Board**

**16 February 2021 at 5.30-7:05pm on MS Teams**

## **Attendance**

Present:

- Cameron Storey, VP HSS and Chair (CS)
- Matthew James Beach, Postgraduate Research Co-Rep (MB)
- Azmain Iftekhar, School of Economics and Finance Rep (AI)
- Krista Tingbrand, School of Politics and IR Rep (KT)
- Naveena Dhera, School of Business & Management Rep (ND)
- Vikki Barry Brown, Postgraduate Research Co-Rep (VB)
- Olivia Walton, School of Languages, Linguistics and Film Rep (OW)

Apologies:

- Anisa Taznim, School of History Rep

In attendance:

- Marianne Melsen, Representation and Democracy Manager (MM)

## **Officer Updates**

- KT is currently running a survey about blended learning in SPIR. Currently, more than 200 students have responded. KT planning to share the results with students after the survey has been closed. KT explained that the majority of responses have been from UGs.
  - **Action for KT: Share survey findings with the HSS Board.**

- VB suggested that some postgrads may have thought that the survey wasn't relevant for them (even if the survey was relevant). VB also asked how the survey was promoted. KT explained that she had used the sympa mailing list.
- AI explained that he is new to the role, but so far, he has collected feedback from the course reps. AI noted that it had been difficult to gather feedback from the postgraduates, and AI has been in contact with the relevant staff members in the school to discuss this. AI is also planning to launch a podcast for the course reps. AI will be chairing the SEF School Forum later this week.
  - CS explained that some students had raised concerns about 3-hour exams in SEF. AI explained that he had been in discussions with the school about this, but the issue hadn't been resolved yet.
  - Discussed ways to gather feedback from postgraduates. KT and VB explained how there can be barriers for Schools Reps to contact PGs and vice versa. CS suggested that school staff have a responsibility for helping with the facilitation of feedback structures within the schools.
- MB and VB have been working on getting infrastructure in place to enable feedback collection from postgrads. MB and VB attended Communities Board last week. MB and VB have also been researching PG representation at other universities. Work also continues on the problems with the PGRs that are missing from the Students' Union mailing list.
  - VB also updated on the work of the Pandemic PhDs group. As part of this work, VB and another PGR student have met with the Library to provide feedback. Also met with VP Communities, VP Welfare and the Disabled and SLD Rep (Mile End) to discuss how PhDs can get involved in an upcoming campaign run by the Disabled and SLD Rep (Mile End).
  - **Action for CS: Follow up with the Education Coordinator about the Geography course reps.**
  - CS updated on the work to resolve the issues with the Students' Union mailing list. Unfortunately, no solution has been found yet.
- ND has been collecting feedback from students about their experience with assessments. ND flagged that some issues from term 1 still haven't been resolved, and ND is following up on these.
- CS informed the group about the new SSLC training for staff. The training has been 'co-created' with the university, and the training is now ready to be rolled out. CS is also working with the VP Communities on establishing a new PG intern role. The funding for the role has not yet been confirmed, but CS noted that the PG engagement this year has highlighted the need for a role to support this area. CS has been attending various meetings, including the Assessment and Feedback Task and Finish Group, which is co-chaired by CS.
- OW updated the group on the progress of Project Talk (a new peer support scheme). OW has been collaborating with the VP Welfare, VP Communities and the Welfare Coordinator to

## Online Teaching Quality

- MM explained that the Executive Officers have been invited to feed into a review of compliance with consumer law. The university is undertaking this review, and the Students' Union is trying to identify cases where students have been misold/misinformed about their academic experience. MM further explained that the review is focused on major discrepancies.
- KT noted that SPIR students have received contradictory information from the university about term 1. Emails from Colin Bailey clearly stated that all students would be offered in-person teaching on campus, but SPIR had later contacted students to make students aware that teaching would be online. KT flagged that students had made decisions about their accommodation based on the assumption that they would get on-campus teaching, and some students would not have returned to London if they had known that no on-campus teaching would be offered. KT emphasised that it was understandable that some staff members did not feel comfortable about on-campus teaching, but this should have been communicated clearly to students.
- KT further raised concerns about access to spaces. Because priority courses were being moved to bigger rooms, so schools did not have access to appropriate spaces. This also included spaces for 1:1 meetings with advisers.
- ND gave an example of miscommunication in SBM. Although the module convenor had cancelled an on-campus activity, the activity was not cancelled on the timetabling system, which made it look like students were being offered on-campus teaching.
- KT pointed out that it was frustrating to be told that some courses don't need on-campus teaching, when students in previous years have been told that it was not sufficient for them to participate in teaching by watching recordings on QReview.
- AI mentioned that emails sent out during the first few weeks of term suggested that on-campus activities would go ahead.
- ND had been made aware that some first-year accounting and management students had been told that some activities would take place on campus, but when the students turned up, the activities were not taking place. The students had not been informed about this. ND was also aware of international students that had returned to campus because they had been told there would be on-campus teaching, but in reality there had been no on-campus teaching.
- OW flagged that the discrepancies between schools was confusing and unfair. Specifically, OW was aware that some SMD students were allowed to attend on-campus lectures (even though the lecture was being recorded), but this wasn't the case for SLLF students. KT agreed that discrepancies between schools felt unfair.
- ND also raised general concerns about the quality of teaching, feedback, assessment and fees. KT also noted that the lack of leniency for students that experienced disruption to their assessments. AI emphasised that international fees weren't fair given the current situation.
- VB mentioned that communication to Geography PhDs over the summer had indicated that no on-campus teaching would take place in the School of Geography.
- CS asked if VB and MB were aware of cases where PhDs had not been given a choice about teaching on campus. VB and MB had not experienced this in their school because all

teaching had been moved online (including field trips), but VB and MB noted that it could be happening in other schools.

## AOB

- KT suggested that the Students' Union should have a Twitter account for School Reps. School Reps could manage the account for week each. **Action for CS: Discuss this suggestion with the Communications and Marketing Team.**

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**Education Board 22 February 2021**

# Education Board Minutes

## Draft Minutes

**Date:** 22 February 2021

**Location:** Microsoft Teams 18:00 -19:30

### Present:

(AL) Aphrodite Liddington – Vice President S&E (Chair)  
(MR) Mat Robathan – Vice President BL  
(CS) Cameron Storey – Vice President HSS  
(OW) Olivia Walton – SLLF School Rep  
(ND) Naveena Dhera – School of Business and Management Rep  
(ZK) Zuzanna Kocjan – School of Physics Rep  
(MA) Muhammad Abdulmuntaqim – School of Mathematical Sciences Rep  
(AI) Azmain Iftekhar – School of Economics and Finance Rep  
(CH) Charalambos Hadjicharalambous – Clinical Rep  
(GM) Gurleen Muker – Dental Faculty Rep  
(JT) James Tavner – Pre-Clinical Rep  
(KT) Krista Tingbrand – School of Politics and International Relations Rep (co-rep)  
(MSS) Muhammad Sami Siddiqui – PGR Rep S&E  
(RW) Ramesh Wilson – School of Biological and Chemical Sciences Rep  
(SS) Saba Sadek – Electronic Engineering and Computer Science Rep  
(VBB) Vikki Barry Brown – PGR HSS Faculty Rep

### Apologies:

Elsa Heald – Allied Courses Rep  
Mary Spanou - PGT Rep BL

### **Non-Attendance:**

Anisa Taznim - School of History Rep

Sara Kaso – School of Politics and International Relations Rep (co-rep)

Nevroz Fehimli - School of Geography Rep

Yassar Malik - Gozo Representative

Usman Nazir – PGT Rep S&E

Nazia Uddin – PGR Rep BL

Jessica Galloway – School of English and Drama Rep

## **1. Welcome and Introductions (Chair)**

## **2. Minutes of previous meeting and matters arising (Chair)**

Board **approved** minutes of the previous meeting.

Board went through actions from the last meeting.

**Action:** To create a working document to share best practice on blended learning.

- Complete

**Action:** Investigate establishing a system where students can flag when they are not receiving enough face-to-face learning.

**Action:** Chairs should create a working document to share good example and good practice from students on blended learning and face-to-face learning.

- **MR** suggested the 'best practice document' should be presented at the QMSU/QMUL update meeting and to Stephanie Marshall.

**Action:** Chairs to develop a platform to collect face-to-face issues.

**Action:** Board to collect comments on email template to students about semester 2 and decide what communication should include.

- Complete

**Action:** AL to contact Agi about staff etiquette/conduct online and to invite Elsa.

- **AL** informed the board that Agi is potentially going to start an IT forum. **AL** will keep **EH** in the loop regarding this.

**Action:** Faculty Exec to contact Faculties regarding regulation for exams and relaying this information to them.

**Action:** Exec to raise bullet points under point 6 at EQSB as an AOB.

- Complete

**Action:** CS and AL to raise reduction to 24-hour exams in the Faculty DEAG.

- Exec should clarify this with University and provide an update to Education Board

**Action:** Exec to raise concerns around ensuring students with additional needs are considered, with DDS, and to include **EH**.



## Standing items

### 3. General updates from Vice Presidents (Exec)

#### Cameron Storey

- Been working alongside AL to ensure HSS are adhering to 'No Detriment' policy.
- Been working on SSLC Training for staff which will be launched/trialled at the Festival of Education.
- Helping with the planning of the Festival of Education. Will be chairing two events in that week. Asked board to consider signing up and attending.
- Supporting School Reps, particularly newly elected reps.
- Co-chaired the Assessment & Feedback Task & Finish Group with AL.
- CS noted that there is more that he is working on but wanted to keep it succinct.

#### Mat Robathan

- Been working hard to develop the SSLC structures within the SMD. Met with colleagues from the Institutes which was productive. Suggested solution is the introduction of School Forums within the SMD.
- Championing the lobbying for more on-campus study space. There are now bookable spaces in the Garrod building and is open on the weekends.
- There have been some specific issues around particular courses which have required attention.
- Looking into how to respond to the UKFPO which is looking at ways to change the routes into medicine and into jobs post-medicine. MR not happy with their response so work is being done to develop an appropriate response. Had over 6,400 signatures for the petition.
- Covid mitigations is a large area of work, working with AL and CS. SMD are developing a set of SMD specific covid mitigations which will hopefully be finalised in the coming week.

#### Aphrodite Liddington

- Covid mitigations has consumed much of **AL** workload. There is a lot of negotiation happening between QMSU and QMUL to ensure students are satisfied. Outcomes so far include unlimited self-certification for EC's, dissertation deadline extensions etc.
- Asked **VBB** and **SS** to contribute to the development of specific mitigation policy for PGR students.
- LGBT+ History Month is currently underway and there are lots of events being run by students. **AL** encouraged the board to keep an eye on the QMSU website for updates.
- Completed the SEEDS (Student Engagement Education Development) video. Co-creation between staff and students, including developing/shaping modules. Will be recognised on the HEAR transcript when it is ready. Accredited by the UK PSF.
- Been working on the Cyber Security Module which is also recognised on the HEAR transcript.

**ND** asked if the covid mitigation policy is the same for all faculties. **AL** explained that it is for HSS and S&E, however SMD is separate. Policies can be found on the QMUL website.

**VBB** to send **AL** the National PGR Pandemic Report.

**MA** raised issues about the Fit to Sit policy which was discussed in the School of Maths forum and S&E Board.

#### **4. General updates from Education Board members (All)**

#### **5. Substantive Business (policy) (Chair)**

**AI** introduced a motion proposal.

*Should the Students' Union lobby the University to create shorter pre-recorded lecture videos instead of having a single lecture video?*

**MR** raised the concern of the motion being too prescriptive. Board discussed wording that would be more encompassing.

The Board voted to amend the motion to state:

*"The SU should lobby schools to consider length of teaching recordings so as to ensure they are suitable for student learning and allow for regular breaks. This could include splitting recordings into shorter clips or adding timestamps to videos so students can more easily navigate content. However, any approach should be faculty specific and appropriate to their own students."*

The amended motion was passed by a majority.

#### **Voting record:**

Gurleen Muker – For  
Krista Tingbrand – For  
Yassar Malik – For  
Vikki Barry Brown – For  
Naveena Dhera – For  
Muhammad Sami Siddiqui – For  
Charalambos Hadjicharalambous – For  
Ramesh Wilson – For  
Muhammad Muntaqim – For  
Zuzanna Kocjan – For  
Saba Sadek – For  
Azmain Iftekhar – For  
Olivia Walton – For  
James Tavner – For

#### **6. Barriers to student voice in assessment and feedback (CS)**

**CS** and **AL** co-chair the Assessment & Feedback workstream and asked the Board to think about what the barriers to feedback are and to get back to the relevant Faculty VPs.

Ideally would like initial feedback by 4<sup>th</sup> March and would appreciate anything PTOs have to report.

## **7. Faculty VP support for the Education Board Members (Faculty VPs)**

**AL** asked the board if there is anything PTOs need support with.

**KT** raised that in the survey she ran there was a feeling from students in SPIR that there is a lack of transparency from the Executive Officer team. **AL** thanked **KT** for the feedback.

**VBB** asked **CS** to introduce the new PGR reps to meet senior members of staff in the faculty.

## **8. AOB**

**CS** noted that this is the last Education Board meeting of the year.

**LR** announced that she will be leaving QMSU on 3<sup>rd</sup> March and thanked the board for all their hard work.

**AL** thanked **LR** for her work at QMSU.

**AL** reminded the Board that Spring Elections are currently underway and voting takes place 1<sup>st</sup>-4<sup>th</sup> March.

## **9. Actions:**

- **Action: MR** to share best practice document with Stephanie Marshall and QMSU/QMUL update meeting.
- **Action: VPs** should clarify exam time periods (24hr/48hr) with University and provide an update to Education Board. They should seek standardisation for this across the Faculties. VPs should raise this with the Dean's.
- **Action: VBB** to send **AL** the National PGR Pandemic Report.
- **Action: CS** to introduce the HSS PGR reps to senior members of staff in HSS.

## **10. Notes**

None.

Minutes submitted by: Leigh Rooney

Minutes approved by:

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**Welfare Board 23 February 2021**

## **Welfare Board Minutes**

**Date:** 23 February 2021

**Location:** Microsoft Teams 18:00 - 19:30

### Present

- Jack Juckes, Vice President Welfare (JJ), Chair
- Tiana Dinard-Samuel, Vice President Communities (TDS)
- Beatrix Andrews, Disabled and SLD Representative (Mile End) (BA)
- Robert Tucker, LGBT+ Representative (BL) (RT)
- Fares Azhari, Welfare Officer (S&E) (FA)
- Ellora Kamineni, Welfare Officer (BL) (EK)

### **Part one – Welfare Board meeting**

#### **1. Minutes of previous meeting**

The minutes from the Welfare Board meeting on 15<sup>th</sup> December were approved.

#### **2. Updates from Welfare Board members**

##### **Welfare Officer (S&E)**

- Talking to students from EECS as students feel there was a lack of support from within the School with exams
- Working on organising a hackathon
- May not have time to work on Sexual Assault Awareness Week. JJ offered to have a conversation about how we can support the campaign to reduce workload

##### **Welfare Officer (BL)**

- SHAG Week running this week from 22-28th February
- Working with Advice and Counselling Service to get clarity on addressing myths among healthcare students about the impact of accessing support on their career.
- **Action: JJ and EK to discuss working with the Advice and Counselling Service to address misconceptions among healthcare students.**

**LGBT+ Representative (BL)**

- LGBT+ History Month is this month. Helping run a couple of events at the end of this week, including a talk on empowering trans activists, a debate and a quiz on Friday. The quiz will include pre-recorded clips of students in drag reading out the questions
- Working with a student on some Queen Mary/BL-branded LGBT+ face masks. These won't be rolled out until it is safe for students to return to campus.

**Disabled and SLD Rep (Mile End)**

- Ran a quiz at the start of the month for LGBT+ History Month. Working with Parapride on a social media post about influencers to follow.
- Working on PROJECT:TALK peer support scheme. Carrying out interviews with prospective volunteers and attending training on how to run the scheme.
- Working with Advice and Counselling and an alumnus on the University's plans for Mental Health Day on 4<sup>th</sup> March.
- Working with students on a specific learning difference (SLD) campaign with the intention of lobbying the University to improve support for students with SLDs. First meeting this Thursday.

**Vice President Welfare**

- Held a panel event today on LGBT+ mental health as part of LGBT+ History month and working on a University Mental Health Day panel event in March.
- Working on a workstream with a staff member in HSS on professional values and tying this in with the University's work on how staff and students can interact with each other. This is linked to Humans of Queen Mary.
- New project on drug and alcohol harm reduction. Have spoken with an academic in SMD a PGR student doing a research project on this topic. Also received localised data from NUS from a survey on drug and alcohol use.
- Held on consultation on sexual & gender-based violence to better understand students' experiences of reporting, making a disclosure or accessing support. JJ invited members to share the survey which is still open.
- Collaborating with the London Renters Union and directing students to them if they are renting privately.
- Working on Covid-19 mitigation work with VPSE. EK asked when this would be confirmed. JJ said MR would know more about this within SMD, but hopefully soon.
- Working on promoting some Tower Hamlets Talking Therapies workshops.

**Vice President Communities**

- Liaising with QMUL Rent Strike campaign and the University with the VP Welfare on issues they are raising. Meeting weekly. The University offered a 30% discount for

undergraduate students in halls. Currently lobbying the University to apply this discount to all students automatically and raising issues at various committees.

- Working on LGBT+ History Month. Co-hosted events with VPSE, including a meeting of the Diverse(ish) anti-racist forum and an event on 'Everything you need to know about LGBT+ sex'.
- Working with students to plan Asian Heritage Month which will take place in March.
- Event planned with Women's Rep (BL) for International Women's Day (IWD).
- Working with VPHSS on a budget case for a Postgraduate Coordinator Intern within the Students' Union
- **Action: TDS to send BA a summary of the meeting for IWD event**

### **3. Autism Awareness Week**

Disabled and SLD Rep (BL) sent apologies to the meeting and could not update.

**Action: JJ to follow up with Disabled and SLD Rep (BL) about Autism Awareness Week**

### **5. AOB**

EK asked whether there was a calendar of welfare campaigns that could be used to help coordinate joint campaigns between Mile End and BL reps. The Students' Union does not have a formal calendar as it is up to reps each year what they want to work on, however we could incorporate joint campaign planning into PTO training.

## **Part two – Liberation Forums/Networks workshop**

### **Group 1 – Name and purpose**

The group understood a 'forum' as more of a space for people to discuss something, whereas a 'network' was more all-encompassing and a way of bringing students together. The group thought the overall structure could be a network and reps would be free to organise smaller forum events to gather feedback. The 'forums' would be a mechanism for reps to update and hear feedback from the students they represent. This could also allow students to raise concerns among students who have a similar experience.

The group discussed pros and cons to making the networks cross-campus. They felt that while students at different campuses should have space apart to discuss their specific experiences, that there were positives in terms of bringing reps and students together and

facilitating collaboration. The group suggested that the overarching 'network' and online structure could be cross-campus but that meetings could have two parts – the first part with students from all campuses meeting together and the second part using breakout rooms for each campus. The group raised the issue of if one co-chair is not contributing as much.

RT has previously co-chaired an event with the Women's Rep (BL) and felt the event worked nicely in this format. The co-chairs knew different groups of students who attended and were able to bring different perspectives together.

### **Group 2 – Engaging students**

The group discussed the pros and cons of different platforms.

- Instagram – Most widely used by students and good for sharing content quickly.
- Website – A page on the website would be helpful for students to have more info
- Facebook – Many students still use Facebook. It can offer a lot in terms of features for engaging with the students in the group.
- WhatsApp – Easily accessible however it would include students' personal phone numbers so would not be very private. WhatsApp groups can be a bit confusing about whose job it is to run it. WhatsApp more casual than some other platforms.

The group discussed how LGBT+ students already have links and communities on campus through the societies, so having a forum feels less necessary. It was suggested that it may be worth contacting the LGBT+ societies to discuss where there is overlap.

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## Bye-Law 13

### DRAFT Code of Student Conduct, Complaints and Disciplinary Procedure

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#### Definitions

For the purposes of this Code of Conduct, Complaints and Disciplinary Procedure:

**The Union** means Queen Mary Students' Union (QMSU).

**The University** means Queen Mary University of London (QMUL).

**Members** are students of **Queen Mary University of London (QMUL)** who have not opted out of membership of **Queen Mary Students Union (QMSU)** or who have opted out but have agreed to be dealt with under the procedures described (see section 5.3.2) or are Associate Members of QMSU.

**The President** means the Students' Union President.

**Elected Student Representatives and Part-Time Officers** are those positions which are members of Student Council.

**Sabbatical Officers for the purposes of this document** are Members of the Students' Union and not staff members. In matters relating to their performance as Sabbatical Officers and Trustees, they are governed by the Union's Bye-laws and Articles of Association. **Sabbatical Officers** are also referred to as **Sabbatical Trustees** and **Executive Officers**.

#### 1. Part One - Code of Conduct

- 1.1. The Students' Union strives to create a culture in which equality, diversity, inclusion and liberation are respected and championed and where bullying, harassment, discrimination and violence are not tolerated, whether in physical or online spaces, and including the use of social media.
- 1.2. Members of QMSU, students of QMUL and others participating in Union activities, or using Union premises or facilities, are expected to comply with the following Code of Conduct:
  1. To treat all Members of QMSU, QMSU staff members, QMUL **students and staff** members, and any other person participating in Union activities, or using Union premises or facilities, with courtesy, consideration and respect at all times.
  2. To uphold the Students' Union's values of being supportive, inclusive and accessible and to respect the rights of those with protected characteristics (**as defined in the Equality Act 2010 and any subsequent revisions**).
  3. To respect the lawful rights of others to freedom of belief, freedom of speech or expression.



4. To use the Students' Union's facilities and resources responsibly and only for their intended purpose.
5. To behave with proper consideration for their own health, safety and well-being, and for that of others.
6. To observe the bye laws, rules, regulations, policies and procedures of the Students' Union.
7. To comply with all legal requirements and relevant legislation.
8. Not to behave in a way that damages or is likely to damage the reputation of the Students' Union.

## **2. Part Two - Complaints Procedure**

**2.1.** We aim to ensure your experience of the Students' Union is positive, but we recognise there may be occasions when our services or activities, or the conduct or performance of people providing or participating in them may not meet your expectations. All Members of the Union may complain, as set out in this procedure, if they are dissatisfied with any aspect of their dealings with the Union.

### **2.2. What is not covered by this procedure**

#### **2.2.1. The University**

This procedure does not apply to complaints about the University, its services or staff. If you have a complaint relating to the University, please refer to the University's complaints procedure. The Students' Union's **Academic** Advice Service can help you with your complaint.

#### **2.2.2. Students' Union Elections**

This procedure does not cover complaints about the election of the Students' Union's Sabbatical Officers, Student Trustees or other elected Student Representatives or Part-time Officers. If you have a complaint about elections, it should be made to the Union's Deputy Returning Officer following the procedure set out in the Union's Elections Byelaw.

#### **2.2.3. Performance of Sabbatical Officers, Elected Student Representatives, Part-time Officers, Sabbatical Trustees, Student Trustees, or External Trustees**

This procedure does not apply to matters relating to the performance of Sabbatical Officers, Elected Student Representatives or Part-time Officers in relation to their duties and responsibilities as provided for in the Students' Union's Bye laws, or to the performance of Sabbatical Trustees, Student Trustees or External Trustees in relation to their duties and responsibilities as provided for in the Union's Bye laws and/or in the Union's Articles or Association. **The performance of Elected Student Representatives will be considered under the procedures set out in the relevant Bye-Law and/or the Union's Articles of Association.**

### **2.2.4 Students' Union Staff**

This procedure does not apply to matters relating to Students' Union staff (including students employed as staff members). These will be considered under the Union's HR policies (see also 3.2.1 and 4.2.11 for further information).

## **3. Relationship to other policies and procedures**

### **3.1. QMUL Code of Student Discipline**

- 3.1.1. Students using any space operated by the **Students'** Union, or taking part in activities or events organised by the Union, are bound by both the Union's Code of Conduct and the QMUL Code of Student Discipline. The QMUL Code of Student Discipline may be found on the University's ARCS webpages.
- 3.1.2. Allegations of misconduct in relation to Students' Union affairs that fall within the remit of the Students' Union Disciplinary Procedures are dealt with by the Students' Union. **The Union may sometimes recommend that a complaint be referred to the University for consideration under the QMUL Code of Student Discipline where the complaint concerns an area outside of the Union's ability to act, or where the content is deemed to be more serious than can be adequately dealt with by the Union alone (see section 5.3).**

### **3.2. Staff Student Protocol**

- 3.2.1. The purpose of this protocol is to provide clarity over the relationship between Elected Student Representatives, Students, and Staff/Student Staff who are employed to provide professional advice, support and continuity. It aims to provide general guidance and broad principles, and to provide avenues for the resolution of problems as and when they arise. Complaints arising about Students' Union staff members concerning matters covered within the Student Staff Protocol will be dealt with under the Union's HR policies. A copy of the Staff Student Protocol is available on the Union's website (as Bye-Law 14).

### **3.3. Health and Safety Matters**

- 3.3.1. The Students' Union is subject to various Health and Safety Legislation. Nothing in this Code of Conduct, Complaints and Disciplinary Procedure shall prevent any action being taken by, or on behalf of, the Union under operating procedures of the Union for safeguarding the health, safety or welfare of any person, for the avoidance of damage to property, or for the avoidance of any infringement of the law. Any such action will not prevent further action being taken under this Code of Conduct, Complaints and Disciplinary Procedure.

### **3.4. Licensed Premises**

- 3.4.1. The Students' Union's licensed venues are subject to licensing laws. Nothing in this Code of Conduct, Complaints and Disciplinary Procedure shall prevent any action being taken, by a licensee or representative of a licensee of licensed premises operated by the Union, for the maintenance of good order

on such premises. Any such action will not prevent further action being taken under this Code of Conduct, Complaints and Disciplinary Procedure.

#### 4. How to Complain Stage One (Informal Complaint)

- 4.1. If you have a complaint which you feel you can take up informally, without raising a formal complaint with a view to its being resolved quickly, you are encouraged to do so. The following section tells you who to complain to if you want to make an **informal** complaint. The principle adopted is that you should first make the complaint as close as possible to the area concerned. **Contact information for all of the people mentioned in this section can be found in Appendix 4.**
- 4.2. **If the person to whom you make a complaint is an Elected Student Representative, you should expect that they will seek advice and guidance in relation to the complaint from the relevant staff member responsible for that area of the Students' Union's operations.**
- 4.3. An informal complaint may not be appropriate for issues of a more serious nature such as incidences of violent, indecent, disorderly, intimidating or offensive behaviour or language; or sexual misconduct. These should instead be raised as a **formal** complaint using the procedure in **Section 5**.
- 4.4. If you wish to make an **informal** complaint about:

##### 4.4.1. Academic Advice Service

You should raise any complaint you may have about the Advice Service with the Students' Union's Chief Executive.

##### 4.4.2. Course Representatives

You should raise any complaint about the conduct of a Course Representative with the Students' Union Vice President for the Faculty within which the course is based.

##### 4.4.3. Friends of the SU

You should raise any complaint about the conduct of an Associate Member of the Union, or the operation of the Friends of the SU scheme, with the Students' Union President.

##### 4.4.4. Health and Fitness Centres (QMotion etc.)

**You should first raise any complaint that you may have regarding one of our health and fitness centres with the Qmotion General Manager. If your complaint is about the Qmotion General Manager, you should raise your complaint with the Deputy Managing Director.**

**Users of these spaces must abide by the specific terms of use for the facility concerned. If a QMSU member or QMUL student breaches the terms of use, this will be dealt with under the terms of use. However, if the matter is considered serious enough to bring the Students' Union or University into disrepute, then this may be disclosed to the relevant body to be dealt with accordingly.**

#### **4.4.5. Part Time Officers and Elected Student Representatives**

You should raise any complaint about a Part-time Officer, or other Elected Student Representatives, with the Students' Union President.

#### **4.4.6. Reception Points**

You should first raise any complaint you may have about a Students' Union Reception Point with the Customer Services Manager. If your complaint is about the Customer Services Manager, you should raise your complaint with the Chief Executive Officer.

#### **4.4.7. Sabbatical Officers (Students' Union President and Vice Presidents)**

You should raise any complaint about a Sabbatical Officer with the Students' Union President. If the complaint is about the Students' Union President, you should raise your complaint with the Deputy President.

#### **4.4.8. Student Council and its Sub-Committees**

You should raise any complaint you may have in relation to Student Council with the Chair of Student Council. If the complaint is about the Chair of Student Council, you should raise your complaint with the Deputy Chair of Student Council, or the Students' Union President.

#### **4.4.9. Student Groups and Activities (Club Sport, RAG, Societies, Student Media, Volunteering)**

You should first raise any complaint you may have about any of the Students' Union's affiliated Student Groups with the Part-Time Officer responsible for the type of group or activity concerned. Student Groups have their own procedures for dealing with minor disciplinary issues. These are set out in the Student Groups Bye-Law and related documents. **If the Part-Time Officer is unresponsive, or you are unhappy with their response, the matter may be raised directly with the relevant staff member responsible for that area of the Students' Union's operations, or with the Students' Union President.**

#### **4.4.10. Students' Union Commercial Services (bars, cafes, shops and Union events)**

You should first raise any complaint you may have about the Students' Union's Commercial Services with the relevant service manager and, if necessary, with the Union's Deputy Managing Director. If your complaint is about the Deputy Managing Director, you should raise your complaint with the Union's Managing Director **(who is also the CEO)**. If your complaint is about the Managing Director, you should raise your complaint with the Chair of the Board of QMSU Services Ltd (via the Students' Union Secretary and Governance Adviser).

#### **4.4.11. Students' Union Staff**

You should first raise any complaint you may have about Students' Union Staff with their line manager, or if necessary, with the Chief Executive. If your complaint is about the Chief Executive, you should raise your complaint with the Deputy Chair of the Union's Board of Trustees (via the Students' Union Secretary and Governance

Adviser).

#### **4.4.12. Trustees**

You should raise any complaint you may have about a Students' Union Trustee with the Students' Union President (who is also Chair of the Board of Trustees). If your complaint is about the Students' Union President in their role as Chair of the Board of Trustees, you should raise your complaint with the Deputy Chair of the Board of Trustees (via the Students' Union Secretary and Governance Adviser).

### **4.5. Dealing with an informal complaint**

- 4.5.1. On receiving an informal complaint, the person responsible will ask you for details relating to your complaint and tell you how they will investigate it. When they have completed their investigation, they will contact you to let you know the outcome and any action that has been taken as a result. If you are unhappy with this, you may raise the matter as a formal complaint.

**If you are not sure who to complain to, contact the Students' Union President, or any of the Vice Presidents for advice.**

## **5. How to Complain Stage Two (Formal Complaint)**

- 5.1. If, for any reason, you feel unable to make a complaint informally, or are dissatisfied with the progress or the outcome of making a complaint informally, you may make a **formal** complaint.

### **5.2. Making a Formal Complaint**

- 5.2.1. If you want to make a formal complaint you should email the Students' Union President or, if the complaint relates to or concerns the President, the Union's Deputy President.

- 5.2.2. The email should be headed '**Formal Complaint**' and should:

- (i) state the reason for your complaint;
- (ii) give full details of the circumstances in which it has arisen;
- (iii) **if you have already taken any steps to have your complaint dealt with, please tell us what you have done so far;**
- (iv) include any supporting evidence you wish to be taken into account, and **contact details** of any witnesses (if applicable);
- (v) give details of how you think your complaint could be resolved.

### **5.3. Dealing with a Formal Complaint**

#### **5.3.1. Escalation - Referral to QMUL Complaints Procedure**

- 5.3.2. If the complaint concerns a student who has opted out of Students' Union

membership, the person complained about may either agree to the complaint being investigated under the Union's policies and procedures, or otherwise the matter will automatically be referred to the University to be dealt with under the QMUL Code of Student Discipline.

- 5.3.3. There are some cases in which the Students' Union does not have the authority to investigate a complaint, or would not be able to impose adequate sanctions if the complaint were upheld. In such cases, we may refer a case to the University to be dealt with under the QMUL Code of Student Discipline under the process outlined here:

### **QMUL Code of Student Discipline**

*The QMUL Code of Student Discipline states:*

*21. Allegations of misconduct in relation to Students' Union affairs that fall within the remit of the Students' Union Disciplinary Procedures are dealt with by the Students' Union. The Students' Union may also refer allegations for consideration under this code where the misconduct is more serious.*

Such allegations of more serious misconduct will include, but are not limited to, the following actions and behaviours (as set out in the QMUL Code of Student Discipline):

*17 d. violent, indecent, disorderly, intimidating or offensive behaviour or language whilst on Queen Mary premises or engaged in any Queen Mary activity (including field trips, placements or sporting activities), or directed at any student, member of staff or visitor to Queen Mary or other member of Queen Mary. This shall include oral, physical, written, or online forms of communication including posts on social media sites, chat rooms, email, texts or instant messaging. It shall also include words or actions related to gender, sexuality, race, religion, disability, or age.*

*17 e. violent, indecent, disorderly, intimidating or offensive behaviour or language, as set out in [d] above, including words or actions focusing on sex, sexuality, race, religion, disability or age which could constitute harassment.*

*17 f. sexual misconduct which includes (but is not limited to) the following, within or outside a sexual or romantic relationship, including where consent to sexual activity has been given then withdrawn, or if consent has been given on previous occasions: sexual intercourse or engaging in a sexual act without consent; attempt to engage in sexual intercourse or a sexual act without consent; sharing private sexual materials of another person without consent; kissing or touching inappropriately without consent; inappropriately showing sexual organs to another person; repeatedly contacting or following another person without good reason; making unwanted remarks of a sexual nature. For the avoidance of doubt, in this paragraph, 'without consent' includes purported consent obtained by force, intimidation, manipulation or coercion.*

- 5.3.4. **Please Note:** If you make a complaint to the Students' Union in relation to an issue outlined above, you may be asked for your consent to us referring your

complaint to the University (see section 5.4). Alternatively, you may be advised on how to make your complaint under the relevant University procedure. You can find out more about reporting to the University on their ARCS webpages. Where the issue possibly constitutes a criminal offence, you may also be advised of how to report the matter to the police.

#### **5.4. Referral and Information Sharing Agreement between QMUL and QMSU**

- 5.4.1. In order to ensure continuity and to avoid duplication of procedures, the Students' Union and the University will operate a referral and information sharing process.
- 5.4.2. Students making complaints to QMUL about misconduct in relation to Students' Union affairs that fall within the remit of the Students' Union's Code of Conduct, Complaints and Disciplinary Procedure, will be referred to the Students' Union President for consideration in the first instance.
- 5.4.3. Students' Union members making complaints which fall **under** Section 5.3 will (subject to Section 5.3.4) be referred to the University's Registry at an early stage to discuss and coordinate possible referral, taking into consideration the seriousness of the allegation, possible sanctions and the complainant's desired outcome (whether deliverable, or not).

#### **5.5. Dealing with a Formal Complaint within QMSU Procedures**

***(Guidance for those investigating Formal Complaints is given at the end of this document)***

- 5.5.1. On receiving a **formal** complaint, the **Students' Union** President will normally respond to the **person making the complaint** within 10 working days, setting out how the complaint will be dealt with. **If there is any conflict of interest, the President will declare it at this point and refer the complaint to be dealt with by a Vice President.**
- 5.5.2. The President will consider requests for confidentiality in dealing with a complaint, but an anonymous complaint cannot be considered. **If you would like to make an anonymous report, you can do so through the University's Report and Support platform (please note that anonymous reports submitted through Report and Support are used solely for the purpose of data collection and will not be investigated).**
- 5.5.3. The President may deal with the complaint by:
  - (i) investigating the complaint themselves;
  - (ii) referring the complaint for investigation by another person or body for report back **(e.g. a senior staff member, or Union sub-committee such as Club Sport or Societies Boards);**
  - (iii) referring the matter to be dealt with under other Union procedures (such as those set out in the Union's HR policies) or referring it to the University **with your consent** (as described in section 5.3 above);



5.5.4. When investigating the complaint, the President may invite **the person making the complaint** to a meeting with them and/or other specified individuals (such as Students' Union staff members) to discuss the complaint.

## 5.6. Outcome

5.6.1. If the complaint has not been referred to be dealt with under any other procedure, the Students' Union President will take a decision in relation to the complaint and notify you by email of **their** decision and their reasons, no later than 20 working days from the complaint being received, or by such later reasonable time **as may be** notified.

5.6.2. The President may:

- (i) dismiss the complaint;
- (ii) uphold the complaint and suggest a resolution;
- (iii) refer the complaint for action under the Union's Disciplinary Procedure (**see Section 6**);
- (iv) **with your consent**, refer the complaint for action by the University.

5.6.3. If you are dissatisfied with the President's decision in relation to your complaint, you may apply for a review of the decision **by** a Review Panel in accordance with the procedure set out below (unless it has been referred for consideration under the Union's Disciplinary Procedure, in which case that procedure will take over).

## 5.7. Review Panel

5.7.1. A Review Panel will be convened within 10 days of the request for review, to review the Students' Union President's decision.

5.7.2. A Review Panel will be made up of:

- (i) Two Sabbatical Officers, one of whom shall be the Chair of the Panel;  
and
- (ii) One Student Trustee.

5.7.3. No one who has any close connection with the Member/s concerned, or who has had any significant prior involvement in the matter will be included in the Review Panel.

5.7.4. The Review Panel may:

- (i) uphold the President's original decision;
- (ii) uphold the complaint and suggest a different resolution;
- (iii) refer the complaint for further investigation by another person or body and report back (**e.g. a senior staff member, or Union sub-committee**)



such as Club Sport or Societies Boards) and then exercise any of the options originally open to the President.

5.7.5. The decision of the Review Panel at this stage will be final for the purposes of all Union procedures.

## **6. Part Three (Disciplinary Procedure)**

**6.1.** Where a complaint under the Students' Union's Complaints Procedure is referred for consideration under this Disciplinary Procedure, or where an alleged or apparent act of misconduct is otherwise brought, or comes to the attention of the Union, a Disciplinary Panel will be established as soon as possible to consider the matter.

### **6.2. Disciplinary Panel**

6.2.1. A Disciplinary Panel will be made up of:

- (i) One External Trustee, who shall be the Chair of the Panel;
- (ii) One Student Trustee; and
- (iii) One member of Student Council, nominated by the Chair of Student Council.

6.2.2. No one who has any close connection with the Member/s concerned, or who has had any significant prior involvement in the matter will be included in the Disciplinary Panel.

6.2.3. Given the nature or circumstances of the case, the Disciplinary Panel may consider it necessary to suspend access of the Member/s concerned to all or any part of the Students' Union's premises, or from participating in all, or any specific Union organised activities and events, including those organised by student groups, pending resolution of the matter. The suspension will be kept under review and will not be considered a disciplinary action.

6.2.4. The Disciplinary Panel will meet as soon as possible to consider the findings of the Students Union President's or Review Panel's initial investigation and decide whether any further investigation is required. If so, it will appoint an investigator to carry out the investigation on its behalf. Such investigation may include meeting with the Member/s concerned and/or collating evidence. The person appointed to carry out any further investigation must not have had any significant prior involvement in the matter.

6.2.5. Having investigated the matter, the Panel will decide whether there is a case to answer and, if so, will:

- (i) consider whether they wish to interview the person making the complaint, and if so invite them to attend the hearing as a witness, at which they may be accompanied by another Member of their choice. (The Panel must ensure that the person making the complaint and the Member/s concerned are not present at the hearing at the same time).

- (ii) as soon as possible fix a time and venue for a Disciplinary Hearing and notify the Member/s concerned in writing;
  - (iii) give the Member/s concerned sufficient written information about the alleged misconduct and its possible consequences to enable such Member to prepare for the Hearing;
  - (iv) supply to the Member/s concerned copies of any documents which will be taken into account at the hearing; and
  - (v) inform the Member/s concerned that they are entitled to be accompanied at the hearing by another Member of their choice.
- 6.2.6. If the Member/s concerned, without good cause, do not attend the hearing, the Panel will be entitled to decide the matter in the Member/s' absence on the evidence available.
- 6.2.7. At the hearing, the Member/s concerned will have the opportunity to state their case. In addition, if the Member/s concerned has chosen to have another Member accompany them, this person will be able to speak, but not ask questions, on their behalf.
- 6.2.8. As soon as practicable after the hearing, the Panel will consider whether or not, on the balance of probabilities, there has been misconduct and, if so, whether or not disciplinary action should be taken against the Member/s concerned.
- 6.2.9. The Chair of the Panel will notify the Member/s concerned, in writing, of the Panel's decision. Should disciplinary action be taken, the Member/s concerned will be notified of their right to appeal against the decision.
- 6.2.10. The Chair of the Panel will also notify the person making the complaint, in writing, of the Panel's decision.

### 6.3. Outcomes

- 6.3.1. Where a finding of misconduct is made, disciplinary action may include:
- (i) an informal warning, which may include informal advice;
  - (ii) a written warning, which will make clear the consequences of further misconduct and which will be kept on file for disciplinary purposes for 6 months;
  - (iii) suspension, for a specified period, of access to all or any part of the Students' Union's premises and/or from participation in all or any Students' Union activities and events, including those organised by student groups;
  - (iv) termination of access to all or any part of the Students' Union's premises and/or from participation in all or any Students' Union activities and events, including those organised by student groups;
  - (v) any such disciplinary action may include a requirement for a written apology to be given to those affected and/or compensation for any damage to property.

6.3.2. In considering what disciplinary action, if any, to take against the Member/s concerned the Panel **may** take into account:

- (i) the seriousness of the misconduct;
- (ii) the Member/s' previous disciplinary record;
- (iii) the Member/s' behaviour following the misconduct; and
- (iv) any mitigating factors.

#### **6.4. Appeals**

6.4.1. A Member is entitled to appeal against disciplinary action taken against them. A request for an appeal must be made in writing within 10 working days of the notification of the Panel's decision.

6.4.2. The request should be addressed to the Deputy Chair of the Board of Trustees, should state the grounds of the appeal and include details, with copies of relevant documents, of any new evidence which the Member concerned wishes to be considered in the appeal.

6.4.3. As soon as possible after a request for an appeal, an Appeal Panel will be established to consider the appeal.

#### **6.5. Appeal Panel**

6.5.1. An Appeal Panel will be made up of:

- (i) One External Trustee, who shall be the Chair of the Panel; and
- (ii) Two other Trustees

6.5.2. No individual who has any close connection with the Member concerned or who has had any significant prior involvement in the matter will be included in the Panel.

6.5.3. As soon as possible the Appeal Panel will fix a time and venue for an Appeal Hearing, will notify the Member concerned in writing and will inform the Member that they are entitled to be accompanied at the hearing by another Member of their choice.

6.5.4. If the Member concerned, without good cause, does not attend the Appeal hearing, the Panel will be entitled to dismiss the appeal.

6.5.5. At the Appeal hearing the Member concerned will have the opportunity to state their case. **In addition, if the Member concerned has chosen to have another Member accompany them, this person will be able to speak, but not ask questions, on their behalf.**

6.5.6. As soon as possible after the hearing, the Panel will consider whether or not, in all the circumstances, the Disciplinary Panel's decision should be upheld, or

set aside, or varied by the imposition of a lesser disciplinary action, and the Chair of the Panel will notify the Member, in writing, of the Panel's decision.

6.5.7. The Chair of the Panel will **also** notify the person making the complaint, in writing, of any changes to the Panel's original decision.

6.5.8. The Appeal Panel's decision will be final for the purposes of all Union procedures.

## **7. Record of Complaints**

7.1. All complaints received will be recorded as follows:

### **7.2. Stage One (Informal Complaint)**

7.2.1. Local record by the person dealing with the complaint - these records will be kept for **tba**

### **7.3. Stage Two (Formal Complaint)**

7.3.1. A record of complaints made under this procedure, the process by which they are dealt with, and decisions made in relation to them, together with copies of all relevant documents, will be kept in a Complaints File maintained by a member of staff of the Union appointed for this purpose (normally the Company Secretary and Governance Adviser).

7.3.2. This file will be accessed only by authorised individuals to the extent necessary for the proper carrying out of their functions, and any such access will be subject to the provisions of Data Protection legislation.

7.3.3. These records will be kept for **tba**

### **7.4. Referrals to the University**

7.4.1. These will be recorded up to the point at which they are referred to the University. A copy of any relevant documents may be passed to the University with the complainant's permission.

7.4.2. The Union's records will be kept for **tba**

### **7.5. Stage Three (Disciplinary Procedure)**

7.5.1. A record of any disciplinary proceedings, together with copies of all relevant documents, will be added to the relevant complaint file.

## **8. Privacy Statement**

8.1. **Tba**

## **9. Further Consideration of Complaints**

## **9.1. QMUL**

9.1.1. Members who are dissatisfied with their dealings with the Students' Union, or who claim to be unfairly disadvantaged by reason of having exercised their right not to be a Member of the Union, may be entitled to apply to Queen Mary University of London (QMUL), under QMUL's Procedures for dealing with Complaints about the Students' Union, for the matter to be investigated and reported upon by an independent person appointed by QMUL Council, as provided for in section 22 of the Education Act 1994. Before making such an application, Members will usually be required by QMUL to have completed the procedures provided for under this Complaints Procedure.

### **9.1.2. OIA**

9.1.3. Members who are dissatisfied with a decision under QMUL's Procedures for dealing with Complaints about the Students' Union may make a complaint to the Office of the Independent Adjudicator for Higher Education (OIA). The OIA can only look at the acts or omissions of a Higher Education Institution (such as QMUL). The OIA's remit does not cover acts or omissions of a Students' Union, nor those of its officers. Therefore, the scope of its review is limited to whether the institution followed its procedures correctly when considering a complaint by a student against a Students' Union and whether the institution's final decision was reasonable in all the circumstances.

The following is not part of this Bye-Law and is given as guidance on best practice. Failure to adhere to this guidance is not of itself grounds to challenge the outcome of any investigation or disciplinary action. **This guidance may be reviewed and amended from time-to-time to reflect best practice.**

## Guidance for those investigating **Formal Complaints**

### A. Investigation Protocol

1. This Investigation Protocol is applicable to all formal student-related investigations dealt with under the Union's Complaints and Disciplinary Procedures.
2. The QMSU Investigation Protocol follows the principles of natural justice and procedural fairness:
  - **In a dispute, each party may have a differing version of events.**
  - All parties are given the opportunity to provide evidence to substantiate their version of the matter.
  - All parties are entitled to have their case considered by an independent, impartial and unbiased decision maker.
  - Full disclosure of any allegations or evidence will be made to those parties involved in the complaint prior to any formal interview or hearing.
  - There should be no unreasonable delay in investigating the matter.
  - All parties involved in a complaint have the right to be accompanied by another Member at each stage of the procedure.
3. The investigation process must be fair and transparent. This entails allowing the parties to give their evidence, normally in an interview with the person investigating, to know who else will be interviewed and to see all of the available evidence. Evidence would not normally be disclosed to witnesses and where more than one individual is named in a complaint normally, those individuals will be party only to the matter(s) of complaint and outcome(s) that are directly specific to them.
4. Failure to observe the basic requirements of fairness will allow any decision to be challenged.
5. Complaints should be investigated and brought to a conclusion with the minimum of delay. If a case is unreasonably delayed, there is the potential for challenge on the basis that the Member has been compromised; by witnesses being unavailable, evidence being more difficult to investigate and witness memories waning. Delay also enables an argument that, irrespective of the outcome of the investigation, the individuals involved have been under stress due to the length of time taken to consider the matter.
6. Where there may be delay due to the availability of parties to the complaint (during the vacation periods for example), the person investigating should consider the potential

implications of the delay. Where delay is unavoidable but essential to ensure a fair investigation, then this should be made clear to the relevant parties. In exceptional circumstances, the person investigating may request signed statements to be provided in lieu of interview.

7. The Union will make available to the person investigating all documents relating to the case. The person investigating may request further information or documents as appropriate.
8. All information provided regarding the investigation is normally confidential for use within the investigation process and subject to data protection requirements. Normally only those directly involved with the complaint will have access to confidential information. However, confidentiality cannot be guaranteed; for example, where the matter may be escalated to the University. In exceptional cases, for example where there are issues of safeguarding, or there are risks of harm to students or others, information may be provided to a third party with or without a Member's consent.

## **B. Interviewing the Parties**

1. Following an initial review of the documents and, where applicable, consultation with the Union's Governance Adviser, the person investigating will arrange interviews with the complainant, witnesses and other relevant parties to the complaint.
2. The complainant will normally be interviewed first; parties to a complaint may be interviewed or contacted on more than one occasion if further clarification is needed.
3. The order of interviews is subject to the discretion of the person investigating and the availability of the parties. Normally, witnesses for the complainant are interviewed before the respondent to the complaint is interviewed.
4. Respondents will be provided with a copy of the complaint submission and any evidence provided by the complainant, prior to meeting with the person investigating.
5. Non verbatim notes will be made of the interview and a copy given to the interviewee, who is asked to confirm or amend as necessary, following the interview. (Section D provides further information on Interview Meeting Notes).

## **C. Conducting an Investigation Interview**

1. The person investigating must ensure that:
  - a. All parties present at the interview are introduced and their roles explained.
  - b. The interviewee, if unaccompanied, was informed prior to the meeting that they have the right to be accompanied by another Member. Where the interviewee is accompanied, then the name of their companion is included in the interview notes.
  - c. The interviewee is aware of the procedure that is being followed, relevant timescales and (if known at this stage) any potential delays.
  - d. The interviewee is aware that full disclosure of the allegations and evidence will be

made to the relevant parties to the complaint.

- e. The complainant confirms the substance of the complaint and the issues to be investigated. The person investigating will confirm the scope and remit of the investigation. This must be noted and agreed at the initial interview.
  - f. The complainant confirms the remedy they are seeking i.e. what they see as the desired outcome to their complaint. This must be noted and agreed at the initial interview.
  - g. The complainant has provided all documentary evidence and information (any outstanding evidence must be provided by a specified date). This must be noted and agreed at the initial interview. After this date no new information or new evidence will be considered.
  - h. The complainant is advised by the person investigating who they deem relevant to interview. (The respondent and person investigating may also identify other people to be interviewed).
  - i. The involvement of the interviewee in the matter / incident is clear (for example whether they are the complainant, a respondent or witness) and that all relevant details are within their knowledge. Wherever possible, second-hand (hearsay) evidence should be avoided.
2. Respondents to the complaint will be provided with a copy of the complaint submission and any evidence provided by the complainant that is relevant to the issue of complaint they are responding to, prior to meeting with the person investigating. The respondent is given the opportunity to respond to the issues of complaint, provide documentary evidence where applicable and / or arranges to provide relevant documents by a scheduled date.
  3. The interviewee is advised that the Investigation Report will be circulated to the complainant, the respondent and the President/Disciplinary Panel for consideration and appropriate action in accordance with the recommendations.
  4. During the Interview the person investigating asks the witness to respond to the issues raised, provide documentary evidence if applicable and/or arranges to provide relevant documents by a scheduled date.

#### **D. Interview Notes**

1. Summary notes of the interview will be taken. The interview notes are not verbatim.
2. Interview notes will be sent to the interviewee, normally within 5 working days of the interview, requesting that the notes are agreed or amended, signed and returned.
3. The interview notes should:
  - Note the procedure that is being followed.
  - Clearly record the matter of complaint.

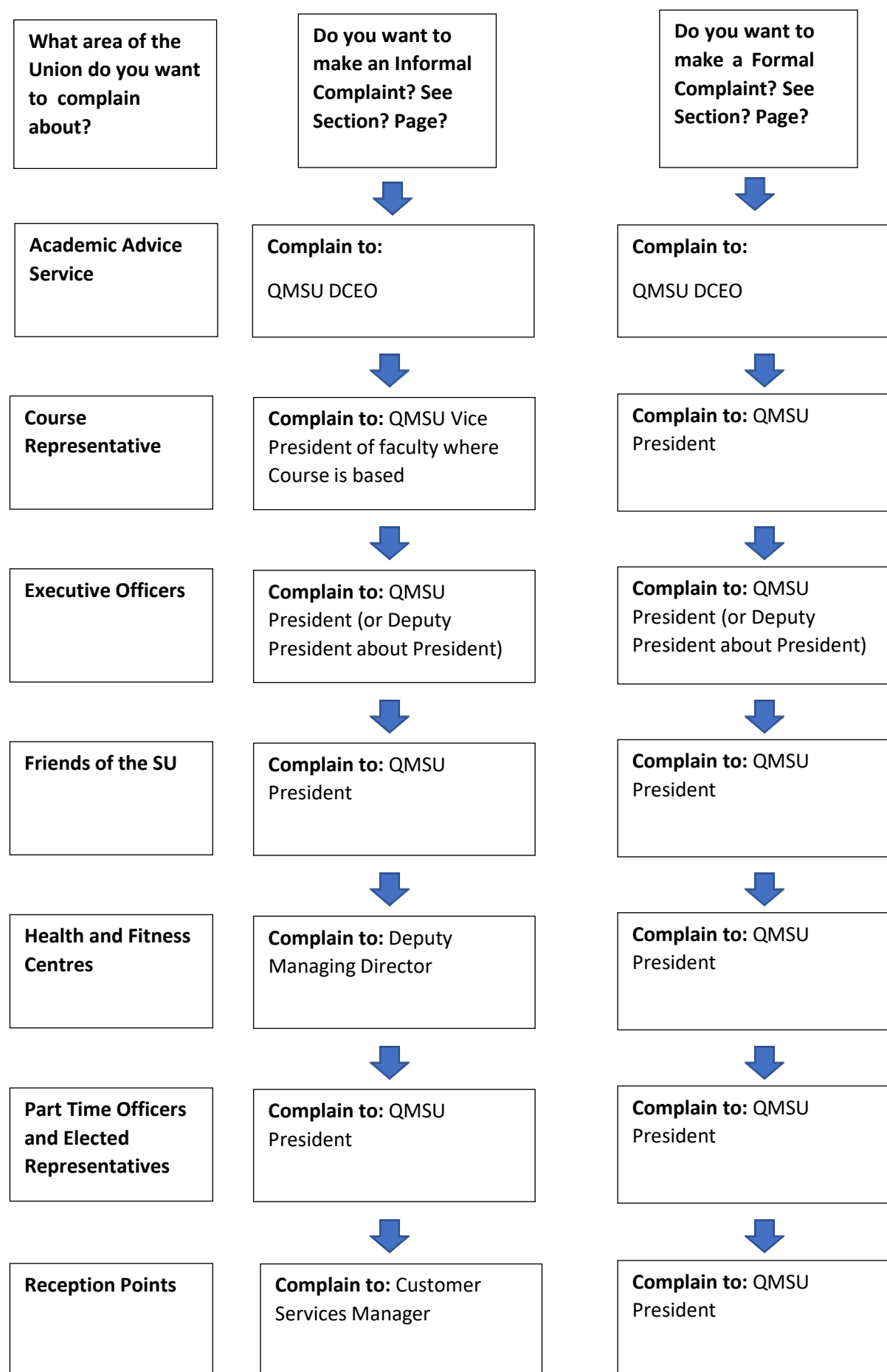


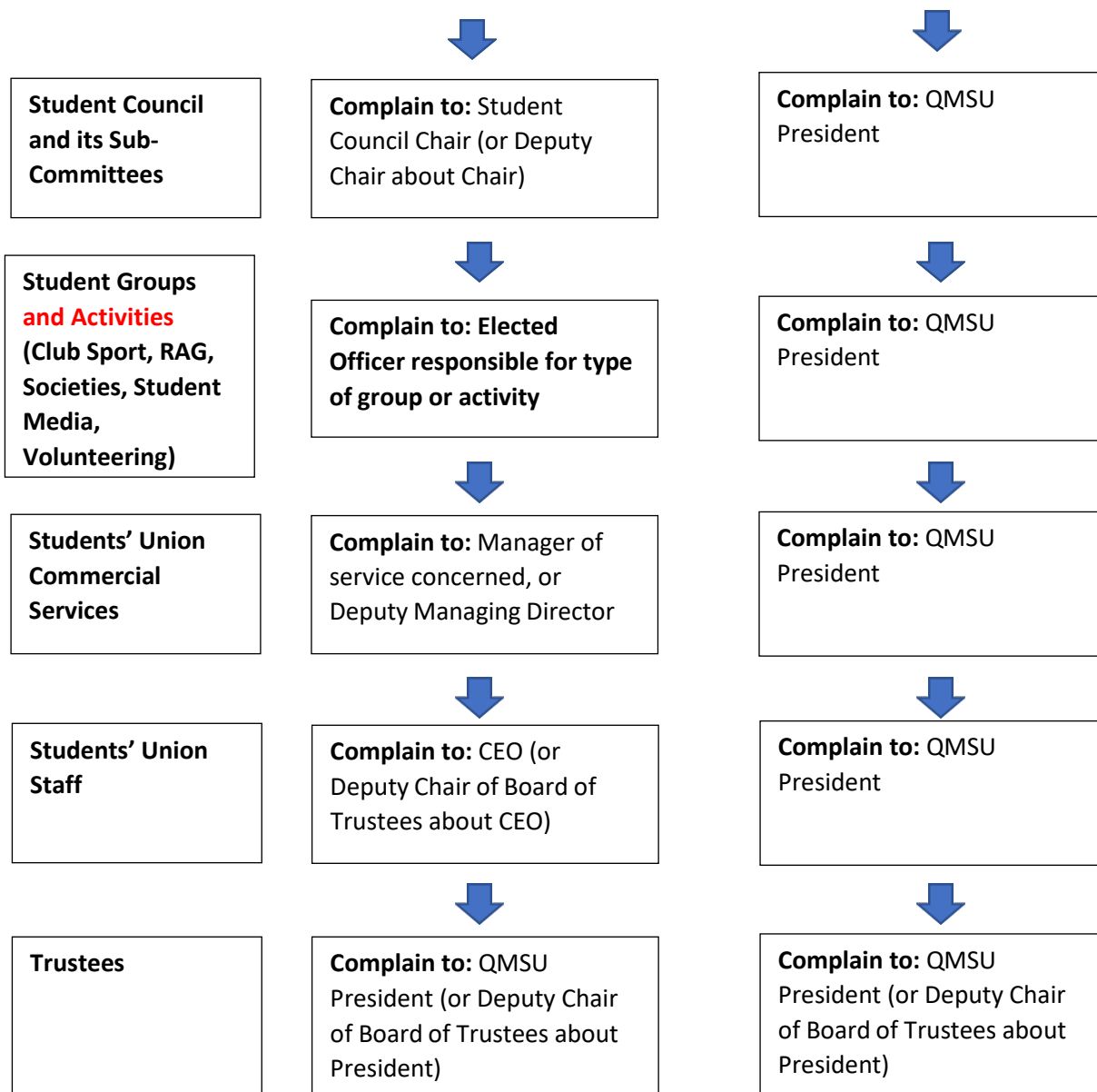
- Record the response to the complaint.
  - Refer to any relevant documents that support the accounts of the complainant, respondents and witnesses
  - Record any further information required and agreed deadlines for providing such information.
  - Not include irrelevant or prejudicial material.
4. Interviewees should note that a copy of the original notes and their amendments will be retained for consideration by the person investigating, during the investigation and when determining their findings.

#### **E. Investigator's Report**

1. Once the investigation has been completed, the person investigating will submit their findings in the form of a written report.
2. The Report be written in such a way that it can be read by someone with no knowledge of the case, so that they would be able to understand the circumstances of the complaint and the relevance of the evidence of the witness.
3. The Report will include any recommendations for further action.
4. All parties will receive a copy of the Report and will be advised of any appropriate actions to be taken and the next stage of the procedure.
5. Where more than one individual is named in a complaint normally, those individuals will be party only to the matter(s) of complaint and outcome(s) that are directly specific to

### How to make a complaint





### **Not sure who to complain to?**

If you are not sure who to complain to please contact the Students' Union President or any of the Vice Presidents' for advice

**If you would like help in making your complaint please contact: tba**

## Appendix 3

[illegible]

**Who's who in the Students' Union**

The following is a list of key Elected Officers and Staff members referred to in the Complaints Procedure. The list will be updated annually (or when a change occurs).

**Board of Trustees**

Chair of the Board of Trustees (and QMSU President)

Deputy Chair of the Board of Trustees

**Executive Officers**

President (and Chair of the Board of Trustees)Vice

President Barts and The London

Vice President Communities

Vice President HSS

Vice President S&E Vice

President WelfareDeputy

President

**Chief Executive Officer and Managing Director**

**Deputy Chief Executive Officer**

**Deputy Managing Director**

**Chair of the Board of QMSU Services Ltd.**

**Secretary and Governance Adviser**

**Customer Services Manager**

**Qmotion general Manager**

**Elected Officers (Student Groups)**

**Club Sport**

Sports Officer (BL)

Sports Officer (ME)

**RAG**

Rag Officer (BL)

Rag Officer (ME)

**Societies**

Societies Officer (BL)

Sports Officer (ME)

**Student Media**

Chair of Student Media

**Volunteering** Volunteering

Officer (BL) Volunteering

Officer (ME)

