



By-Law: Academic Representation

This By-Law describes the process and procedures for academic representation at the GSA.

1. Introduction

1.1. Interpretation

This By-Law shall be subject at all times to the provisions of the Articles and shall be read in conjunction therewith.

1.2. Alterations of the By-Law

These By-Laws shall be amended from time to time by Association Council by a two-thirds majority.

2. Types of Representatives

The GSA has a number of Academic Representative roles, this includes the following:

2.1. Faculty Representatives

2.1.1. Faculty Representative Social Sciences

2.1.2. Faculty Representative Sciences

2.1.3. Faculty Representative Arts and Humanities

2.2. PGT Course Representatives

2.2.1. There should normally be at least 1 PGT Representative per course.

2.3. PGR Representatives

2.3.1. There should normally be at least 1 PGR Representative per course. This can include 1 PGR Representative per year of study, 1 PGR Representative per research area/group or 1 PGR Representative per Doctoral Training Programmes/Centres.

2.4. Online Student Department Representatives

- 2.4.1. There should normally be at least 3 Online Student Department Representatives per Department.
- 2.5. Online Student Programme Representatives
 - 2.5.1. There should normally be at least, but not limited to, 1 Online Student Programme Representative per Programme.
- 2.6. Graduate Teaching Assistant Representatives (GTA Representatives)
 - 2.6.1. There should normally be at least 1 GTA Representative per Department.

3. Remuneration

Students must not receive any financial or other remuneration for serving as members of any University committee or group in their capacity as a academic representative.

4. Role Descriptions

All elected representatives shall fulfil the role descriptions as set out in Appendix A.

All elected representatives shall hold their role for the entire academic year of their course.

5. Election of Representatives

Faculty Representatives, PGT and PGR Course Representatives, Online Student Representatives and GTA Representatives will be elected in accordance By-Law 1.

Representatives shall normally be elected at the start of their course at the nearest GSA Election.

5.1. Vacancies

Should vacancies arise throughout the year, there is the option to wait until the next election to fill the position or to co-opt a representative at a Faculty Forum.

5.2. Removal of Representatives

Representatives can be removed from their positions in accordance with the GSA By-Laws or if found in breach of University and GSA policy.

6. Meetings

Representatives shall be expected to attend relevant meetings as outlined in their role description (see Appendix A), this shall be include but not limited to the following GSA meetings:

6.1. Faculty Forums

The purpose of Faculty Forums is to provide a space for Academic Representatives to meet with their respective Faculty Representative and VP Academic, as well as being a forum for discussion. The Forum may consider any matter affecting the education welfare and interests of students of the University of York. The Forum should hear reports of the VP Academic and the respective Faculty Representative.

The Terms of Reference for the Faculty Forums can be found in Appendix B.

7. Accountability of Representatives

All newly elected Academic Representatives must have completed GSA Academic Representation Training within the first 6 weeks of being elected or will have assumed they have resigned from the role.

Academic Representatives should attend every Faculty Forum meeting, unless they are unable to attend in which case apologies must be sent to representation@yorkgsa.org. Should any Academic Representative be absent without having given notice of apology on two consecutive occasions, they shall be deemed to have resigned. Any member deemed to have resigned under this section may appeal to the Faculty Forum.

Appendix A:



Faculty Representative - Role Description

1. Status of Representative

Faculty Representatives are elected by their fellow Academic Representatives and are responsible for representing the interests of students in their Faculty at the University of York. The Faculty Representative is responsible to the VP Academic.

Faculty Representatives work collaboratively with staff to improve their Faculty, campaign for change and help resolve any Faculty-related matters that may arise.

2. Election

Faculty Representatives are elected in accordance with GSA By-Laws. Candidates wishing to stand for a position can only stand for their respective programme.

The positions available will be:

- A. Faculty Representative for Social Sciences
- B. Faculty Representative for Sciences
- C. Faculty Representatives for Arts and Humanities

3. Duties

Faculty Representatives shall carry out duties and fulfil obligations upon being elected to the role. In particular:

- A. Complete online representative training.
- B. To represent students in their Faculty and act as a channel of communication between them, the University and the GSA.
- C. To raise faculty-related issues with relevant teaching or support staff as they arise throughout the year.
- D. Attend Association Council

- E. Attend their respective Faculty Forum.
- F. Attend Faculty Learning and Teaching Group and Faculty Board meeting
- G. Regular liaison with Course Representatives..
- H. Seek out feedback from fellow students in their Faculty in advance of meetings or to raise with staff as and when appropriate.
- I. Participate in relevant committees and contribute to the agenda and discussion.
- J. Provide any feedback to their cohort following any meetings or after raising any concerns.



PGT Course Representative - Role Description

1. Status of Representative

PGT Course Representatives are elected by their fellow students and are responsible for representing the interests of students on their course at the University of York. The Course Representative is responsible to their respective Faculty Representative.

Course Representatives work collaboratively with staff to improve their Course, campaign for change and help resolve any Course-related matters that may arise.

2. Election

Course Representatives are elected in accordance with GSA By-Laws. Candidates wishing to stand for a position can only stand for their respective taught programme.

There should normally be at least 1 PGT Representative per course.

3. Duties

Course Representatives shall carry out duties and fulfil obligations upon being elected to the role. In particular:

- A. Complete online representative training.
- B. To represent students in their Course and act as a channel of communication between them, the University and the GSA.

- C. To raise Course-related issues with relevant teaching or support staff as they arise throughout the year.
- D. Attend their respective Faculty Forum.
- E. Attend the departmental Board of Studies and Teaching Committee and contribute to the agenda and discussion.
- F. Seek out feedback from fellow students in their Course in advance of meetings or to raise with staff as and when appropriate.
- G. Provide any feedback to their cohort following any meetings or after raising any concerns.



PGR Course Representative - Role Description

1. Status of Representative

PGR Course Representatives are elected by their fellow students and are responsible for representing the interests of students on their research programme at the University of York. The PGR Course Representative is responsible to their respective Faculty Representative.

PGR Course Representatives work collaboratively with staff to improve their Course, campaign for change and help resolve any research programme related matters that may arise.

2. Election

PGR Course Representatives are elected in accordance with GSA By-Laws. Candidates wishing to stand for a position can only stand for their respective programme.

There should normally be at least 1 PGR Representative per course. This can include 1 PGR Representative per year of study, 1PGR Representative per research area/group or 1 PGR Representative per Doctoral Training

3. Duties

Course Representatives shall carry out duties and fulfil obligations upon being elected to the role. In particular:

- A. Complete online representative training.
- B. To represent students in their research programme and act as a channel of communication between them, the University and the GSA.
- C. To raise issues relevant to research students with relevant teaching, research or support staff as they arise throughout the year.
- D. Attend their respective Faculty Forum.

- E. Attend the departmental Board of Studies/Graduate Board of Studies and other relevant committees and contribute to the agenda and discussion.
- F. Seek out feedback from fellow students in their research programme in advance of meetings or to raise with staff as and when appropriate.
- G. Provide any feedback to their cohort following any meetings or after raising any concerns.



Graduate Teaching Assistant Representative – Role Description

1. Status of Representative

A Graduate Teaching Assistant (GTA) is a postgraduate student who is employed by the University in a teaching role. GTA representatives will be postgraduate research students with teaching responsibilities.

GTA Representatives are elected by their fellow students and are responsible for representing the interests of Graduate Teaching Assistants on their course at the University of York. The GTA Representative is responsible to the GTA Officer and subsequently to the VP Academic.

GTA Representatives work collaboratively with staff to improve their GTA experience, campaign for change and help resolve any related matters that may arise.

2. Election

GTA Representatives are elected in accordance with GSA By-Laws. Candidates wishing to stand for a position can only stand for their respective department.

There should normally be at least 1 GTA Representative per Department.

3. Duties

GTA Representatives shall carry out duties and fulfil obligations upon being elected to the role, in particular:

- a. Complete online representative training.
- b. To represent the other GTAs in their department and act as a channel of communication between them, the University and the GSA.
- c. To raise any issues with relevant teaching or support staff as they arise throughout the year.
- d. To work collaboratively with any relevant organisations supporting GTAs such as UCU.
- e. Regular liaison with the GTA Officer and VP Academic.

- f. Seek out feedback from fellow GTAs in advance of meetings or to raise with staff as and when appropriate.
- g. Participate in relevant committees and contribute to the agenda and discussion.
- h. Provide any feedback to their cohort following any meetings or after raising any concerns



Online Masters Programme Representatives - Role Description

1. Status of Representative

Online Masters Programme Representatives (Programme Representatives) are elected by their fellow students and are responsible for representing the interests of students on their online programme at the University of York. The OM Representative is responsible to the Online Masters Representative.

Programme Representatives work collaboratively with staff to improve their programme, campaign for change and help resolve any programme-related matters that may arise.

2. Election

Programme Representatives are elected in accordance with GSA By-Laws. Candidates wishing to stand for a position can only stand for their respective programme.

There should normally be at least, but not limited to, 1 Online Student Programme Representative per Programme.

3. Duties

Programme Representatives shall carry out duties and fulfil obligations upon being elected to the role. In particular:

- A. Complete online representative training.
- B. To represent students on their online programme and act as a channel of communication between them, the University and the GSA.
- C. Attend the Online Department Student-Staff Forums.
- D. Regular liaison with Online Masters Representatives..
- E. Seek out feedback from fellow students on their online programme in advance of meetings or to raise with staff as and when appropriate.

- F. Provide any feedback to their cohort following any meetings or after raising any concerns.



Online Masters Department Representatives - Role Description

1. Status of Representative

Online Masters Department Representatives (OM Representative) are elected by their fellow students and are responsible for representing the interests of students in their online department at the University of York. The OM Representative is responsible to the GSA Vice-President Academic.

OM Representatives work collaboratively with staff to improve their online department,, campaign for change and help resolve any programme-related matters that may arise.

2. Election

OM Representatives are elected in accordance with GSA By-Laws. Candidates wishing to stand for a position can only stand for their respective department.

There should normally be at least 3 Online Student Department Representatives per Department.

3. Duties

OM Representatives shall carry out duties and fulfil obligations upon being elected to the role. In particular:

- A. Complete online representative training.
- B. To represent students in their online department and act as a channel of communication between them, the University and the GSA.
- C. Attend and chair the Online Department Student-Staff Forums.
- D. Regular liaison with Programme Representatives and GSA VP Academic.
- E. Seek out feedback from fellow students in the online department in advance of meetings or to raise with staff as and when appropriate.

- F. Provide any feedback to their cohort following any meetings or after raising any concerns.