

STUDENT REPRESENTATION HANDBOOK 23/24



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RONAN MANNIX

ACADEMIC OFFICER 23/24



WELCOME TO THE UL STUDENT LIFE STUDENT REPRESENTATION HANDBOOK!

In order to improve the student experience and advocate for change, we at UL Student Life first need to understand that experience. This is why our student representatives are so important. As a student rep, it is your role to voice the concerns, praises and challenges facing the students that you represent.

Student representatives are at the heart of interaction between students and the University, and they ensure the student voice is central to developing the college experience. In this way, they have the ability to directly influence the student learning experience by discussing problems and solutions with lecturers and course leaders. Here at Student Life, we care about the good as much as the bad, so we encourage our class reps to give positive feedback too.



National Student Engagement Programme
Clár Rannpháirtíochta Náisiúnta na Mac Léinn

Time Commitment

- **90 min** mandatory introductory training
- Optional additional training sessions

Reward

- NStEP Student Engagement Recognition
- Hours for your PVA

The National Student Engagement Programme or NStEP is focused on creating a collaborative partnership between the university and the students. For most UL students this year NStEP will be the programme that provides training to Class Representatives and Student Council Representatives on how to be effective student representatives.

This training is mandatory but, don't worry you must complete the session just once. You can choose more advanced trainings. All time goes towards your PVA & your NStEP Student Engagement Recognition award. We will email you when sessions are available!



Time Commitment

- **90** mandatory introductory training
- Optional additional training sessions

Reward

- Bronze, Silver, Gold Certification
- Hours for your PVA

Leaders for life is unlike any programme currently being run for students representatives in Irish colleges. Our aim is to champion and empower those brave students who want to step out of the crowd and put themselves forward as student representatives within the college community.

We want to provide them with practical skills that will enable them to understand their role and be able to conduct their role as a representative effectively. But we also want to support and inspire them to go beyond the role and develop their inner leader.

WHAT IS a CLASS REP?

Class Reps are an essential part of University and UL Student Life. They are our eyes and ears on the ground and work as a point of contact for the class, the lecturers, and tutors and of course UL Student Life.



WHY WOULD I BE a CLASS REP?

This is your class, your University and your UL Student Life. It's time to step-up, become a leader, a communicator and have your voice heard. It looks great on your C.V., and you receive formal Class Rep Training.

BUT WHAT DO CLASS REPS ACTUALLY DO ?

Being a class rep is more fun than hard work. You have a fantastic opportunity to get to know the people in your class and you will join a community of like-minded students.

Not only that, but the hours you put in count towards your President's Volunteer Award so you get rewarded too!

Through becoming a class rep, without even realising, you will develop your communication, teamwork and public speaking skills as well as many more.

WHAT IT'S LIKE TO BE A CLASS REP?

#LEADTHEPACK

- ✓ Have a CV that you can't say 'no' to.
- ✓ Learn new ways to develop yourself, personally & professionally.
- ✓ Turn classmates into teammates.



Log on to our website and scroll down to find the nomination form. Log on to our website and scroll down to find the nomination form.

Once the form is submitted you will be directed to a new page containing a link you will send to classmates to sign (try sending it on Messenger, WhatsApp, etc.)

When we've received 10 digital signatures for your nomination, the Leadership & Representation office will be notified and will confirm your election shortly.

WHAT'S THE COMMITMENT?



We can't say exactly how many hours are involved in being a class rep, because it varies depending on whether there are any issues within your class. Your college work is the priority and it's important to have a healthy work/life balance. But here's an idea of the time you need to commit to the role.



UL STUDENT LIFE
 #USEYOURVOICE

CLASS REP FORUM

THE CLASS REP FORUM IS THE IDEAL OPPORTUNITY FOR STUDENTS TO RAISE ISSUES OF CONCERN, INFLUENCE THE FORMATION OF UNION POLICY, AND TO STAY UP-TO-DATE WITH THE RUNNING OF THE UNION.

ATTEND TWO CLASS REP FORUMS PER SEMESTER (ONLINE)

- WEDNESDAYS 6:00 - 7:30 PM

INSTEP TRAINING

- ONLINE, 90 MINS

LEADERS FOR LIFE TRAINING

- ONLINE, 90 MINS

THE GOOD BITS - FUN, CHATS, FEEDBACK.

- *UP TO YOU.*

CLASS REPRESENTATIVES

ADVOCATE ★ INSPIRE ★ CHANGE



COMPLETE NSTEP &
LFL TRAINING

COLLECT FEEDBACK
& CONNECT WITH
DEPARTMENT REP

CONNECT WITH
ACADEMIC OFFICER
IF YOU NEED HELP

INTRODUCE YOURSELF

Let your lecturer know you've been elected and ask them for help in spreading the word to your classmates. Reach out to your Department Rep and your academic officer. Unsure who they are? find out on our website.

STAY IN TOUCH

Key to being a good class representative is **keeping in touch**. Think, what is the best way to contact your classmates? Set up a WhatsApp group, Discord, etc.

GET CREATIVE

Advocating for your class mates is important, but so is creating a community. One way you can clock up hours is by participating in study groups, going on a night out together, or even playing a game online.

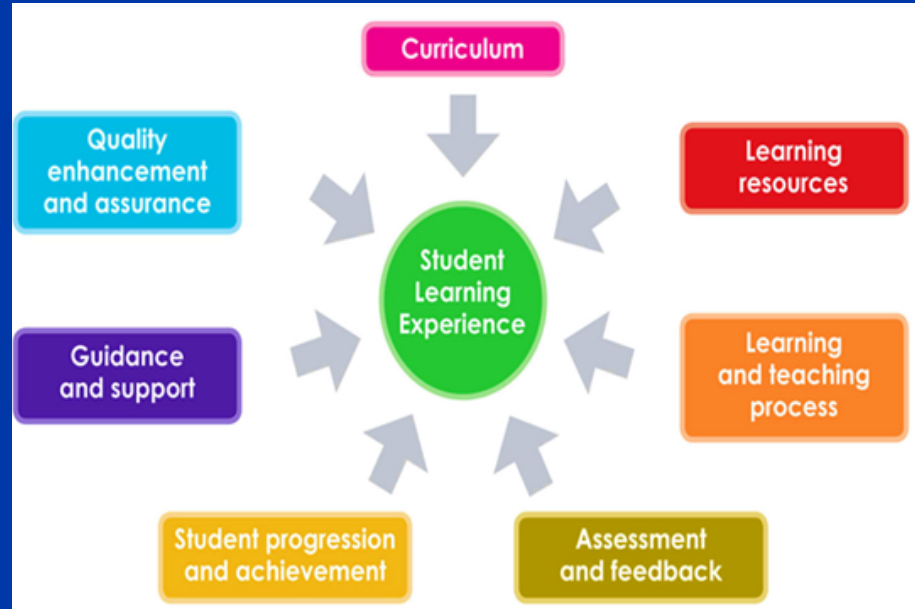
Ask your lecturer to send an email around with the link/name of your chosen chat group & your details.



WHAT IS THE STUDENT LEARNING EXPERIENCE?

The **Student Learning Experience** is divided into seven areas that covers everything students need academically in their college life.

Class reps use these headings to guide them when gathering student feedback for the various UL student-staff forums. The NStEP training goes through these seven areas in detail.



Class reps should only deal with items under these headings and **DO NOT** take on student's personal issues. Support is available for those struggling with personal issues through UL and UL Student Life, contact information is provided in this handbook.

Issues not to deal with:

- *Harassment & serious conflict.*
- *Students' personal problems.*
- *Taking notes for other students.*
- *Taking personal abuse from any student or member of staff. Please talk to UL Student Life Academic Officer, Ronan Mannix if this happens.*
- *Proof reading or tutoring fellow students.*

Sign post students to SISC if they are experiencing serious issues.

studentsupport@ul.ie



When a classmate approaches you with an issue/request you must email/talk with the class to get feedback on the issue so you can establish the majority of the class opinion. **The Leaders for Life 'Harnessing Student Opinion' module can help you with this.**

Then you should:

- Make an appointment with the lecturer to discuss the issue
- **Remember ABCDE when going into a meeting:**



Accurate



Balanced



Constructive



Depersonalized

Then you can be...

EFFECTIVE!

Work through a solution with the lecturer.

Close the feedback loop by reporting back to the class on the outcome of the meeting with the lecturer.

If the lecturer is unresponsive or uncooperative bring the issue to the Course coordinator, Head of the Department or the Academic Officer who can advise on the next step.

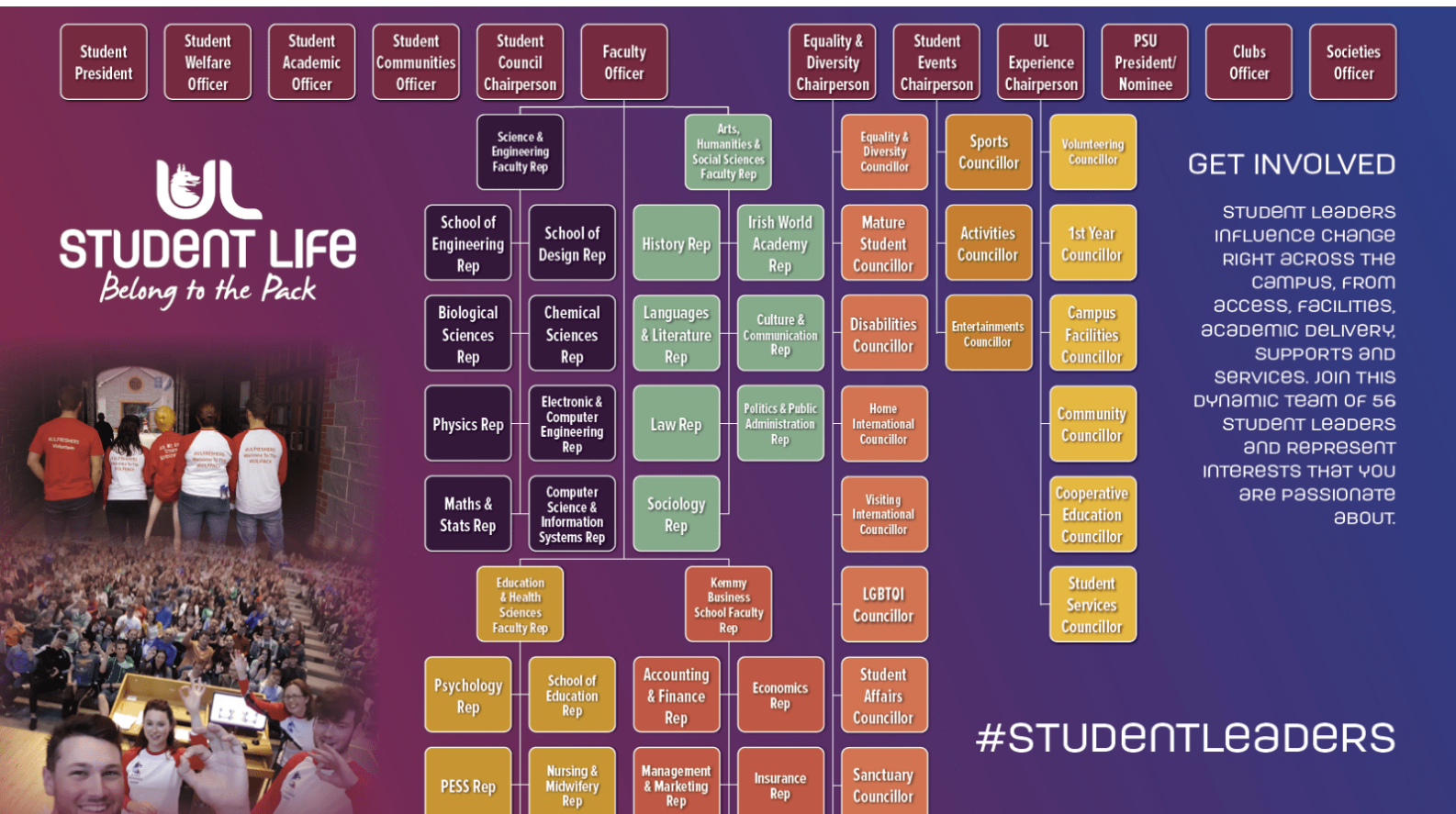
Leaders for Life and NStEP training provide fantastic guidance and resources on how to be prepared going into meetings and communicating with lecturers, and your classmates.

SIGN UP

Get NStEP Training

SIGN UP

Get Leaders for Life Training



WHAT IS STUDENT COUNCIL?

The Student Council is made up of 56 students who discuss and vote on UL Student Life policy. As the representative group of all UL students they direct Executive on what work to carry out. Council meets every second Tuesday at 6pm.

WHO ARE THE COUNCIL MEMBERS?

All members are UL students, 26 are elected Department Representatives for each of UL's academic departments, and 18 are Interest Group Representatives with particular responsibility for specific student life and welfare areas. The 12 Executive members attend Council. Only the volunteer Executive members have a vote. The President, Welfare, Academic and Communities student officers do not have a vote.

WHAT DO DEPARTMENT REPS DO?

- Bring forward their department's issues and interests to Council.
- Liaise with Class Reps within their department. Create a Messenger group / WhatsApp account for the Class Reps to have informal chats.
- Attend Class Rep training.
- Introduce themselves to the Head of Department via email. Request that they are invited to course board meetings.
- Liaise directly with the Course Director to offer constructive feedback and highlight unresolved Class Rep issues. Contact the Academic Officer if there is difficulty resolving an issue.
- Attend and participate at Student Council and relevant Council sub-committee meetings.
- Hold the Executive to account.

WHAT DO STUDENT COUNCILLORS DO?

- Get feedback from the wider student body for their particular interest area.
- Research and promote relevant initiatives within UL and outside of UL that benefit students.
- Liaise and meet regularly with their interest group and Chairperson.
- Attend and participate at Student Council and relevant Council sub-committee meetings.
- Hold the Executive to account.

WHAT IS THE EXECUTIVE?

The Executive are a working group of 12 students who are elected by you to help implement students' ideas, run campaigns, support student led activities and represent students' interests with the University at every level. The UL Student Life General Manager is also a member but does not have a vote.

WHAT DO THE EXECUTIVE DO?

Each Executive member has responsibility to act as the main representatives for a particular aspect of student life on campus. They must consult with and listen to students to be effective representatives.

The President is the primary UL student representative within the university and nationally.

The Exec meet weekly and attend Student Council every second Tuesday. They report to Council on the work they have done on students' behalf and feedback on the University meetings they attended.

The Exec members meet with students daily whether it be to hear their ideas for UL Student Life or give guidance on the many issues students may be dealing with e.g. medical, financial difficulties, accommodation, exam papers, progression, etc.

The four full-time Student Officers and PSU President sit on over 40 University committees representing the interests of all students.



PRESIDENT
RONAN CAHILL



DEPUTY PRESIDENT WELFARE
EMILY ROSENKRANTZ



VICE PRESIDENT ACADEMIC
RONAN MANNIX



VICE PRESIDENT COMMUNITIES
KATIE MARTIN

STUDENT EXECUTIVE COMMITTEE

1 Nominee from Postgraduate Student Union:

PSU President	Roger DSilva
PSU Vice President	Benita Benjamin Victor

7 Part-time Student Officers

Student Council Chairperson	Emma Wright
Equality & Diversity Chairperson	Mahir Jha
UL Student Experience Chairperson	Maud Keane
Events Chairperson	Todor Aleksandrov
Faculties Officer	Niamh Hickey
Clubs Officer (Elected by C&S Council)	Awaiting Nomination
Societies Officer (Elected by C&S Council)	Awaiting Nomination

**OUR EXEC IS FULL!
JOIN OUR STUDENT COUNCIL**

STUDENT COUNCIL

Department Reps: You can access the online nomination form from our website, complete the form and click the submit button

Get 20 online votes from current students in your Department.

Interest Group Reps: Get 20 online votes from current UL students

Faculty Reps: They are elected from sitting department reps on council

STUDENT EXECUTIVE

Exec members: Get online votes from current UL students.

Faculties' officer: They are elected from sitting Faculty Reps on Student Council.

Clubs and Societies Officers: They are elected by Clubs and Societies Council.

PSU Rep: They are an appointed nominee of the PSU Exec.

GET GOING, GET ELECTED.

Ask the LRO for more information.

#leadyourpack



studentreps@ul.ie

Full-Time Student Officers

President, Deputy President Welfare, Vice President Academic and Vice President Communities are elected by the Student body in March each year. The election this year will take place in Second Semester 2024.

If you're interested in running, you must get digital signatures of 20 current UL students to support your nomination. All candidates must submit their manifestos with their completed online nomination form.

Uncontested candidates run against RON (Reopen nominations) to ensure that they are the right candidate for the job.



GET GOING, GET ELECTED.

Ask the LRO for more information.

#leadyourpack



studentreps@ul.ie

Department Balls

For help organising, contact our Events and Engagement Coordinators
Email: studentlifeevents@ul.ie



Hoodies & Merchandise

For all the best deals and options to personalise your class hoodie
Email: Sinead.C.Jennings@ul.ie



Representation Support

Advice for class reps and student council members
Email: studentreps@ul.ie



Student Information and Support Coordinators

Nicole Ryan & Shane Laffan
061 234268
Email: StudentSupport@ul.ie



University of Limerick

Careers Office

- 061 202451
- careers@ul.ie
- EO019

Access Office

- 061 213 104
- access@ul.ie
- EM008

Chaplaincy

- 061 202180/086 2632458
- John.Campion@ul.ie
- Teach Failte, Courtyard

Counselling Service

- 061 202327
- counselling@ul.ie
- CM073

Co-op Office

- 061 202044
- coop.info@ul.ie
- EO007

Disability Services

- 061 213478
- disabilityservices@ul.ie
- Library Ground Floor

Information Technology Website

- <https://ulsites.ul.ie/itd/student-computing-services-information>

Mature Student Office

- 061 202735
- mso@ul.ie
- EM019a

Academic Registry

- 061 233755
- <https://www.ul.ie/academic-registry/about/contact-us>
- Login (topdesk.net)
- EO001

Student Health Centre

- 061 202534 Ria.toland@ul.ie
- CM061

School Placement

- 061 202478
- schoolplacement@ul.ie
- BM-025

Fees Office

- 061 213007
- student.fees.office@ul.ie
- EO01a

STUDENT REPORTING STRUCTURE

**ACADEMIC
OFFICER**



**DEPARTMENT
REP**



CLASS REP



**1 PER 25
STUDENTS**



CLASS



STUDENT BODY

