

Rep Removal Procedure

If a Student Representative is found to be disengaged from the rep system, we now have a process for their removal. We recognize that Student Reps may face external pressures, and we have designed this procedure to be supportive. We have identified key opportunities for Reps to engage over a set period, which include:

1. Completing training with the SU.
2. Attending SSC meetings or providing apologies and written feedback prior to the meeting.
3. Attending or organizing Rep meet-up events.
4. Conducting feedback-gathering activities.

Additionally, we can consider other engagement activities not listed here if evidence is provided.

If a Student Representative is not fulfilling their role, the Programme Director will notify the College lead who will then contact the Students' Union. The Students' Union Sabbatical Officer and Student Voice team will try to reach the representative to see if they need any assistance or support.

The purpose of this email is to gently remind Reps of their role and responsibilities. Based on the response, there are three possible outcomes:

1. The Rep replies, indicating a desire to step down from their role. They will need to complete a withdrawal request.
2. The Rep responds, affirming their engagement with the system. The reps' team will then work with the student to ensure proper engagement.
3. The Rep does not respond within two weeks. In this case, the student voice team will review their engagement:
 - a. If the Rep has engaged, both parties will be informed to ensure ongoing communication.
 - b. If the Rep has not engaged, they will be informed of their removal from the system, with the right to appeal this decision.

This process is designed to support and ensure the active participation of all Reps.