

**Nikhil Cumlajee Student's Union President**  
**Sabbatical Report to Council**

This report is structured in two phases.

The first is a selection of the 6 items which were generally the most time consuming issues and those that will have the biggest eventual impact on students.

These items involved a lot of collaboration with other officers and staff members.

The second is a short list of other issues that I have encountered and have either lead to a resolution or are pending review or are still being investigated.

Before we get to that stage there are a few of the committees I think you should be made aware of which I sit on. These are the committees under the universities governance structure.

University Committees

Council

Senate

Academic Practice Programs & Standards Committee

University Student Affairs Committee.

For more information on these committees and minutes visit:

[http://www.city.ac.uk/aboutcity/governance/committees/committees\\_index.html](http://www.city.ac.uk/aboutcity/governance/committees/committees_index.html)

Working groups are formed for many reasons usually around issues raised the following are the main ones I currently sit on:

Sustainability Group

Portal Management Group

Fair-trade Steering Group

Core Experts Group

Assessment criteria & Feedback Group

I also have regular meetings with senior staff the main ones are as follows (this is not an exhaustive list these are just the regularly scheduled ones I meet with senior staff all the time):

Julius Weinberg acting Vice Chancellor	2 Monthly (more if needed)
David Bolton Deputy vice chancellor of Education	Monthly
Liz Harris Head of Library Services	Monthly
Carl Stokes I.T Operations Director	When needed
Toki Akintokin Project Manager	When needed
Deans of Schools	When needed usually once a term
Associate Deans of Schools	When needed usually once a term

**Title/ Problem:**

City space being unfriendly and unusable (Moodle Project)

**Background info:**

Many students have found that cityspace is not an efficient tool for them or there lecturers to use.  
This had to be raised at many committees and at various meetings

**What is being done?**

A consensus was reached by all to scrap cityspace and replace it.  
A group called the “Core Experts Group” was established to tackle this problem.  
After various testing of different packages one software was chosen to replace cityspace.  
The software in question is called Moodle.  
The “Core Experts Group” continued testing with input from academics across the schools to ensure the functionalities needed were present.  
A small test run of moodle is due to start this month on a master’s course.  
The pending results will lead to a few changes to achieve the required deadlines.

**Status**

Ongoing current tests.  
Perceived deadline is full roll out by September 2010

**Title/ Problem:**

Undergraduate review

**Background info:**

This review by far has been the most time consuming over the past two years. It is exactly what it says on the tin. A complete review of Undergraduate Education (Strictly academic not social).

**What is being done?**

This is the link to the review so you can read a bit more about it.

<http://www.city.ac.uk/adu/rue/index.html>

Here are a few of the problems this review aims to tackle:

Academic timetable change

Leading to a review of all modules and courses on trying to even out the balance between exams and coursework's so that people don't have exams so close together.

Trying to accommodate for more teaching hours and therefore more value for money

Move of the timetable helps bring graduations earlier in the year.

The change will help results come out earlier also.

Introduction of breadth modules so you get an opportunity to study outside of your chosen course.

More emphasis on feedback and implementing policies created around this topic (including work done by the Assessment Criteria & Feedback group).

Aims to ensure all policies passed over the year are integrated within the review.

**Status**

The actual review has been finalised.

A few tweaks are still happening.

Implementation is set for September 2010

**Title/Problem:**

Search for a new V.C

**Background info:**

With the previous Vice Chancellor stepping down, the University is seeking a new Vice Chancellor.

**What is being done?**

First I had to ensure a student was on the selection panel for the new V.C.  
University senate had to be convinced to allow this and make the recommendation to council which was done.  
Council then had to be convinced to allow a position of certain staff and student members, which they were and along with other staff members I was chosen to represent the union.  
The ball has started rolling and the head hunters have been chosen.  
The text for an advert which went out over December has been approved.  
The first longlist meeting has been had and a second round of interviews is being conducted by the head hunters.

**Status**

Ongoing

**Title/Problem:**

Portal Project

**Background info:**

Many students complained about there not being one central resource area for information. One place to access email, another to check modules, another to check results, another to check cityspace etc etc.

**What is being done?**

The Portal Project aims to bring ALL I.T services and some central in to one place. I have been involved in this from concept to now nearing almost completion. This includes testing of the collaboration tools; the concecepts of what should be included and helping with student surveys. I attend a meeting frequently to check up on the progress of the portal and receive regular updates so that I can give my input. It is currently nearing the end of beta testing.

**Status**

Ongoing  
Staff rollout has began  
Student incremental rollout to begin in February  
Aim September 2010 full implementation

**Title/Problem:**

Communication of Students' Union activities and Students' Union Presence

**Background info:**

Students from across many of our campuses always say that they never receive any information from the union. Clearly our advertising has not been working.

**What is being done?**

Before the start of term negotiations took place with the university to let us put up notice boards around all the campuses. We are working with each of the sites and are almost at a stage where there will be a notice board on every campus. Some have gone up on the main campus.

I have been lobbying many staff members to allow the union to send an all student email to every student. Only recently has this been achieved.

I am looking to restructure to see if we can implement a staff member to look after our marketing and outreach to students, this will include a whole new "Big Picture" look at the union.

Work is being undertaken to see if the pod currently in the hub can be moved to the school of health sciences.

I found out that the university careers centre was being moved so I began to lobby the university to let the union take it over to help access more students and to allow all students to access our USS as there were some issues previously.

**Status**

Notice boards	In progress completion for all campuses September 2010
All student email	Complete, first one goes out in February
Restructure	In progress
Pod move	Still conceptual waiting on information
Careers Move	Completed it is now the Unions Main Office

**Title/Problem:**

Attacks on Students

**Background info:**

There were a series of attacks on Islamic students around the Northampton sq campus.

**What is being done?**

The priority with this situation was student welfare and safety. First thing was to work with the university and local police to ensure that students were safe around campus and that this didn't happen again. This is still ongoing with the police. The prayer rooms were moved in to a place where the students felt safer and wouldn't be troubled.

I worked with the Islamic society to ensure everything that was being done they were happy with; this included everything from the movement of the prayer rooms to working on their press release.

There was clearly a longer term issue which we previously raised with the university and I rose with University Council, this situation just brought this issue to the forefront. The university are now looking in to a longer term solution around faith and bringing it in to the main campus.

There was also a huge media frenzy around this subject so I had many interviews and press releases to take care of.

**Status**

Completed  
Educating next year sabbaticals will have to be done

**Title/Problem:**

Exec Training

**Background info:**

The tradition at City University has been one of “throwing people in at the deep end”. As a past exec officer I realised that no training that was of benefit was ever given to help officers in their roles. Many of last year’s exec also said the same.

**What is being done?**

This year we decided to tailor make a training session for the executive committee to prepare them for there roles. We tried to include everything we could from how to run effective campaigns to key staff in the university and how to influence them. The Saabs completely organised put together and delivered a two day training course which left the executive committee better prepared for their roles and with a better understanding of what they are here to do.

**Status**

Completed  
Educating next year sabbaticals will have to be done

Alongside the bigger more time consuming things there are a lot of other issues I have been working on. The following are a few:

<b>Issue/ Group</b>	<b>Brief Description</b>	<b>Status</b>	<b>Completion</b>
Free water on campus	Free water in canteens was wanted	University staff have assured us it will happen, catering team know about it.	T.B.C water is available but no cups
More water fountains	Some fountains were taken away	University are looking at a long term strategy of removing all bottled water	T.B.C
24 Hour Library	The library was going to be taken away.	Worked with university staff to offer solutions and keep it open.	Completed pending a review after this academic year
G.I.A.G Give It a Go	Initiate a series of no commitment activities fro all	Completed our first set of activities. It is clear some things are more popular than others; review is being undertaken for the next steps.	Completed Review on how to go forward.
Exec Positions	Not all exec members were on committees in their schools	Completed each one has an input in to how their school operates	Completed meetings with deans still to go.
I Love My Lecturer Awards	Award run by students and chosen by students to highlight good teaching	In its second year and planning to make it bigger and better with eventual lead to it becoming a tool to instil best practice among staff	Second phase coming up in the next few months
Nss Planning	Survey of final year students which is primarily used for planning of changes for the next year	Survey is going to start in a few weeks and we are working with the university on how to promote this.	Ongoing
GM	Currently planning our first general meeting	Ongoing rooms have been sorted dates and time just waiting on promotional materials	Ongoing
Town Takeover	Student action in towns to highlight the Top up fee debate	Action happened at the begging of December. Our biggest input was a newspaper to be distributed across London.	Ongoing First action happened Paper has not yet.

The following is a newsletter the university put together about a few things we have done together. There a few changes that have been made I will try and bring an up to date version on the day. A link to the S.U website and a bit about the General Meeting will be included

## **Student leaflet**

### **Front cover**

#### **You said, we listened**

### **Inside**

#### **Help us, help you**

We want to work in partnership with you to provide all our students, current and future, with the very best educational experience. Your input into discussions, representation and questionnaires is vital as it enables us to ensure we are meeting your needs. Working together this year, we have undertaken the following developments in response to your feedback to ensure that your experience is successful and rewarding.

Leading this work on your behalf:

David Bolton  
Deputy Vice-Chancellor Education

Nikhil Raj Cumlajee  
President of the Students' Union

### **Student success**

You told us how important it is for you to receive the very best support and practical feedback to help you to achieve your goals.

We have

- Strengthened student support and communication with academic staff by providing clearer information on how you can meet with personal tutors and other academic staff, for support or to discuss feedback, outside of lectures.
- Reviewed our assessment criteria and the methods used to provide you with feedback on your work so that they better support your learning and help you to excel. Programme teams are now working on putting the recommendations into practice.
- Changed the way our programme information is presented so that in the future information is written in a more student-friendly and accessible way.

- Developed the Student Centre as a 'one stop shop' for a comprehensive range of support activities.
- Extended Library opening hours at Northampton Square and invested in new electronic resources that can be accessed anytime, anywhere.

This year, we are reviewing all of our undergraduate programmes to embed skills that are important to you and support our business and professions focus. We want our diverse graduate community to be recognised for their:

- Subject expertise, skills and professional values
- Ability to contribute and share ideas
- Understanding and use of personal development planning

### **Planning your time**

You told us that you would like clearer information about term dates, advance access to your timetables (including your exam timetable) and an earlier graduation.

We have

- Consulted with staff and students in developing a revised academic year that will be introduced from 2010-11.

Next year, the new structure will benefit you by providing:

- Clear term dates and access to a full range of services throughout the academic year.
- Better opportunities for staff-student engagement by reducing the gap in teaching between term 1 and term 2.
- Greater opportunities for reflective learning activities.
- A summer graduation.

### **Student community**

You told us that you would like the University to have a stronger sense of community and provide more opportunities for you to meet students from other programmes.

We have

- Introduced the Student Voice awards. These prizes recognise excellent teaching and support and are made on the basis of student nominations and feedback.
- Supported SU Representation Day which provided student representatives with a chance to meet each other, Sabbatical Officers and members of University staff.
- Improved the student voice on University Student Affairs Committee through the election of a student member for each School (School

Representation Officers) and a representative for research degree students.

- Strengthened the policy on student feedback and produced a new Handbook for Student Representatives.
- Extended the number of opportunities provided by our Community Volunteering Team to engage in a voluntary work within the diverse, thriving and ever-developing local community.

This year, we are committed to exploring a range of options to develop a stronger sense of community, including further opportunities through social activities and also through the curriculum.

### **Learning Environment**

You told us that you need a learning environment that supports the way that you study. We continually improve both the physical and virtual learning environment to ensure they are accessible, up to date and responsive.

We have

- Refurbished a number of the University's teaching and learning facilities. Developments include a "break out" space for students in Drysdale Building; more flexible study space in the Library and easy access between the library and student centre; four new lecture theatres and a climate control system on the ground floor of the Tait Building.

This year, we are introducing new online learning tools, including a new virtual learning environment to replace Cityspace. These new tools are more flexible and will enable you to access information about your programme when and where you want it.

### **Keep up to date with developments**

For more information:

[www.city.ac.uk/yousaid](http://www.city.ac.uk/yousaid)

If you have any comments or questions:

[yousaid@city.ac.uk](mailto:yousaid@city.ac.uk)

**REPORT TO COUNCIL FOR VICE PRESIDENT EDUCATION**  
**& MEMBERSHIP ENGAGEMENT**  
**KHALEDA BOSHIR**

**Below is a report on campaigns that I have led on. Some may have taken place already but do have ongoing action plans for further development. Others I am working on at present.**

**ENVIRONMENTAL, FAIR TRADE AND ENERGY EFFICIENCY**

During Fresher's Fortnight- "Go Green Campaign"

*This consisted of six events split over two days to raise awareness on the Environment, Fair Trade and Energy Efficiency.*

Events consisted of:

- Talks from: Local Council about energy efficiency, Java Café about Fair Trade, Post Graduate student from the "Green Economic Institute" talking about overall sustainability.
- Fair trade Coffee and biscuit tasting
- Student Vs Sabbs Cook Off- cooking demonstration using only fair-trade products and ingredients from sustainable sources.
- Green Fayre  
Information Stall from: local Council, Waste Management, Sustainability group from University, Students' Union sign ups, Java Café.
- Ditch it and Switch it Clothes Swap
- Dr Bike- Bike Repairs for low Price

Overall feedback from students was that this campaign was helpful in them gaining a better understanding for such topic areas. Students also engaged and signed up to a "Planting Project" outside the Students' Union which will be planned soon.

Sound Impact Awards

The Students' Union has applied to the NUS Sound Impact Awards. The Sound Environmental Impact Awards is an environmental accreditation scheme with an awards element designed specifically for students' unions. The scheme seeks to encourage, nurture, reward and celebrate good practice in students' unions. This scheme sees over 57

Students Union compete to be the most green and energy efficient Union. All applicants receive a booklet which consists of tick sheets on criteria. Various criteria have to be met to be awarded gold, silver, bronze etc. As this is our first year entering, we are aiming for the Bronze award!

### ❖ WELFARE CAMPAIGN

#### Sexual Health Advice & Guidance

*A week of activities to raise awareness on Sexual Health and Sexually transmitted infections.*  
Events included:

- Moving Information stall with Condom giveaways, advice, contacts, condom demonstrators- visited all campuses
- Shag movie night with condom giveaways and Chlamydia testing
- Shag quiz night with giveaways
- Shag party with Chlamydia testing

### ❖ REPRESENTATION CAMPAIGN

#### Representation Day

Further development of my initiation last year, this event allowed the networking of all elected student representatives and senior members of staff including Vice Chancellor, Deans, Deputy Vice Chancellor of Education, and the heads of major services. The attendance and support from senior members of staff proved to be a lot more successful this year. Double the number of students and staff attended in comparison to last year.

"The Feedback wall" which allowed staff and representatives to provide feedback on the event saw very little negative feedback and a significant number of positive comments including:

*"This event allowed me to meet all the people I feel I would need to know to do my role as a Rep"*

*"I was happy to meet my School Representation Officer, as last year I wasn't sure who they were, the face to face interaction was very beneficial"*  
Programme Rep

*"It was a very well organised event and I think most staff found it to be very well planned out"*

This event is just one of the ongoing initiatives taken to heighten the profile of all students who run for representative roles, whether it is to represent their programme (Programme Representative), their school (School Representative), or all students at City University London (Full Time Officers).

**Various other steps currently being worked towards to make Student Reps better known to the Student Body:**

- Having Slides/ Videos being played in lectures at the beginning of term (to inform of position available)
- Having slides/ Video being played once reps are elected (so students know who is representing them)
- Having photo boards with contact details of reps in each Course Office
- Getting one contact in each school for “representation issues”, so that communication is a lot easier and viable for tasks such as those above.
- Reps pages on Website so that reps can blog
- Reps Pages in Student Newspaper
- Student Union access to “all student email”

Recognition of Clubs and Societies

This year has seen a much more active “Student Activities Council” which invites representatives from each Club and Society to a council, where issues are discussed and decisions are voted on by students on how to better develop student activities at City University London.

It was suggested as this Council to have a “ Re- refreshers fayre” at the beginning of the second term to allow new students starting in Jan as well as previous students a second opportunity to join Clubs and Societies

It was also voted on at this Council that we would have recognition event similar to “Presidents Ball” but concentrating on Societies as opposed to Sports. At this event Societies would be recognised and awarded for things such as “Society of the year”, “Best Collaboration,” “Best officer,” “Best Communicator, “Most Successful Event” etc

This is another initiative for recognising student participation, hard work, volunteering and participation.

## CAMPAIGN FOR DEVELOPMENT OF SPORTS

This year saw the development of CULSA- City University London Sports Association. CULSA is a formal body for all students that represent in competitive sport. The association adds a professional edge to the way University sports teams are run. This establishment of CULSA has meant that all the captains of the teams along with myself, sit on the "CULSA committee" and steer the direction for where we want to see Sport at City University London,.

The Sports Association has met three times now, and progression is going well. Having this platform means that the students are able to collectively and work together on how to drive forward bigger campaigns for sports with the guidance of a Full Time Officer. At the moment we are working on putting paper together to highlight more funding being put towards activities, more practice times, free Wednesdays, and use of squash courts.

### Widening Participation in Sports- "SWEAT IN THE CITY"

Also outside of the Association, I am currently working on Widening Participation in Sports and health and fitness more generally. The project will be aimed at students that do not normally take part in Sports or Fitness of any kind and will involve them gaining free membership of the Gym for 4-6 Weeks in an attempt to promote healthy living.

Although in working progress, the plan will be something similar to:

- Stalls with info on Sports at City, Fitness Classes, signups for students that do not normally par-take in these activities. Induction to health test.
- Some sort of " Buddy Forming" activity which enable students socialise and form buddies with whom they can go to the gym with. (Badminton, Volleyball )
- Period of Free Membership (4-6 Weeks)
- Focus Group to evaluate experiences and look at likelihood of these students continuing gym usage, providing information and health test repeated to show any improvements in health.
- Evaluation of Project as a whole

**Current Status:** Pricing up this project, looking at similar initiatives being done at other Organisations and possible funding sources.

### Tour

The Students' Union has successfully been granted permission to attend the Sports Tour in Salou Spain, with the company ilovetour. City University London Sports Teams will

be travelling to compete in Sports against all other UK institutes. The trip is open to any City University London Student and will take place from April 5<sup>th</sup>- 11<sup>th</sup> 2010

### MULTI FAITH PROJECT

#### Northampton Square bandstand project

Initially this project was initiated by me to get students from different faith groups to come together and to work on a central project which would see the renovation of Northampton Square Bandstand. A meeting was arranged with myself and the Local Islington Council with discussions on the possibilities and waiting times for such a project to take place.

After the incident which saw three of our Students get stabbed by local residents, I felt that the project might serve a better purpose if we worked alongside the local Community in delivering it, as it was a space that is shared by all. A second meeting was scheduled with the Local Council, some of the local residents and all the Full Time Officers. It was decided that this project would be a good way to unite the local residents and the University and that some sort of Plaque or statue of significance should be placed there to signify it is a place of respect and diversity.

*Current Status:* Awaiting an update on from the Local Council on costing and what kind of thing can be achieved with this small project as bigger improvements are envisaged for the near future.

#### Multi Faith Centre

An initial meeting was planned to discuss possibility of renovation for the poorly kept prayer Rooms between myself, Malcolm Cross (Dean of Students) and Kevin Gibbons (Director, Property and Facilities). This led to the discussion of a "multi Faith Centre" which would be located in the Central Services Department of the University (Drysdale Building)

**Current Status:** There are two pieces of work currently underway. First, the interim prayer facilities for Muslim students and staff are on track to open within the next week or so. This is as a result of the recent incident where City students were attacked outside the Gloucester Building. The second larger piece of work on the multi faith facility depends on funding being made available, at risk owing to the University's finances this year- Awaiting to know more about the multi faith facility over the coming weeks as budgets are agreed.

## *Changes that have successfully been implemented through Student Union*

**24 Hour Library-** Successfully secured 24 hour library for Jan exam periods 2010 despite heavy complaints from local community during trial period last year.

### **Library Fines:**

Previously were 75p day (7day loans), now been brought down to 50p a day.

**Free Water:** is now available in the main canteen, but with no cups!

### **Halls Rules**

Previously were:

- Students were allowed 3 overnight guest in any 7 day period
- Students would need to seek permission for these overnight guests before 5pm on the day of the requested stay.
- Students were allowed 1 Emergency Overnight (unplanned) stay in the year.
- The overnight guest would need to sign out before 12pm the day after the stay (they could then sign back in as a day guest if they wished)
- All day guests would need to be signed in by no later then 10.00pm and would need to leave the premises by midnight.

### **Successfully changed and new rules are:**

- The overnight Guest "sign in" deadline is now 10pm (as opposed to 5pm).
- The Overnight "sign out" time on the following day is now 10pm, as opposed to midday.
- Halls will monitor retroactively residents who go over their 3 nights overnight allowance in any 7 days if they use a form at security after reception has closed.

- Residents will be permitted to use 2 Emergency Forms with a ban on the use of a third. ( As opposed to 1 emergency form)
- Halls management informed that they will be cutting down on paper wastage by sending out less paper work. This would mean not sending out less informal warning letters, only sending a letter the stage before formal disciplinary action.
- Day guest rules will remain the same with a midnight departure time. Although the Halls management took into account the Full Time Officers thoughts on extending these times, they also looked at last year's records and the biggest cause of complaint was noise. The management expressed they have a duty to limit the number of people in the building and noise levels. During evening and night hours they believed that extending the day guest times would make this more difficult
- The Full Time Officers were informed if students needed to carry out group coursework at particularly key times which meant they would require staying beyond curfews, they were welcome to come and discuss this with management and they may be able to make occasional exceptions to the sign out time.

### **Feedback from Exams**

A paper was submitted from the Students Union to the Academic Programme Practice and Standards Committee (APPSC), outlining the need for students to receive feedback on exams, (see appendix). This concern was raised as currently the University has no policy on exam feedback. Exams tend to carry a substantial amount of weight in relation to a student's final grade, so it only makes sense that they receive some sort of comprehensive feedback from the examiner on how the paper went, especially for those students that fail or perform significantly lower than expected. This issue was taken seriously and the University has now set up a working group on "Exam Feedback" which comprises: Staff from the Academic Development Unit, Associate Deans of education from each school, and Vice President Education and Membership Engagement from the Students' Union. A policy will hopefully be sent to the next Senate outlining options for feedback that each school must abide to.

## **Students' Union Council Report**

**Vice- President Communications & publications Officer – Markus J A-H Mikely**

### **Overview**

This report outlines my activity achievements and future plans during my 2<sup>nd</sup> term as a Full-time Sabbatical year, elected by the student body and employed by City University London Students' Union.

Covering any underlying difficulties or issues encountered while undertaking different activities within my role as Vice – President Communications & Publications officer for the Students' Union.

### **Underlying Issues**

One of the main, issues for me has been the working environment I was provided to carry out my tasks. I require a professional environment to work to my fullest potential. I believe my working environment acted as detriment towards this. With other officers, permitting students to work, play and relax in our shared creating a noisy and distracting working environment for myself.

As a result, I have taken advantage of one of my achievements of acquiring more space for the Union, by opting to move to my own working environment. So I can go through my daily tasks in a professional working manner. Hopefully this change will be shown in the increase in my productivity as an officer.

### **Fresher's 2009**

#### **Background**

This summer I worked hard to ensure all Fresher's material was produced, designed and printed in time to be sent out to the students; during the fresher's mail outs, fresher's fayre and other union activities happening this early in the first term. As the main officer available during this time I also worked closely with the Student Activities & Events and Entertainments teams to ensure all tasks were achieved in preparation for the start of the new academic year.

#### **Achievements**

- Released new visual identity
- Produced new Union Handbook, Fresher's Guide, and Fresher's newspaper
- Employed and managed a team of students on these projects
- Produced election videos to promote upcoming part – time elections

#### **Future plans**

In future, I hope to be able to make it Union protocol to use students in development of all Union publications, activities and fresher's materials and activities.

## **Student Media**

### **Background**

From last year I launched a brand new student media team, which at first consisted of only student journalists working on the student newspaper. Since then I have grown the media team into an independent and free-press. So as well as creating great portfolio opportunities for journalism students increasing their employability chances, it also helps to enhance the community and knowledge transfer within the student body here at City University London.

### **Achievements**

- Employed and managed student team to develop Fresher's material and publications
- Created video filming and editing pieces on elections, student representation and World Aids Day
- Established new publication team for City Offline, and integrated the inquirer newspaper into student media within the Students' Union
- Create a team of students: The Student Media Team

### **Future Plans**

Is to make this new entity grow and flourish within the Union, and encourage full – time staff members to support the media team in the manner it currently supports other Union activities, such as sport, advocacy and representation. By the end of the year we aim to have a media team of up to 150 students, at the moment we are around 90.

### **Student Media Council**

#### **Background**

As part of my objective to create a free press and independent media team at City, I established a student media council. With the role of dictating the path of media at City, and creating rules and responsibilities for Student media and all its sub-groups

#### **Achievements**

- Established Student Media Council
- Established Student Media Council members
- Organised 1<sup>st</sup> meeting early in 2<sup>nd</sup> term

#### **Future plans**

To get the media team to create terms of reference for student media. As well as a policy for the publications activity for all Union Clubs and Societies

### **The Student Media launch party**

#### **Background**

I hosted a party to celebrate the launch of a brand new 'involvement protocol' in the student media team; the inclusion of new volunteers and development of current ones.

#### **Achievements**

- Hosted and organised media Party, including activities and food

- Advertised and promoted Media Party

### **Future plans**

To organise and award ceremony for media at City in term 2

### **Launch new Students' Union Website <http://www.culsu.co.uk>**

#### **Background**

This Union website was launched just in time for fresher's with a lot of pressure on time due to Student Activities new constraints etc. Therefore many of the interfaces, content and layout were temporary, meaning at some point these would have to be enhanced and developed. The aim is to have the development reach a stable stage by early term 2 where advertisement and encourage to 'sign- up' can be done more rigorously.

#### **Achievements**

- Launched new website
- Created 6-month development plan for website
- Trained students to become website administrators

### **Future plans**

To finish development of website and to set up management protocols for each section of the website

### **Students' Union newspaper City Offline**

#### **Background**

Last year, most the newspaper development was carried out by me. This year I have worked with staff members in the Journalism department to deliver a publication run, managed and organised completely by a student team.

#### **Achievements**

- Released 3 issues of City Offline
- Gained advertising and income for Union newspaper
- Trained students to become website administrators

### **Future plans**

To generate a new student accommodation section, which will provide income to the Union, as well as help students find accommodation for the next academic year, enter the newspaper into the Guardian Student Media Awards. As well as, pursue more and new advertising channels for the paper.

### **World Aids Day Video**

#### **Background**

After agreeing to the Media's team's involvement in this project, it appeared at the time there were not enough students available to get the task done. Therefore, I volunteered myself and my flat mates to get this task done. It meant working long days and even weekends to achieve this task. Working with the project manager Linda Sharkey and other student it was easy to recognise the benefit it would have to all involved.

#### **Achievements**

- Filmed and edited a video for World Aids Day
- Raised awareness within the student body
- Created links and connections with students and staff members which are still benefiting the media team.
- Received compliments and thanks

#### **Future Plans**

This video can now be used annually, and as also encouraged more students to get involved in video development.

### **Notice boards**

#### **Background**

Along with the Union President, I argued the case for extra notice boards throughout the University sites and campuses. A case, which was accepted by the University, and we won. Following this I lead, on the installation project of these notice boards.

#### **Achievements**

- Increased union presence throughout the University
- Led on the installation project of the notice boards

#### **Future Plans**

I will continue to fight for a presence on all University sites and campuses. I will implement a structure whereby the notice boards will be designated to individual sub0departments of the Union, their sub groups, clubs and societies.

### **RAG – Raising & Giving**

#### **Background**

As coordinator and organiser of all charitable activity at the Students' Union, from the achievement of running the first week of raising and giving activities in the past 10yrs or more. This year, I have already enabled students to participate in raising and giving activity over the weeks leading up to Christmas. During this year RAG week, I intend to get far more involvement from Clubs and Societies in developing the fashion show. As well as greater individual student participation in the range of fundraising activities that will occur, such as the 5-aside football tournament and the poker tournament.

#### **Achievements**

- Coordinated and managed Christmas RAG giving activities

- Ensured students worked independently whilst acting within charity and all government law and legislations

### **Future plans**

To coordinate and raise the profile of RAG week this term

As well as these tasks, as Vice President Communications & Publications Officer I have also:

- **Gained income for the Union** - via web, newspaper and publication advertising, involved in the link commercial services with BAM.
- **Attended University Committees and Meetings** - I have attend many committees and meeting such as senate, portal group, volunteering, INTO and graduations
- **Student Portal** -Taken part in working group for the introduction of the new Student Portal to students, now I am looking for a group of students to take part in the student portal testing group.
- **Won Student Union Main Reception** - The Union has a brand new space, which I heard about, firstly brought to Property & Facilities firstly by the Union President and myself. Before I provided an argument which was accepted as a legible argument for the space.
- **Attended Graduations** - I have attended union graduations including taking part in duties such as being in the parade, or carrying the Union Mace (In the absence of the President).
- **Student Community Activities** - I help out in any way I can, this year I distributed flyers every halls by myself for the Xmas celebrations. Whether it is going on the microphone in a Union event like the Cook-Off of Half-Time or just trying my best to get students involved in activities. I am always trying to enhance the community here at City University London; and look out for me in the up-coming union Diversity Show.
- **Town Takeover** - Participated in the town takeover project, through attending meeting, giving up resources and the involvement of the student media team into this activity
- **General Meeting** - Organised, published and distributed promotional material for the Unions General Meeting
- **NSS Planning** - Worked to plan and market the NSS participation for or student body

- **Multi-faith Project** - Got involved at the initial stages, and was part of the group that established the idea of a multi faith centre for students at City University London, to undertake spiritual and religious practises in a custom built facility
- **Local Resident Meeting** - Worked closely with local residents to ensure that their needs and issues were being listened to and when required disseminated information to the student body
- **Student Accommodation** - I have helped individual students find property and accommodation or to get rid of the current accommodation. I have also addressed the bigger issue; the provisions available to students are not sufficient. I have done this by providing feedback to the Universities main accommodation providers; Studentpad.com. As well as looking are how the Union can help students with the resources we have, i.e. Newspaper, website etc
- **All Student Email** - Created templates for the new all student email, to prevent issues such as students being given too much information at a time

Report from School Representation Officer:  
School of Arts  
Gemma Meredith

Since becoming SRO for School of Arts I have undertaken various actions to ensure I am performing my role efficiently.

- Firstly, I have made my position known to as many students as possible. I have tried to make myself as approachable as possible and have encouraged students to come to me with any issues they may have.
- Where possible, I try to catch up with Programme representatives in person on a regular basis to gain feedback on the issues that they have uncovered in their roles. As the School of Arts is a wide ranging department, it is not always possible to have direct contact with Programme representatives. However, I have maintained contact via e-mail with the representatives whose details I have.
- I have obtained the minutes of meetings that Programme Representatives have had with staff members where possible. This gives a greater insight into the

issues that are of concern and enables us as a team to bring them up at all appropriate levels.

- To date I have attended a meeting with the Deputy Dean of the School of Arts, The School of Arts Board of Studies and the USAC. In each meeting, I have taken every opportunity to vocalise issues, mainly involving facilities such as wireless internet, lack of specialised computer software, drinking water and study spaces.
- In addition to addressing issues in formal meetings, I have also had informal discussions with senior journalism staff in order to make flag up issues as quickly as possible.
- I have encouraged people to join council in order to fill the vacant posts and believe they are now filled.

**Vaibhav Negi**

**SRO, SEMS**

## **Council Report January 2010**

### **School of Engineering and Mathematical Sciences**

*Name:* Vaibhav Negi

*Course:* M.Eng Aeronautical Part 3

*Position:* School Representation Officer

*School:* School of Engineering and Mathematical Sciences

#### ***Key dates:***

06 Nov 2009: SU election results.

11 Nov 2009: Student Rep Meeting, SEMS

14 Nov 2009: SRO training completed.

09 Dec 2009: Board of Studies SEMS.

11 Dec 2009: End of Term 1.

#### ***Overview:***

As the SU elections took place particularly late this year, this meant that only about four weeks were left before the end of 1<sup>st</sup> term which was quite less to make any significant actions/changes. Still, a number of developments took place within this period as described below. All the student representatives are fully trained, aware of duties and prepared to work as a team from the start of the 2<sup>nd</sup> term.

### ***Developments within SEMS representation:***

- Contacts established between all student representatives within school. Since start, all the programme reps as well as the UCM's have met with the SRO once face to face and have otherwise been communicating directly between one another via email; [semssro@city.ac.uk](mailto:semssro@city.ac.uk).
- All the Programme reps from SEMS are meeting formally with the SRO in the presence of UCM's next on the 19<sup>th</sup> Jan 2010 in the start of the term to deliver feedback from the past term and decide on which points to be taken further in future committees.

### ***Points raised within SEMS:***

- Placement handling: (at SAC)
- Engineering placements at CITY engineering are handled quite poorly. There is a need for a comprehensive placement & grad scheme attaining programme within engineering (separate from careers).
- Need a complete list of ALL companies for EACH discipline with deadlines, methods of applications, salaries, experiences of past students etc.

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- Severe lack of important Software licences:
- A lot of the students raised concern over the limited number of software licences for several engineering software compulsory for engineering. This was also briefly raised at the previous SAC.
- This has been a problem for atleast the last 2 years. No visible improvements have been made so far.
- Concerns on the wireless network availability, strength and areas covered were raised strongly at the previous meetings. Although this was a university wide issue, the lack of wireless hotspots within the engineering Tait building was the problem. However, since the last term a new wireless system is in place which seems to be more reliable with more area coverage. No feedback has been received from programme reps as yet.

### ***Achievements within SEMS:***

- A number of faulty PC's within engineering computer labs were brought to attention. This was taken to the IT centre. Most of the systems have been fixed while a few still have repairs pending.

□ It was brought to attention of the SRO that certain engineering courses were suffering from irregular amounts of courseworks spread unevenly towards the end of the term hence causing students stress and lack of time for their final year projects and end of term reports. This issue was taken to Prof Atkin, Head of Aeronautics who looked into the problem in detail before asking all lecturers to reschedule deadlines for all then current courseworks. As a result of identifying this uneven work spread, all immediate report and coursework submissions deadlines were erased and new deadlines were confirmed. From the future, all deadlines will be reviewed for courseworks by lecturers between different modules for the same course to ensure even spread of work throughout the term.

□ A few of the programme reps reported problems with some of the timetables within their courses. As a result of the then current timetables, a lot of students were concerned about up to 3-4 hour gaps within their academic day plans. Some suggested this interfered with the part-time work commitments and daily planning. This point was raised in the previous Student Affairs Committee. It was concluded that the timetables were a direct result of avoiding several possible clashes in modules at the same time and lack of lecturer timings and room availabilities. The timetables for the 2<sup>nd</sup> term are now out on the City website. They seem to be more flexible and no concerns have been raised yet.

□ New notice board within the school for engineering specific Rep issues/notifications, credit to Programme rep: Max.

### *Recent concerns within SEMS:*

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SRO, SEMS  
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□ Some programme reps have reported that within their courses, lecturers simply refuse to give sample solutions to past exam papers (which they do provide). This makes it extremely hard for students to check if their practice working is right. No reasons have been given yet, but it is suspected that this may be due to the fact that some lecturers tend to repeat questions over the years. This is being pursued.

□ A number of students have reported to the IT centre that the current computers within engineering are too slow. This is especially the case when loading heavy engineering software. Also, the internet browsers are extremely susceptible to crashing.

## **Report: Social Sciences Student Representation Officer to Union Council – Post election to 18-1-2010**

### **Summary**

This report is a record of what I have been doing for the Social Sciences School students since being elected as their Student Representation Officer in October last year.

## Recommended Action

- Meet with the Dean of Social Sciences to address the concerns below. Where relevant see specific Heads of concerned department.
  
- Meet with Programme Reps across all social science programmes.

## Meetings attended:

Student Representation Day in which most of the programme Reps were present as well as Senior Officials from the University and the School of Social Sciences.

Executive committee meetings

School: Student Affairs Committee

## Issues raised:

**Library** – the number of books should be increased in library.

Strict implementation of code of conduct in library especially at 5<sup>th</sup> floor, that is any kind of disturbance must be avoided.

To solve the problem regarding e-books as they are disconnected sometimes.

**Teaching** - Specific concerns raised regarding a particular tutorial and his/her teaching style.

**High Profile Lectures** – Tried to convince school and Union to arrange high profile lectures particularly head of states regarding current affairs and efforts are being made in this regard.

**Career Event** –it was observed that there was no specific career event for the students of politics, so management was requested to look into this matter.