

The cover features a vibrant, multi-colored background with geometric patterns. The top section is teal with a diamond grid. Below it is a dark blue section with overlapping circular lines. The middle section is pink with a diamond grid. The bottom right corner is orange with a diamond grid. A large white circle on the left side contains the text. The text 'TU' is in a teal rounded square, 'DUBLIN SU' is in black, 'CLASS REP' is in large black letters, and 'HANDBOOK 2024' is in black with '2024' in pink. A yellow horizontal line is below the text.

TU DUBLIN SU **CLASS REP** **HANDBOOK 2024**

YOUR GUIDE TO BEING AN EFFECTIVE CLASS REP

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Our Message

Message from Shauna O'Toole, TU Dublin Students' Union President 2024/25

Hello, Wonderful Class Reps!

Welcome to your guide for all the tips and trick for being the most class, class rep!

I'd like to congratulate you on being elected by your peers to represent them. I know it may not seem like a big deal but, it definitely is. You were chosen by your class as the best person to lead them.

Class reps are the core of what we do as a union. Without you wonderfully driven, creative and enthusiastic students, we as a team would never be able to effectively oversee everything that occurs on the five sites that make up TU Dublin. As a class rep you will get to meet your fellow class reps at class rep meetings and faculty forums. This is a great chance to network and discussions issues with your peers.

Remember there are over 26,000 students in TU Dublin. That's a lot of voices that can come together and you as class rep can be part of getting your class to realise their potential in being heard.

Always remember that we in the union work to represent YOU. We are here to support you as you represent your class at various academic meetings or even when you're just emailing a lecturer about an issue you as a collective have been having. Being a Class Rep is a great opportunity to grow professionally and learn skills that will help you stand out when interviewing for what I hope will be your dream job.

As someone near and dear to me always said "It's a Students' Union, it's supposed to be fun". So let's have fun and make this year, a year full of impact. This guide is your toolkit to help you on your journey to achieve great things. I believe in the power of the unionised voice so, be heard! Best of luck in all your endeavours.

Shauna O'Toole,
President,
TU Dublin Students' Union

Your Intro

Introduction & Welcome from the Academic Affairs Team

Hi there!

You have been elected to represent the voice of your class, so congrats, and well done. We are delighted that you've been elected for this role. Class Reps are the foundation of TU Dublin Students' Union, and we look forward to engaging with you throughout the year.

Being a Class Rep allows you to enhance the academic and student experience here at TU Dublin. The work you will be doing for your class is so important. You will have the opportunity to implement change locally within your programme, and you may shape your elected officers' actions, which could lead to change across all of TU Dublin or even nationally!

The academic year ahead is different for every Class Rep; however, there are a few things to expect. There will be 2 Class Rep meetings held per semester where you can discuss issues and concerns and receive updates from your elected officers. You will also be required to attend Faculty Forums where you can bring up issues relating to your course. There will be several training events organised for you that are helpful and fun!

Outside of this training, you also can develop skills and expertise through the 'Our Student Voice' project and apply for a Digital Badge that recognises your experience and looks great on your C.V. We also have the Class Rep Awards in April, and we will be asking each class to nominate their Reps for this award. While we're aware that expanding skills and obtaining certificates is great, the Academic Affairs Team wants you to have fun and be rewarded for the role that you are doing! We intend to host Class Rep events such as a Christmas party which will be great craic! Keep an eye on your email throughout the year to stay updated with events and other exciting opportunities.

Lastly, we want to thank you for taking on this role. We truly appreciate the time you will be giving to the 'student voice'. We will be here to support you throughout the year, so please don't hesitate to get in touch with any of us, no matter how big or small your query might be!

Wishing you the best of luck with your role and your studies:

Sheran Bahadir – VP Academic Affairs

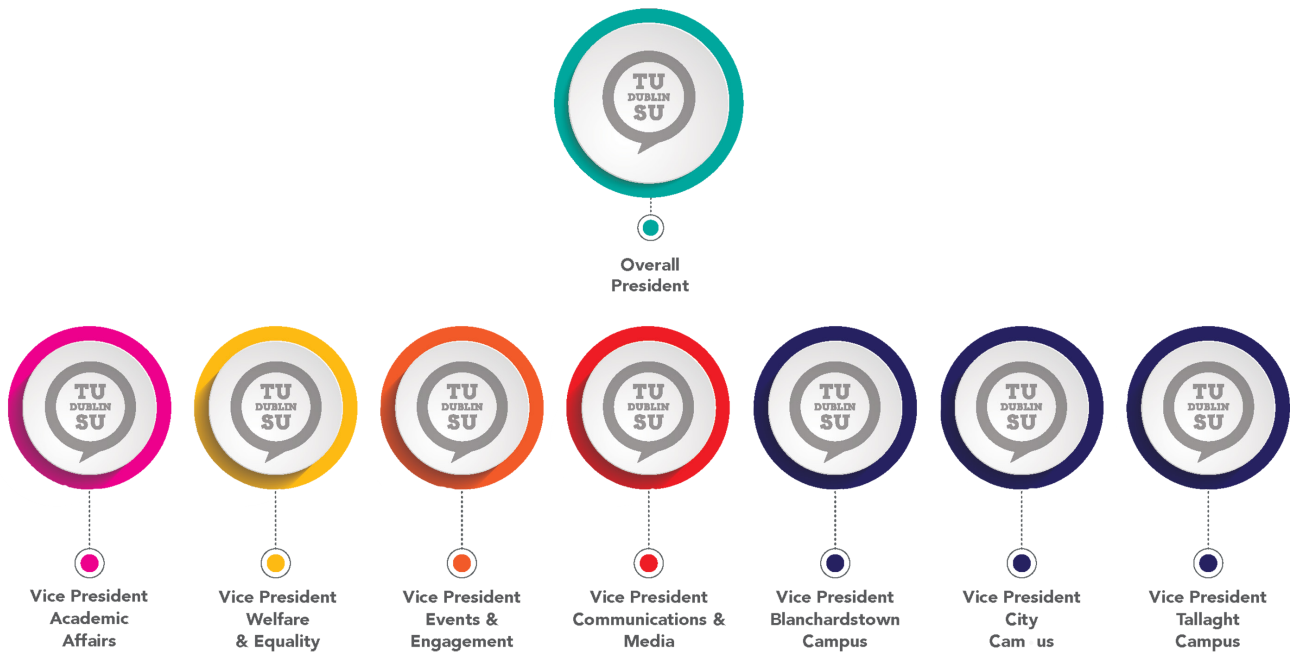
Naomi Sebastine – Tallaght Campus VP

Esmeraldi Doda – Blanchardstown Campus VP

Peter McCann – City Campus VP

Our People

Who's Who in the SU - Get to know your Union?



TU Dublin Students' Union is the representative body for all students in TU Dublin and is completely independent of the university. Every registered student in the university is automatically a member of the Students' Union and a proportion of the Student Contribution Charge per student is allocated to the Students' Union on an annual basis to fund the services, campaigns and activities we provide for all students.

Class Reps

That's you! Reps Are the foundation on which TU Dublin Students' Union is built. Each class is normally entitled to one Class Rep, elected by the class at the start of each academic year. The Class Rep is the person who represents the interests, opinions, and concerns of the class to the Students' Union and to the university. They are members of their specific Programme Committee/Course Board, where they ensure that the 'student voice' is heard. You are the person that can lead your class to come together and make real and meaningful changes to how your academic journey goes. Always remember that students are one of the main stakeholders of TU Dublin without them there is no need for TU Dublin to exist.

Student Council

The highest decision-making body of the Union. This is where all TU Dublin Students' Union policy and procedures are debated and agreed, and where the Union's Programme of Work, detailing the services and activities that will be undertaken on behalf of students is approved. It is also where the officers present reports to student council on all the work they have undertaken since the last meeting. The total membership is 101 and this consists of the President, the 4 overall Officers, the Campus Vice Presidents, the elected Part-Time Officers, and Student Councillors. Class Reps elect the Councillors at Class Rep Meetings to represent their interests at Council. There are at least 7 times during the academic year. Class Reps can attend the meetings but cannot take part in any elections etc.

Student Councillors

Are elected by Class Reps on each of the main university locations and the allocation of Councillors is proportionate, based on the student population per site. Student Councillors are elected to represent approx. 200 students each. It is paramount that you ask the councillors for your campus if they are holding the officers to account and that you question if they are voting in your best interest.

Postgraduate Officer

Acts as a liaison on behalf of Postgraduate & research students and TU Dublin and the Students' Union and the university. They represent students' interests at the Governing Body, Academic Council, where they lobby for improvements in services for students and work to protect students' rights and entitlements. Any registered student studying at Level 9 or above, on taught programmes, or registered as a Researcher in the Graduate Research School may run for election for this post. The election normally takes place in tandem with Sabbatical Officer Elections in March each year. All registered postgraduate and research students are entitled to vote for this position.

Your Role

Role and Function of Class Reps

Class Reps are elected 'student voice' of the class and the essential link between

- Students in your class and wider population
- The Academics in your School and Faculty
- TU Dublin in general
- Your Students' Union

It's important that you are actively involved in the TU Dublin Students' Union, keeping in touch with the officers and staff. This will ensure that we are up to speed on how your class is getting on, how we can assist (or lobby on your behalf if necessary) and therefore improve programme quality and the overall student experience for all students.

Class Reps gather feedback from their class and express these views to TU Dublin and to the Students' Union and follow up with solutions and feedback back to the class. This flow of information is crucial as it enables us to be responsive to student needs and it strengthens the power of the Union to lobby for improvements.

As a Rep, you are an important point of contact for students to get the info on all TU Dublin Students' Union Activities, campaigns, events and protests, without you helping us get the word out our reach would be nowhere near as effective. So, you should stay informed and keep your finger on the pulse.

Each Class Rep is also a member of the Programme Committee/Course Boards. Students are entitled to have a say in how their programme is run; and when Reps attend these meetings they can raise issues, give feedback, and make suggestions. Reps can flag problems and assist in resolving them, and in doing so improve the quality of the programme and the overall learning experience of all students.

Responsibilities of the Role

To be successful and effective in your role, there are a few tasks you should do throughout the year. Training and support will be provided by the Students' Union officers and staff. You can always pop into the Office on campus or email us at Advice@tudublinsu.ie.

Prepare for the Role

Familiarise yourself with this Handbook and attend Class Rep meetings on campus and any training events held throughout the year. Keep an eye on your email for updates from us with details of events and meetings coming up where you can raise issues, meet other reps and learn from them.

Check out the [Our Student Voice - Training Resources for Class Reps](#)

This was a huge partnership piece of work between the Students' Union and the University.

Identify yourself to the students you Represent

Students need to be aware of who you are and how they can contact you, so if they have any class issues, or need some guidance. You can introduce yourself in front of the class, make a group chat, email your class, and introduce yourself during coffee breaks.

Find the Student Handbook for your Programme

Your Student Handbook is an up-to-date source of information for your programme. Become familiar with it, focusing on modules, to ensure your class is receiving the high-quality education you signed up for in TU Dublin. If you can't find it you can ask your Year Tutor. If you wish, we can assist just email: advice@tudublinsu.ie

Identify any Issues and the needs of the Students in your Class

You represent the opinions of your Class and what you say should be the representative voice of all. As a Class Rep, you must identify the issues in your class, and gather feedback from everyone, not just some individual opinions.

Represent the views of your Class, even if you don't agree with them

As the Rep, the Student Voice, what you say should reflect the needs of your class as a whole. Consult with your entire class so you can represent the majority view and sometimes you may disagree with some of the views of your peers, effectively.

Attend and Participate in your Programme Committee Meetings / Course Boards

The 'Student Voice' is an essential part of these meetings. These are part of the University's quality assurance framework that oversees how programmes are delivered and assessed so that all students can receive a top-quality education during their time here. Make sure you are adequately prepared for these meetings, bring forward issues and get involved in the discussions when at the meeting.

Liaise with your Students' Union and Attend your Class Rep Meeting (CRM)

Your Students' Union team relies on your input and feedback to be informed on issues in class and on campus so that we can advise on solutions and represent students' interests effectively. The Class Rep Meetings are a great place for you to meet the officers, other Class Rep, discuss common issues and get advice on any queries or problems that your class is experiencing. Check in with the local SU Office if you aren't getting meeting notifications!

Work in Partnership with Other Class Reps on Wider Issues

The Student Voice is so much stronger when we can work together, especially when many classes have the same issues. The more individuals there are asking for change, the more likely this will happen. By attending your Class Rep meeting and engaging with the other reps common issues can be worked collectively as part of a larger group. Your Officers will also be there to help you along the way!

Refer Larger Issues to your Students' Union

As the Class Rep, there are limits to your role. You aren't expected to solve every problem that arises from individual students. When issues arise that you can't/ shouldn't deal with such as personal welfare topics, grants etc, you can refer these students on to our Advice Service, contact advice@tudublinsu.ie more information.

Reflect on Meetings you Attend and Bring Feedback to your Class

Report back to your class with updates from any meetings you have attended on their behalf whether it's the Committee, the CRM, or other discussions with the university or the Students' Union so that they know what is going on. By being effective in your role. you are improving their learning experience; your class needs to know about that and perhaps they will nominate you for a Class Rep Award in second semester!

Our Voice

'Our Student Voice' Training Resources

The Students' Union and TU Dublin's have collaborated to devise the 'Our Student Voice' toolkit, designed to enhance the student voice in Quality Assurance and Quality Enhancement Activities in the university.

This involves a series of resources in the form of training scenarios and guides that cover all aspects of the Class Rep experience.

Episodes

Episode 1. Being a Class Representative

Episode 2. Understanding our University

Episode 3. Understanding Quality Assurance and Quality Enhancement

Episode 4. Understanding the Practices of Equality, Diversity, and Inclusion

Episode 5. Reflecting Upon My Experience

Episode 6. Providing Constructive Feedback to Enhance the Student Learning Experience

Episode 7. Communicating Effectively

Episode 8. Providing a Voice for Others

Episode 9. Participating Effectively in Meetings

Episode 10. Building and Managing Professional Relationships

Episode 11. Working Effectively with Others

Episode 12. Participating Effectively in Programme and Module Design

Episode 13. Participating Effectively in Quality Assurance Panels

Also included are details on how Class Reps can earn a Digital Badge for effective participation in quality assurance activities, such as the Programme Committee/Course Boards. This may seem trivial, but we can assure you that future employers will be impressed by it. For more details on how to apply there is link included here.

How Class Reps Can Apply for a Digital Badge



Your Issues

Dealing with Class Problems

It's hard to predict what issues/problems might emerge throughout the year; lack of adequate resources is an ongoing issue in higher education and TU Dublin is no exception!

Examples you might encounter include:

- Module delivery
- Printing
- Lecturing standards/issues
- Programme workload
- Getting effective feedback on continuous assessments and exams
- Equipment issues for practical classes
- Timetabling issues
- Health and safety in the classroom
- Facilities issues
- Welfare queries

Remember, you are not expected to be an expert in all these areas, and part of the skill of the job is to know how to refer to the right person or appropriate service to deal with the issue.

If in doubt about how to deal with a class issue you can always contact the Officers and staff in the Students' Union - Advice@tudublinsu.ie (see Appendix 2 Useful Supports for Reps).

You may become aware that some things that your classmates see as negative/positive are not the same as your point of view. So, it's important when raising an issue with academic staff (and the Students' Union) that you give all details and the context and indicate that this is the opinion of (some) members of the class.

The following questions will assist you in collecting more information and hopefully get a better grasp of the issues you want to communicate.

What is the issue? Try and spell out as simply as possible what is right or wrong about the course.

Why is it an issue? E.g., 'It affects teaching quality or impacts on the students' ability to learn'.

How do you know it's an issue? What complaints/comments have been made, what students have spoken to you (here you are attempting to provide evidence for what you are saying)?

Where is this issue? Is it in one module or programme or year?

Who does the issue affect? Just certain groups or streams, the entire year or certain cohorts (males, females, part-time or international students, mature students...)?

When is it an issue? Should the academic staff/School be aware of deadlines or timescales around the issue which may affect it?

Once you have the facts follow these four steps:

Assess the Situation

It will be up to you to determine the key issues and order of events. Once you have this information confirm with the class what you understand to be the most important issue.

Identify Objectives

Ask your class what they hope to achieve by raising an issue, and what their preferred outcome would be. This will assist you in determining a strategy.

Agree on Objectives with your Class

Decide what action is to be taken and by whom and set timelines. In terms of developing a strategy you should consider:

- Is it something you can discuss with the lecturer, if it relates to a specific module or assessment?
- Should the matter be referred elsewhere?
- Can you take it up informally with another staff member, e.g., your Year Tutor? Or should the issue go to the Chair of the Programme Committee/Programme Board?
- If you need to raise it at a Committee meeting, and should you submit a report in advance?
- Should it be discussed first with Students' Union Officers/staff?
- And do you need any support, advice, and/or representation from us, for instance if you feel the matter is complex or outside your remit?

Provide Feedback

It is important to keep your class informed of progress. It can be frustrating if the feedback cycle is broken, which will end up making your job more difficult.

Keeping a Record

It is also important to keep a record so you can follow up on any issues. Its good practise to contact the relevant staff members by email, which you can refer to or forward if the matter is ongoing.

Remember that your email is that you are committing yourself once it is in writing, so be clear and accurate in how you describe the situation, If you need someone to check over an email or document, the staff and officers will be happy to help.

You can also copy (cc) the relevant TU Dublin Students' Union Officer, if you wish or if you want the matter that you want it noted. This can assist Officers in identifying recurring issues; we can't always act on one complaint, but it doesn't mean the issue isn't serious.

Who to Contact? Key TU Dublin Roles

Year Tutor – we recommend contacting your Tutor in the first instance for guidance on anything to do with the modules, timetables, rules and regulations, assessment etc. Their role is to advise the class with any problems they might be having. They will have in depth knowledge of how school and programmes are organised and who the who you should raise your issues with to get clarification or solutions. Think of them as your local guide during the year.

Chairperson of Programme Committee/Course Board – at present for each TU Dublin Programme there is a senior academic staff member with responsibility for organising the quality assurance and enhancement procedures for the programme, they report to the Head of School and are responsible for monitoring the implementation of an annual Quality Action Plan, developed by the Committee/Board, with input from Class Reps.

Head of School – in summary, this is the senior academic staff person responsible for ensuring that all programmes that are delivered and assessed in their School are fully compliant with all TU Dublin policy and procedure, in line with the strategic plan and the university's education model.

For more information see details here **TU Dublin QA – Programme Management**

Our Discussions

Programme Committees/Course Boards

Each programme in TU Dublin is overseen by a Programme Committee/Course Board that comprises the staff teaching on the Programme, senior academic staff such as the Head of School, Heads of Discipline/ Assistant Heads of School or Department, and at least one Class Rep from each year of the programme. Its main task is to ensure that the Programme is delivered as it has been approved by industry/ sectoral representatives, independent academics and as it is set out in the Programme Document. In addition, it must be compliant with TU Dublin policy and procedures.

The Programme Document is the formal document that describes the Programme approved by Academic Council and it contains information on every aspect of the Programme. It explains what the lecturers should be doing, why they're doing it and how they should be doing it. The learning outcomes of each module, methods of assessment, and how the programme is administered are listed as well as the marks and standards and regulations for the assessment etc. Programme Documents should be available online from your School, in the Library section of www.tudublin.ie or in hard copy in the Library on your local campus.

As a member of the Programme Committee, you should understand that you represent your classmates' views, not just your own. The staff on the Committee understand this and will consider these opinions and suggestions and respond to them appropriately.

To be an effective Rep at a Committee Meeting you need to be able to articulate your classmates' opinions and concerns, you need to find out what they think. Here are some simple steps to help you get the best out of these meetings:

Before the Meeting

Consult Your Class! As the Rep, you have a responsibility to them - if you aren't representing their perspective, then their issues won't be addressed. Programme Committees/Course Boards are not very time consuming; they generally meet two or three times a year.

Minutes, agenda, and other documents should be emailed to you in advance. You should also be given the chance to add items to the agenda; this is your chance to raise issues on behalf of the class.

- Read the agenda before the meeting and discuss it with your class. Write down any comments you plan to make and read the minutes from the previous meeting (this should be available from the Chairperson).
- Ask last year's Rep (if possible) to learn about any ongoing issues and how meetings operate.
- Know when and where the meeting is and turn up on time - or send apologies if you can't attend.

During the Meeting

- Participate effectively!
- Pay attention, take notes, contribute, and ask the chairperson to explain if there is anything you don't understand – don't be afraid to ask questions or speak up.
- Make your point clearly and positively – but do not be confrontational.
- Don't agree to anything you are unsure of.
- If necessary, ask to defer the decision to allow you to consult with your Class so you can make an informed decision.
- If the decision isn't deferred to allow this or it cannot for time constraints, then make sure your point of view/ objection is noted in the minutes.
- Most programme chairs and Academic staff on committees will understand this and support you needing to consult with your class to find out what they think about what is being proposed.
- If your class has issues with a member of the academic staff, we recommend that you avoid bringing this up at a Programme Committee. This is not the appropriate place; discuss with your Year Tutor or the Programme Chair privately. Contact your local Student Advisor for guidance on the best way to get the matter addressed.
- Remember you represent your class on the Committee, decisions you agree to may be difficult to reverse.

After the Meeting

- Provide feedback on the meeting to your class, update them on any discussions and on the queries that you raised on their behalf.
- Make sure you check the minutes and if you have any query or want to clarify something in the minutes, you should get in contact with the Chair of the committee. This is important as it may be too late to raise questions when/if the next meeting isn't until the next semester.
- Its always useful to keep in email contact with the Chair; for instance, you could send a quick e-mail to acknowledge that the meeting took place and ask them to clarify any aspect of how the meeting was organised and your involvement in the proceedings. This shows your interest in the QA process and that you are interested rebellion a key part of problem-solving issues and making suggestions for improvement etc, on behalf of the class.

Your Development

Developing Your Skills, Communications and Negotiation.

These guidelines are all designed to help you become effective in your role as Class Rep and to ensure you can meet any challenges and enjoy the experience. If you want a bit of advice in dealing with any aspect of your role you can any of the Officers or email advice@tudublinsu.ie

(See www.tudublinsu.ie for other contact details and useful info).

Communication

One area Class Reps can find difficult at times is finding the most effective way of communicating with their class. Whatever method you use to communicate it is useful to bear in mind these three points:

Why should students communicate with their Class Rep?

Some students don't communicate with their Class Rep because they don't fully understand what a Class Rep does. To counter this you should clarify your role with the class. You should let them know that students can approach you with any query, whether it's positive or negative feedback about the programme, and you will pass the information onto the relevant staff (Programme Chairperson, Year Tutor) for them to address.

What difference does speaking to a Class Rep make?

Student feedback on programmes and resolving student complaints about delivery and assessment etc is a core principle of the university's quality assurance process. Class Reps are at the core of this framework. Students should have confidence that the system works and understand that their opinions on their learning experience are valued. So, it is important that you encourage your class to comment and give feedback, and that you then provide this to the Chairperson and the Committee.

How should I communicate with my Class?

Here are some suggestions aimed at helping you find out information as quickly and easily as possible. Remember the sooner you start communicating with your Class the more information you will gather:

- Use social media and set up a class Facebook / WhatsApp group.
- Ask everyone to describe one thing they think is going well about the programme and one thing they think could be going better and use this feedback in discussions with your Programme Chair.
- Hold an 'open discussion' with the class before the Programme Committee/Course Board meeting. This will enable you to discuss with your classmates what's on the agenda for these meetings, as well as an opportunity to get gather their queries and issues to raise with the committee members.

The best way to get views of your class is to be accessible and encourage them to approach you. Make notes and then ask for clarification if you don't understand any items.

Negotiation

It is important to develop your communication and negotiation skills. Informal routes can sometimes be the most successful approach to finding a solution.

Try to solve problems at local level where possible.

- First speak informally to lecturers on the module/ programme. Waiting to raise an issue at Programme Committees/Course Board may not be effective as these usually meet only twice a semester and towards the end of it and the issue may have got worse by then.
- So don't wait until the Programme Committee/Course Board meeting, your class wants to get problems dealt with as soon as possible, therefore most times it's probably best to approach the Programme Chair at an early stage to discuss the problem and find a solution.
- Check in with the class for a few minutes before or after a lecture to ensure that you have a clear understanding of what the issues are. If an issue is particularly controversial, it is advisable to prepare a report to present at the Programme Committee/Course Board. TU Dublin Students' Union can assist you with this.

Negotiation is all about compromise.

If no one compromises an agreement will not be reached. Try to make a compromise first so you will be able to remind the opposition that you made the first move and now it is their turn! Always have a bottom line, beyond which you are not prepared to go.

Reflect on the situation once the negotiations are over as it will give you a chance to evaluate and hopefully learn from your successes and any mistakes as well.

Some Do's & Don'ts for Reps

Do's

- Attend Class Rep Meetings, Faculty Forums, and Programme Committee/Course Board meetings.
- Contact the Students' Union to confirm that you're registered as the Class Rep. Keep in touch with the Officers and your Student Advisor on campus.
- Refer any personal issues or problems to the Advice Service (advice@tudublinsu.ie) for guidance.
- Never think that any problem is too small (or too big!) to refer to the Students' Union for follow up.
- Treat all fellow students and staff members with respect.

Don'ts

- Use your phone to contact the class on behalf of lecturers.
- Do assignments for your classmates.
- Do administrative work for the lecturers.
- Incur any personal costs on behalf of another student or staff member.
- Undertake to raise any funds for official class trips.
- Accept any harassment or bullying from either students or staff.
- Deal with sensitive student issues. Class Reps should refer such matters to the Student Advice service Advice@tudublinsu.ie for guidance.
- Do not try to resolve personal disagreements within your Class.

Our Respect

Boundaries and Confidentiality

From time to time, you may be contacted by a classmate about sensitive or difficult situations, emotional or personal issues that they need advice or assistance with. No matter how prepared you may feel to deal with such queries, the best way for you to be effective is to listen and then refer them to get the help they need.

There is a network of trained professional, and experienced staff in TU Dublin and the Students' Union, who can deal with these situations. To give the best service, you must resist the impulse advise, be aware that the fall-out for misguided, misplaced, or wrong advice can be very serious.

Topics that are not within your remit as a Class Rep include allegations of bullying, abuse or harassment, personal issues (relationships, health/medical problems, and family issues), accommodation problems, financial difficulties to name a few. You should refer the student to Doctor, the Gardaí, TU Dublin Counselling Service, TU Dublin Health Centre, the Student Advisors can assist you with referrals.

If you discuss another student's issues with anyone you must get their permission to do so. If you are unsure about what to do, you can get advice from the Students' Union whilst maintaining confidentiality and respecting the student's legal right to privacy.

Remember if you feel a student is at risk of self-harm or harm to others you **MUST** refer the matter immediately to professional services such as the TU Counselling Service, the Samaritans, or either of the TU Dublin Health Centres.

In relation to academic issues, you must get permission from the student before taking any action or discussing their details with others. Its good manners, and it could be embarrassing for you if the student decides they no longer want to pursue the issue.

Your Fun!

Organising Class Parties!

Dublin is a culturally diverse city, with lots of different places to go and usually plenty of places to go for a good night out!

Every class and course is different and as a Class Rep, you can organise any event your class wants to do. The most important thing is to listen to your class and try to organise something that most students would like to do! The last thing you want is to organise an unreal event and have no one shows up, so listening is key.

The SU is here to help Class Reps run events. You can request on campus events like speed friending, quizzes, charades, Pictionary, or we can even just help you with some ice breakers etc. and we will help set up and run that event for you. All you have to do is consult your class on times and dates that suit the majority of the class and pick an event. You can also submit your own idea for an event (We love love love hearing new ideas)

You can email events@tudublinsu.ie if you have questions on this.

We have a wide array of events going on throughout the year that cater for many different tastes so keep an eye on our social media for details and encourage your classmates to come along. It'll be great craic, with giveaways taking place as well.

Low Key Nights

- Low key nights could mean anything to a trip to the cinemas, a meal or a few quiet ones.
- Chat to your class about what they would like to do, someone could have a great idea that no one else has thought of it!
- If you decide to head to the cinema - try to go on a student deal night, most popular cinemas have them. Do a poll to decide what film and maybe pool in some money to grab some snacks in Dealz or a €2 store!
- Meals out are a brilliant way to socialise and have an experience while doing so. Dublin is known for having a massively diverse culture and this definitely includes food! Most people know what they like, so chat about what kind of places people might like to go and get some suggestions. Ring well ahead of the date planned, and see if they have any group deals. Lots of places do set A La Carte menus or group booking menus.
- There's a ton of cool places in town for chill pints, a few board games and maybe a pizza. Best thing to do is to book a space with the pub, which is always free!

Appendix 1

Your Student Handbook

Your Student Handbook

Under TU Dublin Quality Assurance policy, every student should receive a Student Handbook at the start of each academic year. It has two parts the general information that applies to all TU Dublin Students linked here [Student Handbook](#) . Then there is the part that applies to your school and programme. The Handbook is prepared by the Programme Committee/Course Board for distribution (electronically or in hard copy) to each student on the programme and should contain module descriptors and explanatory content, details on assessment and exams, timetables, lecturers contact details, a general schedule of examinations and assessments, relative weightings in modules, etc. - in short, specific, and useful information relevant for the year.

Most Handbook also contain the Assessment/ Assignment Calendar which let you know when all the CA is due. If it's all clustered into the same few days, you can ask the Tutor/ lecturers to spread out the deadlines.

What's supposed to be in the Handbook?

See here for the full outline of what should be included [Student-Handbook-2023-24-Part-Two.docx](#) (live.com). This is quite detailed but can very useful when there's an issue, like when a module isn't being delivered / assessed in line with Regulations.

If any of this is not provided you should bring it to the attention of your Tutor. If in doubt email: advice@tudublinsu.ie

Appendix 2

Other Useful Supports for Reps

Other Useful Supports for Class Reps

TU Dublin Students' Union recognises the importance of supporting you whilst you are a Class Rep.

1. See Your Students' Union Team 2023-2024 if you want to get in touch with any of the fantastic Officers.
2. Along with the elected Officers, we have full-time professional staff who can assist you and provide advice, and support. We have an open-door policy, so you pop in at any time or make an appointment by emailing advice@TUDublinSU.ie
3. For more insight on being an effective Rep see the resources available from our colleagues in the National Student Engagement Programme NStEP - Quick Guide for Class Reps

NSTEP is a joint initiative of Quality and Qualifications Ireland, the Higher Education Authority and the Union of Students in Ireland.

Connect with us:

TU Dublin Students' Union

City Campus | Blanchardstown | Tallaght

advice@tudublinsu.ie

