

The logo features the text 'TU DUBLIN SU' in a bold, white, sans-serif font, centered within a dark blue circle. This circle is contained inside a larger white speech bubble shape that points downwards. The background of the top right is dark blue, and the bottom right is magenta.

**TU
DUBLIN
SU**

Class Rep Handbook
2020/21

Message from Rebecca Gorman, TU Dublin Students' Union President 2020/21

Hey everyone!

First of all - on behalf of the team thank you and well done for being elected as Class Rep. It's a big STEP you've taken to put yourself forward for such an important role and just know that all the staff and elected officers are here to support, advise and guide you all the way.

The important thing for you to know is - you are the **VOICE** of your class and the bedrock of your Students' Union in how we reach out and represent students.

Class Reps are the main point of contact for your Union to interact and effectively represent the student body and you have the responsibility to remain engaged with us so that we can do that! As a result, Class Reps are very influential by being able to improve the learning experience of their peers at University PROGRAMME COMMITTEES/COURSE BOARDS improving university facilities and developing initiatives at Students' Union CLASS REP MEETINGS as well as organising events for your class to network and organising class hoodies. You have the opportunity to make a real impact; this is the perfect chance as a new University and Students' Union!

The benefits of being Class Rep are endless; you will develop yourself both personally and professionally in ways that will make your degree stand out amongst the crowd based on the experience, training, and skills you will gain. If you want to make it all worthwhile, make sure to engage and immerse yourself in all the training opportunities and initiatives to improve your skills.

If there's anything more I can say is - enjoy it! You get the most out of the role as Class Rep as much as you put in, so make sure to make it a worthwhile experience. I wish you the very best this year, both in your role as Class Rep and your studies, and myself and the team are looking forward to working with you throughout the year.



Rebecca Gorman
President,
TU Dublin Students' Union

TU Dublin SU President
Rebecca Gorman

TU Dublin
Students' Union

An Important
Hello

Foreword from Hamza, Seán, Luke.

Hello and welcome!

Once again congratulations on being elected as Class Rep, one of the most important positions here in TU Dublin, and my sincere appreciation for taking this amazing opportunity to represent the students of your class ensuring the Student Voice is heard here in TU Dublin. Class Reps form an integral part of the Union and are one of the largest and most influential groups of volunteers within TU Dublin!

You have taken the STEP and I want to assure that your role in TU Dublin is valued by everyone in TU Dublin - you have the chance to enhance the student learning experience here both within the academic learning environment and outside of the classroom, with adequate support from TU Dublin staff and TU Dublin SU.

The role provides an amazing opportunity for you to develop your skills beyond the limits of your career path, also rewarding as you get involved in assisting others to provide solutions to challenges and a great addition to your graduate profile. Essentially, the role is only as effective as you make it and it's up to you to get the most out of it.

The Students' Union is always here to support you in your role and for your class, so we urge you to please engage and utilise all training and resources we provide to you to properly equip you for the role and keep in touch with us throughout the year. We want to make sure you have the best experience here in TU Dublin by helping you deal with issues that come up in your class, providing solutions as swiftly as possible, and recognising your achievements as a "CLASS" Rep!

This year is definitely when your class needs you the most!

TU Dublin Students' Union 'Class Rep' Awards

Every year our Class Reps do amazing work for their class, but some Reps go above and beyond for their class, and we want to celebrate it! To do this, we have the Class Rep Awards. Every year we open it up to the students to nominate their Rep to make sure that they get the credit that they deserve. TU Dublin Students' Union will let you know when the nominations open in March / April 2020.

All the best in your role and with your studies!

Hamza Jamaa
VP Education
City Campus

Seán Farrelly
VP Education
Tallaght

Luke Daly
Deputy President
Blanchardstown

Hamza, Seán, Luke.

VP Education Deputy President

Foreword
Message

Welcome from Dr. Mary Meaney.

Firstly, may I take the opportunity to thank you for taking on the role of Class Representative - a role of significant importance to all TU Dublin students. Without you, the voice of the student would be much diminished. I would like to further thank you for taking on such a role in these challenging times. This is a time when many of your fellow students will need your support and guidance in navigating their way through their academic journey - encountering new challenges and obstacles that none of us saw coming. Your role, which was always of importance, has now become essential in providing guidance for students on engagement opportunities both amongst their peers and with University support services and management. I know that the training and guidance afforded to you by TU Dublin SU will assist you in your role and please be assured that, should you require additional support, we will do our best to assist in whatever way we can.

While this role is about giving of your time and expertise, I hope that each of you will also benefit from your time as a Class Representative. I am sure that you are all aware of the significance that employers place on "soft skills", particularly in areas such as problem-solving, teamwork and communication. I know these are skills that each of you will demonstrate in your role as Class Representative and I am confident that you will have many opportunities to further develop those skills and, indeed, add new ones! I encourage you to reflect and learn from your experiences and I look forward to hearing from you on how we, as a learning organisation, can improve together.

Mary Meaney

Dr. Mary Meaney
Registrar and Deputy President
TU Dublin.

Dr. Mary Meaney

Registrar & Deputy President

Welcome
Message

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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.

Class 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 academic staff and especially through their interaction with the Programme Committee/ Course Boards.

School Reps

Act as a liaison between the Class Reps and the School. Each School in the university is entitled to one School Rep, elected by Class Reps and they are automatic members of our Student Council.

Student Council

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. The total membership is 101 and consists of the President of the Union, the Deputy Presidents, and Vice Presidents (9), the Part-Time Officers (13), School Reps (30), and Student Councillors (48), who are elected at the Class Rep Meetings. Student Council Meetings will be held at least 7 times during the academic year.

Student Councillors

Are elected by Class Reps on each of the main sites i.e. Blanchardstown Campus 12; City Campus - 21 and Tallaght Campus - 15. Their role is to hold the Officers to account and to propose, debate, and approve TU Dublin Students' Union policy.

College Officer

Is the traditionally the Chairperson of the Class Rep Meeting (CRM) on the City Campus and their core function is to elect Class Reps and support the development of local democratic structures and engagement with students on their campus. Each of the 4 TU Dublin City Campuses is entitled to elect a College Officer. These elections normally take place alongside the Sabbatical Officer Elections in March each year. However, as a result of restrictions imposed to combat Covid 19, the process has changed for this academic 2020/21. All registered students can vote in these elections.

See Appendix 1 for Officers and their contact details.

Officials & Officers

TU Dublin Students' Union

Who's Who

Post Graduate Officer

Acts as a liaison on behalf of postgraduate & research students and TU Dublin and the Students' Union. Any registered student studying at level 9 or above, on taught programmes, or 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. However, as a result of restrictions imposed to combat Covid 19, the process has changed for this academic 2020/21. All registered postgraduate and research students are entitled to vote for this position.

Represent students' interests at the Governing Body, Academic Council, Academic Boards, etc., where they lobby for improvements in services for students and work to protect students' rights and entitlements. Elections for these positions usually take place in March and all registered students are entitled to vote, by secret ballot.

The Full-time Officer team for 2020/21 is:

President:

Rebecca Gorman

Deputy President for the City Campus:

Moya Browne

Deputy President for the Blanchardstown Campus:

Luke Daly

Deputy President for the Tallaght Campus:

Lee Bennett

Vice President of Education for the City Campus:

Hamza Jamma

Vice President of Education for the Tallaght Campus:

Seán Farrelly

Vice President of Welfare & Equality for the City Campus:

Fionn Collins

Vice President of Welfare & Equality for the Blanchardstown Campus:

Pádraic Keane

Vice President of Welfare & Equality for the Tallaght Campus:

Lesley Barrett

Vice President of Events & Engagement for the City Campus:

Mark O'Donnell

The Part-time Officer team for 2020/21 is:

AST/BIMM College Officer

Remigiusz Daczkowski

Bolton Street College Officer

Blathnaid Longmore

East Quad College Officer

Dylan Yearsley

Central Quad Officer

Brian Jordan

Events Officer (BC)

Ellen McLoughlin

Clubs & Societies Officer (BC)

Eoin Dowling

Clubs Officer (TC)

Sophie Doolan

Societies Officer (TC)

Dylan Quigley

Events Officer (TC)

Eoin Carey

Comms Officer (TC)

Áine Kane

Officials & Officers

TU Dublin Students' Union

Who's Who

Role & Function of Class Reps

Class Reps are the essential link between:

- Students
- Your Programme of Study
- TU Dublin
- Your Students' Union

We need you to be an active member of TU Dublin Students' Union. We need you to help us improve programme quality and the overall student experience for all students.

Class Reps gather feedback from their class and express their views to TU Dublin and the Union, and bring more feedback back to their class. This flow of information is crucial as it enables TU Dublin Students' Union to be responsive to student needs and in turn, this 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, and events, so you should stay informed and keep your finger on the pulse.

Each Class Rep is also a member of the Programme Committee. Students need 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.

Get Trained and Prepare for the Role

Familiarise yourself with this handbook and register for our Class Rep training events held throughout the year. Keep an eye on your email for updates from your Students' Union on events and meetings coming up to meet other reps and learn from them.

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, they know they can contact you. 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 handbook is an up-to-date source of information for your programme. Become familiar with it, in particular focusing on modules, to ensure your class is receiving the high-quality education you signed up for in TU Dublin.

Class Reps

TU Dublin Students' Union

Role & Function

Identify the Issues and the Needs of the Students in your Class

You represent the opinions of your Class and what you say should be representative of your entire class. As a Class Rep, you must identify the issues in your class, not just some individual opinions. The sooner you start gathering information from your class, the more time you have to find solutions!

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

As a representative for 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 effectively.

Attend and Actively Participate in your Programme Committee Meetings / Course Boards

The Student Voice is an essential part of these meetings to ensure that students can receive a top-quality programme during their time here. Make sure you are adequately prepared for these meetings and use your voice if you recognise any issues that can be brought to this meeting.

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

Your Student Union officers rely completely on student feedback to be informed on issues that emerge so that we can represent the needs of the students effectively. Come to Class Rep Meetings to make sure your voice is heard, and meet other Class Reps and discuss common issues and needs you all have.

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. Attend your Class Rep meeting and engage with the other reps; you never know when common issues can be worked on as a larger group. Your Officers will also be there to help you along the way!

Refer Larger Issues to your Students' Union

As a class rep, there are limits to your role, and you aren't expected to solve every problem that arises. When there are some issues you can't deal with (welfare, exam appeals, grants, etc.), refer students on to our Advice Service - check www.tudublinsu.ie for more information.

Reflect on Meetings you Attend and Bring Feedback to your Class

Report back to your class to show your value as a Class Rep; you can get stuff done! Make sure your class is up-to-date from meetings and they know what is going on in TU Dublin and TU Dublin Students' Union. By being effective in your role, you can improve the learning experience in TU Dublin, and your class needs to know about that.

Class Reps

TU Dublin Students' Union

Role & Function

Dealing with Class Problems

It's hard to predict what issues/problems you and your Class may emerge; lack of adequate resources is an ongoing issue in higher education and TU Dublin is no exception!

Examples you might encounter include:

- Lecture delivery
- Library services
- Printing/photocopying
- 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 - although problems come in all shapes and sizes

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 Useful Supports for Reps p.17).

When speaking to your class you may become aware that some things that your classmates may 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?

Class Reps

TU Dublin Students' Union

Role & Function

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:

- Should the matter be referred elsewhere?
- Can you take it up informally with staff or should the issue go to the Programme Committee/Programme Board?
- If you need to raise it at a Committee meeting, should you submit a report in advance?
- Should it be discussed first with the TU Dublin Students' Union Officers/staff? And do you need any support, advice, and/or representation from us, 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 important to keep a record so you can follow up on any issues and one of the best ways of keeping records is through email. Whenever you email a query or request to someone in the TU Dublin you should copy (cc) the relevant TU Dublin Students' Union officer, this helps us to keep records of students' concerns.

Why do you need to keep a record?

- Union officers can start identifying recurring issues and try to address them proactively.
- We can't always act on one complaint but it doesn't mean the issue isn't serious. Recording several complaints will strengthen our hand when we raise your concerns at TU Dublin committees.
- It allows us to track issues from year to year, and help the officers and staff see what different types of training reps need.
- TU Dublin Students' Union can represent students' needs better.

Always remember that you are committing yourself once it is in writing, so be careful what you say. If you need someone to check over an email or document, the staff and officers will be happy to help.

Class Reps

TU Dublin Students' Union

Role & Function

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 and Assistant Heads of School and 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 set out in the Programme Document and that it is compliant with TU Dublin policy and procedures.

The Programme Document is the formal document that describes the Programme as it has been approved by academic and industry experts. 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.

In order to articulate your classmates' opinions, 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 as they generally only 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 that have been raised by 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 your 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.

Class Reps

TU Dublin Students' Union

Programme Committees

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, then make sure you object strongly and that this is noted in the minutes. Remember you represent your class on the Committee, decisions you agree to may be difficult to reverse.

After the Meeting

- Provide feedback on the discussions and outcomes to your class.

Class Reps

TU Dublin Students' Union

Programme Committees

Developing Your Skills

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 ask Sean, Hamza, and Luke 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 positive and 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.

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TU Dublin Students' Union

Developing Your Skills

- 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. You should 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, i.e. 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 once 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 in a position 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.

Class Reps

TU Dublin Students' Union

Developing Your Skills

Some Do's & Don'ts for Reps

Do's

- Attend Class Rep Meetings, and Programme Committee/Course Board meetings.
- Contact the Students' Union to confirm that you're registered as the Class Rep. See Appendix 1 for all our contact details.
- Keep in touch with your Part-time Officers, College Officer, School Rep, and Student Advisor.
- Refer any 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 Advisors.
- Do not try to solve personal disagreements within your Class.

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 huge network of professional, trained, and experienced staff within TU Dublin and the Students' Union who are there to deal with these situations. To give the best service, you must resist the impulse to do this yourself. 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 or harassment, personal issues (relationships, health/medical problems, and family issues), and accommodation problems. You should refer the student to their Doctor, the Gardaí, TU Dublin Counselling Service, TU Dublin Health Centre, or the Student Advisors.

If you must discuss a student's issue with anyone you need 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

Class Reps

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Do's & Don'ts

legal right to privacy. 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 Samaritans, the TU Counselling Service 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. Not only is this good manners, but it could be embarrassing if the student decides they no longer want to pursue the issue.

If your class has issues in dealing with members of the academic staff we recommend that you avoid bringing this up at a Programme Committee. This is not the appropriate place; contact your local Student Advisor for guidance on the best way to get the matter addressed.

Class Reps

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Do's & Don'ts

Useful Supports for Class Reps

TU Dublin Students' Union recognises the importance of supporting you whilst you are a Class Rep. Along with the elected officers TU Dublin Students' Union has full-time professional staff who can assist you.

Who can I talk to?

There are Officers, Student Advisors, the Student Academic Affairs & Welfare Director available to give you information, advice, and support. When we are on campus we have an open-door policy, so you pop in at any time or make an appointment if you wish.

In the current circumstances with Covid 19, we are available by phone, email or Zoom.

Contact details:

Deputy President Blanchardstown Campus
Luke Daly - Deputy.BC@TUDublinSU.ie

Vice-President Education for City Campus
Hamza Jamaa - Education.CC@TUDublinSU.ie

Vice-President Education Tallaght Campus
Seán Farrelly - Education.TC@TUDublinSU.ie

You can contact the staff in the Advice Service also:

Advice@TUDublinSU.ie

Trish Cullen - Trish.Cullen@TUDublinSU.ie

Mary Scally - Mary.Scally@TUDublinSU.ie

TU Dublin Services

Students may need extra support and guidance from other services within TU Dublin and our front-line staff will be able to refer you to the correct service as required.

Counselling Service - City Centre
Students please call: 01 402 3352 or text 086 0820543
Email for an appointment: Counselling.city@tudublin.ie
Counsellors have offices in all the main TU Dublin sites for more:
<http://www.dit.ie/counselling/>

Counselling Service - Blanchardstown
Email for an appointment: clodagh.nighallachoir@tudublin.ie
Counsellors have offices in all main TU Dublin sites
www.itb.ie/campusStudentLife/Counselling

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Useful Support

Counselling Service - Tallaght
Students please call: 01 4042635
Email for an appointment: counselling.tallaght@tudublin.ie
Counsellors have offices in all the main TU Dublin sites
www.it-tallaght.ie/student_counselling

Medical Centres - City Campus
Northside - Linehall Lodge, Henrietta Place, Dublin 1 (opposite Bolton Street)
Students please call: 01 402 3614

Medical Centre - City Campus
Southside - 2nd Floor, Aungier Street Campus, Dublin 1
Students Please call: 01 402 3051

Medical Centre - Blanchardstown
Students please call: 01 885 1105
Email for an appointment: aisling.moore@tudublin.ie

Medical Centre - Tallaght
First floor, beside Reprographics Centre
Students please call: 01 404 2613
Careers Service - City Centre

TU Dublin Aungier Street (Room 2038), 01 402 3082 / careers.city@tudublin.ie
TU Dublin Bolton Street (Room 149), 01 402 2961 / careers.city@tudublin.ie

Careers Service - Blanchardstown
TU Dublin Blanchardstown (Room F011), 01 8851025
careers.blanchardstown@tudublin.ie

Careers Service - Tallaght
TU Dublin Tallaght (Room 120), 01 404 2561
Careers.tallaght@tudublin.ie

TU Dublin Pastoral Care & Chaplaincy Service - City Centre
There are Chaplains on all the TU Dublin Campus Buildings
City Centre Chaplaincy Service

TU Dublin Pastoral Care & Chaplaincy Service - Blanchardstown
There are Chaplains on all the TU Dublin Campus Buildings.
Blanchardstown-chaplaincy-service

TU Dublin Pastoral Care & Chaplaincy Service - Tallaght
There are Chaplains on all TU Dublin Campus Buildings.
www.it-tallaght.ie/chaplaincy_service

Class Reps

TU Dublin Students' Union

Useful Support

Student Handbook

Under TU Dublin Quality Assurance policy, every student should receive a Student Handbook at the start of each academic year. 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.

What's supposed to be in them:

Welcome

- a. welcome by Chairperson of the Programme Committee/Course Board
- b. Introduction to the Institute and brief outline of its facilities

Programme Details

- a. duration of the programme and minimum and maximum periods of registration
- b. list of those lecturers on the programme together with an outline of their areas of interest
- c. class timetables
- d. list of (a) recommended and (b) reference textbooks
- e. general schedule of examinations and assessments, relative weightings of courses/modules, re-checks, and appeals
- f. regulations for progression through the programme
- g. regulations for module exemptions based on RPL
- h. recognition of the programme by appropriate professional bodies

Programme Management

- a. programme management: Programme Committee/Course Board, Programme Tutors, staff/student meetings, School Board, College Board, examination boards, internal and external examiners, annual monitoring, review
- b. student feedback, staff/student meetings, student representatives on Programme Committee, student survey questionnaire
- c. programme quality assurance and enhancement procedures

Guidance to Student

- a. planning study programme and study techniques
- b. school/college support and Institute-level support for individual student needs, i.e. mature students, students with disabilities etc...
- c. information on laboratory safety, production of reports, regulations for usage of computer facilities, library, other facilities
- d. other relevant information, such as teaching locations, etc...
- e. relevant student clubs and societies

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Developing Your Skills

If you can't find your Handbook, contact your Year Tutor or your Programme Chairperson, who should share it with your class.

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Developing Your Skills

Class Events and Entertainment

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!

Unfortunately for now, your class events will have to remain socially distant, as gathering in big groups won't be allowed for some time. However, that doesn't mean you can't have fun with your class, and now more than ever it's so important to get to know each other and spend some time together aside from watching along to a lecture in silence!

Every class and course is different and as a Class Rep, you can organise an 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 a fab time and no one shows up, so listening is key.

The SU is offering to help Class Reps run events via this form. You can request events like speed friending, quizzes, charades, pictionary, among us 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.

You can also run events like quizzes by yourself. Aha slides and Kahoot are very easy to use websites to run quizzes on, all you have to do is set up a zoom/teams call and share your screen and participants just follow the instructions on screen. You can email Mark on events.cc@tudublinsu.ie if you have questions on this.

In the second semester, we'll be running a weekly social club hosted by an Irish comedian who'll be running games, entertainment and comedy every week. 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.

If, in the second semester, restrictions ease enough that you can meet up in small groups/pods, here are some suggestions for activities that you can do.

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 kinda places people might like to go and get some suggestions. Ring well ahead of

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Class Parties

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!

Alternatives

You are spoiled for choice within Dublin City, and there's no shortage of alternative group things to do! Here's a couple of alternative night and day things to do with your class - just to shake things up!

- <https://www.clockworkdoor.ie/> - a cafe where the only thing you pay for is your time!
- <https://dublin.ie/learning/articles/museum-dublin-the-dead-zoo/> - The Dead Zoo! Learn about animals lost in time!
- <https://www.dublinzoo.ie/> - The (Live) Dublin Zoo -
- <https://www.visitdublin.com/see-do/shopping/markets> - Dublin has tons of markets with plenty of local vendors and great food stalls!
- <https://www.visitdublin.com/see-dodetailsst-michan-s-church#53.3474581-6.275396113> - St. Michans tombs - some local history and scary tombs!
- <http://botanicgardens.ie/> . The National Botanic Gardens of Ireland are an oasis of calm and beauty, and entry is free. A premier scientific institution, the Gardens contain important collections of plant species and cultivars from all over the world.
- <https://ghostbus.ie/> - Dublin is rich in history and definitely haunted! There's a bunch of walking ghost tours and ghost bus tours!
- <https://www.zipit.ie/> Zipit is a treetop high ropes forest adventure park with a difference. A place for young and old, where children can let their imagination run wild and where adults can embrace their inner child. You can climb high into the treetops, swing into cargo nets, even ride a bmx across a bridge, before zipping down one of our many ziplines.
- <https://footgolfdublin.ie/> This fusion of Golf and Football is taking the world by storm and it's easy to see why. All the fun of golf without stress and all the skill of football where everyone has the chance to score a goal.

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Class Parties

Appendix 1

Contact details for our Part-time officers 2020/21:

Blanchardstown Campus:

Events Officer - Ellen McLoughlin - Events.BC@TUDublinSU.ie

Clubs & Societies Officer - Eoin Dowling - Clubs.Socs.BC@TUDublinSU.ie

City Campus:

AST/BIMM College Officer - Remigiusz Daczowski - astbimm.cc@tudublinsu.ie

Bolton Street College Officer - Blathnaid Longmore - bst.cc@tudublinsu.ie

Central Quad College Officer - Brian Jordan - ggcentral.cc@tudublinsu.ie

East Quad College Officer - Dylan Yearsley - ggeast.cc@tudublinsu.ie

Tallaght Campus:

Aine Kane - Communications Officer - comms.tc@tudublinsu.ie

Eoin Carey - Entertainments Officer - events.tc@tudublinsu.ie

Dylan Quigley - socs.tc@tudublinsu.ie

Sophie Doolan - clubs.tc@tudublinsu.ie

Appendix 2

NStEP - Quick Guide for Class Reps

Supporting Student Engagement during the Covid-19 crisis

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Appendix 1

Appendix 2



Class Rep Handbook
2020/21