



Agenda of a Meeting of the Graduate Union Council

7.00 pm, Monday 13th December, SU Lounge, 17 Mill Lane, CB2 1RX

- 1. Objections to the Order of Items on the Agenda**
- 2. Approval of the Minutes of the Previous Council Meeting (Paper 0120.B)**
- 3. Matters Arising from the Minutes of the Previous Council Meeting**
- 4. Reports from Sabbatical Officers and Officers of the Executive Committee**
 - a. Report from the President (*Verbal Report*)
 - b. Report from the Welfare & Rights Officer (*Verbal Report*)
- 5. Discussions**
 - a. Proposed By-laws for Cambridge SU: Sabbatical Officers (Paper 0120.C)
- 6. Ordinary Motions to Council**
 - a. Motion in Support of a Formal Institutionalised Language Policy (ILP) and Collegiate Contribution for Insessional Academic English Courses for Non-native Speakers (Paper 0120.D)
- 7. Emergency Motions**
- 8. Dates of Upcoming Meetings**
 - a. 24th February 2020, 7pm
 - b. 6th April 2020, 7pm
 - c. 18th May 2020, 7pm
 - d. 29th June 2020, 7pm
- 9. Any Other Business**
 - a. Elections for the Sabbatical Officers of Cambridge SU (*Verbal Report*)

GU Council Minutes 02/12/19

1. Objections to the order of items on the agenda

There were no objections to the order of items on the agenda.

2. Approval of the minutes of the previous Council meeting

This item was deferred to the next meeting

3. Matters Arising

- a. The Vice-President updated that there had been progress on the motion for supervisor training. About 400 people had signed the GU petition for mandatory training, and CCTL had since accepted the proposal which was the first step towards University approval. There would be an introductory training for new supervisors and a refresher element.
- b. The Representative from Christ's MCR asked about the introduction of common standards across the University to which supervisors could be held, and felt that this was more useful than training.
 - i. The President reminded the Council that this was also within the remit of the Code of Practice for Research Students, which complemented the training. The GU had been working to raise awareness of the CoP and had succeeded in having the page for signing of the CoP.
 - ii. It was noted that implementing common standards for supervision was difficult because sometimes institutions did not make supervisors aware of the CoP, but this was something that the GU was working on, with a poster campaign on Graduate Rights among other things.

4. Reports from sabbatical officers and officers of the executive committee

- a. Report from the President
 - i. The President tabled a report and updated on his work, which was primarily University facing but had included presenting several papers and a number of significant wins. See tabled paper attached.
- b. Report from the Vice-President
 - i. The Vice-President updated on his work, presenting the items in his written report.
- c. Report from the Welfare & Rights Officer
 - i. The Council noted the written update from the Welfare & Rights Officer.

5. Report on the Graduate Union elections

The Council noted the report on the Graduate Union elections

6. Ordinary Motions to Council

This item was deferred to the next meeting of the Council

7. Emergency Motions

No emergency motions were received.

8. Dates of Upcoming Meetings

It was noted that the dates of meetings for 2020 would be circulated to the Council mailing list in the next week.

9. AOB

- a. The upcoming elections for postgraduate sabbatical positions of Cambridge SU were raised, and members of Council were encouraged to consider standing for the positions.
 - i. The representative from Robinson MCR asked about why the New-SU project was happening. The President explained that it had been considered that as postgraduate numbers at the University were growing there was a need to reconfigure structures of representation, and noted that further resources explaining the changes were available at www.new-su.co.uk.
 - ii. The Representative from the Darwin College Students' Association asked about how the Cambridge SU Council will be structured and how the by-laws would be written and approved.
 1. AC confirmed that there will be consultation with the GU Council as the By-Laws were prepared, and that this would include consideration of the Council structure.
- b. The Robinson MCR representative asked about postgraduate students who supervise, and how their interests were represented by the GU.
 - i. The VP and Chair noted that Cambridge UCU accepted Graduate Student members, and explained that formally the GU represents those people in the capacity as students while a trade union represents them in their capacity as staff. The VP introduced work that took place jointly between the two unions, including the Raise the Bar Campaign.

Appendix A: Report from the President

Committees (e.g.):

- University Council
- General Board
- Prevent Review
- Prevent Committee
- Senior Tutor's Committee
- Senior Tutors' Education Committee
- Industrial Action Committee
- CCTL Meeting
- CCSSU (Supervisions Students Unions)
- Student Information Systems Committee
- General Board Education Committee (GBEC)
- SWAP Widening Access and Participation Hardship Committee
- Graduate Tutor Committee

Talks:

- Divestment Conference
- Anti-Casualisation Rally

Papers:

- BME funding for Home black PG Students (SWAP and SSI, GTC, STC)

- New Centralised Funding System (Postgrad Funding Project 2019, SSI, SWAP, GTC)
- Mandatory PhD Supervisor Training (CCTL, GBEC)
- Fair Allocation of Teaching Report (STC, GTC) 3.5 years minimum funding for PhD (STC, GTC) Intermission Funding (Hardship Committee)
- International Strategy Working Group (GBEC).
- Institutionalised Language Policy
- Funding for In-sessional English courses
- Major Achievements:
- Set up a new University committee, GISO (Gender Identities and Sexual Orientations)
- Dissolve CUSU and GU and create Cambridge-SU
- New Officer, University staff - PG WP — now appointed.

3. The Sabbatical Officers

The below is a draft chapter of the by-laws for Cambridge SU, presented to the GU Council for comment. It will also be presented to CUSU Council, and final approval will be by the directors of Cambridge SU.

1. GENERAL ARRANGEMENTS

- 1.1. The Sabbatical Officers of the Students' Union shall be the Undergraduate (UG) President; the Postgraduate (PG) President; the Access, Education & Participation Officer (UG); the Access, Education & Participation Officer (PG); the Black & Minority Ethnic (BME) Officer; the Disabled Students' Officer; the Welfare & Community Officer; and the Women's Officer.
- 1.2. Sabbatical Officers shall be elected by a ballot of members of the Union, with all members eligible to vote, except where stated otherwise in By-Law 10 (*Elections*).
- 1.3. The Trustee Board shall consider the conditions of employment of Students' Union Officers, including pay levels and duration & start date for their term of office. No Officers or Officers-elect may take part in any decisions affecting their own terms and conditions.
- 1.4. A review of the Students' Union Officer posts and their roles and duties shall be carried out at least every three academic years, starting in 2022-23.
 - 1.4.1. The review shall be the responsibility of the Democracy Committee.

2. WORKING ARRANGEMENTS

- 2.1. The working arrangements and employment contracts of the sabbatical officers shall be produced the HR and Remuneration Committee of the Board of Trustees and shall be subject to the approval of the Student Council.
- 2.2. Sabbatical terms of office shall be for one year, commencing after the end of the Easter term, with the precise dates to be determined by the Board of Trustees in accordance with Article 26.6 of the Articles of Association.
- 2.3. If a sabbatical officer resigns in the first six months of their term of office, the Democracy Committee shall ensure that a by-election is held within four full weeks of Full Term.
- 2.4. If a sabbatical officer resigns after the first six months of their term of office, it shall be at the discretion of the Democracy Committee whether to hold a by-election for the position or to leave the position unfilled until the beginning of the next term of office.

3. GENERAL DUTIES OF THE SABBATICAL OFFICERS

- 3.1. The Sabbatical Officers shall represent students of the University to the University and to local and national bodies.
- 3.2. The Sabbatical Officers shall campaign for the rights and interests of students of the University locally and nationally.
- 3.3. The Sabbatical Officers shall represent students on University bodies. They shall report on meetings to the relevant Students' Union Committee(s) and Student Executive Committee.

- 3.4. The Sabbatical Officers shall act in accordance with decisions taken by Referenda and Students' Union Council, except where otherwise required by the individual duties of the Sabbatical Officers.
- 3.5. The Sabbatical Officers shall undertake additional responsibilities determined by Students' Union Council.
- 3.6. The Sabbatical Officers shall allocate responsibilities for each current Union policy and prepare proposals for action to be taken in support of the policy, which shall be submitted for approval and update as determined in the By-Laws.
- 3.7. The Sabbatical Officers shall seek to deliver on the commitments made in their manifesto for election.
- 3.8. The Sabbatical Officers shall prepare their team and individual annual objectives for approval at the first Student Council in their term of office; and for review at appropriate periods by Student Council.
- 3.9. The Sabbatical Officers shall report on their activity to the SU Council, and to the Union's Members by such other means as they deem appropriate.
- 3.10. The Sabbatical Officers shall ensure that arrangements are made for the induction and training of incoming Sabbatical Officers, individually and as a team.
- 3.11. The Sabbatical Officers shall take on any additional responsibilities within the Union as may be specified elsewhere in the By-laws.

4. DUTIES OF INDIVIDUAL OFFICERS

- 4.1. The Undergraduate President shall:
 - 4.1.1. be the lead representative of undergraduate students at the University of Cambridge;
 - 4.1.2. serve as a student member of University Council if permitted by the Statutes and Ordinances;
 - 4.1.3. represent the Union to the Council Committee for the Supervision of Students' Unions;
 - 4.1.4. act as a representative of students on other bodies of the Collegiate University as required;
 - 4.1.5. and, jointly with the Postgraduate President:
 - 4.1.5.1. act as the Union's lead spokesperson to external organisations, including the University, colleges, national and international students' unions and university groups, and the media;
 - 4.1.5.2. maintain networks to support collaboration between College Common Rooms including, but not limited to, the College Forum;
 - 4.1.5.3. lead and support the sabbatical officer team, co-ordinating the work of the sabbatical officers;
 - 4.1.5.4. ensure that the sabbatical officers prepare team and individual objectives for approval by the first Student Council of their term of office; and for review at appropriate periods by Student Council.
- 4.2. The Postgraduate President shall:
 - 4.2.1. be the lead representative of postgraduate students at the University of Cambridge;

- 4.2.2. serve as a student member of University Council if permitted by the Statutes and Ordinances.
- 4.2.3. represent the Union to the Council Committee for the Supervision of Students' Unions;
- 4.2.4. act as a representative of students on other bodies of the Collegiate University as required;
- 4.2.5. and jointly with the Undergraduate President shall:
 - 4.2.5.1. act as the Union's lead spokesperson to external organisations, including the University, colleges, national and international students' unions and university groups, and the media;
 - 4.2.5.2. maintain networks to support collaboration between College Common Rooms including, but not limited to, the College Forum;
 - 4.2.5.3. lead and support the sabbatical officer team, co-ordinating the work of the sabbatical officers;
 - 4.2.5.4. ensure that the sabbatical officers prepare team and individual objectives for approval by the first Student Council of their term of office; and for review at appropriate periods by Student Council.

- 4.3. The Undergraduate Access, Education & Participation Officer shall:
 - 4.3.1. be the lead officer for undergraduate students on issues surrounding their educational experience at university, the equal participation of all undergraduate students in university life, and fair access to undergraduate study at the University;
 - 4.3.2. represent undergraduate students on the General Board of the Faculties if permitted by the Statutes and Ordinances;
 - 4.3.3. act as a representative of students on bodies of the Collegiate University as required;
 - 4.3.4. oversee the delivery of the Union's activity aimed at widening access to undergraduate study;
 - 4.3.5. and jointly with the Postgraduate Access, Education and Participation Officer shall:
 - 4.3.5.1. be responsible for the provision of training and support for Student Academic Representatives;
 - 4.3.5.2. be responsible for the provision of training for JCR officers working to widen access and participation;
 - 4.3.5.3. Maintain networks to support collaboration between Student Academic Representatives including, but not limited to, the Academic Forum.

- 4.4. The Postgraduate Access, Education and Participation Officer shall:
 - 4.4.1. be the lead officer for postgraduate students on issues surrounding their educational experience at university, the equal participation of all postgraduate students in university life, and fair access to postgraduate study at the University;
 - 4.4.2. represent postgraduate students on the General Board of the Faculties if permitted by the Statutes and Ordinances;
 - 4.4.3. act as a representative of students on other bodies of the Collegiate University as required.

- 4.4.4. oversee the delivery of the Union's activity aimed at widening access to postgraduate study;
- 4.4.5. and jointly with the Undergraduate Access, Education and Participation Officer shall:
 - 4.4.5.1. be responsible for the provision of training and support for Student Academic Representatives;
 - 4.4.5.2. be responsible for the provision of training for MCR officers working to widen access and participation;
 - 4.4.5.3. maintain networks to support collaboration between Student Academic Representatives including, but not limited to, the Academic Forum.
- 4.5. The Welfare & Community Officer shall:
 - 4.5.1. be the lead officer for all students on issues surrounding their mental, physical and social wellbeing and the rights and protections afforded to students, including matters relating to student accommodation and housing within the Collegiate University and the city of Cambridge;
 - 4.5.2. be the lead officer for issues pertaining to the relationship between students and the wider community, the engagement of students with local and national democracy and issues affecting students in the local area;
 - 4.5.3. act as a representative of students on other bodies of the Collegiate University as required;
 - 4.5.4. oversee the Union's activities which aim to advance the welfare and rights of students, including but not limited to the Advice Service;
 - 4.5.5. be responsible for the provision of training and support for student Welfare Officers in colleges and student groups;
 - 4.5.6. maintain networks to support collaboration between Welfare Officers.
- 4.6. The Black & Minority Ethnic Officer shall:
 - 4.6.1. be the lead representative for Black and Minority Ethnic (BME) students at the university of Cambridge;
 - 4.6.2. be the public face and political leadership of the Cambridge SU BME Campaign;
 - 4.6.3. lead the Union's work advancing an inclusive, supportive and progressive environment for BME students at the University of Cambridge;
 - 4.6.4. act in accordance with decisions taken by the BME Campaign Forum;
 - 4.6.5. be responsible for running the ordinary business of the BME Campaign, for coordinating the Campaign's work, and leading the development and enactment of policy positions on behalf of BME members and their interests;
 - 4.6.6. be responsible for the provision of training for the BME Campaign Committee and for college BME officers;
 - 4.6.7. be responsible for representing students on University committees as required.
- 4.7. The Women's Officer shall:

- 4.7.1. be the lead representative for women students at the University of Cambridge and students at the University for whom “woman” forms a part of their gender identity;
 - 4.7.2. be the public face and political leadership of the Women’s Campaign;
 - 4.7.3. lead the Union’s work advancing an inclusive, supportive and progressive environment for women students at the University of Cambridge and students at the University for whom “woman” forms a part of their gender identity;
 - 4.7.4. act in accordance with decisions taken by the Women’s Campaign Forum;
 - 4.7.5. be responsible for running the ordinary business of the Women’s Campaign, for coordinating the Campaign’s work, and leading the development and enactment of policy positions on behalf of women students at the University of Cambridge and students at the University for whom “woman” forms a part of their gender identity, and their interests;
 - 4.7.6. be responsible for the provision of training for the Committee and for college women’s officers;
 - 4.7.7. be responsible for representing students on University committees as required.
- 4.8. The Disabled Students’ Officer shall:
- 4.8.1. be the lead representative for disabled students at the University of Cambridge;
 - 4.8.2. be the public face and political leadership of the Cambridge SU Disabled Students’ Campaign;
 - 4.8.3. lead the Union’s work advancing an inclusive, supportive and progressive environment for disabled students at the University of Cambridge;
 - 4.8.4. act in accordance with decisions taken by the Disabled Students’ Campaign Forum;
 - 4.8.5. be responsible for running the ordinary business of the Disabled Students’ Campaign, for coordinating the Campaign’s work, and leading the development and enactment of policy positions on behalf of disabled students and their interests;
 - 4.8.6. be responsible for the Union’s work on improving the accessibility of disabled students’ experiences in their study period;
 - 4.8.7. be responsible for the provision of training for the Committee and for college disabled students’ officers;
 - 4.8.8. be responsible for representing students on University committees as required.

Motion In Support of a Formal Institutionalised Language Policy (ILP) and Collegiate Contribution for Insessional Academic English Courses for Non-native Speakers

Proposer: Alessandro Ceccarelli, President

Second: Stella Swain, Welfare and Rights Officer

The Graduate Union notes:

1. University of Cambridge is a member of the League of European Research Universities (LERU). Not only are we one of the few Universities in the League without a formal language policy, but we just do not feature at all within the new report (LERU, Bernd Kortmann, Briefing Paper No. 4 - November 2019). 13 out of 18 responding LERU universities implement some sort of official institutionalised language policy (ILP), most of them dating from the 2010s;
2. Institutionalised Language Policy (ILP) documents specify the linguistic competence that students, lecturers and other staff need to attain in order to study or work at a given university – including a list of the specific language tests that are necessary and recognised by that institution. These documents also outline possible ways in which existing language deficits in prospective candidates might be addressed. Such strategies for language development address not only the acquisition and improvement of the national (or: host) language(s) but also skills in additional languages (for a review of language policies, see Gutierrez Eugenio, Ester and Nick Saville (2017). Policy review: The role of assessment in European language policy: a historical overview. Languages, Society & Policy. <https://doi.org/10.17863/CAM.9801>);
3. A survey by the European University Association (EUA) demonstrates that practically all European universities follow a strategy of internationalisation which primarily aims at promoting mobility across target groups (see Colucci E. et al. 2014. Connecting mobility policies and practice: Observations and recommendations on national and institutional developments in Europe);
4. Successful internationalisation and mobility depend upon coherent official language policies. Such policies should also define to what extent measures to internationalise universities need to be applied within the universities' administration, too;
5. In UK Universities, there have been repeated calls for a consolidated effort to promote foreign language learning. The London School of Economics, for example, highlights the importance of education, in general, and the promotion of foreign language learning for local and international students, in particular, specifically as a means for professional development. This recent movement in favour of foreign language learning is supported by the British Council (see British Council. 2017. Languages for the future https://www.britishcouncil.org/sites/default/files/languages_for_the_future_2017.pdf);
6. International students (all Schools/Faculties/Departments) who have met the University's 'Language Condition' of entry to graduate programmes may (and often do) still need additional support in developing their English medium academic

writing and presentation skills. Proof of English language proficiency is not sufficient to ensure that students can follow English-medium academic conventions, structure arguments appropriately (this is often a cross-cultural phenomenon) and may still also have some aspects of their English usage which requires attention (see Cambridge Graduate Admissions, Competence in English);

7. Those students who are set the In-Sessional as a condition of entry by the GAO (Graduate Admissions Office), having marginally failed to meet the language condition for entry, are required to confirm their ability to pay for it (i.e. £385 per student in 2017/18) when meeting the financial conditions of entry. However, for all other students who might be referred to the Language Centre or elect to seek this additional (sometimes crucial) support, this may not be the case (£280/student in 2017/18). In 2019 the figures went up to:
 - a. Full Conditional: £790
 - b. Half Conditional: £420
 - c. Elective (i.e. not conditional): £300

For more info, see the Cambridge Academic Development and Training for International Students (ADTIS);

8. International students who are non-native English speakers are expected to cover the expenses for (a) a very expensive pre-sessional English Course; and (b) an expensive in-sessional academic English course. Other Universities in the UK (e.g. University of Manchester; SOAS; etc.) do cover the cost of in-sessional support courses;
9. In a national survey by BALEAP (British Association of Lecturers in English for Academic Purposes), over 90% of HEIs who responded provide In-Sessional support free at the point of delivery to international, including non-UK EU, students who require it (also see Brewer S. et al., 2019. Papers on In-sessional English for Academic Purposes, LSE).

The Graduate Union believes:

1. That the promotion of foreign language learning for local and international students is crucial as a means for professional and personal development;
2. From a higher education perspective, the development of Institutionalised language policy (ILP) documents almost always goes hand in hand with the process of making universities more international;
3. That in-sessional English courses and 'student support' provision should be included in student fees (without further increasing fees for international students).

The Graduate Union resolves:

1. To urge the University of Cambridge General Board and its Education Committee to formalise an Institutionalised Language Policy (ILP);
2. To urge Heads of Schools and Heads of Houses, as well as the Cambridge Admission Office, to set up a mechanism to cover the expenses of in-sessional courses for students who may need this. In practical terms, this would potentially require a topslice of international fee income allocated to the Language Centre before distribution to Schools, thus reducing the allocations to Schools (without further increasing fees for international students). The Language Centre would estimate, based on calculations in other universities, that £45-£50 sliced off all international student fees would be sufficient, but this could be reviewed according to take-up/demand and actual costs incurred by the Language Centre to staff the delivery.

Following their enquiry, the Cambridge Language Centre estimates, based on models elsewhere, that £45-£50 sliced off all international student fees would be sufficient but that this could be reviewed according to take-up/demand and actual costs incurred for delivery.