



**Undeb
Myfyrwyr**
PCYDDS

**UWTSD
Students'
Union**

CYFARFOD CYFFREDINOL BLYNYDDOL TACHWEDD 2023

Agenda

Eitem	Pobl	Pwrpas
Croeso, Cyflwyniadau ac Ymddiheuriadau	Cadeirydd	Croesawu pawb i'r cyfarfod, cyflwyno'r agenda a thestun y cyfarfod, a chofnodi ymddiheuriadau
Adroddiadau'r Swyddogion	Swyddogion Sabothol	Cyflwyno eu gwaith am y flwyddyn ddiwethaf, cymryd cwestiynau gan unrhyw fyfyrwr ynghylch y flwyddyn ddiwethaf, a phleidleisio arnynt
Adroddiad y Swyddog Canlyniadau	Dirprwy Swyddog Etholiadau	Cyflwyno'r adroddiad ar yr etholiadau i'r corff myfyrwyr
Cynnig 1 – Diwygio Democratiaeth ¹ Cynnig 2 – Myfyrwyr sydd â Chyfrifoldebau Gofalu	Cynigydd 1 – Taya Gibbons Cynigydd 2 – Lowri Wilson	Cyfle i fyfyrwyr gyflwyno, trafod a phleidleisio ar gynigion a gyflwynwyd i'r CCB
Unrhyw Fusnes Arall	Cadeirydd	Cyfle i aelodau godi materion i'w nodi a gwybodaeth
Diwedd y Cyfarfod	Cadeirydd	Diolch i bawb a fynychodd am eu hamser

¹ 4 cynnig mewn 1 cyflwyniad, i'w trafod a phleidleisio arnynt ar wahân.

Adroddiadau'r Swyddogion

Lowri Wilson

Eleni rwyf wedi bod yn gweithio ar sefydlu cymuned rhieni/gofalwyr ar y campws. Rwyf wedi trefnu 2 ddigwyddiad celf a chrefft ar gyfer rhieni/gofalwyr â phlant. Rwyf wedi sefydlu cyfleusterau newid cewynnau ar y campws ac yn bwriadu cydweithio ag adnoddau allanol i sicrhau bod myfyrwyr yn ymgysylltu cymaint â phosibl. Mae man astudio preifat i rieni a phlant, gofod arbennig yng nghornel y llyfrgell ac ystafell fwydo i famau ar y gweill. Rwyf wedi dod o hyd i feithrinfa arall (dros y ffordd) ar gyfer plant cyn oed ysgol ar gyfer y flwyddyn 24.

Taya Gibbons

Eleni dwi wedi bod yn canolbwyntio ar ddau brif beth.

Y peth cyntaf fu'r ddarpariaeth o fwyd a gynigir o fewn y canolfannau bwyd. Ni fyddai'r bwyd a gynigir yn y canolfannau bwyd ar hyn o bryd yn ddigon sylweddol ar gyfer y rhai sydd ei angen. Mae'r bwyd a gynigir ar draws pob un o'r chwe champws yr un peth, sy'n hynod amhriodol o ystyried ein demograffig amrywiol o fyfyrwyr. Rwy'n bwriadu gweithio gyda'r Brifysgol a'n Cynrychiolwyr Cwrs i wneud newidiadau helaeth a gwerthfawr i'r canolfannau bwyd. Os oes angen i fyfyrwyr gyrchu bwyd o'r rhain, byddant wir yn gallu cael pryd o fwyd sylweddol. Rydw i eisiau gweithio'n galed i roi terfyn ar y stigma sy'n gysylltiedig â chael mynediad at ganolfannau/banciau bwyd.

Rydw i hefyd wedi bod yn canolbwyntio ar weithgareddau hamdden a chwaraeon ar draws yr Athrofeydd Dysgu yng Nghanol y Ddinas a Chaerdydd. Nid yw'r Brifysgol yn cynnig unrhyw ddarpariaeth na chyfleusterau chwaraeon ar draws y 3 champws allweddol hyn. Gallaf ddeall bod y ddemograffeg yn llawer gwahanol oherwydd nid yn unig y cyfyngiadau amser ar gyfer y myfyrwyr hyn, ond mae ganddynt gyfrifoldebau fel bod yn rhiant/gofalwr neu maent yn teithio milltiroedd ac oriau i'r campws. Mae yna dystiolaeth bod gweithgareddau'n gallu lleddfu iechyd meddwl, ac rydw i eisiau gweithio'n galed i allu cynnig gweithgareddau ar y campysau hyn.

Natalie Beard

Ers cael fy ethol, rwyf wedi bod yn canolbwyntio ar bedwar prif faes - llesiant, gyrfaedd, cymuned-Abertawe, a llety. Rwyf wedi lansio cyfres o fentrau a digwyddiadau llesiant i annog mwy o gymdeithasu a chyfle i fyfyrwyr godi materion a thrafod pethau gyda rhywun. Rwyf hefyd wedi dechrau gweithio gyda'r Brifysgol ar Fap Llesiant i gyfeirio pobl yn well at gymorth.

Rwyf hefyd wedi bod yn gweithio gyda staff y Brifysgol ym maes gyrfaedd a llety ar amrywiaeth o ffyrdd o wella llais y myfyrwyr, ac rwyf am wneud mwy i ddylanwadu ar strategaethau a phrosiectau amrywiol y Brifysgol yn y maes hwn.

Adroddiad y Swyddog Canlyniadau

Diwygiadau i Ddemocratiaeth yr UM

Cyflwynwyd gan Taya George, Lowri Wilson, Natalie Beard,
Tîm Swyddogion Llawn-Amser UM PCyDDS

Rhagymadrodd

Mae strwythurau presennol Undeb y Myfyrwyr yn atal yr UM rhag gweithredu fel y mae angen iddo wneud. Hyd nes y bydd yr Adolygiad Democratiaeth wedi'i gwblhau a bod strwythur newydd ar waith, mae angen rhywfaint o newid yn yr Is-ddeddfau presennol er mwyn i'r UM allu gweithredu'n effeithiol. Fel Swyddogion, credwn fod angen i'r cynigion a ganlyn gael eu pasio.

Cynnig 1 – Cyfethol Swyddogion Rhan-Amser

Creda'r Undeb hwn:

Ar hyn o bryd nid oes mecanwaith i ganiatáu ar gyfer cyfethol i gynghorau campws a chynghorau myfyrwyr. Yn ystod y blynyddoedd diwethaf ni fu digon o aelodau o gynghorau campws i alluogi Cyngor Undeb y Myfyrwyr i weithredu ac i bolisïau gael eu pasio. Credwn fod angen diwygio'r Is-ddeddfau i ganiatáu i'r Pwyllgor Gwaith wneud penodiadau i Gynghorau Campws.

Penderfyna'r Undeb hwn:

Diwygio Is-ddeddf 4 Cyngor Myfyrwyr Campws i'r canlynol:

“4.2.2.2.1 Y rhestr berthnasol o Swyddogion Rhan-Amser sy'n ymwneud â'r campws dan sylw, fel y manylir yn is-ddeddf 7.

4.2.2.2.2 Os bydd lleoedd gwag o hyd ar ôl etholiadau'r Gwanwyn a'r Hydref, bydd gan Gyngor y Campws yr awdurdod i wneud penodiadau i lenwi'r lleoedd hyn.

4.2.2.2.3 Os bydd llai na dwy rôl etholedig ar Gyngor Campws, bydd gan y Pwyllgor Gwaith yr awdurdod i wneud penodiadau i lenwi'r lleoedd hyn.”

Cynnig 2 – Cworwm yng Nghyngor yr Undeb

Creda'r Undeb hwn:

Ar hyn o bryd y cworwm ar gyfer Cyngor yr Undeb yw 10 aelod, waeth faint o aelodau sydd wedi cael eu hethol iddo. Mae hyn yn achosi heriau sylweddol pan nad oes gennym ni'r 15 aelod etholedig llawn i allu cynnal y cyfarfod. Nid yw cyngor yr undeb wedi cyrraedd cworwm ers dros 4 blynedd. Mae'r newid canlynol hefyd yn dod â Chyngor Undeb y Myfyrwyr yn unol â gofynion Cyngor y Campws.

Penderfyna'r Undeb hwn:

Diwygio Is-ddeddf 5 Cyngor Undeb y Myfyrwyr i'r canlynol:

“5.3.5.3 Y cworwm at ddibenion pleidleisio fydd 50% +1 o Gyngor Undeb y Myfyrwyr.”

Cynnig 3 – Isafswm Ymgysylltiad ar gyfer Swyddogion Llawn-Amser

Creda'r Undeb hwn:

Mater arall sy'n parhau fu methiant Swyddogion Llawn-Amser etholedig i fynychu Cyngorau Campws neu Gynghorau Undeb. Mae hyn hefyd wedi arwain at anawsterau'n ymwneud â chworwm a methiant i basio polisi.

Penderfyna'r Undeb hwn:

Gwneud yr ychwanegiadau canlynol i Is-ddeddf 4 Cyngorau Campws ac Is-ddeddf 5 Cyngor Undeb y Myfyrwyr.

“4.3.7 Cysylltir ag unrhyw aelod sy'n methu â mynychu cyfarfod heb ymddiheuriadau i sefydlu gallu'r aelod dan sylw i barhau fel aelod o'r Cyngor, a'u diddordeb mewn gwneud hynny. Os ydynt yn methu dau gyfarfod, ystyrir eu bod wedi ymddiswyddo a defnyddir y broses gyfethol i lenwi'r rôl wag.”

“5.3.7 Cysylltir ag unrhyw aelod sy'n methu â mynychu cyfarfod heb ymddiheuriadau i sefydlu gallu'r aelod dan sylw i barhau fel aelod o'r Cyngor, a'u diddordeb mewn gwneud hynny. Os ydynt yn methu dau gyfarfod, ystyrir eu bod wedi ymddiswyddo a defnyddir y broses gyfethol i lenwi'r rôl wag.”

Cynnig 4 – Sefydlu'r Pwyllgor Gwaith yn Ffurfiol

Creda'r Undeb hwn:

Ar hyn o bryd nid oes Pwyllgor Gwaith wedi'i sefydlu'n ffurfiol. Yn arbennig yn absenoldeb system Cyngor Myfyrwyr gweithredol, mae hyn yn golygu nad oes proses ffurfiol ar gyfer gosod polisi neu gyfeiriad gwleidyddol Undeb y Myfyrwyr. Hyd yn oed os bydd y diwygiadau o ran cworwm a chyfethol yn gwella gweithrediad democrataidd yr UM, nid oes gan y swyddogion sabothol unrhyw le ffurfiol i wneud penderfyniadau gweithredol a gwleidyddol. Ar hyn o bryd mae'r Pwyllgor Gwaith yn cyfarfod, ond heb unrhyw strwythur ffurfiol na phenodol.

Penderfyna'r Undeb hwn:

Ychwanegu'r Is-ddeddf Newydd 9 a ganlyn ac ail-rifo Is-ddeddfau dilynol yn unol â hynny.

9 Pwyllgor Gwaith

9.1 Pwrpas a Swyddogaethau

9.1.1 Gwneud penderfyniadau o natur wleidyddol ac adweithiol mewn ymateb i faterion sy'n codi sy'n effeithio ar brofiad myfyrwyr, perthynas â'r sefydliad, a materion eraill y mae'r Pwyllgor yn eu hystyried yn briodol.

9.1.2 Cyfle i Swyddogion sy'n Ymddiriedolwyr rannu diweddariadau a chynnydd ar eu hymgyrchoedd, prosiectau, a manifestos, a cheisio cyngor a chefnogaeth gan aelodau eraill y Pwyllgor.

9.1.3 Bod yr Uwch Reolwyr yn darparu diweddariadau ar faterion gweithredol i'r Swyddogion mewn modd rheolaidd a ffurfiol, ac i Swyddogion ofyn cwestiynau a derbyn diweddariadau eraill.

9.1.4 Pan fo angen, gwneud penodiadau i Gyngorau Campws

9.1.5 Adolygu a derbyn ceisiadau ar gyfer glybiau, cymdeithasau a phrosiectau gwirfoddoli newydd.

9.1.6 Bydd pob cyfarfod yn cael ei gynnal ar sail agenda y cytunir arni gan y Cadeirydd, gyda'r holl aelodau sy'n mynychu'n rheolaidd (y rhai sy'n pleidleisio a'r rhai sydd heb bleidlais) yn gallu ychwanegu eitemau. Bydd cofnod yn cael ei wneud o bob cyfarfod .

9.1.7 Dylid anfon cofnodion y cyfarfodydd i Gyngor Undeb y Myfyrwyr a Bwrdd Undeb y Myfyrwyr i'w harchwilio.

9.1.8 Dylid cynnal cyfarfodydd o leiaf unwaith y mis.

9.2 Aelodaeth

9.2.1 Ymddiriedolwyr sy'n Swyddogion (yn pleidleisio). Llywydd y Grŵp fydd Cadeirydd y cyfarfod.

9.2.2 Prif Weithredwr, Pennaeth Busnes a Chyllid, Pennaeth Gwasanaethau Aelodaeth (dim pleidleisio).

9.2.3 Rheolwr Llywodraethu a Gweinyddu (nid pleidleisio, am gefnogaeth ysgrifenyddol).

9.2.4 Unrhyw aelod o staff neu fyfyrwr ar wahoddiad y Pwyllgor (ddim yn pleidleisio).

Myfyrwyr â Chyfrifoldebau Gofalu
Cyflwynwyd gan Lowri Wilson, Llywydd Campws Caerfyrddin

Creda'r Undeb hwn:

Er bod gan y Brifysgol bolisi sy'n ymwneud â myfyrwyr sy'n dod yn rhieni neu'n ofalwyr yn ystod eu hastudiaeth, nid oes dim byd penodol yn ymwneud â'r myfyrwyr hynny sydd eisoes yn rhieni. Wrth i bwysau barhau i gynyddu ar allu myfyrwyr i ymdopi â chostau, gan gynnwys costau gofal plant a bwyd, mae'n bwysig bod y Brifysgol yn rhoi sylw i'r grŵp hwn o fyfyrwyr ac yn cymryd camau penodol i gynnig gwell cefnogaeth iddyn nhw.

Penderfyna'r Undeb hwn:

Lobïo'r Brifysgol i adolygu eu darpariaeth bresennol ar gyfer myfyrwyr sydd â chyfrifoldebau gofalu, a gweithio tuag at greu polisi a darpariaeth benodol ar eu cyfer. Fel man cychwyn, rydym yn argymhell fod hyn yn seiliedig ar y ddogfen isod (Atodlen 1), sy'n seiliedig ar arfer da, yn enwedig o Brifysgol Glasgow.

Atodlen 1

Mae'r polisi'n canolbwyntio'n bennaf ar gyfrifoldebau bod yn rhiant neu warcheidwad a'r effaith ar faterion sy'n ymwneud ag astudio.

Datganiad Polisi

Y gred na ddylai bod yn gyfrifol am blentyn fod yn rhwystyr i fyfyrwr, neu ddarpar fyfyrwr, ddechrau, llwyddo neu gwblhau rhaglen astudio yn y Brifysgol. Mae'r Brifysgol wedi ymrwmo i fod mor hyblyg â phosibl, tra, ar yr un pryd, sicrhau nad yw unrhyw addasiadau a wneir ar gyfer y fyfyrwr yn peryglu safonau academiaidd.

Bydd y trefniadau arbennig y gellir ac y dylid eu gwneud ar gyfer myfyrwr o dan yr amgylchiadau hyn yn amrywio, gan ddibynnu ar eu hamgylchiadau, Y brifysgol/campws ac, yn wir, o raglen i raglen. Fodd bynnag, dylai'r ymagwedd gyffredinol a gaiff ei mabwysiadu o dan yr amgylchiadau hyn yn gyson ar draws y Brifysgol. Dylai'r polisi hwn fod yn seiliedig ar gyfres o egwyddorion arweiniol pwysig.

Osgoi triniaeth lai ffafriol.

Bydd y Brifysgol a'i staff yn cymryd agwedd hyblyg a deallus tuag at hwyluso dysgu parhaus myfyrwyr sydd â dibynyddion, tra'n osgoi trin myfyrwr yn llai ffafriol na myfyrwyr eraill ar y sail eu bod yn gyfrifol am ofalu am blentyn.

Gan ddangos ymagwedd anfeirniadol a sensitif bob amser wrth gynnig cefnogaeth a gweithio gyda myfyrwr ar y materion hyn, rhaid i staff fod ag ymagwedd feddwl-agored ac anfeirniadol.

Dylid trin gwybodaeth a ddarperir gan y myfyrwr yn sensitif a'i throsglwyddo i eraill yn unig ar sail angen gwybod (er enghraifft, i osod addasiadau priodol ar gyfer y myfyrwr).

Ni fydd aelodau staff yn ceisio cyfarwyddo na dylanwadu'n ormodol ar benderfyniadau myfyrwr. Eu rôl yw darparu cyd-destun a chynghor i'r myfyrwr, ac archwilio, mewn ymgynghoriad â'r

myfyriwr ac eraill, hyblygrwydd o ran rhaglen neu gyfnod astudio'r myfyriwr er mwyn darparu cymorth priodol.

Cyfrifoldebau:

Cyfrifoldebau Myfyrwyr

Mae myfyriwr rhiant/gwarcheidwad yn gyfrifol am gymryd camau rhesymol i roi trefniadau gofal priodol ar waith ar gyfer eu plentyn/plant er mwyn galluogi'r myfyriwr i ymgysylltu'n llawn â'u hastudiaethau. Mae hyn yn cynnwys rhieni, cyd-rieni, llys-rieni, gwarcheidwaid a gofalwyr maeth.

Mae rhieni/gofalwyr bob amser yn gyfrifol am eu plant, wrth fynychu digwyddiadau a gweithgareddau a drefnir gan Undeb y Myfyrwyr neu gan y Brifysgol.

Rhaid i rieni/gofalwyr fod gyda'u plant bob amser, na chânt eu gadael heb oruchwyliaeth am unrhyw gyfnod o amser.

Mae rhieni/gofalwyr yn gyfrifol am unrhyw ddifrod a achosir yn unrhyw un o'r ystafelloedd ac ar dir y brifysgol.

Mae rhieni/gofalwyr yn gyfrifol am wneud trefniadau gofal plant cyn darlithoedd, asesiadau, perfformiadau, arholiadau a lleoliadau gwaith sy'n cael eu cynnal.

Rhaglen astudio

Mae myfyriwr rhiant/gwarcheidwad yn gyfrifol am gadarnhau eu statws. Gellir ystyried y gellir ystyried dogfennaeth ategol fel cadarnhad derbyniol o statws y myfyriwr fel rhiant.

- Tystysgrif geni gyda'r myfyriwr wedi'i enwi fel rhiant.
- Tystysgrif mabwysiadu.
- Tystlythyr yn amlinellu cyfrifoldebau rhiant/gwarcheidwad, mewn sefyllfaoedd lle byddai'n anodd cael tystiolaeth arall, megis gofal gan berthnasau, gofalu am lysblant
- unrhyw dystiolaeth resymol arall.

Gall yr Ysgol/Coleg ar unrhyw adeg ofyn am ragor o wybodaeth neu dystiolaeth i gadarnhau statws gofal neu unrhyw newidiadau yng nghyfrifoldebau'r myfyriwr fel rhiant/gwarcheidwad.

Goblygiadau ar gyfer Astudio.

Er y cydnabyddir bod yn rhaid ymdrin â phob cais yn unigol, mae nifer o fesurau y gellir eu defnyddio er mwyn galluogi'r myfyriwr i barhau a'i astudiaethau.

Gallai'r rhain gynnwys...

- Cytuno ar gyfnodau o absenoldeb awdurdodedig a gwneud trefniadau i'r myfyriwr ddal i fyny â'r deunyddiau a gwmpesir mewn darlithoedd/tiwtorialau a gollwyd am resymau'n ymwneud â chyfrifoldebau gofalu i leihau anfantais academiaidd.
- Sicrhau bod digon o wybodaeth ar gael i fyfyrwyr adeiladu eu hamserlenni o leiaf fis ymlaen llaw, neu mewn digon o amser i sicrhau bod trefniadau gofal plant yn eu lle.

- Cydnabod efallai na fydd myfyrwyr sy'n rhieni/gwarcheidwaid yn gallu mynychu gweithgareddau academiaidd os bydd newidiadau hwyr i amserlenni.
- Sicrhau bod y myfyriwr yn cael digon o gyfle i wneud iawn am amser a gollwyd, e.e. trwy fynediad at unrhyw ddeunyddiau a fethwyd, defnyddio'r cyfleusterau recordio darlithoedd neu aildrefnu gweithgareddau ymarferol, gan roi ystyriaeth i'rfaith na ellir aildrefnu rhai gweithgareddau.
- Ystyried cyfrifoldebau rhiant/gwarcheidwad ar gyrsiau sy'n gofyn am leoliad gwaith allanol.
- Lle bo modd, dylid rhoi blaenoriaeth i sicrhau bod y lleoliad o fewn pellter teithio rhesymol er mwyn hwyluso trefniadau gofal parhaus.
- Sicrhau bod digon o rybudd yn cael ei roi ar gyfer lleoliadau gwaith o'r fath a/neu weithgareddau gwaith maes sy'n cael eu cynnal ymhell o'r campws er mwyn galluogi'r myfyriwr i drefnu unrhyw ofal amgen angenrheidiol neu i wneud trefniadau eraill gyda'r cwrs/rhaglen os na allant gymryd rhan.
- Ystyried argaeledd y myfyriwr wrth drefnu gweithgareddau sy'n cynnwys gwaith grŵp.
- Cydnabod yr angen i gyrraedd yn hwyr neu adael yn gynnar i roi eu dibynnydd mewn gofal dydd priodol.
- Galluogi'r myfyriwr i gymryd rhywfaint o amser i ffwrdd o'u hastudiaethau; fodd bynnag, dylid trafod hyn gyda'u Cynghorydd Astudiaethau neu Oruchwyliwr Ôl-raddedig.

Ystyried trosglwyddo i astudio rhan-amser, lle bo modd gan nad yw pob rhaglen ar gael ar sail ran-amser. Dylai'r myfyriwr nodi y gallai hyn fod â goblygiadau ariannol, a dylid trafod hyn gyda'i gyllidwr cyn gwneud unrhyw benderfyniadau.

Asesiadau

Mae'r Brifysgol yn cydnabod y gall amgylchiadau anffafriol effeithio ar allu myfyriwr i gwblhau asesiad ac mae yna nifer o brosesau ar waith i fynd i'r afael ag amrywiaeth o wahanol sefyllfaoedd. Dylai myfyriwr y mae eu cyfrifoldebau fel rhiant/gwarcheidwad yn effeithio arnynt yn y modd hwn ddefnyddio'r prosesau hyn sy'n bodoli eisoes (dylid cynnwys rhagor o fanylion am y rhain yn nogfennaeth y rhaglen).

Caniateir estyniad o hyd at bum niwrnod gwaith i ddyddiad cau cyflwyno gwaith cwrs os yw cynullydd y cwrs yn fodlon bod y myfyriwr wedi'i atal rhag cyflwyno gwaith ar amser oherwydd amgylchiadau y tu hwnt i'w reolaeth.

Gellir caniatáu estyniad hirach os derbynnir hawliad Achos Da oherwydd amgylchiadau esgusodol, ac a ategir gan dystiolaeth briodol.

Pan fo myfyriwr yn cael ei atal rhag mynychu arholiad neu'n credu bod eu perfformiad wedi cael ei amharu, gallant gyflwyno hawliad Achos Da neu fynd trwy amgylchiadau esgusodol (eto, byddai hyn ond yn cael ei dderbyn lle bu cychwyniad sydyn o amgylchiadau'n sydyn, a bod tystiolaeth i ategu hynny). Byddai aelod o staff sy'n ystyried hawliadau o'r fath yn

disgwyl i'r myfyriwr fod wedi gwneud ymdrechion rhesymol i gwblhau'r asesiad gan ystyried yr holl amgylchiadau.

Er enghraifft, ar gyfer asesiadau/arholiadau wedi'u hamserlennu byddai'n rhesymol i'r myfyriwr, os yw'n bosibl, geisio rhoi trefniadau wrth gefn ar waith os bydd trefniadau gofal plant arferol yn dod i ben, e.e. y plentyn yn sâl ac yn methu â mynychu'r ysgol/meithrinfa.

Fodd bynnag, pe bai'r plentyn yn mynd yn ddifrifol wael byddai'n rhesymol y byddai rhiant/gwarcheidwad yn dymuno bod gyda'u plentyn. Mae'n bwysig cymryd safbwyntiau a dymuniadau'r myfyriwr i ystyriaeth, yn hytrach na gweithredu un set safonol o drefniadau, oherwydd efallai na fydd yr un dull yn addas ar gyfer pob myfyriwr neu bob rhaglen astudio.

Safonau Academaidd

Er y dylid arfer lefel briodol o hyblygrwydd, rhaid cymryd gofal i sicrhau nad yw safonau academiaidd yn cael eu peryglu. Rhaid cael cydbwysedd rhwng sicrhau nad yw'r myfyriwr dan anfantais a rhoi triniaeth arbennig amhriodol. Nid oes angen i'r brifysgol ganiatáu pob cais a wneir, er y dylid ymdrechu i fodloni ceisiadau rhesymol.

Ni ddylid gwrthod ceisiadau ar y sail eu bod yn rhy gostus i'w gweithredu yn unig, er y bydd hyn o reidrwydd yn cael ei ystyried wrth asesu pa mor 'resymol' yw unrhyw gais. Os gwrthodir unrhyw gais, dylid rhoi'r rhesymau dros wrthod yn ysgrifenedig i'r myfyriwr, a dylai gynnwys manylion am unrhyw hawl i apelio, neu gŵyn.

Nodi Trefniadau'r Glir

Lle mae angen rhoi trefniadau penodol ar waith ar gyfer myfyriwr y gwnaed trefniadau ychwanegol iddynt ar sail anabledd, dylid eu cadw ar wahân er mwyn sicrhau ei bod yn glir pa drefniadau sy'n berthnasol i ba amgylchiadau.

Mae hyn yn sicrhau bod y trefniadau hyn ar waith am y cyfnod gofynnol o amser ac yn egluro ymlyniad at y gwahanol ddarnau o ddeddfwriaeth.



**Undeb
Myfyrwyr**
PCYDDS

**UWTSD
Students'
Union**

ANNUAL GENERAL MEETING

NOVEMBER 2023

Agenda

Item	People	Purpose
Welcome, Introduction, and Apologies	Chair	To welcome everyone to the meeting, introduce the agenda and topic of the meeting, and record apologies
Officer Reports	Sabbatical Officers	To present their work for the past year, take questions from any students on the past year, and voted on
Returning Officer Report	Deputy Returning Officer	To present the report on the elections to the student body
Motion 1 – Democracy Reforms ¹ Motion 2 – Students With Caring Responsibilities	Proposer 1 – Taya Gibbons Proposer 2 – Lowri Wilson	For students to present, discuss and vote on motions submitted to the AGM
Any Other Business	Chair	For members to raise issues for note and information
Close of Meeting	Chair	To thank all attendees for their time

¹ 4 motions in 1 submission, to be discussed and voted on separately.

Officer Reports

Lowri Wilson

This year I have been working on setting up a parent/carer's community on campus. I have set up 2 arts & craft events for parent/carers with children. I have set up baby changing facilities on campus and looking to collaborate with external resources to maximum student engagement. A parent/child private study space, library corner space and nursing mum room is in progress. Found alternative nursery (across the road) to accommodate young pre-school children in year 24.

Taya Gibbons

This year I have been focusing on two main things.

My first thing has been the provision of food offered within the food hubs. The food offered within the food hubs currently would not be substantial enough to anyone needing to access the food. The food offered across all 6 campuses is the same which is incredibly inappropriate given our diverse demographic of students. I aim to work with the University and our Course Reps to make vast and appreciated changes to the food hubs, where if students are needing to take from them, they will be able to actually have a substantial meal. I want to work hard to end the stigma around accessing food hubs/food banks.

My second point has been on recreational activity and sport across IICL and Cardiff. The University offers no sporting provisions as well as no facilities across these 3 key campuses. I can understand the demographic is much different due to not only time constraints for these students but they have responsibilities such as being a parent/carer or they travel miles and hours into campus. Activity has proven to be a great mental health reliever and I want to work hard to be able to implement activity into these campuses.

Natalie Beard

Since elected, I have been focussing on four main areas - wellbeing, careers, Swansea-community, and accommodation. I've launched a series of wellbeing initiatives and events to encourage more socialising and a chance for students to raise issues and talk things through with someone. I've also started working with the University on a Wellbeing Map to better signpost support.

I've also been working with University staff in careers and accommodation on a range of ways of improving the student voice, and am looking to do more to influence various University strategies and projects in this area.

Returning Officer Report

Reforms to SU Democracy

Submitted by Taya George, Lowri Wilson, Natalie Beard,
UWTSD SU Full-Time Officer Team

Preamble

The current structures of the Students' Union are preventing the SU to operate as it needs to. Until the Democracy Review is completed and a new structure is operating, some change to the current Bye-Laws are required in order for the SU to be able to operate effectively. As Officers, we believe it is necessary for the following motions to be passed.

Motion 1 – Co-option of Part Time Officers

This Union believes...

Currently there is no mechanism to allow for co-option to campus and student councils. In recent years there have been insufficient members of campus councils for Student Union Council to operate and policy to pass. We believe it is necessary for an amendment to be made to the Bye-Laws to allow Executive Committee to make appointments to Campus Councils.

This Union resolves...

To amend Bye Law 4 Campus Student Council to the following:

“4.2.2.2.1 The respective list of Part-Time Officers relating to the relevant campus, as detail in bye-law 7.

4.2.2.2.2 In the event that after both Spring and Autumn elections there are still vacancies, the Campus Council will be empowered to make appointments to fill these spaces.

4.2.2.2.3 In the event that there are less than two elected positions to a Campus Council, the Executive Committee will be empowered to make appointments to fill these spaces.”

Motion 2 – Quoracy at Union Council

This Union believes...

Currently Quoracy at Union Council is 10 members regardless of how many members are elected to it. This causes significant challenges when we are not at a full 15 elected members to being able to run the meeting. Union council has not met quoracy in over 4 years. The following change also brings Student Union Council in line with requirements at Campus Council.

This Union resolves...

To Amend Bye Law 5 Student Union Council to the following

“5.3.5.3 Quorum for voting purposes will be 50% +1 of Students' Union Council.”

Motion 3 – Minimum Engagement for PTOs

This Union Believes...

Another continuing issue has been the failure of elected PTOs to attend either Campus or Union Councils'. This again has led to issues of quoracy and a failure to pass policy.

This Union Resolves...

To make the following additions to Bye Law 4 Campus Councils and Bye Law 5 Student Union Council.

“4.3.7 Any member who fails to attend a meeting without apologies will be contacted to establish their ability and interest in continuing as a member of Council. In the event that two meetings are missed, they will be deemed to have resigned and will be replaced by the co-option process.”

“5.3.7 Any member who fails to attend a meeting without apologies will be contacted to establish their ability and interest in continuing as a member of Council. In the event that two meetings are missed, they will be deemed to have resigned and will be replaced by the co-option process.”

Motion 4 – Formal Establishment of the Executive Committee

This Union Believes...

There is currently no formal establishment of an Executive Committee. Particularly in the absence of a function Student Council system, this means that there is no formal process for the setting of policy or political direction of the Students' Union. Even in the case that the reforms to quoracy and co-option do improve the democratic functioning of the SU, the sabbatical officers have no formal space in which to decide operational and political decisions. Currently the Executive Committee meets, but with no formal or set structure.

This Union Resolves...

To add the following New Bye Law 9 and re-number subsequent Bye Laws accordingly.

9 Executive Committee

9.1 Purpose and Functions

9.1.1 To make decisions of a political and reactive nature in response to such issues as arise affecting the student experience, institutional relationship, and such other matters as the Committee considers appropriate.

9.1.2 For Officer Trustees to share updates and progress on their campaigns, projects, and manifestos, and to seek advice and support from other Committee members.

9.1.3 For Senior Management to provide updates on operational issues to the Officers in a regular and formal manner, and for Officers to ask questions and receive other updates.

9.1.4 When necessary, to make appointments to Campus Councils

9.1.5 To review and accept applications for new clubs, societies, and volunteering projects.

9.1.6 All meetings shall be run to an agenda agreed by the Chair, with all regular attending members (voting and non-voting) able to add items. All meetings shall be minuted.

9.1.7 Minutes of the meetings should be sent to Student Union Council and Student Union Board for scrutiny.

9.1.8 Meetings should be held no less than once a month.

9.2 Membership

9.2.1 Officer Trustees (voting). The Group President will be Chair of the meeting.

9.2.2 Chief Executive, Head of Business and Finance, Head of Membership Services (not voting).

9.2.3 Governance and Administration Manager (not voting, for secretarial support).

9.2.4 Any member of staff or student member at the invitation of the Committee (not voting).

Students With Caring Responsibilities
Submitted by Lowri Wilson, Carmarthen Campus President

This Union Believes...

That whilst the University has a policy relating to students who become parents or carers during their study, there is nothing explicitly covering those who are already parents. As pressure continues to grow on students' ability to cover costs, including of childcare and food, it is important that the University takes note of this group of students and takes specific action to support them better.

This Union Resolves...

To lobby the University to review their current provision for students with caring responsibilities, and work towards creating a specific policy and provision for them. As a starting point, we recommend that it be based on the document below (Appendix 1), based on good practice, particularly from the University of Glasgow.

Appendix 1

The policy focuses primarily on the responsibilities of being a parent or guardian and the impact on study-related matters.

Policy Statement.

The belief that being or becoming responsible for a child should not be a barrier to a student, or prospective student, starting, succeeding in, or completing a programme of study at the University. The University is committed to being as flexible as possible, whilst, at the same time, making sure that any accommodations made for the student do not compromise academic standards.

The special arrangements which can and should be made for a student in these circumstances will vary depending on their circumstances. University/campus and, indeed, from programme to programme. However, the general approach to be taken in these circumstances is consistent across the University. This policy should be based on a set of important guiding principles.

Avoiding less favourable treatment.

The University and its staff shall take a flexible and understanding approach to facilitating the continued learning of students with dependents whilst avoid treating a student less favourably than other students on the grounds that they are or will become responsible for the care of a child.

Always Demonstrating a non-judgmental and sensitive approach when supporting and working with a student on these matters, staff must take an open-minded and non- judgmental approach.

Information provided by the student should be treated sensitively and only passed on to others on a need-to-know basis (for example, to set up appropriate adjustments for the student).

Members of staff will not attempt to direct or unduly influence a student's decisions. Their role is to provide context and advice to the student, and to explore, in consultation with the student and others, flexibility that can be applied to the student's programme or period of

study to provide appropriate support.

Responsibilities.

Student Responsibility

A student parent/guardian is responsible for taking reasonable steps to put in place appropriate caring arrangements for their child/ren to enable the student to engage fully with their studies. This includes parents, co-parents, stepparents, guardians and foster carers.

Parents/carers are always responsible for their children, when attending events and activities which has been arranged by the Student Union or by the University.

Parents/carers are to be always with their children, who are not to be left unattended for any length of time.

Parents/carers are responsible for any damage caused in any of the rooms and on university grounds.

Parents/carers are responsible for making childcare arrangements prior to lectures, assessments, performances, exams and placements taking place.

Programme of study.

A student parent/guardian has the responsibility for confirming their status. The following supporting documentation may be regarded as acceptable confirmation of the student's status as a parent.

- A birth certificate with the student named as a parent.
- An adoption certificate.
- Self-certificate outlining the parental/guardian responsibilities, in situations where other evidence would be difficult to obtain, such as kinship care, caring for stepchildren
- any other reasonable evidence.

At any point the School/College may request further information or evidence to confirm caring status or any changes to the student parent/guardian responsibility.

Implications for Study.

Whilst it is recognised that each request must be dealt with on an individual basis, there are several measures that can be used in order to enable the student's continuation of study.

These may include...

- Agreeing periods of authorised absence and making arrangements for the student to catchup on the materials covered in lectures/tutorials missed for reasons related to caring responsibilities to minimise academic disadvantage.
- Ensuring sufficient information is available for students to build their timetables at least one month in advance, or in plenty of time to ensure that there are arrangements put in place for childcare.

- Recognising that student parents/guardians may not be able to attend academic activities in the event of late changes to timetables.
- Ensuring that the student has adequate opportunity to make up missed time e.g., through access to any missed materials, using the lecture recording facilities or rescheduling of practical activities, noting that some activities cannot be rescheduled.
- Taking account of parent/guardian responsibilities on courses which require an external placement.
- Where possible, priority should be given to ensuring that the placement is within reasonable travelling distance to accommodate continuing care arrangements.
- Ensuring that adequate notice of such placements and/or of distant fieldwork activities is given to allow the student to arrange any necessary alternative care or to make alternative arrangements with the course/programme if they cannot participate.
- Considering the student's availability when arranging activities that involve group work.
- Recognising the need to arrive late or leave early to place their dependent in appropriate daytime care.
- The student taking some time out from their studies; however, this should be discussed with their Adviser of Studies or Postgraduate Supervisor.

Consideration of a transfer to part-time study, where possible as not all programmes are available part-time. The student should note this may have financial implications and should be discussed with their funder prior to making any decisions.

Assessments.

The University recognises that adverse circumstances may affect a student's ability to complete assessment and has in place a number of processes to address various different situations. A student whose parent/guardian responsibilities impact them in this way should use these existing processes (further details of these should be included in programme documentation).

An extension of a coursework submission deadline of up to five working days may be granted where the course convener is satisfied that the student has been prevented from submitting on time due to circumstances beyond the student's control.

A longer extension may be granted if a Good Cause claim is accepted through extenuating circumstances, and which is supported by appropriate evidence.

Where a student is prevented from attending an exam or believes that their performance has been impaired, they may submit a Good Cause claim or go through extenuating circumstances (again, this would only be accepted where there had been a sudden onset of adverse circumstances and is supported by evidence). A member of staff considering such claims will expect the student to have made reasonable efforts to complete the assessment taking account of all the circumstances.

For example, for scheduled assessments/exams it would be reasonable for the student, if possible, to try to put in place contingency arrangements if normal childcare arrangements fall through, e.g., the child is unwell and unable to attend school/nursery.

However, if the child became seriously unwell it would be reasonable that the parent/guardian would wish to be with their child. It is important to take the views and wishes of the student into account, rather than applying a standard set of arrangements as one size fits all approach may not suit all students or all programmes of study.

Academic Standards.

Whilst an appropriate degree of flexibility should be exercised, care must be taken to ensure that academic standards are not compromised. A balance must be achieved between ensuring the student is not disadvantaged and giving undue special treatment. It is not necessary for the university to grant every request made, although efforts should be made to meet reasonable requests.

Requests should not be refused solely on the basis of being too costly to implement, although this will necessarily be considered when assessing the overall 'reasonableness' of a request. If any request is refused, the reasons for the refusal should be provided in writing to the student, and should include details on any right of appeal, or alternatively complaint.

Delineating Arrangements.

Where specific arrangements are required to be put in place for a student who is already granted additional arrangements, on the grounds of disability, these should be kept separate in order that it remains clear which arrangements relate to which circumstance.

This ensures that these arrangements are in place for the required amount of time and clarifies adherence to the different pieces of legislation.