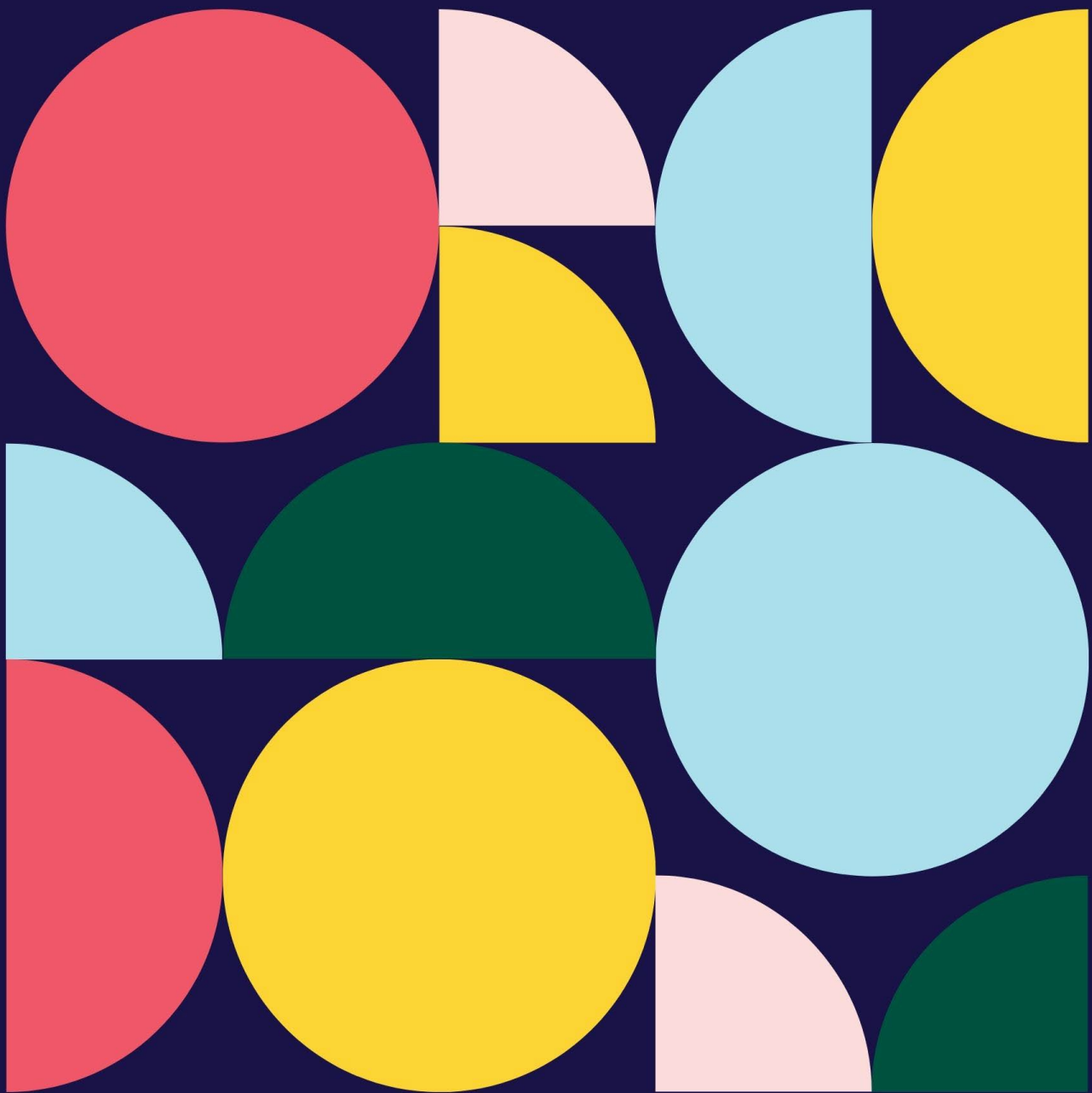




Undergraduate Course Representative



Bristol SU

Undergraduate Course Representative Job Pack

IT'S YOUR TIME TO LEAD!

The role

Course reps work with other reps and university staff to improve the student academic experience. They do this by representing their course-mates' issues and priorities at to staff at course and school/department level.

Course Reps are also full voting members of Student Council, ensuring that students on their course have a voice in key SU decisions. Usually there is at least one Rep for every course at the University – this means a system of over 700 academic reps!

Core responsibilities as a Course Rep are:

Gathering and understanding students' opinions

- Regularly communicating with your peers to hear their opinions
- Sending out more formal surveys/questionnaires when appropriate
- Ensuring that you are truly representative by considering students' varied experiences and backgrounds
- Attending Bristol SU democratic events such as Student Council and Annual Members Meeting, to represent your course and to contribute to university-wide student issues.

Working with both staff and students to find solutions

- Attending Student-Staff Liaison Committees (SSLCs) in your school to report findings to university staff.
- Working with staff to raise and resolve issues where appropriate.
- Working with other Course Reps to be a powerful collective voice.
- Communicating and working with your Faculty Rep on issues that go beyond just your course.
- Taking part in student-led change through consultations, forums and Rep training events.

Communicating outcomes and updates back to your course-mates

- Reporting results, explanations and changes back to your course-mates after meetings with university staff
- Reporting key successes and progress to your Faculty Rep, or directly to the Bristol SU Academic Rep team

Time Commitment:

Course Reps spend an average of 1-2 hours a week on their role during term-time. This includes fixed term commitments (such as Student-Staff Liaison Committees or Student Council) and communicating with their course-mates. There will also be a programme of training for you to access in your role.

The position runs from June 2024 – June 2025.

If you are interested in standing for this role and want to know more about what it's like on a day-to-day basis, email bristolsu-representation@bristol.ac.uk.

What is the time commitment leading up to the election?

Ahead of the election, you'll need to commit some time to campaign. You'll also need to write a manifesto, just a small brief as to why you want the role by 29.03.2024

Voting week runs from 04.03.2024 to 07.03.2024 and this is also your time to campaign. We highly recommend you going out and talk to as many students in your course as possible to enhance your chances of winning.