**RVCSU Postgraduate Course Rep Agreement 2023/24**

***‘Our course reps are student champions, delivering excellent representation for their peers’ [RVCSU Strategic Plan]***

***‘It was definitely rewarding to put forward people’s views***

***and genuinely help them with their university life’ [SU Course Rep]***

We want you to enjoy your 12 months as Course Representative and are committed to supporting you in your role to be as effective as possible. To do this, we need to your help! This document explains the responsibilities of a Course Representative, shows you the time commitment it is likely to involve and outlines what we will do to support you. It is possible that some activities may be adapted in response to our changing circumstances.

***We ask that you read the agreement to acknowledge that you understand your role as a Course Rep and our commitment to you.***

**Time in post**

12 months

**4 key responsibilities**

* To **represent** your year groups views and be proactive in collecting their feedback.
* To act as a **communication** channel between staff and students.
* To **improve** students’ experiences by working with the College and as an active member of the SU.
* To keep your year group in the loop by **reporting** back on decisions and changes.



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You will also be responsible for monitoring the reps email inbox for your cohort.

**Time commitment**

As well as the activities below Reps should spend time engaging in activities to gather student feedback and to discuss feedback with staff.

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| **Activity** | **Timing** | **Required or optional** | **Approx time commitment**  |
| **Reps Induction training programme** | Monday 23 or Tuesday 24 October 2023 17:00-19:30, Haxby Camden | Required | 2.5 hours  |
| **Course Management Committees** | Usually 1 meeting each term | Required | 2 hours (per meeting) |
| **Regular chats with Year Leader or Course Director** | Every 2/3 weeks | Optional | 45 mins  |
| **‘Keep in touch’ drop in sessions with SU**  | Monthly | Optional | 45 mins  |

**What you can expect from us to support you in your role**

* Pay a £20 attendance fee for ‘Course Management Committee’ meetings.
* During 2023/24 the SU will identify opportunities to provide Reps with awards and financial benefits.
* SU and College will work to ensure your voice is heard.
* Deliver a Training and Support Programme to help train you to represent students and develop your skills.
* Work with you to ensure that the outcomes of feedback from students are reported back to them.
* SU and College will ensure that additional opportunities for involvement in quality assurance activities are available to you.
* SU will maintain a website for Student Rep information, feedback and paperwork.



**If you have any queries please contact either Vanessa Ng, SU Vice President for Representation (****surepcomms@rvc.ac.uk****), Anju Loveridge and Bonnie Mann, SU Postgraduate Officers (****supostgrad@rvc.ac.uk****) or Maxine Bailey, Academic Quality Officer ‘Student Engagement’ (****mbailey@rvc.ac.uk****).**

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