

## **SCHOOL REPRESENTATIVE - ROLE DESCRIPTION**

*Note: This Role Description is under review and may be amended to reflect changes to the University's academic representation policies.*

### **Academic Representation – Principles**

The University and the Students' Union jointly commit to five principles of student academic representation:

1. The purpose of student academic representation is to engage students as equal partners in academic governance. Through student academic representation, students should be members of the decision-making process on issues related to the student learning experience.
2. Every student should have clearly defined peer representation; every student should have the opportunity to become a representative
3. Students should be represented at all levels of decision-making on issues that impact the student learning experience and are full members on all decision-making committees, fora and subgroups throughout the University to facilitate effective student input into decision making on the student learning experience. The views of students are given equal consideration to the views of others, and student representatives are adequately supported by the University in developing informed and considered input into decision-making
4. Students are fully involved in the design and review of curricula, including through quality assurance processes
5. The Students' Union and the University shall continually review and monitor the programme of academic representation including an annual review to ensure it is in line with best practice and meets the needs and expectations of both staff and students

*Academic Reps are student representatives operating within School structures and are volunteers on a programme jointly delivered by the Students' Union and the University.*

*Academic Reps represent students at four levels of the educational experience: Course, Subject, School and Faculty and are supported by the University and the Students' Union, in particular the SU Student Voice Team, SU Education Officer and SU Postgraduate Officer.*

### **The Role of School Representatives**

School Representatives are student volunteers at School-level who represent the views and opinions of students in that School and who work in partnership with the University to meaningfully shape the educational experience.

Each School elects one Undergraduate (UG) School Rep and one Postgraduate (PG) School Rep to lead student academic representation in each School. School Reps are full and equal members of all School-level committees which make decisions about academic provision.

School Reps are members of the Students' Union Council (and relevant sub-committees) and members of Academic Board. UG School Reps co-chair UG Student Voice Committees and PG School Reps co-chair PG Student Voice Committees. School Reps liaise with Course, Subject and Faculty Reps to ensure communication between all partners.

## **The Expectations of School Representatives**

In collaboration with your Course Reps, talk to the students in your School and find out what they think about their modules, assessments, resources, research, and any other aspects of their educational experience.

Gather this feedback and ensure that the student voice is heard at SVC (Student Voice Committee) meetings, or any other relevant forums.

Chair and participate in all SVC meetings throughout the year. (There should be two meetings per semester.)

Attend other meetings in your School throughout the year. (This could include your School Education Committee and other project committees.)

Ensure all students in the School are aware of the discussions and decisions made at SVC.

Maintain regular communication with the Students' Union on academic representation-related matters, quality assurance processes like the Education Awards and the National Student Survey, and lots of other representation opportunities. This includes Student Officer Education and Student Officer Postgraduate, your Faculty Rep and the Student Voice team.

Produce a brief 'newsletter' once a semester to summarise academic representation activities in your School.

Work with the Students' Union Academic Representation Assistant to ensure that a schedule and a copy of the agenda and minutes of every SVC meeting are sent to the Students' Union.

Attend all meetings of the Academic Board, a University-wide meeting composed of all School Reps, key academic staff, and the Pro-Vice-Chancellor for Education and Students.

Postgraduate School Representatives attend all Meetings of the University's Postgraduate Forum, which meets three times per year.

Be a Students' Union Councillor and attend six meetings of Council over the year. (See the Councillor Role Description for more details.)

Use Students' Union social media, blogs, and other digital tools to engage with students and promote your work. This may include managing Students' Union social media accounts.

Comply with Students' Union and University policies and procedures. (e.g. Data protection and diversity and inclusion policies, codes of conduct etc.)

Attend approximately one-day of training with the Students' Union after your election.

## **The Benefits of being a School Representative**

The opportunity to make a real change for the better in your School and beyond.

On-going training on all the real-life skills you will use as School Rep.

Excellent experience working with peers and staff in a professional meeting environment.

A chance to develop your confidence, communication, and teamwork abilities.

Gain a real insight into the procedures and operations of the University.

School Rep experience can be used to apply for Degree Plus (Combined Experience), no matter what year you are currently in. This then appears on your HEAR (Higher Education Achievement Report) transcript when you graduate.

Lots of opportunities to get more involved with your Students' Union and to make your mark on the educational agenda here at Queen's.

## **Time and Commitment Expected of School Representative**

It is important to remember that these are voluntary posts and that everyone has study, work, family, and other commitments. Different people will, depending on their circumstances, be able to make varying levels of commitment.

The level of time commitment required can vary throughout the academic year but is expected that a minimum commitment of five hours per week will be expected. Outside of training and official meetings, many of duties of the role can be undertaken flexibly.

The role is considered to be a substantial volunteering opportunity in the Students' Union and University.

The Students' Union will attempt to be as accommodating as possible to individual circumstances. If elected, it is expected that you will Chair and participate in all SVC meetings throughout the year (there should be two meetings per semester) and attend as many of the six Council meetings of the year as possible.

You will also be required to attend training, take time to read papers and materials before each meeting you attend and play a role in scrutinising the work of elected Students' Union Officers.

It is advisable that you also take time to get involved in Union campaigns which most interest you.

You can also stand for election to several internal Union and University Committees, including the Students' Union Management Board and the University Senate (governing body of the University).

## **Recruitment – Standing for Election**

Undergraduate School Representatives

There is one Undergraduate School Representative position in each of the fifteen Schools in Queen's. In addition, there is one Undergraduate School Representative position in the Institute of Theology and in INTO-Queen's.

The roles are for undergraduate students.

Each School Representative role is recruited by means of self-nomination and election, usually held in semester two of each academic year.

#### Postgraduate School Representatives

There is one Postgraduate School Representative position in each of the fifteen Schools in Queen's. In addition, there is one School Representative position in the Institute of Theology and the Institute of Professional Legal Studies.

The roles are for postgraduate students.

Each Postgraduate School Representative role is recruited by means of self-nomination and election, usually held in semester one of each academic year.

#### How to stand for election

To stand for election, you need to complete a nomination form available from the Students' Union [website](#). This form allows you to nominate yourself to stand for election for all positions to which you are eligible.

After submitting your nomination, you can still withdraw your nomination if you change your mind about standing for election. You must do this before the nomination deadline.

Elections are held in accordance with the Students' Union's Election Rules.

### **Additional Information – Key Contacts**

More information is available on the Students' Union website: [www.qubsu.org](http://www.qubsu.org)

Any queries about the Students' Union, academic representation or the role of School Representative can be emailed to the Students' Union Student Voice team: [studentvoice@qub.ac.uk](mailto:studentvoice@qub.ac.uk)