

## **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 Representatives – Overview**

The Students' Union works in partnership with the University to jointly deliver a great educational experience. We want to ensure that students are valued partners in their education and able to shape their curriculum and learning experience.

Through our academic representative work, we amplify student voices, so they are fully empowered as partners in their University, shaping change in policy and procedures, ensuring Queen's students are provided with an exceptional educational experience.

Academic Reps are the students who represent the academic interests of students to the University. There are Academic Reps for each course, School and Faculty in the University.

They are all elected each year by the students they represent.

### **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.

School Representatives work in consultation with Course Representatives, Faculty Representatives and University staff to identify and discuss important issues; liaise with the Students' Union throughout the year; and sit on the Students' Union Council.

The key goal of academic representation is to strive to continually improve students' education.

There are three types of School Representative role:

- Undergraduate School Representative – elected by undergraduate students in each School to represent their interests.
- Postgraduate Taught School Representatives – elected by postgraduate taught students in each School to represent their interests.
- Postgraduate Research School Representatives – elected by postgraduate research students in each School to represent their interests.

### **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, and any other aspects of their educational experience.

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

Chair and participate in all SVC meetings in your School 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, National Student Survey, Queen's Students' Survey and lots of other representation opportunities. This includes the Student Officer Undergraduate Education and Student Officer Postgraduate Education, your Faculty Rep and the SU 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 and administrative staff, and the Pro-Vice-Chancellor for Education and Students.

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 at the Students' Union after your election.

School Representatives also have the opportunity to stand for election to become a member of the Students' Union Council and attend four meeting per year. All School Representatives are welcome to attend and speak at all meetings of Council.

## **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 Future Ready Award (Provider Verified Activity), no matter what year you are currently in. This then appears on your 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 four 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).

If you need to step back from the role for a short period, you may do so and the responsibilities of the role will be allocated to other student representatives.

## **Recruitment – Standing for Election**

There is one Undergraduate School Representative position in each of the fifteen Schools in Queen's. The roles are for undergraduate students. Recruitment usually takes place in February / March of the preceding academic year. Each School Representative role is recruited by means of self-nomination and election. All undergraduate students – not in their final year of study – can stand for election for the School Representative role in their School. All undergraduate students each School can vote in the election.

There is one Postgraduate School Representative position in each of the fifteen Schools in Queen's. The roles are for postgraduate students. Recruitment usually takes place in September / October of

each academic year. Each School Representative role is recruited by means of self-nomination and election.

#### 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.

The link to the nomination form is available on [www.q-su.org](http://www.q-su.org).

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.q-su.org](http://www.q-su.org)

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