

Postgraduate Course Representative

Role and Responsibilities

This document outlines typical duties expected of the role, and may be subject to change.

Summary of Role:

There is at least one course representative for each Master's course, or cluster of interconnected courses. They are responsible for receiving and collating student feedback relating to their course as well as passing this information to relevant staff or volunteers as appropriate. They are expected to proactively pursue improvements to their course or research group, and to provide updates on their progress to the students they represent.

Relationships with: GSU Academic and Welfare Officers, Department Reps, Education & Welfare team, Advice Centre

Responsible to: Deputy President (Education) (DPE), Department Reps, GSU Academic and Welfare Officers

Key Responsibilities and Duties:

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| Receive | <ul style="list-style-type: none"> Ensure they are known to the students they represent and provide mechanisms for students to voice their feedback |
| Research | <ul style="list-style-type: none"> Carry out appropriate research to ensure that any case made/representation action taken is backed up by evidence |
| Represent | <ul style="list-style-type: none"> Ensure that students' views are fairly and inclusively represented Attend and submit items for discussion to Staff-Student Committees Establish and maintain good relationships with relevant staff members Meet with Department Reps to discuss feedback from students |
| Record | <ul style="list-style-type: none"> Keep a careful record of any actions, developments or evidence gathered to enable accurate and fair reporting and to enable a high-quality handover |
| Report | <ul style="list-style-type: none"> Keep the students you represent up to date with any changes, developments or progress that you make Be in regular communication with the Education & Representation Coordinator at the Union |
| Safety and Confidentiality | <ul style="list-style-type: none"> Refer urgent issues directly to a relevant member of College or Union staff, especially if you are concerned about a student's safety Ensure student confidentiality is maintained at all times unless agreed otherwise or you believe the student to be a danger to themselves or others Make it clear to students that you cannot provide counselling, support or advice, however you can signpost to relevant services |

All representatives are expected to provide a handover to their successor.

Skills and knowledge required

- Thorough knowledge of the Academic Representation Network structure and awareness of the Wellbeing Representation network structure
- Good understanding of College's workings as a whole and knowledge of available support services both internally and externally
- Have an understanding of the Union and its structures
- Know who to contact in emergencies and if you have concerns regarding a student's safety
- Being aware of and adhering to personal limitations and limitations of the role, seeking support for oneself regarding pressures of the role from the Education & Representation Coordinator

Collaboration

- Collaborate with other representatives within the same course and department (if applicable) to collate feedback and/or suggestions.
- Liaise with departmental representatives or Academic & Welfare Officers as appropriate on a regular basis to ensure student feedback is communicated to the relevant staff members.
- Proactively pursue specific goals and aims as outlined by constituents and as outlined in the representatives' election manifesto.

Training and support

- Academic Rep Induction
- Ongoing support from the Education & Representation Coordinator
- Rep Development Day
- Supplementary Training
- Imperial Plus workshops

Time commitment and availability

- Year Reps should expect to attend in the region of five meetings per academic year. These are usually held at the campus where the bulk of their course is administered so should require no more travel than would be expected on a day to day basis. Meetings typically last 1-1.5 hours
- Reps are also expected to meet with Department Reps in advance of Staff-Student Committees and Education and Representation Board meetings to establish what points for discussion are being raised by students. This can be informal and last about an hour
- Representatives should be available by email and expect to be approached to meet for a short time with students when requested. Email correspondence should be answered within a reasonable time frame
- Work relating to the position should take on average no more than 3 hours a week. The work volume will vary during the course of the academic year and term by term.

For more information regarding this role please contact Leigh Rooney, Education & Representation Coordinator (l.rooney@imperial.ac.uk) or Alejandro Luy, Deputy President (Education) (dpeducation@imperial.ac.uk)