

Undergraduate Academic Year Representatives “Year Reps”

Role and Responsibilities

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

Summary of role

Academic Year Reps are elected members of their current student cohort. There is at least one year rep per course per academic year. They are responsible for receiving and collating student feedback relating to their course and passing this information to Departmental reps and relevant staff as appropriate. They are expected to proactively pursue improvements to their course and to provide updates on their progress to their cohorts.

Relationships with: Department Reps, Faculty Reps, Wellbeing Reps, Education & Welfare team, Advice Centre, Departmental Staff (Course Leaders, Year Organiser, admin staff etc.)

Responsible to: Department Reps, Faculty Reps, Deputy President (Education)

Key responsibilities and duties

It is expected that all Academic Representatives attend the induction training offered by the Union to provide them with the knowledge and awareness required in order to fulfil their role.

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| Receive | <ul style="list-style-type: none">• Ensure they are known to students in their cohort 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 in the year |
| 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 within your cohort 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

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
- Reps will be expected to make themselves known to students, ensuring they are available to meet with students before or after lectures, tutorials, workshops, etc.
- 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.

It is recognised that students are first and foremost at Imperial to study or research and that this must be prioritised. Students who feel their studies are being compromised, are struggling or feel they are spending too much time fulfilling the role should speak to the Education & Representation Coordinator (icu.representation@imperial.ac.uk)