The Academic Representation System – A guide for staff

(Undergraduate and Postgraduate Taught Courses)

WORCESTER STUDENTS' UNION

Contents

Hello,

Welcome to our staff handbook for Academic Representation (Undergraduate and Postgraduate Taught) at the University of Worcester.

The purpose of this guide is to support you as university staff members. You play a crucial role in student representation. As the Vice President Education, I am very passionate about the influence that student voice has here at the university. Effective representation systems result in higher student satisfaction and aid the formation of cooperative partnerships between students and staff.

I am very excited for the year ahead and I look forward to working with you. In understanding the representation system, our students are enabled as genuine partners in their academic experience.

Ragnar Mularczyk
Vice President Education

Principles of the Academic Representation System

1 Active and constructive student engagement is central to the University's ability to provide assurance and enhancement of quality

2 All students are trusted as valued decision makers and meaningful partners in their education

3 There will be committee student representation at all levels from course level to university level

4 All students should have access to the academic representation system and through the system have the ability to feed into the development of their own learning and/or research experience

5 All students should be able to stand for the position of course representative if they wish

6 Student feedback should be able to flow from the module and course level up to School and University level

7 Responses to feedback should be open, timely and transparent. Staff (university and students' union) and academic representatives will work together to ensure this is effective

8 Where students sit on meetings and committees they will be full members in receipt of all papers and able to contribute throughout. There will be an opportunity for a students to co-chair meetings with staff, when appropriate

Principles of the Partnership

Between the University and Students' Union

1 The University will provide appropriate levels of academic and administrative resources to facilitate student representation within Schools, departments, and at the Course Level

2 The SU will work to create and enhance relationships across the University, providing resources, expertise, advice and support to facilitate the academic representation system across courses, departments, schools and colleges.

3 The University and SU will work together to respond to feedback from students, working together to enhance the student experience and the quality of teaching and learning

4 The University will respect the SU's right to campaign on issues that affects its members

5   Academic representatives will form a key part of the SU's representative structure

6   Overall responsibility for the academic representation system sits with both the Pro Vice Chancellor Students and the SU's Vice President Education. The University and SU will oversee the effectiveness and administration of the academic representation system through the Academic Representation and Oversight Group (AROG)

How does academic representation work at Worcester?

Why do we have student reps?

Our student representatives provide feedback on student experiences within your course, school or college, as well as offering insight with a fresh and innovative perspective. They work closely with University staff to bring about student-led change that will have an impact for their cohort and future students.

Our students are the experts on what it is like to be a student here at Worcester today (or at one of our partners) and by asking them exactly what they want from their education, we are empowering them to take a leading role, resulting in a more rounded learning experience.

How is the system structured?

The Undergraduate/Post-graduate Taught Academic Representation System consists of three levels: Course Reps, School Reps and the Vice President Education. Course Reps work at the Course level, School Reps work at the School and College Levels and the Vice

President Education works at the University level.

This structure ensures that there is student representation at all levels within University decision-making. A full outline of how the system is run can be found in the Code of Practice for Academic Representation at **www.worcsu.com/yourvoice/reps /staff**

VP Education

24 School Reps

Hundreds of Course Reps

11000 Students

Our Student Reps

Course Reps

A Course Rep is an elected student volunteer who represents their course mates by acting as their voice at meetings with University staff. A Course Rep gathers feedback from their cohort and informs appropriate staff of any issues, as well as offering insights and perspectives. Course Reps are expected to attend Student Staff Liaison Committee (SSLC) meetings where they should inform staff of students' views.

Course Reps are not expected to solve problems first-hand, but they are expected to work with staff to develop solutions to issues identified by the students they represent. To close the feedback loop, Course Reps are also expected to communicate outcomes resulting from feedback with their cohort.

The number of Course Reps depends on the size of each course (see Elections section).

School Reps

School Reps represent the views of students at School and College level. They create an essential link between Course Reps and senior members of staff within their particular School and the Students' Union. They attend school and college level meetings and have the responsibility of communicating with the Vice President Education to ensure that student feedback is listened to and acted upon.

To find out who the School Reps in your School are, please visit: **www.worcsu.com/yourvoice/reps/schoolreps/your_srs/**

Vice President Education

Students elected Ragnar Mularczyk as their Vice President Education 2020/21 in the March 2020 Leadership Elections. Ragnar's role is to represent and support students to develop and achieve in education. He is the students' lead representative for all things academic.

The VP Education sits on a number of University committees and groups including the Board of Governors, Academic Board, Learning Teaching and Student Experience Committee (LTSEC), Academic Standards and Quality Enhancement Committee (ASQEC) and he joint chairs the Academic Representation and Oversight Group (AROG).

Course Rep Responsibilities

Course Reps deal with:

- Teaching and study Resources
- Teaching methods
- Course content and structure
- Transparent course costs
- Access to facilities
- Communication
- Teaching and learning environment
- Assessment and Feedback
- Helping to close the feedback loop
- Promoting NSS and CES

Course Reps don't deal with:

- Individual student needs
- Acting as a communication tool on behalf of the School (although they will help close the feedback loop/promote surveys)
- Complaints regarding individual university staff members
- Advice e.g. housing, money, academic misconduct
- Welfare concerns
- Peer mentoring

AROG

Academic Representation and Oversight Group

This group is a joint SU/University group that oversees the rep system and reports directly into both LTSEC and the SU Student Council. It is responsible for ensuring effective delivery of the rep scheme, monitoring its effectiveness and supporting the staff who deliver it.

It will also review and make any final decisions on requests from Schools to alter their representation structure/depart from the Code of Practice's guidelines and acts as Returning Officer for all Course Rep Elections.

You can contact AROG at **arog@worc.ac.uk**.

Members of AROG

◄ **Ann Jordan**
Deputy Provost
(University)

Ragnar Mularczyk ►
Vice President Education
(Students' Union)

Head of Academic Quality (University)

Tim Hewes-Belton — Student Engagement Manager (Students' Union)

Val Yates — Director of Access and Inclusion (University)

Carolyn Moir — Project Manager
(Student Surveys and Quality Enhancement) (University)

Jo Rouse — College Director LTQE for Health and Life Sciences

Staff Support to the Rep System

Support from University staff is vital to the functioning of the Academic Representation System. While we have staff in each School dedicated to supporting representation, staff at all levels have a role to play in ensuring the student voice is heard.

Every School should have a Student Engagement, Representation and Communications Coordinator and some larger ones will also have Course Rep Coordinators.

Student Engagement, Representation and Communications Coordinator (SERCC)

The Student Engagement, Representation and Communications Coordinator oversees the entire Academic Rep System within their School. They communicate with Course Reps, School Reps and other appropriate staff members with the aim of ensuring effective student representation. They will ensure that issues raised, and changes implemented are fed back to reps and help them to communicate the University response to feedback to their course mates.

They are also the first port of call for reps who need advice and guidance regarding feedback.

You can find the details of the Student Engagement, Representation and Communications Coordinator in your School and a full job description at:
www.worcsu.com/yourvoice/reps /staff/

SERCC Responsibilities

- Championing the system, working to create a student-staff partnership

- Coordinating processes like Course Rep Elections and supporting Course Leaders to deliver these

- Directly supporting School Reps

- Running Course Rep Clinics/Drop Ins for Course Reps prior to SSLCs

- Coordinating School Level Course Rep Forums

- Working to ensure that outcomes of student feedback are communicated to students

- Working with the SU to recruit, train and support reps

- Providing updates and reports on the system and its outcomes to School Leadership Team, the SU and AROG.

- Working with the SU to share relevant NSS/CES data with reps

BEST PRACTICE

The Allied Health and Community SERCC and two School Reps write a joint bi-monthly newsletter for the Course Reps within the School. The newsletter includes general updates from the School Reps (e.g. what meetings they have been attending), reminds Course Reps of the SERCC's and School Reps' contact details, and at the end of each newsletter there is a 'You Said, We Did' section to showcase the impacts the Course Reps have had.

Staff Support

Course Rep Coordinators

In some of the larger Schools, you may also have Course Rep Coordinators who support the Student Engagement, Representation and Communications Coordinator (SERCC) to oversee all Course Reps within their departments.

You can find the contact details for Course Rep Coordinators at: **worcsu.com/yourvoice/reps/staff/**

Head of School

The Head of School has ultimate responsibility for ensuring effective inclusion of the student voice within their School. They are responsible for the appointment of the SERCC and Course Rep Coordinators before the beginning of the academic year. They should also attend and chair School Level Course Rep Forums alongside a School Rep. These forums should be used to discuss the issues raised by Course Reps and to consult students on School plans. They oversee the annual report from their School to AROG.

BEST PRACTICE

An Education Course Rep Coordinator structured their department's Course Rep Clinics to follow a solution-focused and problem-solving approach. Course Rep Clinics, here, are made up of Course Reps, the Course Rep Coordinator, and Course Leaders.

BEST PRACTICE

The Business Head of School meets regularly with all Reps (both School and Course Reps at the same time) during working lunches.

College Directors of Learning, Teaching and Quality Enhancement and School Quality and Learning Teaching Coordinators

The College Director, supported by the above Leads in each School, is responsible for ensuring that student issues are brought to College Level Learning, Teaching and Quality Enhancement Committees and working with the SERCC and Course Rep Coordinators to ensure that outcomes are fed back to Reps and the wider student body. They should actively seek student feedback on Learning and Teaching within the College and the Schools within it.

Course Leaders

Course Leaders are one of the most important links in developing and maintaining effective academic representation. Students value the rep system when they can see real change and feel that their voices are listened to. Therefore, it is vital that Course Leaders embed a culture of listening to the students' voice in their course and are seen to value the input of students through the rep system.

Much of the feedback received by reps relates directly to course level experiences and therefore can be resolved at that level. Course Leaders also play a crucial role in ensuring that feedback is acted on and that the outcomes/progress is fed back to students and to the Students' Union through their online journals. They also play an important role in the administration of the Course Rep programme.

Course Leader Responsibilities

- Working with module tutors to promote and advertise the Course Rep position in the induction period

- Facilitating the Course Rep Election Process

- Following elections ensuring that Course Reps are on the right mailing list and uploaded on SOLE

- Support Course Reps at different levels to work as a team. Course Reps should be providing a strong support network for each other

- Making sure all students know who their Course Rep is and how to contact them

- Inviting Course Reps to SSLCs

- Sending minutes of SSLCs to the SERCC

- Promoting and encouraging feedback throughout the year, providing regular opportunities for Course Reps to engage with students (shout outs/Facebook groups/focus groups etc.)

- Encouraging Course Reps to fill in Course Rep journals to enable the SU to identify trends and evidence impact

- Working with Course Reps to communicate to student's progress and outcomes of their feedback

- Ensure reps know about key events

BEST PRACTICE

A Sports Course Leader added a PowerPoint slide at the beginning of each lecture, stating the Course Rep's name, contact details, and responsibilities.

Key Meetings

Student Staff Liaison Committees

Every course has a formal Student Staff Liaison Committees twice per year to oversee all matters (academic and non-academic) relating to the delivery of the course and the student experience. These meetings are the key formal meeting that Course Reps attend.

For many students, this will be their first formal meeting and can be quite a scary experience. Therefore, prior to the first SSLC meeting, Course Reps should always be briefed about what to expect and what will be expected of them (see below).

SSLC agendas should be circulated with Course Reps well in advance of the meeting. If staff have asked for student feedback around particular topics, make sure you ask

Course Reps to collate student responses and opinions prior to the meeting. If Course Reps cannot attend a meeting, they should pass on any feedback to another Course Rep in a different level.

Minutes should be circulated with Course Reps within two weeks after the meeting so that they are able to refer back to action points and explain to their cohort what was discussed and what actions are taking place.

Course Leaders are also encouraged to hold regular informal student-staff meetings where smaller issues can be resolved more quickly and where students can flag bigger concerns that can be taken to a higher level.

Course Rep Clinics, Drop In's and Surgeries

SERCCs will run a variety of meetings to help students prepare for SSLCs.

Clinics could be for one or multiple courses but will offer the opportunity for Course Reps to discuss issues as a group before a SSLC and for staff to help them frame difficult issues. Relevant School Reps may also be invited.

Reps can also use the meeting as an opportunity to review relevant data from the CES/NSS as well as discussing matters on the SSLC agenda. This meeting can also be used to collate feedback from Reps who are unable to attend SSLCs. Drop In's/Surgeries are more on a one to one basis but provide the same function.

BEST PRACTICE

A Course Rep trialled Padlet as a method of collecting feedback from their group. It worked well as an anonymous online resource for students to submit both positive and further improvement feedback. The resource is adaptable as it can be used anywhere and on any device.

Other meetings Course Reps attend

Course Rep Forums: These happen at least twice per year and are Course Reps' chance to feed in to projects that the University is working on to improve the student experience. They are chaired by the VP Education and attended by the Deputy Vice Chancellor and Pro Vice Chancellor Students.

School Forums: These are held at least twice per year and chaired by the Head of School and one School Rep. These are Course Reps' chance to discuss issues and projects at school level.

Repstival: A skill development event arranged by the Students' Union that will include a variety of workshops and training sessions. Reps have the option to attend the conference over their lectures if and where appropriate.

Meetings attended by School Reps

School Reps will attend a lot of meetings at both the College and School Level that focus on all aspects of the academic experience. 3 School Reps in each College (1 from each School) will attend College Level Learning, Teaching and Quality Enhancement Committees. It is important that Course Reps are able to feed information up to their School Rep, especially if it is an issue that affects students on more than one course or in the whole School, College or even the University. This enables them to ensure that feedback is explored at the right level and without Course Reps' information School Reps would find it very difficult to represent the views of students across their School effectively. If Course Reps can't get in touch with their School Rep they can also fill in a Course Rep Journal and the SU will make sure the information gets to the right people.

Course Rep Elections Process and Guidance

Course Leaders are responsible for facilitating Course Rep Elections for their course. Elections will be conducted by first past the post, and every election will be run with the option to re-open nominations (RON). If some positions remain vacant, or should RON be elected, there will be a by-election for that position one week after the original election.

The Students' Union will provide resources to help you run successful elections.

These will include a Course Rep recruitment video, an alternative presentation and an e-flyer. All are available at: **www.worcsu.com/yourvoice/reps/staff/.**

Remember if you have any issues or complaints regarding the elections you should contact Academic Representation Oversight Group (AROG) in its role as Returning Officer by emailing **arog@worc.ac.uk.**

When should elections take place?

All Course Reps should be elected by **the end of week 4 of their academic calendar** (undergraduate/postgraduate) regardless of course e.g. courses beginning on 13th September 2021 should have Course Reps elected and uploaded to SOLE by 8th October 2021.

Course Reps for levels 5 and 6 can be elected for the following year in the final weeks of teaching before the final assessment week of the academic year. If a new Rep is elected, they do not take up their role until the first teaching week of the following academic year and the current Rep remains in position until the end of the academic year.

Courses with large numbers of top-up students, for example, may wish to be more flexible to ensure students can be included.

How many Course Reps should be elected?

The allocation of the number of course Rep positions available should follow the guidance below:

a) A Course with 40 students or less at a level should be represented by 1 Course Rep per level
b) A Course with between 41-80 students at a level should be represented by 2 Course Reps per level
c) A Course with over 81 students at a level should be represented by 3 Course Reps per level

Where there are a number of small similar courses these may grouped together as one course for the purpose of the representation system. Very small courses with multiple pathways should be grouped together, where possible.

Should a course require further student representation the Course Leader should make an application in writing to their Head of School. If the Head of School approves they should then forward to the Academic Representation Oversight Group for final approval by emailing **arog@worc.ac.uk.**

Joint Honours

Courses that allow for single and joint honours pathways do not require a Rep for each level. Course Reps represent all students' joint and single honours on that level.

Subjects that can only be studied as part of a joint honours course require a representative for that subject at each level. This representative will represent all joint honours combinations that include that subject (at their level).

Students that are on a joint honours pathway and would like to submit subject specific feedback should seek to report this to the Course Rep specific to that subject.

i. If the feedback is not specific to a subject the student has the option to feedback to any (or all) of the Course Reps that represent them.

ii. Joint Honours students that wish to stand as a Course Rep will represent the subject that they were elected in.

E.g. A student who is studying Joint History and Geography and is elected to represent Geography would only be a Course Rep for Geography and would not represent their peers studying History.

Examples

Student A studying Joint Geography and History. As both have single honours representation at all levels, no further Course Reps are required on top of the single honours representation at that level.

Student B studying Joint History and Politics History has single honours representation at each level and therefore no further representation is required. Politics is only available as a joint honours course and therefore has no single honour representation at that level. A joint honours politics representative is therefore required to represent all joint honours politics students at that level.

For any question relating to the interpretation or guidance of elections please contact the Students' Union.

Elections can be completed in 3 easy steps

We know that this year inductions will be different and the opportunity for face to face interaction will be reduced. However, we also believe that having an effective Rep system will be all the more important as we navigate the "new normal". We recommend that you hold the vote in a structured three step process.

1. Explaining the role and calling for candidates

To ensure that students put themselves forward, the role of Course Rep must be explained early and clearly. This should be done at least 1 week before you plan to hold your vote. Make sure you use the materials provided to maximise students understanding. Using examples of the impact Reps have had on your course works well and remember if students believe you think it is important then they will too.

Make sure you have a simple process for students to let you know they want to stand. If you know students who would be good in the role, it is okay to approach them and encourage them to stand.

However, you must make sure you give all students equal opportunity to put themselves forward and are not seen to favour any one candidate. We recommend that each candidate submit a short paragraph on why they want to run so that you can share with their course mates at least 2 days before the vote.

2. Hold the vote

To ensure this process is transparent, free and fair, elections by raising of hands is not appropriate. Instead, voting should be by way of secret ballot even if you only have 1 candidate because RON could still win. We do not recommend that you use paper ballots if delivering a face to face session during the current situation. You can run votes online through the Blackboard survey module or in an anonymous poll within a Collaborate session:

Help on Polls:
https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate_Sessions/Polling

Help on Surveys:
https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys

If you are holding the vote using a live poll in a session, we recommend that you give every candidate up to 2 minutes to speak and then hold the vote. If possible, count the votes during the same session.

If you are running an online Blackboard Election over an extended period of time using a survey, make sure you send clear times for votes opening and closing and when and how the results will be released. You may still want to have a hustings event in the classroom. We would also recommend a dedicated few minutes of class time to allow students to log in and vote.

3. Support your new Reps

Once you have elected your Reps, make sure you enter their details on SOLE. Instructions can be found at www.worcsu.com/yourvoice/reps/staff/. Ensure that you meet with your new Reps and ensure that they know when and how to access their training and that they have a copy of the Course Rep Handbook. You should also discuss with them how they want to communicate with students and help them set up any new Facebook groups or Blackboard forums and plan in when they will do lecture shout outs etc.

If you are running an online Blackboard Election over an extended period of time using a survey, make sure you send clear times for votes opening and closing and when and how the results will be released. You may still want to have a hustings event in the classroom. We would also recommend a dedicated few minutes of class time to allow students to log in and vote.

Course Rep Support from the Students' Union

Training

The Students' Union provides full training and support for all Course Reps with differentiated training for new and experienced Course Reps. Training for new Course Reps will School specific and be delivered jointly with the relevant SERCC.

Please note: The SU can only invite Course Reps that have been uploaded on to SOLE and had their details transferred to the Students' Union.

Access to NSS, CES and PTES Data

The SU will work with SERCCs to ensure all Course Reps have access to relevant survey data.

Support from the VP Education and Student Engagement Team

Course Reps can always contact Ragnar or the staff team that delivers the rep scheme for support either via email or by popping into the SU Welcome Desk. Contact details are at the end of this handbook.

Rep Journals

As a Course Rep, one of their key responsibilities is to update their online journal. Journal entries help the Students' Union to monitor issues and identify any cross-School and College trends. You can find online journals by visiting **www.worcsu.com/yourvoice/reps/** . Completing Journals are an easy way for reps to seek support and are also a key part of achieving their Course Rep Accreditation.

Course Rep Handbook

All Course Reps will have access to a Course Rep Handbook, which will set out the roles and responsibilities of being a Course Rep with lots of tips and guidance on being an effective rep.

Course Rep Support from the University

In addition to the staff support available the following resources should be made available to Course Reps within each School:

- A noticeboard for academic rep system info with contact names and University emails (with the permission of reps)

- Access to photocopying and printing of rep related work

- Access to meeting rooms

SU Help and Advice

Course Reps can contact or signpost students with issues and complaints e.g. academic misconduct to our free and independent advice service. More information can be found at www.worcsu.com/helpandadvice or by emailing **SUadvice@worc.ac.uk**

- Ability to email/contact all students they represent and support to raise their profile with students

- Opportunity to speak to students at the end of lectures

- External examiner reports and responses

- Guidance and support on SSLCs and how they work in your School

- Means a support to feed back to students the outcomes of their work.

How we celebrate excellent Course Reps

Course Rep Accreditation

Reps can apply for their accreditation as a Course Rep, which is their chance to get recognised for all the hard work they put in.

For more information on the scheme and how to get accredited please visit: **www.worcsu.com/yourvoice/reps/**

Course Rep and School Rep of the Month and Year Award

These awards exist to recognise the outstanding achievements of Reps throughout the academic year. Both students and staff will be able to nominate Course and School Reps throughout the year, and the winner will be presented with an award during the Students' Union Celebration Week at The Union Awards in May.

Worcester Award

This award is open to all students who want to demonstrate their employability by showing all the different skills and experiences they have gained. For more information about this award visit: **www.worcester.ac.uk/discover/the-worcester-award.html**

Online V-Record

Logging their volunteering hours on **www.worcsu.com/volunteer** allows them to achieve different levels of awards based on how many hours they have volunteered. Any awards above 50 hours are recorded on their Higher Education Achievement Report (HEAR). Logging their hours is key part of your getting their Course Rep Accreditation so please encourage them to start now and log hours as they go along.
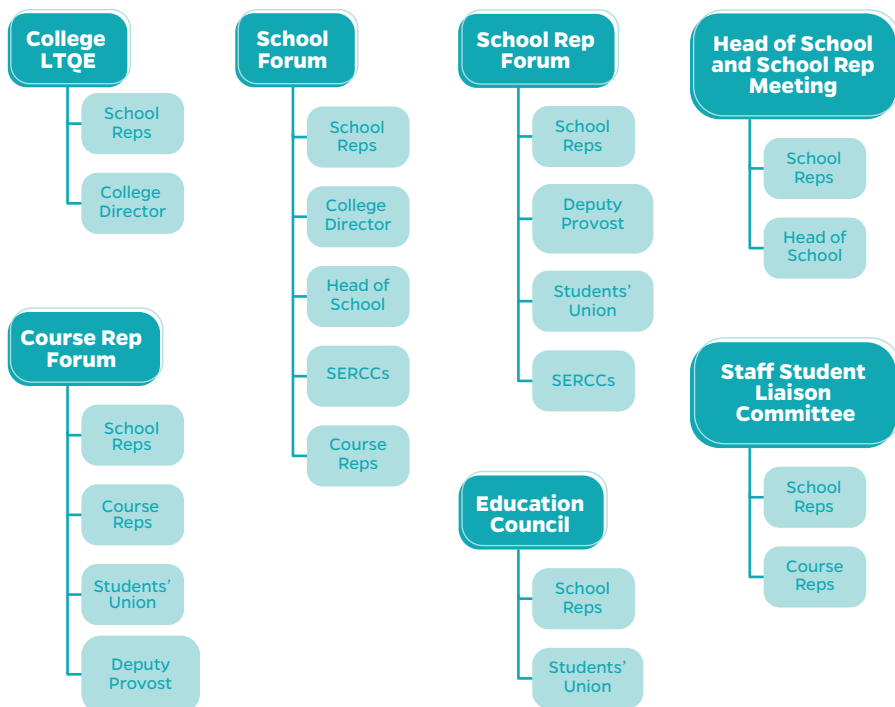
School Rep - SU Meetings and Events 2021-22

School Rep Forum

The School Rep Forum is joint chaired by Ann Jordan and Ragnar. The forum is attended by all School Reps. Four Forums are held per year, two of which (the first and last one) the Rep Coordinators and SERCCs are also invited. The Forum provides School Reps with the opportunity to discuss School and University wide issues with Ann and for Ann to consult Reps on university policy and procedure.

Education Council

Education Council is chaired by Ragnar and held monthly (during teaching months). This meeting sits within the Students' Union's governance structure and it oversees the SU's educational policies, priorities and activities and formulates policy to be taken to Student Council (the highest student decision-making body in the SU). Meetings are decided via a doodle poll and times/days will change depending on student availability that month. Meetings are held at both St John's Campus and City Campus.

College LTQE
- School Reps
- College Director

School Forum
- School Reps
- College Director
- Head of School
- SERCCs
- Course Reps

School Rep Forum
- School Reps
- Deputy Provost
- Students' Union
- SERCCs

Head of School and School Rep Meeting
- School Reps
- Head of School

Course Rep Forum
- School Reps
- Course Reps
- Students' Union
- Deputy Provost

Education Council
- School Reps
- Students' Union

Staff Student Liaison Committee
- School Reps
- Course Reps

With reference to the diagram, the SU will only invite reps to School Rep Forums, Education Councils, and Course Rep Forums. The University arranges all other meetings. Therefore, it is important that each School ensure that School Reps/Course Reps are being invited to these meetings.

Key Contacts

Students' Union Contacts:

Ragnar Mularczyk, Vice President Education
r.mularczyk@worc.ac.uk / 01905 543219

Tim Hewes-Belton, Student Engagement Manager
t.hewesbelton@worc.ac.uk / 01905 543222

Jack Appleby, Student Voice Assistant
j.appleby@worc.ac.uk / 01905 543224

Academic and Representation and Oversight Group
arog@worc.ac.uk

Student Engagement, Representation and Communications Coordinators (SERCC) and Course Rep Coordinators:

You can find the details of all University staff supporting representation at:
www.worcsu.com/yourvoice/reps/staff/

Key Dates

Course rep forums

16th Nov	13:15-14:15pm
2nd Feb	13:15-14:15pm
7th April	13:15-14:15pm

Repstival

22nd November - 3rd December

7th February - 18th February

For our Partner students, commuter students, or students who cannot attend face-to-face training due to placement/lecture clashes/caring responsibilities/work commitments etc., you can find our online training sessions in our Rep Resources Hub on the Students' Union website:
www.worcsu.com/yourvoice/reps/hub/training/

All school and Course Reps are invited. Forums will be themed around specific topics and issues for group discussion

Repstival

We will be holding our first Repstival in November 2021, a fortnight dedicated to all things Reps! This will provide you with opportunities to network with other Reps, involving skills-based workshops, school-specific sessions, and a high-level panel debate. To find out about Repstival and any upcoming training dates please visit the Worcester Students' Union website.

The SU also engages Course Reps in the following ways throughout the year:

Course Rep Journals. We ask Course Reps to fill in their Journals to provide the SU with general updates from SSLCs and to inform us of any issues. This resource is a key way for the SU to identify trends across the Schools to see if any issue presented is actually university-wide. The Vice President Education will then address these higher-level issues with senior University staff.

Higher Education Newsletter. Course Reps are all sent a monthly higher education newsletter which gives short overviews of higher education related issues and topics which are happening nationally e.g. the Augar review, Black Attainment Gap, and the link between learner analytics and mental health to name a few. If you ever want to see a copy of the newsletter we send out, email Tim Hewes-Belton and we can send you over a copy.

Course Rep Accreditation. Reps can receive accreditation from the SU for being a rep subject to them carrying out certain tasks throughout
the year e.g. attending training, filling in a journal, attending an SSLC, etc.

Academic Code of Practice

The full Code of Practice for Academic Representation which outlines in detail how the system works can be found at **www.worcsu.com/yourvoice/reps /staff/**

@worcsu | www.worcsu.com/yourvoice

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STUDENTS' **UNION**