



# THE ACADEMIC REPRESENTATION SYSTEM

## A GUIDE FOR STAFF

(Undergraduate and Postgraduate Taught Courses)

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# Hello,

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

Worcester Students' Union (WSU) is committed to fostering an inclusive and participatory environment where every student's voice is heard and valued. Central to this ethos is the Academic Representation System, an integral network that empowers students to actively engage in shaping their university experience. Through elected representatives, students have the opportunity to voice their opinions, advocate for change, and collaborate with university staff to enhance academic programs, facilities, and services. The Academic Representation System not only amplifies individual voices but also cultivates a community-driven approach to student governance, ensuring that the diverse needs and perspectives of Worcester students are effectively represented and acted upon.

The purpose of this guide is to support you as university staff members. You play a crucial role in student representation. Here at WSU, our annually elected Vice President Education officer oversees the Academic Representation System and cares passionately about the development and success of the system in facilitating the student voice. You can find out who is this year's Vice President Education [HERE](#).

Effective representation systems result in higher student satisfaction and aids the formation of cooperative partnerships between students and staff. In understanding the representation system, our students are enabled as genuine partners in their academic experience.

**We look forward to working alongside you all in the year ahead.**

# PRINCIPLES OF THE ACADEMIC REPRESENTATION SYSTEM

1

Active constructive student engagement is central to the University's ability to provide for the 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/Institute, College 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 student 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 Colleges, Schools, Departments and at the Course level.

2

The Students' Union will work to create and enhance relationships across the University, providing resources, expertise, advice and support to facilitate the Academic Representation System across courses, Colleges and Schools.

3

The University and Students' Union 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 Students' Union's right to campaign on issues that affect its members.

5

Academic representatives will form a key part of the Students' Union's representative structure.

6

Overall responsibility for the Academic Representation System sits with both the Provost and the Students' Union Vice President Education.

7

The University and Students' Union will oversee the effectiveness and administration of the Academic Representation System through the Academic Representation 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 their course, school/institute 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 partner institutions) 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, Department Reps and the Vice President Education.

Course Reps work at the Course level, Department Reps work at the School or Institute 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](http://www.worcsu.com/yourvoice/reps/staff)

# THE REP STRUCTURE



**VP EDUCATION**



**27 DEPARTMENT REPS**



**HUNDREDS OF COURSE REPS**



**11000 STUDENTS**

# Our Student Reps

## COURSE REPS

A Course Rep is an elected student volunteer who represents their course 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 student's 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.

Each Course Leader will organise a Course Rep Election by the end of week 4 of the academic calendar. This is the case for all students in every year of study (both undergraduates and postgraduates), regardless of course. It is also the Course Leader's responsibility to identify their Course Reps on SOLE to ensure they are invited to training and supported throughout the year. The number of Course Reps depends on the size of each course (see Elections section).

## DEPARTMENT REPS

Department Reps represent the views of students at School/Institute and College level. They create an essential link between Course Reps and senior members of staff within their School/Institute and the Students' Union. Every Department should have one Department Rep, commonly recruited from the pool of current Course Reps and selected via an interview process involving the Students' Union and the University over the summer period.

They attend school/institute 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. They also attend the SU's Education Council and Student Council.

To find out who the Department Reps are please visit:

<https://www.worcsu.com/yourvoice/ reps/departmentreps/>

## VICE PRESIDENT EDUCATION

Students elect an Officer Team for the SU every Spring. One of these roles is the Vice President Education. This role exists to represent and support students to develop and achieve in education. They are 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 they joint chairs the Academic Representation and Oversight Group (AROG).



## 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 Department**  
*(although they will help close the feedback loop/ promote surveys)*
- **Complaints regarding individuals**
- **Advice e.g. housing, money, academic misconduct**
- **Welfare concerns**
- **Peer mentoring**

# AROG

## ACADEMIC REPRESENTATION & 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/ Institutes to alter their representation structure/depart from the Code of Practice's guidelines and acts as Returning Officer for all Course Rep Elections.

AROG formally meet a minimum of twice per academic year.

You can contact AROG at: [arog@worc.ac.uk](mailto:arog@worc.ac.uk)

### MEMBERS OF THE AROG

Provost (University)

Vice President Education (Students' Union)

Head of Academic Quality (University)

Director of Representation and Membership Services (Students' Union)

Director of Access and Inclusion (University)

Head of Student Evaluation & Enhancement

A College Director Learning, Teaching and Quality Enhancement (University)

# 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 Department dedicated to supporting representation, staff at all levels have a role to play in ensuring the student voice is heard.

The key roles within the system are the Academic Representation Coordinators (ARCs) and in some larger Schools/Institutes, Course Rep Coordinators. However, for the system to be truly effective, senior staff members, alongside College Directors of Learning, Teaching and Quality Enhancement, School Quality Coordinators, Learning and Teaching Coordinators and Course Leaders within the School must have oversight and regular engagement within the system.

## ACADEMIC REPRESENTATION COORDINATOR (ARC)

The Academic Representation Coordinator has an oversight of the entire Academic Rep System within their School/Institute. The ARC should regularly communicate with all the Department and Course Reps, working with the SU to support them. They arrange a drop in/surgeries or Course Rep clinics in advance of the SSLC for Course Reps to attend. They also play a key role in ensuring that feedback outcomes and changes are fed back to Reps and the wider student body.

## ARC 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 Department Reps**
- **Running Course Rep Clinics/Drop Ins for Course Reps prior to SSLCs**
- **Coordinating Department Level**
- **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 Department Leadership Team, the SU and AROG**
- **Working with the SU to share relevant NSS/CES data with reps**

You can find the full list of ARCs and their role description online at:

**[www.worcsu.com/yourvoice/reps/staff](http://www.worcsu.com/yourvoice/reps/staff)**

## **COURSE REP COORDINATORS**

In larger Schools/Institutes additional Course Rep Coordinators may be appointed. The Course Rep Coordinators have an oversight of all the Course Reps within their departments and provide similar support to ARCs.

## **HEAD OF DEPARTMENT**

The Head of Department is responsible for ensuring that students' views are embedded at the department level and working with the ARC (and Course Rep Coordinators) to ensure that actions resulting from feedback are cascaded to students.

## **COURSE LEADER**

The Course Leader is a key facilitator of the system and is responsible for facilitating the election process for the Course Reps. Upon successful appointment, the Course Leader should ensure that the Course Reps are included in any relevant mailing lists, uploaded to SOLE and invited to the year's Student Staff Liaison Committees. They should liaise with the relevant ARC or Course Rep Coordinator so that details of meetings can be relayed to the Academic Representation Oversight Group (AROG). They are responsible for encouraging student representation on their course. They are also responsible for ensuring relevant module level student feedback is fed in to SSLCs.

## **HEAD OF SCHOOL**

The Head of School is responsible for the appointment of the ARC (and Course Rep Coordinators if appropriate) before the beginning of the academic year. The Head of School is also expected to hold one School Forum a semester. In addition, they should have regular communication with their Department Reps, meeting at least twice per academic year. They are responsible for the oversight of the rep system within their School/Institute and ensuring that ARC submits reports to AROG. They should actively seek student engagement and ensure that actions taken resulting from student feedback are communicated back to students.

## 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 ARC
- 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

## STUDENTS' UNION

Director of Representation & Membership Services and the Student Voice Team.

These staff members will manage and administer the Academic Representation System within the Students' Union and will be the main point of contact for staff. They will support the Vice President Education as the lead student representative.

You can contact the team on [StudentReps@worc.ac.uk](mailto:StudentReps@worc.ac.uk)

# 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

ARCs 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 Department 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.

## OTHER MEETINGS COURSE REPS ATTEND

**Rep Forums:** These happen at least twice per year and are Course and Department Reps' chance to feed into projects and developments that the University is working on to improve the student experience. They are coordinated and chaired by the Vice President Education and attended by the Provost and ARCs where possible.

**Rep or Voice Conference:** A skill development and networking 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 DEPARTMENT REPS

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

**Education Council:** Education Council focuses on the academic experience of all University of Worcester Students. It provides a forum for Department Reps and Academic Society Chairs to work together to discuss, debate and respond to the issues that affect the students they represent as well as working together to raise awareness of the academic representation system. These meetings are part of the Students' Union's governance structure. More information can be found here:

<https://www.worcsu.com/yourvoice/studentcouncil/education/>

**Rep Forums:** These happen at least twice per year and are Course and Department Reps' chance to feed into projects and developments that the University is working on to improve the student experience. They are coordinated and chaired by the Vice President Education and attended by the Provost and ARCs where possible.

**Rep or Voice Conference:** A skill development and networking 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.

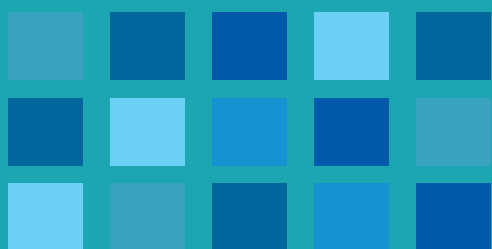


# COURSE REP ELECTIONS PROCESS & GUIDANCE

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/rep/staff/](http://www.worcsu.com/yourvoice/rep/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](mailto: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 and must be identified as Reps on SOLE by the end of week 5 e.g. courses beginning on 23rd September 2024 should have Course Reps elected by 18th October and uploaded to SOLE by no later than 25th October 2024.

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 be 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 Department. If the Head of Department approves they should then forward to the Academic Representation Oversight Group for final approval by emailing:

**[arog@worc.ac.uk](mailto:arog@worc.ac.uk)**

# ELECTIONS CAN BE COMPLETED IN 3 EASY STEPS

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 peers 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. You can run a paper ballot in-person or 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](https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate_Sessions/Polling)

Help on Surveys: [https://help.blackboard.com/Learn/Instructor/Tests\\_Pools\\_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/](http://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.

# 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.

# REP SUPPORT FROM THE STUDENTS' UNION

## TRAINING

The Students' Union provides full training and support for all Course and Department Reps. Returning Reps are always encouraged to attend this training. Where possible, training will be delivered jointly with the relevant ARC.

## DATES FOR 2024/2025 TRAINING

### *DEPARTMENT REP TRAINING*

Department Reps only need to attend one of the below training sessions:

**St John's Campus:** Thursday 12th September, 10am-1pm

**Severn Campus:** Friday 13th September, 10am-1pm

**City Campus:** Monday 16th September, 10am-1pm

**ONLINE:** Tuesday 17th September, 2pm-5pm (MS Teams)

### *COURSE REP TRAINING*

Course Reps only need to attend one of the below training sessions:

**City Campus:** Monday 28th October, 2pm – 5pm

**St John's Campus:** Tuesday 29th October, 10am-1pm

**ONLINE:** Tuesday 29th October, 2pm – 5pm (MS Teams)

All training dates and locations will be updated online at:

**<https://www.worcsu.com/ents/eventlist/Representation/>**

**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.

## SUPPORT FROM THE VP EDUCATION AND STUDENT VOICE TEAM

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

The SU arranges various monthly catch ups and drop-in sessions for Reps throughout the year also.

## 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-Department and College trends. You can find online journals by visiting [www.worcsu.com/yourvoice/rep/](http://www.worcsu.com/yourvoice/rep/). 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.

## 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 a:

[www.worcsu.com/helpandadvice](http://www.worcsu.com/helpandadvice) or by emailing [SUadvice@worc.ac.uk](mailto:SUadvice@worc.ac.uk)

## 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 Department:

- 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
- 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 Department
- Means and support to feed back to students the outcomes of their work

# How We Celebrate Excellent Reps

## **COURSE AND DEPARTMENT REP AWARD SCHEME**

Reps can apply for their accreditation as a Course or Department 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:

<https://www.worcsu.com/yourvoice/reps/recognise/>

## **COURSE AND DEPARTMENT REP OF THE YEAR 24/25**

Towards the end of the Academic Year, we recognise both Course and Department Reps who have gone above and beyond in their roles, we shortlist our reps and then invite them to attend our SU Worc Awards evening where we announce the winners for Course Rep of the Year and Department Rep of the Year Awards.

## **COURSE AND DEPARTMENT REPS OF THE MONTH**

Each month students and staff have the opportunity to nominate their Course or Department Rep for recognition. To nominate a Rep you can use the form on this page:

<https://www.worcsu.com/yourvoice/reps/recognise/>

## **ONLINE V-RECORD**

Logging their volunteering hours on [www.worcsu.com/volunteer](https://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 transcript. Logging their hours is key part of your getting their Course Rep Award so please encourage them to start now and log hours as they go along.

<https://www.worcsu.com/yourvoice/reps/recognise/>



# Key Contacts

## STUDENTS' UNION CONTACTS

Students' Union Contacts:

Vice President Education 2024/25

Elliot Atkinson

**[elliott.atkinson3@worc.ac.uk](mailto:elliott.atkinson3@worc.ac.uk)**

Student Reps SU Team

**[studentreps@worc.ac.uk](mailto:studentreps@worc.ac.uk)**

AROG

**[arog@worc.ac.uk](mailto:arog@worc.ac.uk)**

Academic Representation Coordinators (ARCs)

You can find the details of all University staff supporting representation at:

**<https://www.worcsu.com/yourvoice/ reps/staff/>**

