**Undergraduate RVCSU Course Rep Agreement 2023/24**

***‘Our course reps are student champions, delivering excellent representation for their peers’ [RVCSU Strategic Plan]***

***‘It was definitely rewarding to put forward people’s views***

***and genuinely help them with their university life’ [SU Course Rep]***

We want you to enjoy your 12-15 months as Course Representative and are committed to supporting you in your role to be as effective as possible. To do this, we need to your help! This document explains the responsibilities of a Course Representative, shows you the time commitment it is likely to involve and outlines what we will do to support you. It is possible that some activities may be adapted in response to our changing circumstances.

***We ask that you read the agreement to acknowledge that you understand your role as a Course Rep and our commitment to you.***

**Time in post:**

15 months (12 months for final years)

**4 key responsibilities**

* To **represent** your year groups views and be proactive in collecting their feedback.
* To act as a **communication** channel between staff and students.
* To **improve** students’ experiences by working with the College and as an active member of the SU.
* To keep your year group in the loop by **reporting** back on decisions and changes.



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You will also be responsible for monitoring the reps email inbox for your cohort.

Please note that during your 4th academic term in office, you are asked to support the incoming reps through attending their induction training event on 23 October and acting as a point of contact for any queries they may have. However, the incoming reps will take over the monitoring of the reps’ email inbox and attendance at the Course Management Committees.

**Time commitment**

As well as the activities below Reps should spend time engaging in activities to gather student feedback and to discuss feedback with staff.

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| **Activity** | **Timing** | **Required or optional** | **Approx time commitment** |
| **Reps Induction training programme** | Monday 23 October 2023  17:00-19:30, Haxby Bar RVC Camden | Required | 2.5 hours |
| **Course Management Committees** | 1 meeting each term | Required | 2 hours (per meeting) |
| **Regular chats with Year Leader or Course Director** | Every 2/3 weeks | Optional | 45 mins |
| **‘Keep in touch’ drop in sessions with SU** | Monthly | Optional | 45 mins |

**What you can expect from us to support you in your role**

* Pay a £20 attendance fee for attending ‘Course Management Committee’ meetings.
* During 2023/24 the SU will identify opportunities to provide Reps with awards and financial benefits.
* SU and College will work to ensure your voice is heard.
* Deliver a Training and Support Programme to help train you to represent students and develop your skills.
* Work with you to ensure that the outcomes of feedback from students are reported back to them.
* SU and College will ensure that additional opportunities for involvement in quality assurance activities are available to you.
* SU will maintain RVCSU Course Reps documentation on the SU website.



**If you have any queries please contact either Priya Toor, SU Vice President for Representation (**[**surepcomms@rvc.ac.uk**](mailto:surepcomms@rvc.ac.uk)**), Gareth Jones and Kan Tang, SU Postgraduate Officers (**[**supostgrad@rvc.ac.uk**](mailto:supostgrad@rvc.ac.uk)**) or Maxine Bailey, Academic Quality Officer ‘Student Engagement’ (**[**mbailey@rvc.ac.uk**](mailto:mbailey@rvc.ac.uk)**).**

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