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UNIVERSITY

THE GUIDE TO BEING A COURSE REP



COURSE
REPRESENTATIVES

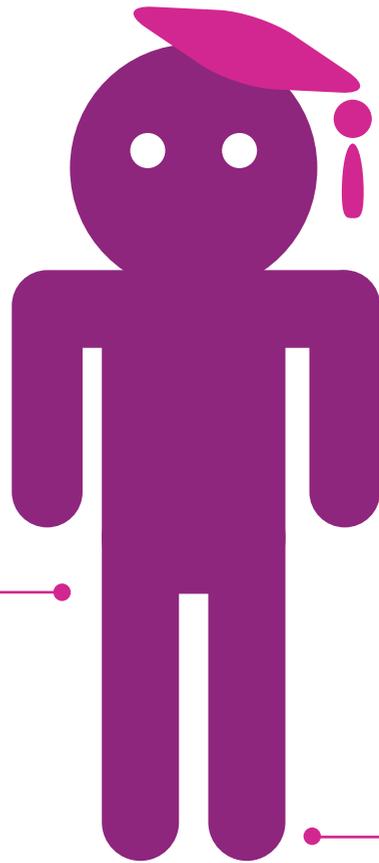
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THE GUIDE TO BEING A COURSE REP

What is a Course Rep

Course Reps are fellow students that are elected by their peers to represent students' views about issues surrounding their course. They might represent students on a particular module or course, or even all of the students in their school year. They attend meetings with staff in their school and college, as well as Student Union meetings, to make sure that students' voices are heard.



Who runs the Course Rep system?

Bangor Students' Union is the home of the Student Voice Team where the course rep system is ran. The Course Rep system is led by the Course Rep Coordinator and by the elected Vice President Education and Welfare.

Why do we have them?

Bangor Students' Union and Bangor University are committed to making sure that the opinions of all students are represented and valued, enabling students to have a direct say in the future and development of their education. Course Reps are the vital link between the student body and the University/ Students' Union that makes this happen.

Who can become a Course Rep?

Any student has the opportunity to become a Course Rep, and the greater number and diversity of Course Reps that we have, the more likely that we'll get to understand the opinions of the whole student body. No matter what course you study, what year you're in, how old you are, where you're from, or anything else, you have the chance to be elected as a Course Rep in your school.

What does a Course Rep do?

A Course Rep will provide staff members and the Students' Union with a consistent and well-informed insight in to the opinions of students on their course, and provide students on their course with a consistent and well-informed insight in to how their school is tackling those issues.

What do I do as a Course Rep

Listen to students to get feedback, both good and bad, from others on their course

- Attend Staff-Student Committee meetings in their school (2 per semester)
- Attend Course Rep Council meetings with all the course reps across the University (2 per semester)
- Work with other Course Reps to make sure that progress is made on important issues
- Keep students informed of the progress that is made during and in between meetings they attend
- Engage with the Students' Union regularly to inform them of student issues and receive specialized support
- Refer students on to the appropriate staff member, support service or SU Sabbatical Officer if they cannot deal with an issue themselves, or the issue is not course related

How much time will I have to commit?

There are some important things that you must do in order to be a Course Rep, and after that, it's really up to you how much time you spend on it!

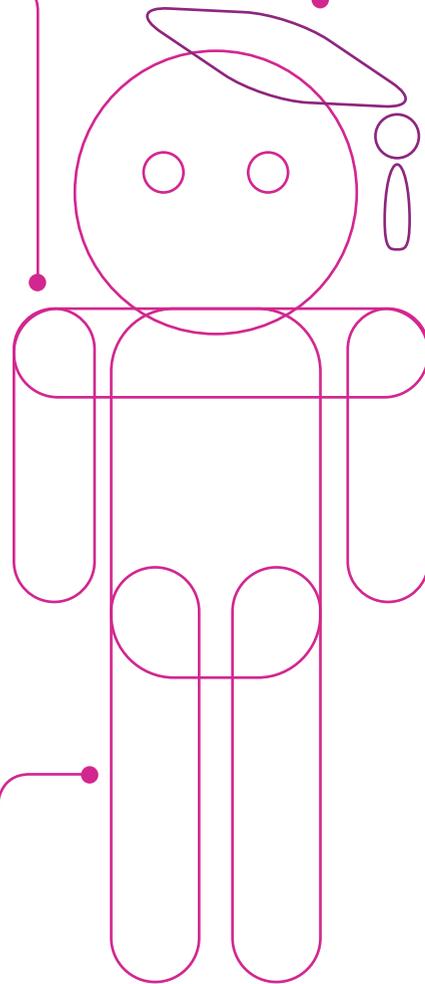
You must:

- Attend Course Rep training at the start of the year (2.5 hours long)
- Introduce yourself to your fellow students
- Attend staff-student meetings in your school (2 per semester, and usually 1 hour long)
- Attend Course Rep Council meetings (2 per semester, and usually 2 hours long)
- Speak to students regularly to get their opinion on issues affecting their course – this is where your own preference comes in to play; you can spend as much time on this, and be as pro-active as you like.

The more time you invest, the better a Course Rep you are likely to be!

Whats in it for me?

- Free Purple T shirts for all student reps
- The opportunity to get involved in the Student Led Teaching Awards
- A chance to develop your skills even further as a senior rep, college rep and more!



How does my school benefit?

As part of the University's Quality Assurance System, your school is obligated to provide the opportunity for student feedback – here at Bangor we do this through student Course Reps. The School benefits from feedback from course reps as it allows them to identify and react more quickly to problems within their course, as well as allowing them to celebrate and build upon the things that are going well. The University benefits from having Course Reps because it gives them an excellent opportunity to involve student opinion in the development of important policies and strategies, thereby helping the University to be awarded confidence in its ability to incorporate 'Learner Voices' in to its decision making processes by the Quality Assurance Agency.

Representation & Volunteering experience

Represent your peers on issues that are affecting them

- Have a direct say in the future and improvement of your education, your University and your Students' Union
- Meet a range of new people
- Get access to a range of training opportunities and support
- Gain valuable volunteering experience
- Develop an impressive range of employability skills
- Get points towards your Bangor Employability Award
- Receive a certificate at a formal awards ceremony, with the chance of being nominated and chosen as Course Rep of the Year



Ruth Pearson-Blunt Psychology Course Rep



I have been a rep in psychology for the past three years. During this time I have liaised with staff and students to bridge the gap, and allow effective communication between both bodies.

This has involved attending staff student meetings whereby any issues that students may have, regarding their course, are brought up by the reps and discussed with the staff.

This allows the staff to know what is going well and what not so well and make adjustments that can be of benefit to everyone. I have also attended a board of studies meeting, which involves the head of school and staff discussing how things are going within the school. Being a rep has given me the opportunity see both sides of the coin, and to help bring about changes that help with the smooth running of the department and satisfaction of the students. We also feedback information from our schools to the Student Union at the Student Council meetings. As a rep I was also given the opportunity to sit on the panel for the Student Led Teaching Awards.

This was a fantastic opportunity to be able to recognise the hard work that the staff put in, and help select the winners for each category. I have thoroughly enjoyed being a rep and seeing the inside workings of the machine. It has given me fantastic opportunities, new skills and confidence.



Darryl Clough Biological Science Course Rep



Being a course rep was a really important role for me. I felt a lot more connected to my class, teaching staff and the whole network of students within my school and the course rep system, as well as the SU.

The requirements of a course rep are quite manageable but you get out as much as you put in. For example in my first year I only attended SSC's and course rep council, but over time I got more and more invested in my course and the university as a whole - eventually moving on to be senior course rep and attending every event that I possibly could! Chairing meetings, doing presentations, and even helping to put on our own event using the Course rep activity fund.

Through this I really built up my confidence, organisation, listening and debating skills.

The Students Union really care about each student's experience and as such course reps, who have an inside look of each class, are really valued. They listen to all opinions and feedback that you gather and can help to make any changes based on them or reward good work within a school.

The course rep awards were one of the best things I attended whilst at Bangor, its inspiring to see what other students have done and great to receive recognition for putting your time into something that you care about (It's especially good if you win!)



COLLEGES & SCHOOLS

This is where your school will sit in the University Structure. There are 5 colleges & 23 schools at Bangor:

College of Arts and Humanities (CAH)

- School of Creative Studies and Media
- School of English
- School of History & Archaeology
- School of Life Long Learning
- School of Linguistics and English Language
- School of Modern Languages
- School of Music
- School of Philosophy & Religion
- School of Welsh

College of Physical and Applied Sciences (CoPAS)

- School of Chemistry
- School of Computer Science
- School of Electronic Engineering

College of Business, Law, Education and Social Sciences (CoBLESS)

- School of Business
- School of Law
- School of Education
- School of Social Sciences

College of Health and Behavioural Sciences (CoHaBS)

- School of Healthcare Sciences
- School of Medical Sciences
- School of Psychology
- School of Sport, Health and Exercise Sciences

College of Natural Sciences (CNS)

- School of Biological Sciences
- School of Environment, Natural Resources & Geography
- School of Ocean Sciences

WORDS AND ACRONYMS TO KNOW AS A COURSE REP!

ANNUAL STUDENT STATEMENT

An evidence based document created to work in partnership with the University, implementing recommendations on how you can shape your experience.

BANGOR UNIVERSITY SENIOR MANAGEMENT TEAM (SMT)

The Executive team, or pro vice chancellor who lead the University headed by the Vice Chancellor.

BANGOR EMPLOYABILITY AWARD (BEA)

This award enables you to log and reflect on any activities you have taken part in during your time at Bangor

BUSU EXECUTIVE COMMITTEE

Your sabbatical officers or sabbs for short!

ENHANCEMENT

Enhancement is a process of augmentation or improvement, specifically regarding the quality of study as well as the enhancement of individuals in education.

COURSE REPS

Elected students there to represent you voice in academic instances.

COURSE REP AWARDS

These are the awards celebrated in conjunction with the SLTA'S to celebrate the contribution that course reps have made to shaping their education.

COURSE REP COUNCIL

The place where all course reps meet with the Students Union, to discuss new ideas, issues and engage with other reps across schools.

COLLEGE LEVEL COURSE REPS

These 6 students, 2 from CAH; 1 from CoPAS; 1 from CoHABS; 1 from CoBLESS and one from CNS, are elected by course representatives to sit on college level university meetings and work with the Vice President Education & Welfare.

COURSE REP ACTIVITY FUND (CRAF)

This is a fund available from the Students Union that any course rep can apply for to hold an activity for students to gather information and feedback.

HIGHER EDUCATION ACHIEVEMENT REPORT (HEAR)

This is a document you will receive at the end of your 3 years at Bangor that collates all of your achievements you have undertaken while at Bangor. It is a national scheme.

HIGHER EDUCATION (HE)

Degree level education, including Masters and Ph.D.'s

HIGHER EDUCATION FUNDING COUNCIL FOR WALES (HEFCW)

Responsible for the distribution of funding to Universities and Colleges of Higher and Further Education in England.

INTERNAL QUALITY AUDIT (IQA)

An IQA is held in your schools to look at the quality of the information given to

NATIONAL UNION OF STUDENTS (NUS)

The Students Union are affiliated with NUS and NUS Wales to have a national voice in your education.

NATIONAL STUDENT SURVEY (NSS)

An annual survey of final year degree students, designed to assess student opinions on the quality of their degree programme.

POSTGRADUATE TAUGHT EXPERIENCE SURVEY (PTES "pee-tess")

An annual survey of postgraduate taught student opinions on the quality of their degree programme.

QUALITY ASSURANCE AGENCY (QAA)

Independent agency to ensure HE qualifications are at an acceptable standard. Re validation

SENIOR COURSE REP

Senior course reps work with their school to collate information

SSLIC / SSC

Staff student Liaison Committee / Staff-Student Committee. These are the meetings that are co chaired by a course rep and staff member to give any feedback to the school.

SLTA'S

Student Led Teaching Awards are held each year by the Students Union for staff and students to come together and celebrate academic achievement.

STRATEGY

A plan of action to improve and develop a particular aspect. An example of this is the Teaching and Learning

VALIDATION

The process whereby a course is reviewed and agreed and recommendations or conditions are placed for the development of a course.

VICE-CHANCELLOR (VC)

The leader of the University, Professor John Hughes

WISE WALES

Wise Wales is a collaboration of sector organisations working to create a culture of meaningful partnership between educators, students' unions and students across Wales. This project works with us to constantly improve our course representative system.

HOW CAN I GET INVOLVED?



Your school will hold Course Rep Elections at the start of each academic year (if you're going in to Years 2 or 3, your school hold elections in May to elect Course Reps for the next academic year). You need to make sure that you stand in those elections for the chance to become a Course Rep!

Get in touch with your school contact, or speak to the Course Representative Coordinator by emailing or calling...

■ Coursereps@bangorstudents.com

■ 01248 383 651

COURSE REP COUNCIL



| DATE | TIME | LOCATION |
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