Class Rep Nomination Pack

**What is a class representative?**

Class and PGR Representatives exist to represent the students in their class, course, programme, or subject. Schools/Research Institutes are expected to engage Class and PGR Representatives routinely in the decision-making committees and processes and to consult them, formally and informally, on decisions with an impact on the student experience. As a minimum, Class and PGR Representative should be invited to, attend and contribute to two Staff-Student Liaison Committee (SSLC) meetings per year. Good practice indicates effective student representation will go further than this with an effective formal and informal partnership developed between the Schools/RIs and Class and PGR Representatives.

There is more information about the Class Rep system in the [Code of Practice on Student Representation](https://www.gla.ac.uk/myglasgow/senateoffice/qea/studentengagement/studentrepresentationmyclassreps/#/additionalinformation) and on the [Students’ Representative Council website](http://www.glasgowstudent.net/about/representation/class-reps).

To be an effective class rep, you will be expected to undertake the following tasks:

* Make yourself known to your classmates and peers who you represents as well as the best way to contact you with any issues they may have.
* Undertake Class Representative Training run by the Students’ Representative Council.
* Proactively collect feedback from your classmates throughout the year.
* Attend SSLC meetings, bringing items to the agenda based on student feedback.
* Work with other class representatives and School/RI staff to resolve any issues either at SSLCs or through communication throughout the year.
* Follow up on actions allocated to you and keep the students you represent in the loop with your progress.
* Liasise with your GUSRC School Representative or Convenor on any issues out of your remit or you need support in tackling.
* Support key GUSRC academic campaigns and activities such as the Student Teaching Awards.

Class representatives are chosen in **[SCHOOL]** through election within the first few weeks of teaching. Information on the role will be part of the class induction.

Being a class representative is a great way to:

* make positive changes in your subject or school for your fellow students
* find out more about the university’s structure for decision making
* develop skills such as communication and problem solving.

Your role as a class rep can also be officially recognised by the university and added to your transcript, also known as your Higher Education Achievement Record (HEAR), when you graduate which can look great to potential employers.

**How to nominate yourself**

In order to nominate yourself you need to do submit a **[WORD LIMIT]** statement to *[RELEVANT EMAIL ADDRESS]* before **[NOMINATION DEADLINE]** telling students why you are well suited to the role. You can include any relevant experience you have and ideas you have to make positive changes for your fellow students.

The statements will then be displayed **[PLACE DISPLAYED]** so that students can read these before voting.

Any questions about the nomination process should be directed to **[EMAIL ADDRESS].**

**Voting**

Class representatives are elected into the role as stated in the Code of Practice for Student Representation. All elections will be held by secret ballot which will normally be **[online/paper Ballot]** **[Insert any other relevant details of your school’s voting system here, e.g. whether voters mark preferences in a single transferable vote system, or cross in a box for a first past the post system]**

**Key Dates**

*Nominations open –* ***[DATE]***

*Nominations close –* ***[DATE]***

*Information on candidates on* ***[LOCATION]*** *–* ***[DATE]***

*Voting opens -* ***[DATE]***

*Voting closes* ***- [DATE]***

*Results announced -* ***[DATE]***

**Results**

*Results will be announced* ***[method]*** *by* ***[date and time]*** *and the elected class representative’s details will be made public to the students they have been elected to represent, appropriate university staff and appropriate GUSRC staff.*

**Support Available**

***Class Representative Training***

Training is available to all class representatives through the SRC. This two hour session will cover the role of the class representative at the University, how to collect feedback, how to feed this back to the university and how to convey changes made to students. Sessions are scheduled at various times during Semester 1 and 2 and can be signed up to via [MyClassReps](https://sharepoint.gla.ac.uk/students/myglasgow/_layouts/StudentVoice/classRepsHome.aspx). Attending Class Representative Training is a requirement for your role to be recognised on your transcript, but you only need to attend the training once every four years so if you are studying a four year programme you only need to attend this once!

***Student Representation Toolkit***

This is an online resource, created by [GUSRC](http://www.glasgowstudent.net) and accessed through [MyClassReps](https://sharepoint.gla.ac.uk/students/myglasgow/_layouts/StudentVoice/classRepsHome.aspx), which contains a variety of useful information to help you as a rep, and links to key University policies that are relevant to your role.

***MyClassReps***

This is an online portal where you can discuss issues with fellow class representatives, use as a tool to collect feedback from the students you represent and feed back any changes made. Relevant documents such as meeting minutes should also be uploaded to MyClassReps.

***Within [SCHOOL]***

Support is available within **[SCHOOL]** via **[MORE INFORMATION]**

***Glasgow University Students’ Representative Council (GUSRC)***

[GUSRC](http://www.glasgowstudent.net) is the representative body for all students at the University of Glasgow and one of the four student bodies. Also known as the SRC, they exist to support all students as well as represent them at committees across the university on academic and welfare-based issues. GUSRC also provides support via The Advice Centre, services such as the second-hand bookshop, printing and binding, and serves as a hub for extra-curricular activities through 300+ clubs and societies, four student media bodies and GU Volunteering.

The SRC has a council made up of 47 student representatives, a mixture of academic and welfare/equalities positions. Each College has an undergraduate and postgraduate College Convenor and there is a Postgraduate Research Convenor for all PGR students.

Each School has a [School Representative](https://www.glasgowstudent.net/about/representation/council/academic-officers/) whose role is to support Class Representatives by identifying key issues in their School and take these to School Learning and Teaching Committees to be addressed and acted upon. SRC School Representatives meet with class representatives at least once a semester and will normally contact class representatives via their student emails.

**Key Contacts**

| **Name** | **Responsible For** | **Email address** |
| --- | --- | --- |
| **[RELEVANT NAME]** | Chair of SSLC | **[RELEVANT EMAIL]** |
| **[RELEVANT NAME]** | Administrative support of SSLCs | **[RELEVANT EMAIL]** |
| SRC Vice-President Education | Overseeing the class rep system | vp-education@src.gla.ac.uk |
| SRC School Representative | Supporting and meeting with class reps | **Find details at** [SRC Website - Academic Officers](http://www.glasgowstudent.net/about/representation/council/academic-officers/) |
| SRC Representation | Questions about class rep training and SRC-run class rep events | representation@src.gla.ac.uk |