

Information for Students on the Role of the Class or PGR Representative

1. Introduction

As a Class or PGR Representative you are an official representative for your class, year group or programme at Subject, School, Graduate School or College committees. You have a positive role to play, by facilitating communication and constructive change within your course and/or programme. Members of staff in your Subject, School or Graduate School and the wider University value your input which contributes to ongoing development and improvement throughout the University and future students will benefit from the positive changes that have occurred as a result of the active involvement of their predecessors. Previous experience is not required.

The following information has been compiled in conjunction with GUSRC and is also available from the GUSRC website (<http://www.glasgowstudent.net/>)

2. Why would you want to become a Class or PGR Representative?

- To represent the views of others
- To enhance your personal development
- To develop valuable transferable skills such as:
 - * Communication
 - * Organisation
 - * Team work
 - * Negotiation skills and conflict management
 - * Time management
 - * Speaking in public
 - * Confidence

The University describes the 'graduate attributes' you as a University of Glasgow student will develop during your time at University. Being a Class or PGR Representative will help you develop a number of these skills. You can find a students' guide to graduate attributes here: <http://www.gla.ac.uk/students/attributes/>

3. What will you get out of it?

- Training, which will benefit you in other areas of your academic life and beyond
- The opportunity to develop and promote skills sought by employers
- Valuable experience which can be highlighted in your CV, and can be attractive to employers
- Important experience of formal meetings
- Knowledge of your institution and current issues in higher education
- The chance to make a real difference to the lives of students at the University of Glasgow
- Recognition of your work as a Class or PGR Representative on your Academic Transcript

4. Provision for Class and PGR Representatives

Training for Class and PGR Representatives is available through Glasgow University Students' Representative Council (GUSRC) who work closely with a variety of partners to provide a quality training programme. Training will normally be offered in Weeks 5, 6 and 7 of each semester.

GUSRC will provide support to facilitate online communication opportunities. See www.glasgowstudent.net for further details and links.

Schools or Graduate Schools will provide Class or PGR Representatives with the following:

- Adequate and accessible noticeboard space and web space
- Student Voice to allow students to see which course, year, programme you represent and facilitate discussion
- Reasonable access to Subject, School or Graduate School photocopying facilities to produce materials for SSLC business at no personal cost
- Access to lectures/tutorials/laboratories to make a short presentation about items to be discussed at SSLC, consult on any issues to be raised and feedback any outcomes of issues raised previously.
- To make a short presentation about items to be discussed by the SSLC and to consult on any other issues to be raised

The University will record on the Academic Transcript periods undertaken as a Class or PGR Representative, subject to confirmation of training having been completed and confirmation from the relevant School or Graduate School that the term of office as a Class or PGR Representative has been completed to the satisfaction of the School.

5. How to be an Effective Class or PGR Representative

To be an effective Class Representative you should:

- Be enthusiastic
- Be committed to helping others
- Be able to manage your time effectively (juggling lectures, studies, part-time work, class or PGR representative duties and social and recreational activities)
- Be visible - make yourself known to your classmates and peers and to the relevant staff in the Subject, School or Graduate School
- Advise your classmates and peers of how to contact you
- Attend the training provided by GUSRC at the beginning of your term of office
- Collect the views of your classmates and peers and present them clearly and in a non-prejudicial way at SSLC meetings and beyond, when required
- Put forward agenda items for SSLC meetings
- Prepare for SSLC meetings by reading the relevant documents and requesting previous minutes from the relevant Subject, School or Graduate School staff member
- Report agreed action back to your classmates and peers using the Subject, School or Graduate School Student Voice, noticeboard or website
- Follow up on actions allocated to you
- Liaise with and alert your GUSRC School Representative, GUSRC College Convenor or GUSRC Postgraduate Convenor to any issues which are out with your remit or which you would like assistance in tackling
- Keep up to date with issues and developments at www.glasgowstudent.net