

Undergraduate School Representative Agreement 2018-19

Main Purpose

To represent the student voice on teaching and learning matters within each school and to attend University/Union meetings. To support and lead a team of Undergraduate Course Reps within each school. To act as the key contact within schools and also a key liaison between students, the Students' Union and the School. To ensure the student voice is heard and positive changes are being made through work on academic campaigns. To promote and raise awareness of academic representation and the impact of Academic Reps.

I agree to undertake the following duties and responsibilities:

- Attend School Rep training.
- Promote Academic Representation at Welcome Fairs and throughout Welcome Week
- Actively promote Course Rep Elections within your school
- Ensure Course Reps in your School are aware of how to contact you directly and to communicate with students regularly about academic matters
- Lead & support academic campaigns throughout the year
- Liaise with RUSU Education Officer & RUSU Academic Representation Co-ordinator
- Attend School Board for Teaching & Learning (SBTL)
- Attend either Senate, Student Experience Committee or a University Working Group (To be confirmed)
- Meet with Course Reps prior to School Boards for Teaching & Learning
- Organise and Chair Course Rep Consultations in your School termly
- Attend RUSU School Rep Consultations
- Be an elected member of RUSU Student Voice (To be confirmed)
- Scrutinise work of the Education Officer

Code of Conduct

- I will respect organisational and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
- I will act in the best interests of RUSU as a whole considering what is best for RUSU and its present and future members and avoiding bringing RUSU's name into disrepute.
- I will endeavour to work considerately and respectfully with all those I come into contact with at RUSU and the University. I will respect diversity, different roles and boundaries, and avoid giving offence.

- I understand that while undertaking my duties as a School Rep that I am representing RUSU as an organisation.
- I will not make public comments in my capacity as a School Rep about the organisation unless authorised to do so. Any public comments I make about RUSU will be considered and in line with organisational policy, whether I make them as an individual or as a School Rep.

Support

- Your role will be supported by the RUSU Academic Representation Co-ordinator and Academic Representation Manager.

Training

- You will receive full training to enable you to be effective in your role as School Representative.
- Optional RUSU training sessions include Diversity training and Chair training.
- Optional RUSU training sessions for UoR quality processes include Periodic Review training and Student Scrutiny Panel training.
- Opportunity to attend annual NUS Course Reps Conference.
- All training can go towards the University of Reading RED award.

Time commitment

Meeting/Event	Term	Duration
School Rep Training	Summer 2018	2 hours
Welcome Fairs	Autumn 2018	4 hours
School Board for Teaching & Learning SBTL	Autumn 2018 Spring 2019 Summer 2018	6 hours (2 hours per meeting)
Senate or SEC or Working Group	Autumn 2018 Spring 2019 Summer 2018	6 hours (2 hours per meeting)
RUSU Course Rep Consultations	Autumn 2018 Spring 2019 Summer 2019	6 hours (2 hours per meeting)
Student Voice	Autumn 2018 Spring 2019 Summer 2019	6 hours (2 hour per meeting)
RUSU Excellence Awards	Summer 2019	2 hours

RUSU Academic Thank You	Summer 2019	2 hours
Outgoing Handover Session	Summer 2019	1 hour

Contacts

- RUSU Education Officer - educationofficer@rusu.co.uk
- RUSU Academic Representation Co-ordinators - academicreps@reading.ac.uk

Academic Representative Agreement

Undergraduate School Rep

I understand the purpose of my role as School Rep and agree to fulfil the duties and responsibilities as outlined in this agreement throughout the 2018/19 academic year.

I have read and agree to the above statements, please sign below.

Name: _____

Position: _____

Signature: _____

Date: _____