

# COURSE REP HANDBOOK

GIVING **YOU**  
A VOICE



Hi, my name is **Phil Kloppenborg** and I'm your Students' Union President for this coming year. As the Union's academic lead I will be working with and supporting Course Reps to improve the academic experience here at Christ Church. Together, we shall also address any issues that may crop up over the year.

Becoming a Course Rep is a great way of making your voice heard and to contribute to positive change around the University, as well as improving your education experience and this year I hope to ensure that each Course Rep's voice is heard and represents equal value. I strongly believe that Course Reps have a huge role to play in affecting change within the University. This, more than anything, is down to the fact that there will be over 600 Course Reps, creating



one of the largest (if not the largest) communities within our University. This community will be able to talk, develop ideas, and rally together all in the name of positive change.

Over the next few weeks I will also be looking for students to join the newly created Student Academic Representation Committee (or SAR). This Committee will meet directly with me to discuss key issues around your education, creating a direct communication link to the higher boards and bodies within the University. If this sounds like something you would be interested in make sure you look out for the application which will be sent out on my Facebook as well as the Union's social media pages and website - [www.ccsu.co.uk](http://www.ccsu.co.uk). On the website you can also see what I aim to achieve this year by reading my Success Plan and seeing what I'm up to on a daily basis by looking at my calendar.

If you have any questions about Course Reps please email [coursereps@ccsu.co.uk](mailto:coursereps@ccsu.co.uk), or if you gave a query about anything else please contact me on [phil@ccsu.co.uk](mailto:phil@ccsu.co.uk) or on Facebook.

### What is a Course Rep?

The purpose of all student representatives is to act as a voice for students, providing feedback to the University and Students' Union on the academic experience and to work proactively to develop and enhance the wider student experience. 'Course Rep' is a catch-all term for student volunteers elected by their peers to do this, and they are essential and central to ensuring we are empowering all learners to have the best possible experience. The four Course Rep roles are:

- **University Reps** - Representatives on University-wide boards and committees.
- **Faculty Reps** - Representatives for their Faculty, sitting on faculty boards and committees.
- **School Reps** - Representatives for their school, sitting on school boards and committees.
- **Programme Reps** - Representatives for their programme only, attending SSL meetings.

### Who can become a Course Rep?

Anyone can become a Course Rep! All programmes, across all years, are required to have at least one Programme Representative for every forty students, so there may be more than one opportunity.



## Why become a Course Rep?

Becoming a Course Rep gives you direct input into your education experience at Christ Church. You will receive training, gain invaluable skills, and will have the opportunity to communicate with a variety of students and stakeholders across the University which will contribute to your future employability skills. Not only this, as a volunteer position your work as a Course Rep can be logged on the [Christ Church Volunteering website](#) and contributes to your official skills record that accompanies your degree certificate. In summary, being a Course Rep will enable you to:

- Get to know your peers;
- Create change;
- Develop your employability skills;
- Enhance your CV; and
- Add to your recorded volunteering hours!

## What skills do I need?

The main thing you need is enthusiasm and a willingness to get involved! The Students' Union and University will compliment these base skills with training and ongoing support to ensure you and your peers get the most from your role. Here is a guide of what you will do and need:

TASKS	PERSON SPECIFICATION
Course Reps should be the main point of contact for students on their course in relation to their student experience.	<ul style="list-style-type: none"> <li>• Organised and punctual</li> <li>• Approachable and friendly</li> <li>• Able to undertake the training associated with this role</li> <li>• Ability to work in a professional and mature manner</li> <li>• Willing to learn new skills</li> <li>• Ability to communicate effectively with a variety of people</li> <li>• An ability to work autonomously as well as part of a team</li> <li>• Proactive</li> </ul>
Course Reps are required to communicate effectively with course tutors both in person and over email.	
Course Reps are required to be a representative for their course and be the voice of all students on that course.	
Course Reps should inform the students on their course of opportunities, which will affect or shape their student experience i.e. events, campaigns, meetings.	

## How do I become a Course Rep?

You would need to put yourself forward for election. During the two weeks between Monday 8th and Friday 19th October Programme Representatives will be elected in class. Make your intentions known to your lecturers and be prepared to give a brief statement on why you would be a great Course Rep!

## Once elected as a Course Rep what is expected of me?

- Mandatory training, either in person (preferred), or online if you can't make any of the dates.
- You are expected to attend the required meetings, around 3-4 during the academic year.



- To actively participate in the Course Reps Blackboard.
- You are expected to regularly seek feedback from peers to ensure you are representing a vast majority of views, and to regularly feedback your work to your peers.
- To keep in touch with the Students' Union regarding your Course Rep role to ensure you are getting the support you need.
- To work with the Students' Union on initiatives and campaigns to improve the academic experience here at Christ Church.
- Finally, to ensure you don't forget to log your volunteer hours!

### What about School Reps, Faculty Reps, and University Reps?

Once the Programme Representatives have been elected, the Students' Union will conduct an online election process for School Reps, Faculty Reps, and University Reps from the pool of Programme Representatives.

### Key Course Rep dates 2018/19

<b>October</b>	<ul style="list-style-type: none"> <li>• 8th - 19th - Programme Reps are elected in class.</li> <li>• 22nd onwards - Course Rep Training sessions begin in Canterbury and Medway and online training is available.</li> <li>• 29th onwards - Staff &amp; Student Liaison Meetings (SSL) can start to take place.</li> <li>• 29th - Student Academic Representation Committee applications open.</li> <li>• 29th Nominations open for School Reps, Faculty Reps, and University Reps.</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• 1st - Vice Chancellors Q&amp;A 3-4.30pm Og46, Canterbury.</li> <li>• 5th - 24h library begins in Augustine House.</li> <li>• 16th - Student Academic Representation Committee applications deadline.</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• 17th - Christmas break begins.</li> <li>• By the end of December at least one SSL meeting should have taken place.</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>• 2nd - Christmas break ends.</li> <li>• 7th - Exam period begins.</li> <li>• 18th - 24h library ends in Augustine House and end of exam period.</li> <li>• 21st - Personal Development Week begins.</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• By the end of February at least two SSL meetings should have taken place.</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• 4th - 24h library in Augustine House starts.</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>• 15th - Easter break begins.</li> <li>• 26th - Easter break ends.</li> <li>• By the end of April at least three SSL meetings should have taken place.</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• 7th - Exam period begins.</li> <li>• 17th - 24hr library in Augustine House ends and end of exam period.</li> </ul>

### I still have questions, can I get in touch?

Of course! This Guide is only intended as a summary, so please don't hesitate to get in touch with Pasha Hughes or Phil Kloppenborg at the Students' Union via [coursereps@ccsu.co.uk](mailto:coursereps@ccsu.co.uk).