

## UNDERGRADUATE

# CLASS REP ROLE DESCRIPTION

Class Representatives are democratically elected in each School to represent and advocate for the views of the student body. They work closely with their School President in order to enhance learning and teaching. Class Reps are empowered to advocate on: curriculum, learning resources, learning and teaching, assessment and feedback, student progression and achievement, guidance and support, as well as other areas.

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### TIME COMMITMENT AND DETAILS

- Elected, voluntary position
- Line-managed by your School President
- (Collaborates with PG Representatives and other Class Representatives)
- Estimated workload is 1-3 hours a week; dependent on meeting schedule
- Position serves from September through until the end of term in May
- Option to serve partially or completely remotely
- Option to serve in one of six [School Roles](#) once elected

### REQUIREMENTS

- Complete mandatory representative training
- Report regularly to your School President (line manager)
- Stay up to date on information relevant to student representatives (from the University and the Students' Association)
- Attend Student Staff Consultative Committee (SSCC) meetings (usually twice a semester) and any pre-SSCC meetings organised by your School President (such as a Class Rep Forum)
- Keep notes of challenges, successes, issues solved, and critical information during your term to create documentation for future representatives
- Complete a formal handover report at the conclusion of your term

### COLLECTING & ANALYSING FEEDBACK

- Ask your School President to send communications to introduce yourself to the students you represent and introduce yourself in classes or on social media
- Determine and execute effective feedback collection from your cohort; request feedback from students regularly and before all SSCC meetings
- Collate and analyse student feedback; make decisions about how best to report student opinions and requests to staff
- Always reply to student inquiries and concerns in a timely manner (even if just to refer them to another resource)

## REPRESENTING STUDENT VIEWS

- Communicate student feedback at SSCC meetings
- Work with staff and your School President to enact changes, compromises, and improvements based on student feedback
- Follow up regularly with staff to ensure solutions are implemented in a timely manner
- Bring School-wide or broader issues to the attention of your School President

## REPORTING OUTCOMES

- Report outcomes of student feedback to your cohort (e.g. through the School President's regular newsletter/email and/or through social media channels)
- Communicate outcomes/resolutions to the students who submitted feedback
- Share outcomes of SSCCs with other representatives through the Microsoft Teams area and other methods

## WHAT IS NOT EXPECTED?

- Solving problems that affect students outside of your School/cohort (these should instead be elevated to your School President)
- Engaging with issues outside of academic matters are not included in the Class Rep remit and should be referred to the relevant individuals or University units
- You are not responsible for issues of finance, mental health, or pastoral care. Instead, refer students to relevant University resources, such as the [Advice and Support Centre](#), [Student Services](#), or others

## BENEFITS OF THE ROLE

- Develop skills, such as: Leadership, Teamwork, Communication, Problem Solving, Meeting Organisation, Conflict Resolution, Time Management, Negotiation, Public Speaking, Professionalism, and Confidence
- Gain administrative knowledge of the academic representation system
- Access key insight into the running of your School
- Networking opportunities with other Class Reps and academic staff in your school
- Improving the student experience at St Andrews
- Recognition on [Higher Education Achievement Report](#) (HEAR) Transcript
- Eligibility for [Class Rep Awards](#) and [Proctor's Award](#)

## ELIGIBILITY CRITERIA

- You must be an enrolled student in the programme you wish to represent at St Andrews until the end of the current academic year
- You should be in good standing with the University and the Students' Association in terms of disciplinary matters

## DIVERSITY AND INCLUSION

The Students' Association encourages students of all backgrounds to run for the role of Class Rep. The Association strives to make sure a diverse range of voices is heard and all issues prevalent to students are represented.