

POSTGRADUATE REPRESENTATIVE ROLE DESCRIPTION

PGT and PGR Representatives are democratically elected in each School to represent and advocate for the views of the student body. They work closely with their respective PG President in order to enhance the postgraduate experience. PG Reps are empowered to advocate on: curriculum, learning and research resources, learning and teaching, assessment and feedback, student progression and achievement, supervision challenges, building access, guidance and support, as well as other areas.

TIME COMMITMENT AND DETAILS

- Elected, voluntary position
- Line-managed by either the PGT or PGR President
 - (Collaborates with PG Officers, School President(s) and other PG Representatives)
- Estimated workload is 1-3 hours a week; dependent on meeting schedule
- Position serves from October through until the following September
- Option to serve partially or completely remotely

REQUIREMENTS

- Complete mandatory representative training
- Report regularly to your PGT or PGR 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 Forums organized by your PGT or PGR President
- 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

- Use access provided by your School to introduce yourself to the students you represent
- Determine and execute effective feedback collection from your cohort; request feedback from students monthly and before all SSCCs and PGT/PGR Forums
- Collate and analyse student feedback; make decisions about how best to report student opinions and requests to staff
- Elevate broader issues to PGT or PGR President and/or PG Officers and/or School Presidents as appropriate.
- 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 (usually once or twice per semester)
- Attend PGT/PGR Forums (once per month)
- Work with staff to enact changes and improvements based on student feedback
- Follow up regularly with staff to ensure solutions are implemented in a timely manner
- Liaise between students, staff, and the Students' Association
- Bring school-wide or undergraduate issues to the attention of your School President

REPORTING OUTCOMES

- Report outcomes of student feedback to your cohort (e.g. through a regular newsletter/email)
- Communicate outcomes/resolutions to the students who submitted the feedback
- Share outcomes of SSCCs with other representatives through PGT/PGR Forums and other methods

WHAT IS NOT EXPECTED?

- You are not expected to organise events but you are welcome to collaborate with the PG Society and/or your School's Society as you see fit.
- Solving problems that affect students outside of your School/cohort (these should instead be elevated to your PGT/PGR President or other student leaders as appropriate)
- 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

- Improving the postgraduate student experience at St Andrews
- Gain administrative insight into the running of your School and programme
- Networking opportunities with other PG Reps and academic staff in your school
- Develop skills, such as: Leadership, Teamwork, Communication, Problem Solving, Meeting Organisation, Conflict Resolution, Time Management, Negotiation, Public Speaking, Professionalism, and Confidence
- 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 postgraduate 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 Postgraduate Rep. The Association strives to make sure a diverse range of voices is heard and all issues prevalent to students are represented.