



# Role Description

PG Representative  
2017/18

<b>Contacts</b>	School President	yourunion.net/schoolpresidents	
	PG Academic Convenor	Ashley Clayton	pgconven@
	Director of Education	Alice Foulis	doed@

**Role**            **PG Representatives are democratically elected in each School to represent the views of the student body** and enhance learning and teaching. They work closely with their School President and support them. Class reps have the power to advocate on: curriculum, learning and research resources, learning and teaching, assessment and feedback, student progression and achievement, guidance and support, etc.

## Responsibilities

<b>Training</b>	<ul style="list-style-type: none"> <li>• Sign up for and attend mandatory training for PG Reps</li> <li>• Sign up for and attend expansions pack training (optional). Consider becoming an Employability, Library, Social, Secretary, or PG Exec Rep</li> <li>• Complete any other mandatory training available during the academic year</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Introduce yourself and explain the role of PG rep to classmates and lecturers during classes (in all the modules you represent, but first ask your lecturer for permission!) or to your cohort (for PhD students)</li> <li>• Create a Facebook group/page for your cohort</li> <li>• Ask your School President or PG Secretary to communicate to the student body on your behalf via email</li> <li>• Distribute your email address and tell students how and why to contact you</li> <li>• Reply to emails from your cohort</li> <li>• Liaise with other reps, your School President, and the PG Academic Convener</li> <li>• Pay attention to relevant emails/newsletters from the Students' Association and from your department</li> </ul>
<b>Feedback</b>	<ul style="list-style-type: none"> <li>• Create your own ways to gather feedback (e.g. surveys, questionnaires)</li> <li>• Identify student issues and needs and collate information</li> <li>• Present feedback during Class Reps Forums and (PG) SSCC meetings or directly to relevant staff</li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Attend Class Rep Forums organised by your School President prior to the (PG) SSCC</li> <li>• Attend (PG) SSCCs (Student Staff Consultative Committees) and read the agenda in advance. Be aware of who is going to attend. Send apologies and submit a report in advance if unable to attend</li> <li>• After (PG) SSCC: Summarise results and feedback from staff, and communicate these to your classmates</li> <li>• Attend the PG check-in meetings at the beginning of semester two and at the end of the academic year</li> <li>• Attend any other meeting required by your School or the Students' Association</li> </ul>

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- Events**
- Organise and advertise events for your cohort (and staff) to strengthen the community, discuss issues informally, and gather feedback (e.g. study sessions or pre-SSCC meetings)

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- Students' Association**
- Attend events organised for class reps and network with other academic representatives
  - Join the Facebook groups "St Andrews Class Reps 2017-2018" and "St Andrews PG Reps 2017-2018"
  - Fill in the class rep survey at the end of Semester 1
  - Fill in the handover document at the end of Semester 2

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### **Benefits of being a class rep**

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The following skills, which you will develop as an effective PG Rep, are of particular interest to employers: **Leadership, Team working, Communication Skills, Problem Solving, Meeting Skills, Time Management, Negotiation, Public Speaking**. In addition, you will: have a voice in academic matters, influence decisions, enhance the overall learning experience, be invited to events for class reps (free food and drinks!), access training, get to know your institution better, and be eligible for the Proctor's Award and Class Reps Awards.

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Know your role! Be aware of what a PG Rep should *not* deal with and, if in doubt, contact your School President, the Director of Education or a member of academic staff.