



Student Voice  
and Representation

# CLASS REPRESENTATIVE GUIDE



# ROLE SPECIFICATION

The position of Class Representative is a vital role to enhancing the experience of students at a course or module level. Class reps relay their experiences, and that of their classmates, to the relevant staff and decision-makers in order to keep everyone informed and involved in the study process. The relationship between student representatives and the University is what is known as the student voice. This system is continuous and adaptative and exists to enhance everyone's experience in all learning and teaching activity.

## Class Representative Responsibilities

1. Engaging their fellow classmates to raise awareness of who they are and what they do.
2. Regularly communicating and collecting their classmates' positive and constructive feedback on the learning experience.
3. Partnering with teaching staff to discuss feedback and working with them to identify solutions and improvements.
4. Attending important meetings such as the Student-Staff Liaison Committee (SSLC) or equivalent.
5. Take an active role in important quality processes and support classmates to get involved.
6. Feeding back any updates, changes and improvements to the rest of the class.

## The 6 Cs For Effective Class Reps

 **Care** for those you represent and all of your work.

 Behave and lead with **Compassion** in all you do.

 Be **Competent** in how you operate and delegate.

 Be open and professional in your **Communication**.

 Show **Commitment** to students and your role.

 Have **Courage** to reach your goals and do your best.









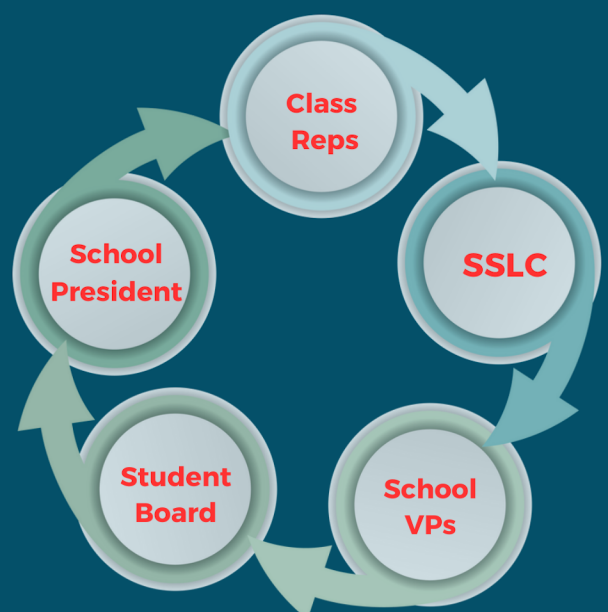
# ROLE SPECIFICATION

The role of class rep is open to all students within each year, module or programme, but it may also be of interest to those who:

- Have strong verbal and written communication skills
- Enjoy collecting and analysing data
- Have an interest in learning and teaching processes and organisation
- Have a desire to work closely with students and staff to improve the learning experience
- Are happy to speak up for their fellow students collective voice and provide different views
- Are active and willing to keep in contact with classmates and staff on a regular basis
- Willing to listen to both students and staff but is able to respectfully challenge and explore other views and opinions

There are various other positions within the representation system, and as a class rep, it is crucial that you understand and utilise the various stakeholders around you. A collegiate and well communicative system will create more effective outcomes for the student experience.

	Class representatives will provide detailed course-level feedback.
	School VPs co-ordinate student feedback at a discipline level.
	Presidents lead the student voice across the entire school.
	Student Board is a platform allowing for multi-level feedback.
	SRC is a campus-wide platform allowing for major student reform.
	DUSA is the overarching facilitator of the entire student voice.



# SYSTEMS & STRUCTURES

## Student-Staff Liaison Committee (SSLC)

The SSLC is a crucial committee comprising of academic staff and course-level representatives. SSLC groups often operate at discipline level. These committees allow for class reps to voice their peers' concerns and suggest changes to things pertaining to their learning and teaching experience.



**The SSLC is usually chaired by the School Vice Presidents and is open to all class reps within the specific courses to which the SSLC oversee. Feedback and recommendations made within the SSLC feed up to the School President and School Management Group. This is the main forum in which class reps operate and communicate.**

## Student Board

Student Boards are a relatively new forum that allows the School President to chair a wider committee made up of all their Vice Presidents, course representatives, faculty staff and, most notably, representatives of academic societies whose activities are relevant to the school. This board provides you with a broader insight into student issues, experiences and suggestions.



**It is the responsibility of each School President to make these boards effective. You may only wish to hold one or two per semester. You may also wish to meet with your Vice Presidents on a more frequent basis around your scheduled board meetings. Make the most from all of the attendees and use this board to better inform the University-related committees.**



SSLC

Student Board



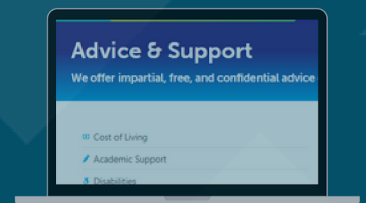
School President

UoD





# SAMPLES & RESOURCES



As a School President, you have a wide range of resources readily accessible to you, allowing you to fully maximise your potential and increase your impact on student life. Below are useful resources and people that will make your time as School President more efficient and powerful.

## DUSA Resources

**Representation Team | Chris Gourley | Head of Operations | [cgourley@dusa.co.uk](mailto:cgourley@dusa.co.uk)**

*The representation team are here to assist you in any matter around your role, engagements, activities and related issues. They also facilitate the SRC and training for representatives. We also offer counsel, planning support and event guidance. Make the very most of these resources.*

**Advice & Support Team | Candy Preater | Advice Co-ordinator | [cpreater@dusa.co.uk](mailto:cpreater@dusa.co.uk)**

*Advice & Support interact with hundreds of students a semester. They are a crucial stakeholder that can provide general insight and direction to representatives as to what issues are facing your student cohorts. They are a useful signposting service that can guide you to the right people across DUSA and the University.*

**DUSA Executive | Dumindu Nukulasooriya | Executive PA | [dnukulasooriya@dusa.co.uk](mailto:dnukulasooriya@dusa.co.uk)**

*The DUSA Executive are not only the most senior representatives on campus, but they are also internal trustees of DUSA. They have a unique platform and access to key University officials that make the most profound decisions as an institution. It is crucial for all representatives to build strong relations with the Executive. The better the collaboration, the better the outcomes for all.*

**Events and Activities | Anna Broggi | Operational Support Manager | [abroggi@dusa.co.uk](mailto:abroggi@dusa.co.uk)**

*For any DUSA assistance on planning events, booking venues, marketing your event, supporting your ticket sale drive or providing you with staff and services, our events team are diverse and flexible to make your dreams a reality. The best approach is to reach out to them as early as possible.*

## University Resources

**Student Services | <https://www.dundee.ac.uk/student-services/people>**

*Student services have a wide range of people and services that can offer your insight and guidance on student issues, particularly if you are leading an initiative or campaign.*

**University Marketing and Comms | <https://www.dundee.ac.uk/marketing-communications>**

**Academic Governance | <https://www.dundee.ac.uk/governance>**

**Equality and Diversity | <https://www.dundee.ac.uk/equality-diversity/support/staff>**

**Public Engagement Team | <https://www.dundee.ac.uk/engage/people>**

## Useful Research Resource:

**<https://wonkhe.com> | Leading the Higher Education Conversations**

The role of “Class Rep” is rewarding as you will develop a range of skills and experiences which you can use in other areas of your study, work and personal life. You can also use your experience and work towards the University’s and DUSA’s joint “Volunteering Plus Award” which will provide you with recognition of the time you have dedicated to the position