

Year Reps

Summary of role

Academic Year Representatives are elected members of their current student cohort. At least one representative per course per academic year exists. They are responsible for receiving and collating student feedback relating to their academic course and passing this information to Departmental reps and relevant staff as appropriate. They are expected to proactively pursue improvements to their course and seek to maintain standards.

Relationships with: CU Academic Affairs Officers, Department Reps, Wellbeing Reps, Education & Welfare team, Advice Centre

Responsible to: Deputy President (Education), Department Reps, CU Academic Affairs Officers

Key responsibilities and duties

- Attend Student-Staff Committee meetings
- Establish and maintain good relationships with relevant staff members
- Ensure they are known to students in their cohort, ensuring students' views are represented within meetings and that they are kept up to date with any changes and developments
- Meet with Department Reps to discuss feedback from students in the year, submitting items for discussion at Staff-Student Committees and Education and Representation Board
- Help to inform Department Reps, CU Academic Affairs Officers and Deputy President (Education) of issues identified
- Ensure students are kept up to date with changes and developments
- Refer urgent issues directly to a relevant member of College or Union staff, especially if you are concerned about a student's safety
- Ensure student confidentiality is maintained at all times unless agreed otherwise or you believe the student to be a danger to themselves or others
- Make it clear to students that you cannot provide counselling, support or advice, however you can signpost to relevant services
- Be in regular communication with the Representation Coordinator

Skills and knowledge required

- Thorough knowledge of the Academic Representation Network structure and awareness of the Wellbeing Representation structure
- Good understanding of College's workings as a whole and knowledge of available support services both internally and externally

- Attend relevant training courses as required in order to fulfil the role
- Have an understanding of the Union and its structures
- Know who to contact in emergencies and if you have concerns regarding a student's safety
- Being aware of and adhering to personal limitations and limitations of the role, seeking support for oneself regarding pressures of the role from Union staff

Training and support

- Academic Rep Induction
- Introductory mingle with Union Reps
- Ongoing support from the Representation Coordinator
- Rep Conference
- Imperial Plus workshops

Time commitment and availability

- Year Reps should expect to attend in the region of five meetings per academic year. These are usually held at the campus where the bulk of their course is administered so should require no more travel than would be expected on a day to day basis. Meetings typically last 1-1.5 hours
- Reps are also expected to meet with Department Reps in advance of Staff-Student Committees and Education and Representation Board meetings to establish what points for discussion are being raised by students. This can be informal and last about an hour
- Reps will be expected to make themselves known to students, ensuring they are available to meet with students before or after lectures, workshops, etc.
- Representatives should be available by email and expect to be approached to meet for a short time with students when requested. Email correspondence should be answered within a reasonable time frame
- Work relating to the position should take on average no more than a few hours a week. The work volume will vary during the course of the academic year and term by term. Meetings and work commitments during examinations will be avoided where possible

It is recognised that students are first and foremost at Imperial to study or research and that this must be prioritised. Students who feel their studies are being compromised, are struggling or feel they are spending too much time filling the role should speak to the Representation Coordinator (n.cheema@imperial.ac.uk)