



**Undeb
Myfyrwyr**
PCYDDS

UWTSD
**Students'
Union**

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Course Representative System Information & Election Guidelines for Academic Disciplines

This pack has been provided by the Students' Union in order to provide useful information for Academic Disciplines including guidelines for co-ordinating their Course Rep elections for the academic year 2021/22.

NOTE: All Course Reps will need to be elected and trained by the first Student Staff Committee of the academic year.

There is a how-to elections guide on page 3 of this guide, including a link to the Course Rep introduction video.

Please contact studentvoice@uwtsd.ac.uk with any issues or questions that you may have.





Course Representative System

Course Representatives (Course Reps) are an integral part of our partnership approach to embed student voice in decision-making at all levels of UWTSD. Although Course Reps are student representatives, for our system to be effective academic staff have a role to play in ensuring that reps are elected for all courses.

Course Reps serve as a conduit for student voice and in their roles on Staff-Student Committees and within the Students' Union provide feedback on all aspects of the educational experience, such as curriculum development, feedback and assessment, course structure, facilities and resources, teaching/learning approaches, and the general academic experience of their fellow students. This feedback and the representatives themselves will play a key role in internal quality processes such as Annual Programme Reviews and School and Faculty level reviews.

Student representative involvement in all aspects of academic life are essential in ensuring that the University meets its requirements as laid out in Chapter B5 of the UK Quality Code. Once elected, training is provided to all Reps by the Students' Union and we remain a point of contact for them throughout the academic year.

Expectations of Course Representatives

- Attend and participate in all Staff-Student Committees (three a year)
- Attend Course Rep training provided by the Students' Union
- Meet with their Student Voice Rep and other Course Reps within the Discipline to discuss ideas & issues
- Promote their role and how students can get in touch with them
- Keep the Students' Union informed of activity and issues
- Talk to students on their course and find out their ideas and issues
- Promote student feedback opportunities such as Module Evaluation surveys and National surveys

Support for Course Representatives

- Bespoke Course Rep training to equip Reps for the year ahead
- Regular and practical briefings on issues relevant to their role
- Access to additional and voluntary training content
- Online resources to recognise their progress and achievements
- Regular contact with Students' Union officers and staff
- Help to promote their role and opportunities for students to get involved in providing feedback and shaping their educational experiences





How to do: Course Rep Elections

This has been designed to take no more than 15 minutes.

It is recommended that Steps 1-4 take place at least one day before Steps 5 and 6. This is to allow students sufficient time to consider the role.

Step 1: Introduce the SU Course Representation Video.

This Video explains the system and why people might want to put themselves forward for the position of Course Rep.

<https://youtu.be/yy-FVUZCT7E>

Suggested introduction:

"We're going to spend the first part of this session electing your Course Representatives for the year ahead. I'm going to play a video from Your Students' Union which will explain the scheme and hopefully encourage you to nominate yourself. This is a really key role and I hope that you'll all consider running to be a Course Rep. Here's the video."

Step 2: Play the Video (share your screen)

Step 3: Show the below link on the screen for a few minutes.

The below link states in more detail for the students what the benefits of becoming a course rep are and a brief list of the responsibilities for the role:

<https://www.uwtsdunion.co.uk/coursereps>

Step 4: Ask for nominations

This can be done by people putting their hands up or indicating their interest in the chat function on MS Teams if you are only online. If you are in person encourage the students to approach you at an appropriate time or get in touch via email.

Explain that each course has to have a rep and that volunteers will need to say a few words in front of the group about why they'd like to be a rep.

Here's some text if initially no-one nominates themselves:

"This is an important role and brilliant opportunity. Not only is it vital that your views on your University experience are fed into the wider University, but being a Course Rep is lots of fun and will help you to develop a lot of useful skills that will look great on your CV. Full training





is provided by the Students' Union and you don't need any prior knowledge, you just need to be able to be a point of contact to your fellow students, and get to know their experiences. We need to elect a rep today, so if you're sitting next to someone who you think would do a good job tell them, or if this interests you please put yourself forward."

Step 5: Invite candidates to say a few words about why they'd like to be a Rep.

Even if only one person puts themselves forward it's still good practice to ask them to do this.

Step 6: The Vote

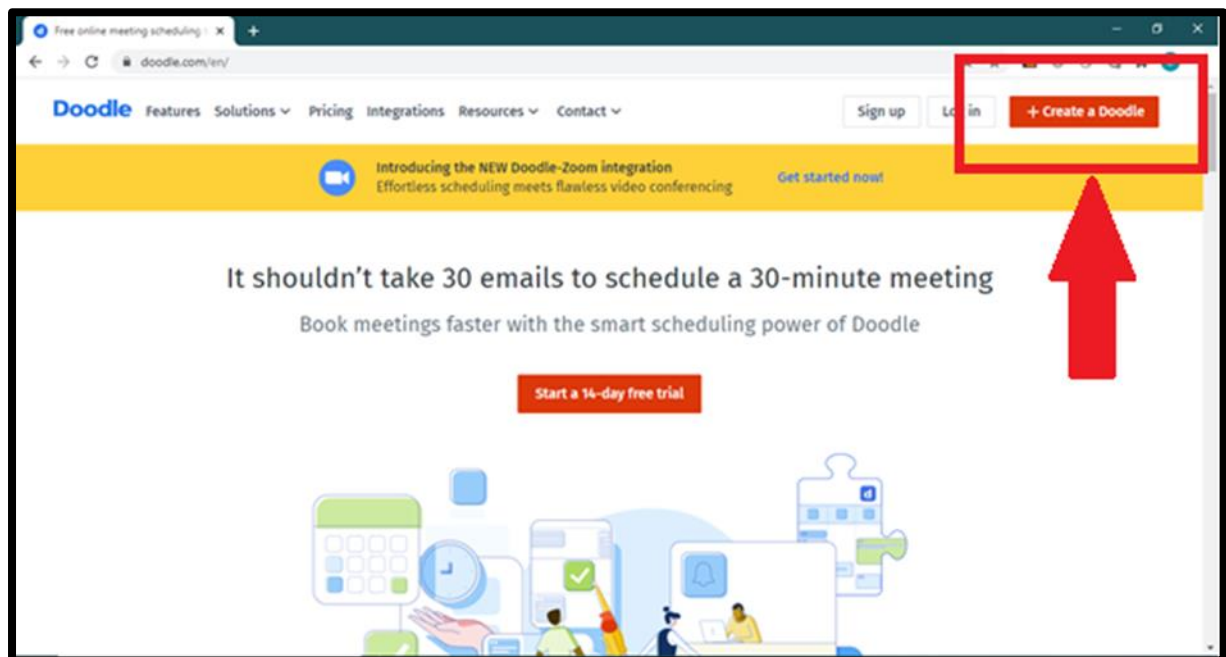
After giving the students sufficient time to consider putting themselves forward for the role a vote should take place among the class to select the Course Rep from the students that have nominated themselves.

If time allows a simple vote via ballot paper that can be made from reused paper is one way of conducting the vote. All that is required is that each student submits one vote with the candidates' name on it.

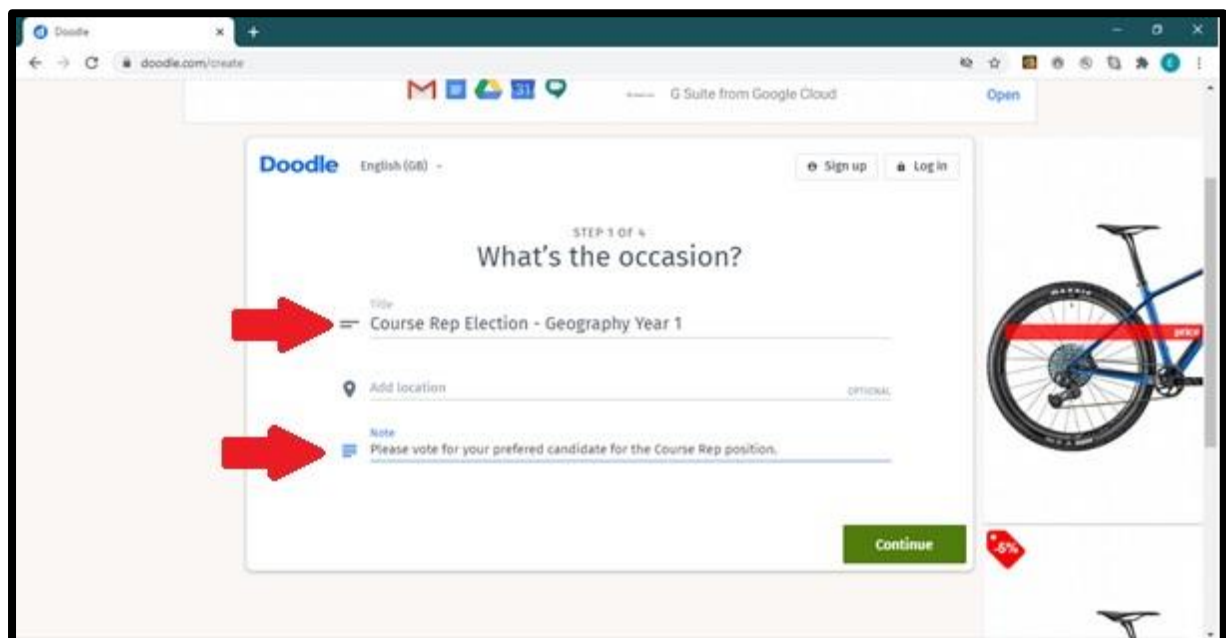
Where this is not possible and under the current circumstances with some teaching online and in order to conduct this vote in an efficient, easy and confidential manner we would recommend the use of a Doodle poll. This is a free piece of software available from <https://doodle.com/en/>. You do not need to download anything or have an account to use doodle. Below is a step by step guide to setting up and using doodle for the Course Rep election. This process should take approximately 3 minutes.

1. Step 1: Go to <https://doodle.com/en/>
2. Step 2: Click on the red 'create doodle' button in the top righthand corner of the webpage.





- Step 3: Complete the details of the poll in the fields on screen. Include a Title and a sentence description of the vote. Click continue when complete.





4. Step 4: Click the Text option on the What Are The Options Screen. Add in each possible candidate as options in the fields below. Click continue when complete.

5. Step 5: ***Important*** Select the 'Limit participants to a single vote' and 'Hidden poll' options from the list of features on the left of the screen. This ensures that the students can only vote for one candidate and that each student can vote secretly from other classmates. You will be the only person able to see the results of the votes. Click continue when complete.





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STEP 3 OF 4
Poll settings

☐ Yes, no, if need be
Participants can indicate if an option is not ideal for them.

☐ Limit the number of votes per option
First come, first served. Once the spots are filled, the option is no longer available.

☒ Limit participants to a single vote
Participants can only select one option.

☒ Hidden poll
Participants' names, comments and votes are confidential. Only you can see the results.

[Unlock with Premium](#)

☐ Set deadline
Motivate participants to vote sooner
Mon 17 Aug

☐ Set automatic reminders
Remind your invitees to vote.

☐ Ask for contact information
Ask for your participants' emails, phone numbers, or mailing addresses.

[Continue](#)

6. Step 6: Fill in your name and email address. This is where the link to the results will be sent. Click continue when complete.

CarFinance 247

To borrow
£ 6,500

Pay back over
5 years

[Get a quote](#) No impact on credit score

STEP 4 OF 4
Tell your participants who you are

Name
Professor Morrison

Email
evan.morrison@uwtsd.ac.uk

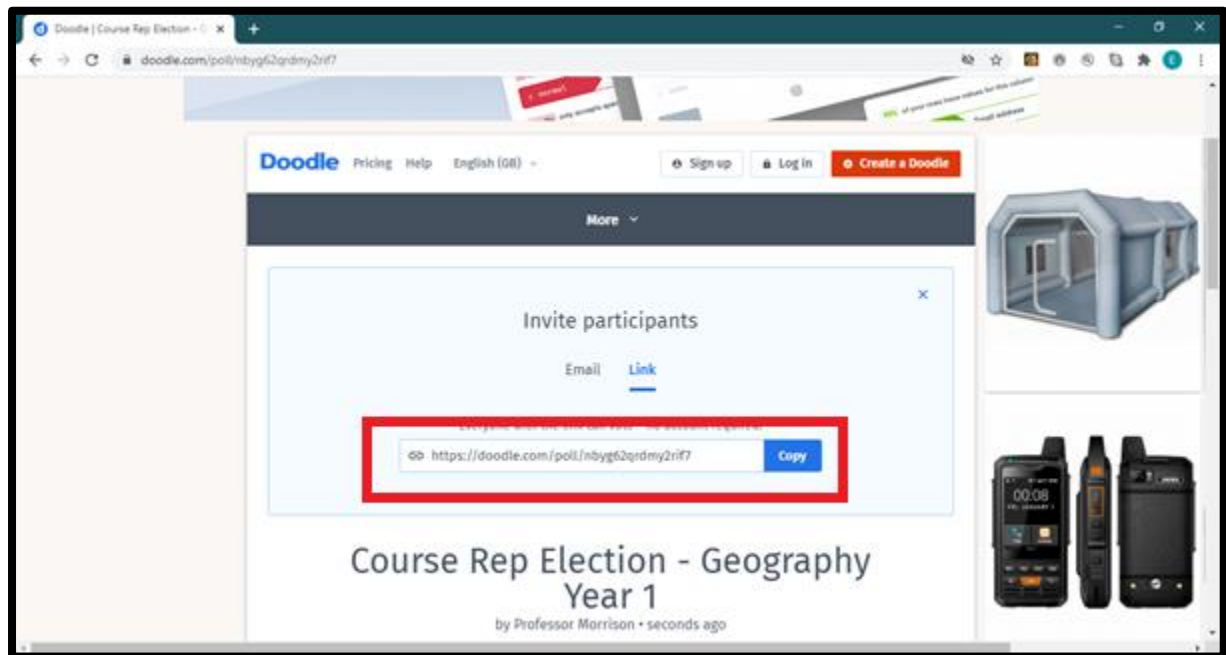
[Finish](#)

WITH REGINA BLITZ YOU CAN CLEAN IT UP IN A FLASH





7. Step 7: Copy the link provided and paste it into your preferred method of communication with the students e.g. Via Moodle, a Teams group or email. Ask students to vote via the link for their choice as Course Rep and set a deadline to vote by.



8. Step 8: Once the deadline has passed click the link from the emails informing you that individuals have voted. The results will be visible on the Doodle page. You will be the only one to see these results.



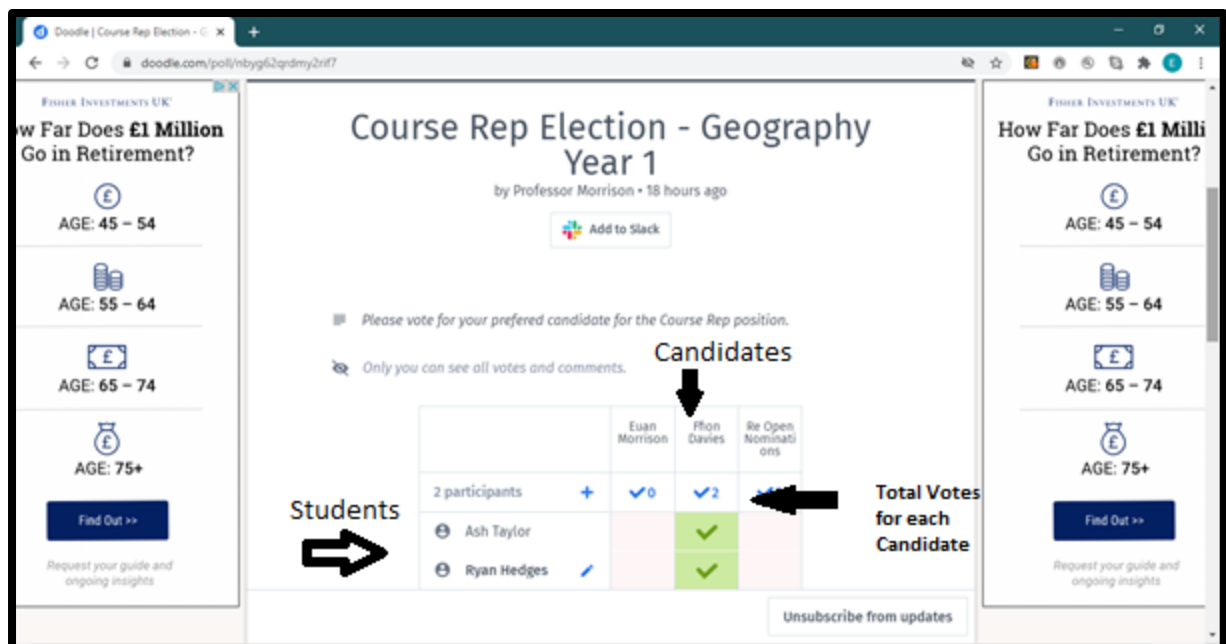
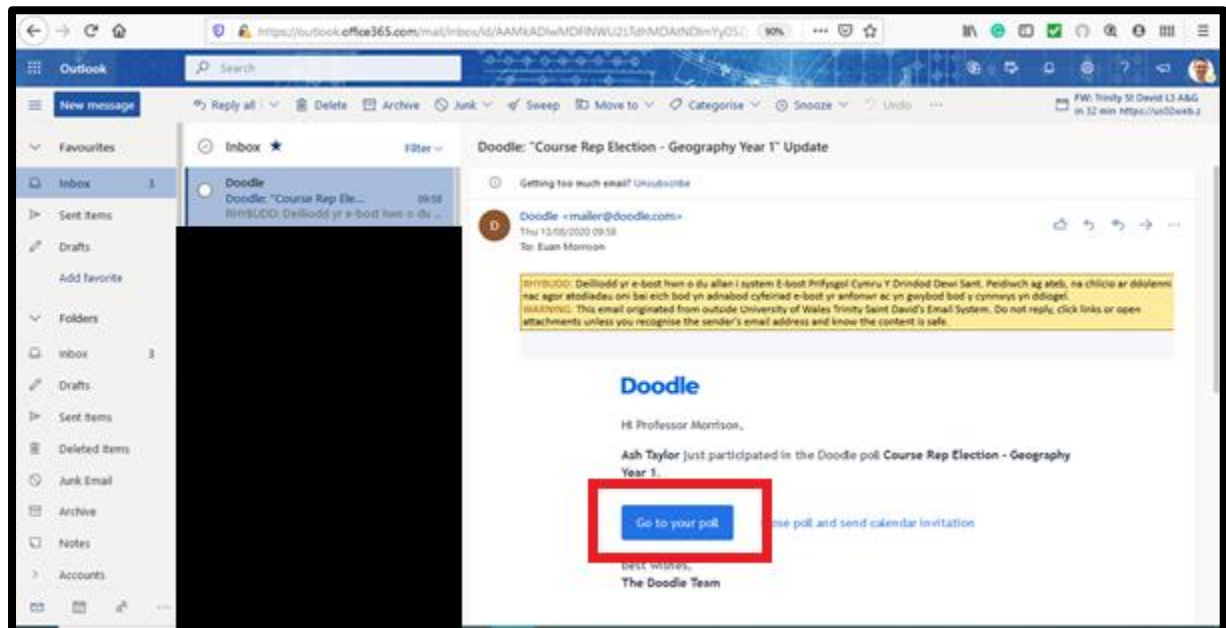


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In the event of a tie, toss a coin (this is actually what would happen in a Westminster election in the event of a tie!).

Top tip: You may wish to set emails from Doodle to go to a separate folder in your inbox in advance as you may receive a large number of notification emails from the site as more people vote.





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Step 7: Collect Details

Once you have elected your reps, please complete the following form:

<https://forms.office.com/r/0Hf15ac9Sp>

The SU will need to know the following for each Rep:

- Name
- Uni e-mail
- Student Number
- Institute
- Campus
- Level of Study
- All Programmes that they are representing.

The Students' Union will then contact them for training in preparation for their first SSC.

Thank you very much!

