

Postgraduate Research Representative

Role Description

This role description outlines what the role of a Postgraduate Research representative is. It highlights the commitments, skills and benefits you can expect from taking up the role.

Duties and Responsibilities:

- Gather and represent students' opinions and feedback on their course.
- Be the conduit between the students on your course and academic and support staff in the school.
- To raise course related issues with teaching or support staff as they happen.
- Attend the Effective Representation training with QMSU
- Uphold the 5 R's of Representation at all times (included in the training)
- Compulsory attendance to the School Forum chaired by School Rep.

Time Commitment:

- Attend the Effective Representation training with QMSU
- Frequently gather the views of students in your area by; anecdotal, email, QMPlus, social media
- In addition, time should be allowed for to gather the views of students, reading papers and liaising with VP Education and Faculty Reps.
- Compulsory attendance to the School Forum chaired by School Rep.

Opportunities and benefits:

- Build networks in your faculty and work in partnership to create change and improve quality of teaching.
- Enhance employability by gaining and developing key skills
- Get a Contribution Certificate at the end of the year (if you meet criteria) and attend the Education Awards in March at Drapers' Hall
- Be nominated for the Course Rep of the Month award.

Supported by: QMSU Education Coordinator, Vice President Humanities and Social Sciences, Vice President Science & Engineering, Vice President Barts and the London, Faculty Representatives (relevant to your role).

Training and Support:

- Take part in the Effective Representation training with QMSU
- Liaise with Postgraduate Research Faculty Reps
- 1-1 meetings with the Education Coordinator at QMSU

Reward and Recognition:

- Win an Education Award
- Course Rep Contribution Award
- Course Rep of the Month Scheme

Key Skills to be gained:

Written Communication	Public Speaking
Verbal Communication	Diplomacy
Decision Making	Chairing
Teamwork	Organisation and Planning
Time Management	Negotiation

For further information contact:

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