



# COURSE REP HANDBOOK

2024-25



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# WHAT DOES UOGSU DO?

The SU is a charity, designed to work with, support and represent UoG students democratically. We work with as well as aiming to hold the University accountable to best represent student interests and issues.

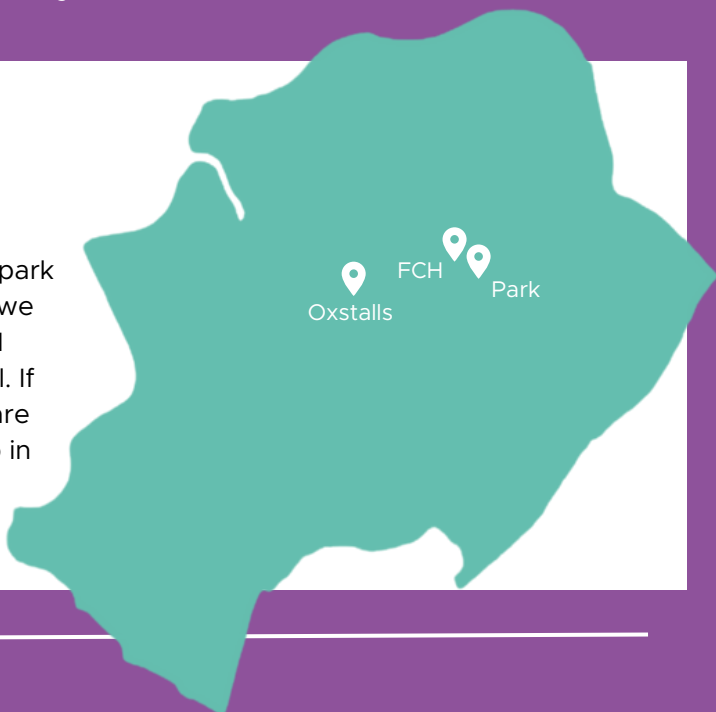
The SU is student led, with student representatives being elected every year, Full Time Officers and Network Leads (yourselves) are elected to campaign and represent the voices of the groups you have been elected for.

Your role is to hold the SU accountable, adjust the direction through campaigns and changes so we are consistently best representing students



## Where is the SU?

Our student voice office is located at park campus, however, we have offices at FCH and Oxstalls as well. If you have some spare time please do pop in and say hi!





## Full Time Officers

Education and Community Officer - Kit Boulting-Hodge

Welfare and Diversity Officer - Bobola Ajibola

Activities and Communities - Vanessa Garratt

## Core Staff - Key People

Advocacy and Campaigns Manager - Laurie Davies

Student Voice and Campaigns Coordinator - Drew Humphry

Chief Executive Officer - Josh Clare

Chief Operating Officer - Lou Fensome

Student Activities and Communities Manager - Ella Melville-Shaw

Sport Development Coordinator - Beck Bennett

Student Communities Coordinator - Amy Heywood



### How do I get in touch?

Drop any of us an email if you need anything. Our contact details can be found on [uogsu.com](http://uogsu.com) whilst your on our website why not check out our up and coming events.

# UoG SU JARGON BUSTER



## **Policy/Motion**

A document written by students or officers outlining the desired change they aim to enact, along with the why and the how.

## **Annual General Meeting (AGM)**

This happens once a year, students, where students hold officers to account and vote on policies.

## **Student Voice Assistants (SVA's)**

These are paid student staff members who liaise between course reps and UoG.



## **FTO's**

Full Time Officers are people elected by you to represent your voice on a range of topics

## **Agenda**

This is sent out before meetings; it is essentially noting what will be discussed to keep the meeting on track and to share any documents you need to read before the meeting.

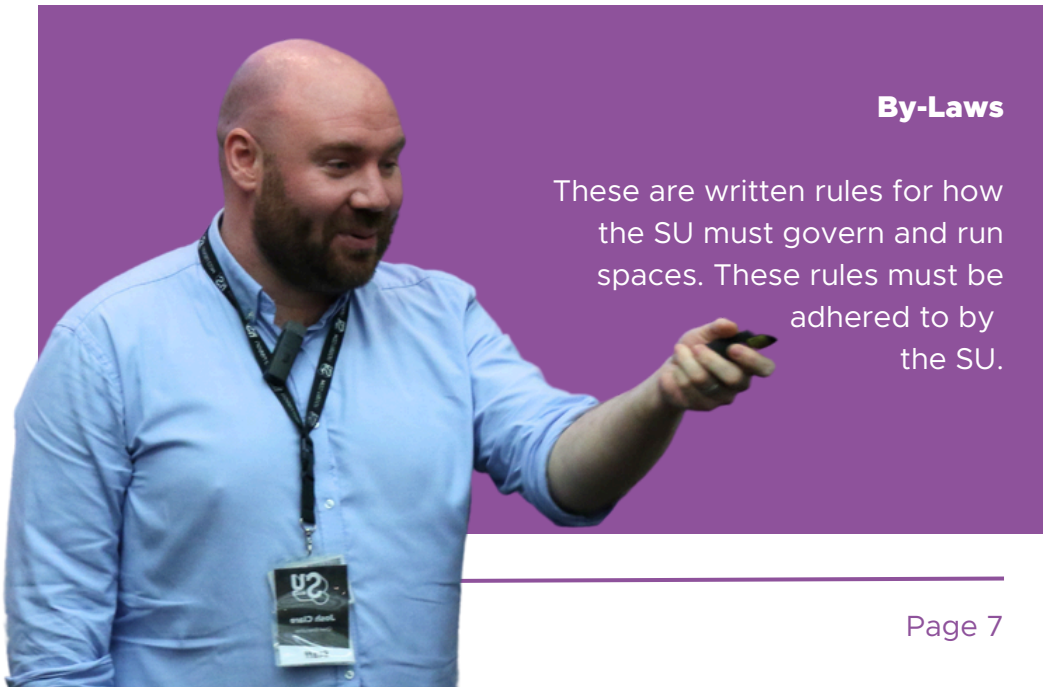
## **Minutes**

A record of what was said and done in the meeting. Often shared as per our bylaws on the SU website.

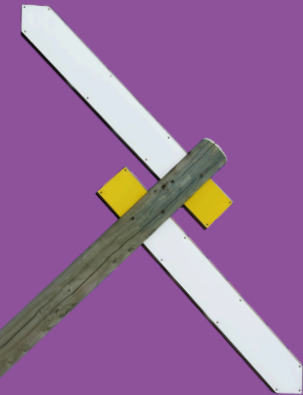


## **By-Laws**

These are written rules for how the SU must govern and run spaces. These rules must be adhered to by the SU.



# GET TO KNOW UoG SCHOOLS



## What is a School?

The University of Gloucestershire is divided into 4 academic schools. Each of these schools is responsible for a range of undergraduate and postgraduate courses as well as conducting specialist research.

## What Are Those Schools?

- School of Creative Arts
- School of Business, Computing and Social Sciences
- School of Education and Science
- School of Health and Social Care



## Schools and Reps

Effective student representation involves working together and cooperating with academic staff on your course. Course reps have discussions with lecturers, ACLs, and administrators in your school's to handle student issues and make improvements. By working together, course reps help connect students with those who make academic decisions, creating a partnership and shared responsibility for improving the student experience.



### Be the Change

You have the opportunity to make real impactful change on your course.

Remember you can be the change you always wanted to see





# WHAT DO COURSE REPS DO?

## Gather Feedback

Course reps actively collect feedback from students about their academic experience, including teaching quality, assessments, and resources. They use methods like surveys, informal conversations, or discussion forums to ensure everyone's voice is heard.



Reps attend staff-student liaison meetings to present feedback and collaborate with staff on solutions. They act as a bridge, ensuring student concerns and suggestions are addressed at the appropriate level.





## Communicate Outcomes

After meetings, course reps inform students about any decisions or changes made based on their feedback. This keeps students engaged and confident that their input makes a difference.



Reps work alongside other reps, students, and staff to create a positive academic environment. They help resolve issues, promote initiatives, and contribute to improving the overall university experience.

# REPRESENTATION TOP TIPS



## Listen Actively

Take the time to genuinely listen to your peers' concerns. Avoid interrupting, and ask clarifying questions to fully understand their perspective. Active listening shows you value their input and helps you accurately represent their views during meetings.

Focus on representing the majority view while acknowledging minority opinions. Avoid letting personal opinions overshadow student feedback. Present a balanced perspective to ensure all voices are heard and respected.



## Communicate Effectively

Use clear and concise language when sharing feedback with staff or peers. Adapt your communication style for different audiences—formal and solution-focused for staff, approachable and inclusive for students



After raising concerns or suggestions, update students on outcomes or progress. This keeps them informed and reassured that their feedback is taken seriously, strengthening trust in your role as their representative.



# WHY NOT GET IN TOUCH

## Emails

Bobola - bajibola1@glos.ac.uk  
Kit - kboultinghodge1@glos.ac.uk  
Ness - ngarratt@glos.ac.uk

Laurie - ldavies37@glos.ac.uk  
Drew - dhumphry@glos.ac.uk



## Social Media

 @uogstudentsunion  
 @uogstudentsunion  
 su@glos.ac.uk  
 www.uogsu.com

## Officers

 @uogsuwelfare  
 @uogsuactivitiesopps  
 @uogsuedcomm



Student Voice Team