Appendix 1: Academic Rep Role Descriptions

Volunteer Role: Class Rep

Role Purpose:

To represent and act as a voice for students on your programme of study and to provide feedback on the student learning experience to both the University and GCU Students' Association.

Role activities:

- Make sure that the students on your course know who you are and how to contact you.
- Liaise with the students and other Class Reps on your course to identify key areas for improvement within the student learning experience and raise any identified issues with the Module or Programme Leader.
- Attend and take an active part in all Student Partnership Forums meetings and, when invited, Programme Board meetings.
- Seek support from the Department Rep (for undergraduate courses) or Postgraduate Taught Rep (for postgraduate courses) for any issues raised that have not been resolved.
- Let the students and other Class Reps on your programme know the outcome of any issues raised.
- To help promote GCU Students' Association education campaigns.

Role Benefits:

In your role you will have the opportunity to:

- Develop advocacy, representation, communication and leadership skills
- Make a positive difference to the student learning experience for fellow students within your programme.
- Network and meet new people.
- Gain a Class Rep Certificate.

Support and Training:

To help you in your role we will provide training and support, including:

- Induction and ongoing training, including the Academic Rep Gathering.
- Take part in the GCU Students' Association Student Leaders Programme.
- Support from your Department Rep or Postgraduate Taught Rep.
- Support from within the Students' Association from the Academic Rep Co-ordinator and the Vice President for your academic school.

Eligibility:

To be a Class Rep you must be a current GCU student and must be on the programme of study that you represent.

Volunteer Role: Department Rep

Role Purpose:

To represent and act as the voice for all undergraduate students in your department and to feedback key issues that affect the student learning experience to both the University and GCU Students' Association.

Role activities:

- Attend and take an active part in School Board meetings, contributing student feedback and representing students' interests.
- Be accountable to and actively participate in Student Voice meetings, including producing a brief written report in Trimester 1 and 2.
- Attend and contribute to discussions and consultations at Student Action Group for Engagement (SAGE).
- Attend and contribute to discussions at Academic Rep Gatherings.
- Liaise with the Class Reps within your department to identify key areas for improvement within the student learning experience and raise any identified issues to the Head of Department (or other relevant staff).
- When required, support any Class Reps to raise any issues within their programme and at their Staff Student Forums (SPF).
- Promote and encourage Class Reps and students within your department to get involved in Students' Association education campaigns.
- Let the Class Reps within your department and the Students' Association know the outcome of any issues raised.
- Seek support from the Vice President of your academic school for any issues raised that have not been resolved.

Role Benefits:

In your role you will have the opportunity to:

- Develop advocacy, representation, communication and leadership skills.
- Make a positive difference to the student learning experience for fellow students within your department.
- Help shape policy within the Students' Association and the University.
- Network and meet new people.
- Receive £150 expenses in Trimester 1 and 2.

Support and Training:

To help you in your role we will provide training and support:

- Induction and ongoing training, including the Academic Rep Gathering.
- Take part in the GCU Students' Association Student Leaders Programme
- Support from within the Students' Association from the Academic Rep Co-ordinator and the Vice President for your academic school.
- Support from the Head of Department within your academic school.

Eligibility:

To be a Department Rep you must be a current undergraduate GCU student and must be on a programme of study within the department that you represent. This is an appointed position as an academic rep for Trimester 1 and 2.

April 2026

GCU Students' Association

GCU Glasgow Caledonian University

Volunteer Role: Postgraduate Taught (PGT) Rep

Role Purpose:

To represent and act as the voice for all Postgraduate Taught (PGT) students in your School and to feedback key issues that affect the taught postgraduate student experience to both the University and GCU Students' Association. This involves working with PGT Class Reps and the Students' Association.

Role Activities:

- Liaise with the Class Reps within your academic school to identify key areas for improvement within the student learning experience and raise any identified issues to the Dean, Vice Dean or Associate Dean, Learning, Teaching and Quality (or other relevant staff).
- Attend and take an active part in School Board meetings, contributing student feedback and representing students' interests.
- Be accountable to and actively participate in Student Voice meetings, including producing a brief written report in Trimester 1 and 2.
- Attend and contribute to discussions and consultations at Student Action Group for Engagement (SAGE).
- Attend and contribute to discussions at Academic Rep Gatherings.
- When required, support any Class Reps to raise any issues within their programme and at their Staff Student Forums (SPF).
- Promote and encourage Class Reps and students within your academic school to get involved in Students' Association education campaigns.
- Let the Class Reps within your school and the Students' Association know the outcome of any issues raised.
- Seek support from the Vice President of your academic school for any issues raised that have not been resolved.

Role Benefits:

In your role you will have the opportunity to:

- Develop advocacy, representation and leadership skills.
- Make a positive difference to the student learning experience for fellow students within your academic school.
- Help shape policy within the Students' Association and the University.
- Network and meet new people.
- Receive £150 expenses in each Trimester.

Support and Training:

To help you in your role we will provide training and support:

- Induction and ongoing training, including the Academic Rep Gathering.
- Take part in the GCU Students' Association Student Leaders Programme
- Support from within the Students' Association from the Academic Rep Co-ordinator and the Vice President for your academic school.
- Support from the academic staff within your school.

Eligibility:

To be a PGT Rep you must be a current GCU student and must be on a programme of study within the academic school that you represent. This is an appointed position as an academic rep for Trimester 1, 2 and 3.

July 2026

Volunteer Role: Postgraduate Research (PGR) Rep

Role Purpose:

To represent and act as the voice for all Postgraduate Research (PGR) students within your academic school and to feedback key issues that affect the research student experience to both the University and GCU Students' Association.

Role Activities:

- Attend and take an active part in the University Research Committee, Research Degree Committee and any other sub committees, as required.
- Be accountable to and actively participate in Student Voice meetings, including producing a brief written report in Trimester 1 and 2.
- Attend and contribute to discussions at Academic Rep Gatherings.
- Work with the Deputy PGR Student Rep to liaise with the research students within your academic school to identify key areas for improvement within the student experience and raise any identified issues to the Dean, Vice Dean or Associate Dean Research and/or the Graduate School.
- Let the research students within your academic school and the Students' Association know the outcome of any issues raised.
- Seek support from the Vice President with the research policy area with any issues raised that have not been resolved.

Role Benefits:

In your role you will have the opportunity to:

- Develop advocacy, representation and leadership skills.
- Make a positive difference to the student experience for fellow students within your academic school.
- Help shape policy within the Students' Association and the University.
- Network and meet new people.
- Receive £150 expenses in each Trimester.

Support and Training:

To help you in your role we will provide training and support:

- Induction and ongoing training.
- Take part in the GCU Students' Association Student Leaders Programme.
- Support from within the Students' Association from the Academic Rep Co-ordinator and the Vice President with the research policy area.
- Support from the academic staff within your school and within the Graduate School.

Eligibility:

To be a PGR Rep you must be a current GCU student and must be a research student within the academic school that you represent. This is an appointed position as an academic rep for Trimester 1, 2 and 3.

July 2026

GCU Students' Association

GCU Glasgow Caledonian University

Volunteer Role: Deputy Postgraduate Research (PGR) Rep

Role Purpose:

To represent and act as the voice for all Postgraduate Research (PGR) students within your academic school and to feedback key issues that affect the research student experience to both the University and GCU Students' Association. Deputise for the PGR Lead Rep.

Role Activities:

- To deputise for the PGR Lead Rep, when required.
- Attend and take an active part in School Board, School Research Committee and any other sub committees, as required, contributing student feedback and representing students' interests.
- Attend and contribute to discussions and consultations at Student Action Group for Engagement (SAGE).
- Attend and contribute to discussions at Academic Rep Gatherings.
- Contribute to the PGR Student Rep written report produced for Student Voice in Trimester 1 and 2.
- Work with the PGR Lead Rep to liaise with the research students within your academic school to identify key areas for improvement within the student experience and raise any identified issues to the Dean, Vice Dean or Associate Dean Research and/or the Graduate School.
- Let the research students within your academic school and the Students' Association know the outcome of any issues raised.
- Seek support from the Vice President with the research policy area with any issues raised that have not been resolved.

Role Benefits:

In your role you will have the opportunity to:

- Develop advocacy, representation and leadership skills.
- Make a positive difference to the student experience for fellow students within your academic school.
- Help shape policy within the Students' Association and the University.
- Network and meet new people.
- Receive £150 expenses in each Trimester.

Support and Training:

To help you in your role we will provide training and support:

- Induction and ongoing training.
- Take part in the GCU Students' Association Student Leaders Programme
- Support from within the Students' Association from the Academic Rep Co-ordinator and the Vice President with the research policy area.
- Support from the academic staff within your school and within the Graduate School.

Eligibility:

To be a Deputy PGR Rep you must be a current GCU student and must be a research student within the academic school that you represent. This is an appointed position as an academic rep for Trimester 1, 2 and 3.

July 2026