

**Students'
Union**
Bath Spa

**POSTGRADUATE
RESEARCH REP
ROLE DESCRIPTION**

Postgraduate Research Rep

Overview of the Role

Location: Primarily Corsham Court and Newton Park for meetings but you may need to travel to all campuses

Time Commitment: An average of 15 hours a term

How long will I be a Rep for? The role lasts for one academic year, though you may decide to run for the position again next year if you are continuing your study

You should run for this role if you...

- Want to take an active role in ensuring the best possible educational experience for students in their discipline
- Want to take an active role in helping to ensure that the Academic Representation System at Bath Spa is running optimally
- Want to represent students' views at University committees and meetings to create the best experience for students

What Being a Postgraduate Research Rep Means for You

Responsibilities:

The Postgraduate Research Rep attends key university meetings like the Research and Ethics Committee, which feeds into Academic Board.

The Postgraduate Research Rep is expected to:

- Consult postgraduate students on their university experience and feedback to the University
- Liaise with the VP Education, Postgraduate Senior Academic Reps, Students' Union staff, and Graduate School staff
- Attend, read papers and be active in committees and meetings for the role
- Take an active role in projects that seek to improve the student experience such as development of postgraduate representation system and improvements to Welcome Week
- You may wish to undertake your own projects to improve the postgraduate experience. The Union will support you with these. For more information, please contact the Students' Union

Training and opportunities:

- The Postgraduate Research Rep will be expected to attend the introductory training session for Senior Academic Reps and engage with staff one-on-one about their role.
- Workshops and booster training shall take place throughout the year. These are optional but will give you opportunities to develop your skills and enhance your CV
- As Postgraduate Research Rep, you will often be invited to take up additional opportunities such as attending higher level meetings or School Action Day

Support:

- Access to further resources such as the Course Rep Handbook and training
- The Postgraduate Research Rep will be able to contact Ceri, the VP Education or the Student Voice Co-ordinator, Emma Worrall, for any help regarding their role or academic issues

Benefits:

- Gain lots of transferrable skills such as communication and time management – the more you engage with the role, the more opportunities and the more skills you develop. These skills can be presented to future employers through CVs, personal statements and interviews
- Networking with a variety of people from different areas of expertise
- Take a leadership role, with more responsibility
- Further opportunities
- **Most importantly, improve your course and the experience of postgraduates!**

For more details about the role, please contact su-academicreps@bathspa.ac.uk