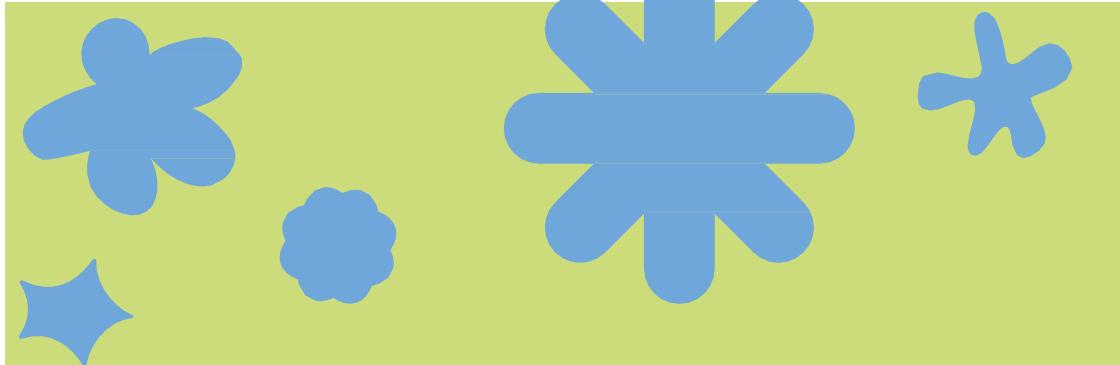


UNION®

**COURSE REP
TOOLKIT**



Thank you for volunteering to be a Course Rep! You are an integral part of ARU Chelmsford, and we are so excited to have you join the Union family!

Being a course rep is a great opportunity for you to gain many transferable skills such as confidence, leadership, time management and negotiation. It is a real chance for you to be a catalyst for positive change and make a worthwhile difference during your time at university.

We have created this handbook so that you can find all the information about being a Course Rep in one place. We hope that you can easily find what you're looking for here, but if you still have questions or concerns about being a Course Rep, please don't hesitate to contact your Representation coordinator.

Representation Coordinator – Nicola Boyd n.boyd@angliastudent.com

Chelmsford Campus Manager –Emma Howes e.howes@angliastudent.com

Societies Coordinator –Russ Meddings r.meddings@angliastudent.com

Education officer- Jeena Thomas j.thomas@angliastudent.com

Chelmsford advisers- Amy Scraggs and Claire Nightingale

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Executive Officer Team:

Union Officers are elected to represent the student body and help run the Union. They take on leadership roles, set priorities, and make key decisions that shape the Union's direction. They work closely with university staff, lead campaigns, organise events, and advocate for improvements in areas like education, welfare, and diversity. Officers also support clubs and societies and ensure all student voices are heard and valued.

Your 2025-2026 Officer Team:

President – Rohan Rajesh:

Rohan serves as the primary representative of the student body to the university, external organisations, and other stakeholders. This year he aims to:



- **Champion cross-campus unity** – ensuring every campus has equal representation and a stronger student democracy.
- **Expand and reshape student spaces** – pushing for more Union owned and accessible spaces across all campuses, including Chelmsford, and building a more student-led, engaging, and impactful.
- **Defend student rights nationally** – from leading on student rights with officers and NUS networks, to tackling exploitative landlords through our ACORN partnership and national lobbying.



VP Activities and Opportunities – Ramees Nazar

Ramees represents students' interests in extracurricular activities and social engagement. This year his aims are to:



- **Organise a Union Cup** - Launching an inter-campus competition across sports and non-sport events to unite our five campuses.
- **Create a Union Wall of Fame** to celebrate student talent and achievements.
- **Expand the Participation Fund** to help more students access activities regardless of financial barrier.
- **Collaborate with Team ARU** to strengthen student voice and engagement in university sport.

VP Education – Jeena Thomas

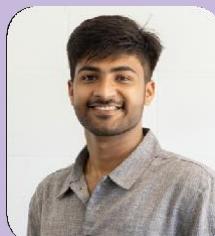
Jeena represents the academic interests of students across all ARU campuses. This year her aims are to:



- **Run an International NHS bursary campaign** to implement the NHS bursary available to Domestic Students for the International students as well.
- **Create a One Voice Campaign - Grade Pathways** to enhance grade transparency and feedback visibility.
- **Representation Reimagined** - Rethinking what academic representation should look like, what do students want and how to best represent them.

VP International and PGR – Gawdham Melath

Gawdham represents the interests of international and postgraduate research (PGR) students across all ARU campuses. This year he aims to:



- **Create more inclusive and cross-cultural events** in partnership with other officers — helping students from different backgrounds connect and feel part of ARU.
- **Continue campaigning for fairer tuition fee structures** for international students, including pushing for the 60:20:20 payment model to reduce financial pressure.
- **Set up networking sessions** for PGR students to share research, connect with peers, and feel more supported in their academic journey.

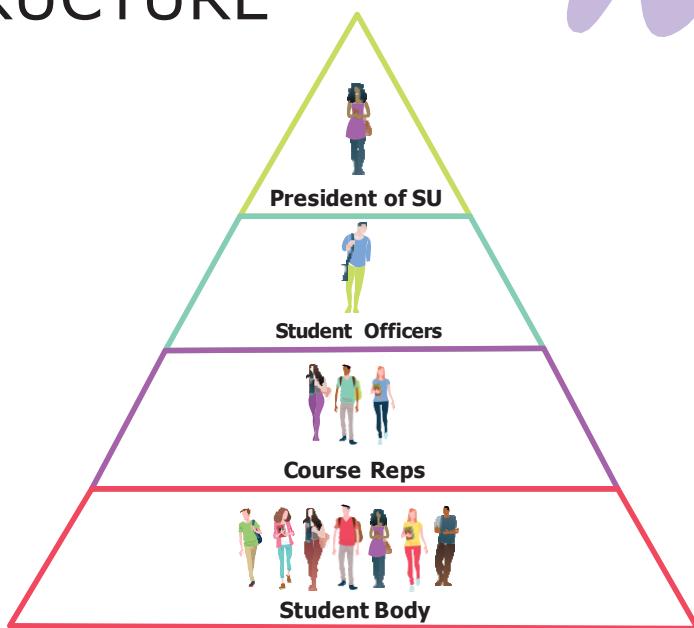
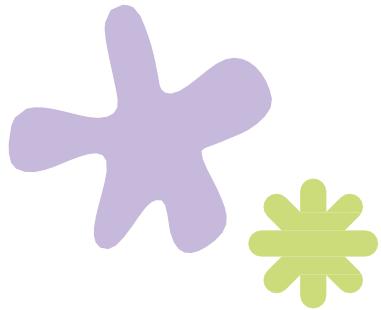
VP Welfare and Liberation – Roshan Lal

Roshan focuses on the welfare and well-being of all students, particularly those from liberation groups. His projects this year include:



- **Food Pantry** - Maintain and improve free or low-cost food and hygiene essentials for new intake students facing financial hardship.
- **Care Down There** - Promote safe sex and wellbeing, high quality sanitary products, sexual health and consent education workshops.
- **The Comfort Circle** - A safe space for emotional support and healing after any kind of loss students may face.

ACADEMIC REPRESENTATION STRUCTURE



The academic representation system follows a pyramid structure.



All officers report to the President who leads the Executive Officer team.



The education officer will gather feedback from the course reps and the student body and run events and campaigns according to the feedback collected

WHAT IS A COURSE REP?



Course Reps are students who are elected at the start of the academic year by their course mates. Their responsibilities include:

Represent Students on their course:

- Listen to students and raise relevant issues on their behalf
- Listen to students and collect feedback about what's going well, not so well and things to be introduced
- Attend Student staff liaison committees (SSLCs) which are meetings with staff and other course reps to share and present feedback collected each trimester
- Share outcomes from the SSLCs with your course mates



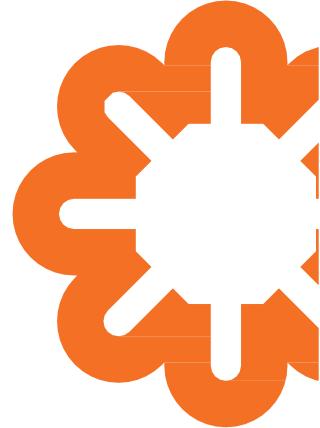
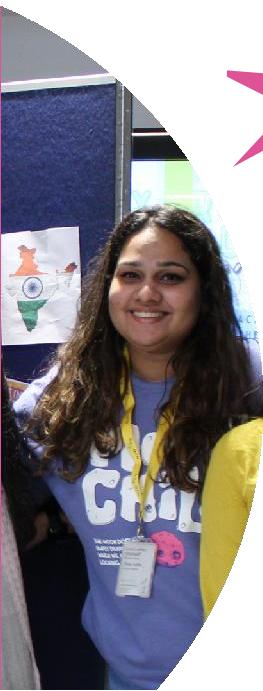
WHY SHOULD YOU BECOME A COURSE REP?



There are so many great reasons why you should be a course rep – it's a rewarding opportunity to grow personally and professionally while making a real difference at university. From gaining new skills to having your voice heard, here are just a few benefits of taking on the role:

Improve the student experience – make real positive changes to your course

- ✿ Develop transferable skills such as negotiation, problem-solving, building professional relationships in the workplace
- ✿ Expand your network
- ✿ Full training for your role
- ✿ Experience for your CV



Student Staff Liaison Committees (SSLCs):

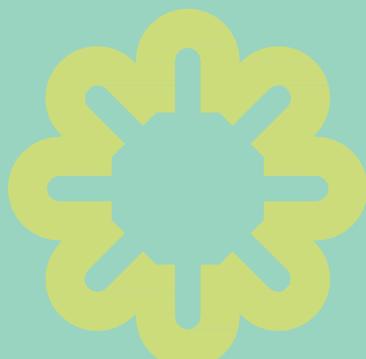
SSLCs act as a bridge between students and staff, providing a platform for students to voice their concerns, suggestions and feedback regarding their courses.

Lecture staff, ARU Support staff, Union staff and course reps are in attendance of these meetings which are split up by faculty.

- ✿ Frequency: 1 SSLC per Trimester

SSLC CHECKLIST:

1. Gather feedback from your peers
2. Fill in feedback form before your SSLC
3. Attend the meeting
4. Feedback the outcomes to your fellow students



GATHERING FEEDBACK:

Feedback is a comment, positive or negative, that can be used as a basis for improvement.

You can gather feedback from your peers about the following topics:

- Quality of Teaching - *including teaching methods and curriculum content*
- Assessment - *deadlines & submission, adequacy of feedback & appropriateness of balance of assessment activities*
- Academic support & skills development - *opportunities to develop employability & skills*
- Barriers to inclusiveness of the course - *hidden / unexpected course costs or accessibility of teaching and materials*
- Organisation and management - *timetabling and communication*
- Learning resources - *reading room, IT, learning environment, Canvas, other T & L resources*
- Placements - *feedback from service users, employers & those supporting L&T in practice*
- Personal tutoring

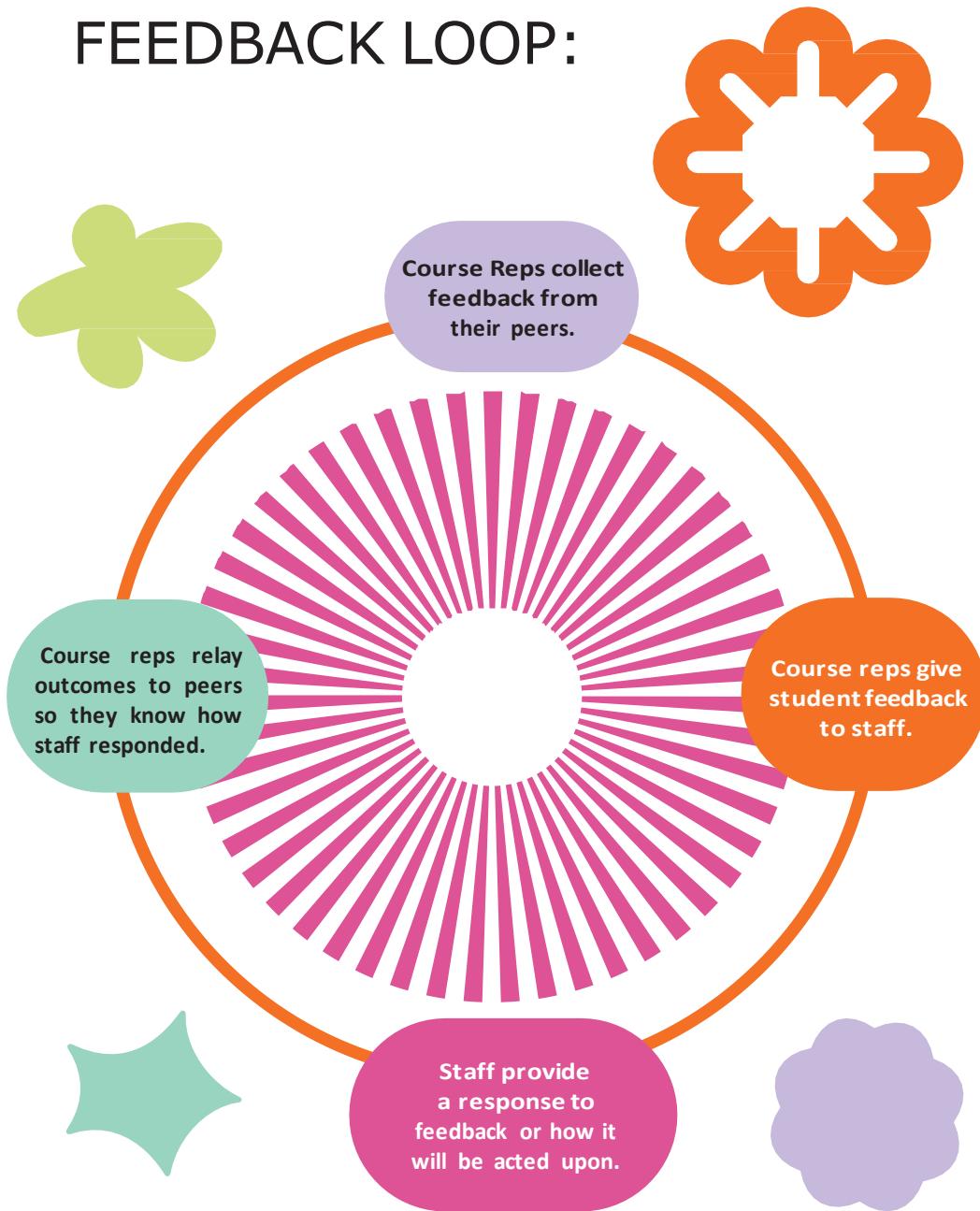
Methods for gathering feedback:

- Create a WhatsApp group (make sure to include everyone!)
- Take 5 mins before or after the lecture starts to speak to your course mates
- Canvas discussion boards
- Email your cohort

Where to take your feedback:

- Small easily fixable course issues e.g. “could slide be uploaded to Canvas ahead of the lecture”: take these to your Course Leader; your rep coordinator can help with this.
- Unresolved items that need more discussion e.g. “many students on the course are commuters; can we take this into consideration for TRI 2 Timetables”: take these to your Course Feedback Forum.
- Big ideas for campaigns/ non-course changes e.g. “student rent is really high! Who/how can I lobby about this?”: Talk to the Union’s Campaigns Coordinator Jo Bunkle to put your ideas into action!

CLOSING THE FEEDBACK LOOP:



WHERE DOES YOUR FEEDBACK GO:

Student Staff Liaison Committees (SSLCs):

Attended by course reps, 1 SSLC per trimester

Faculty Education Committees:

Feedback collected goes to various University committees that focus on student experience and academic experience, attended by Union Staff/ University staff and selected Course Reps

Student Assemblies:

Meetings run by the Union, attended by any student, your Union officers and Union staff members

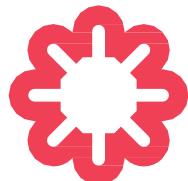


SIGNPOSTING:

Students may reach out to you for personal advice, but this is not your job – students can be signposted to a variety of support services. If you are ever in doubt, please send the student to the Union desk or to the student and library services help desk.

Go to Union Advice for:

- Late Mitigation
- Complaints (Student to Student or Student to University)
- Academic Offences
- Exceptional Circumstances



Can be accessed here: <https://arunion.co.uk/advice/>

*The Union Advice service is completely confidential and separate from ARU.

Go to iCentre for:

- Mitigation
- Timetable changes
- Withdrawal
- Disability and learning differences

Can be accessed in the library in MAB or [iCentre](#)

Go to Study Skills + for:

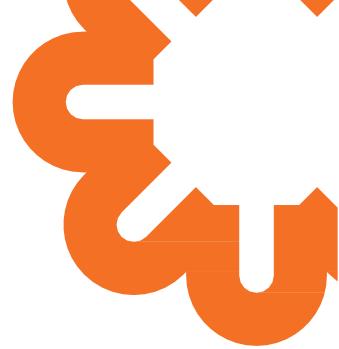
- Additional help on assignments
- Academic workshops

Can be accessed here: [Study Skills](#)

Go to Money Advice for:

- Tuition
- Living expenses
- Savings

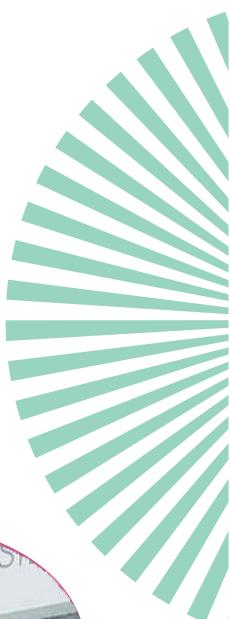
Can be accessed here: [Student Finance - Student Finance](#)

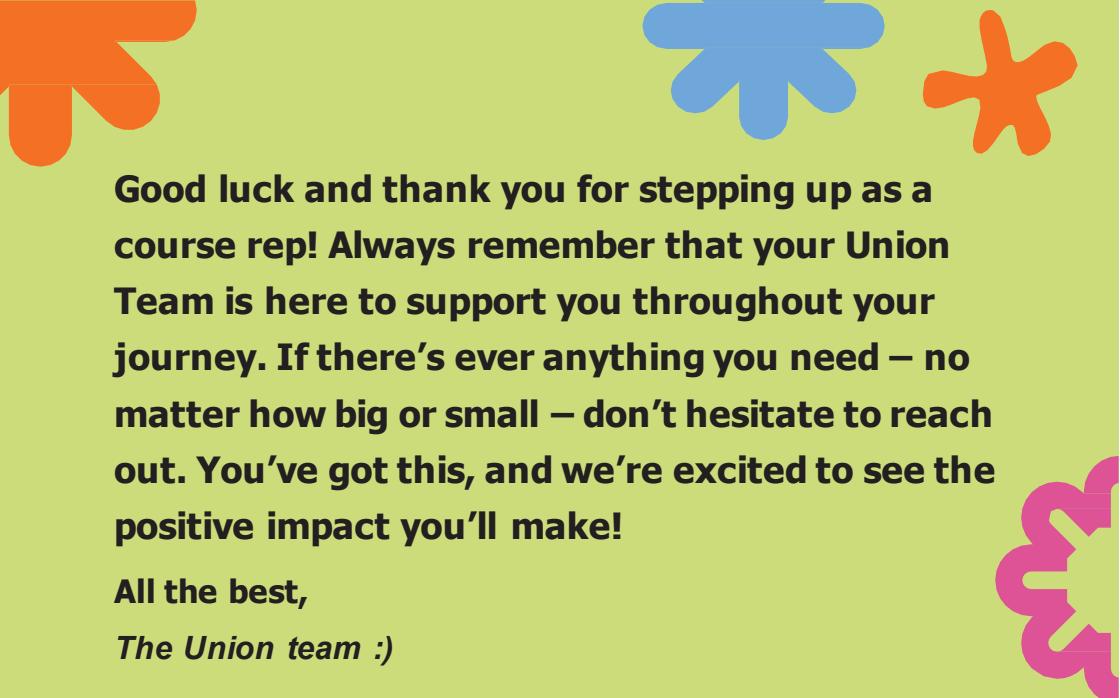


Go to Counselling and Wellbeing for:

- Mental Health concerns
- Support
- Wellbeing workshops

Can be accessed here: [Counselling and Wellbeing](#)





Good luck and thank you for stepping up as a course rep! Always remember that your Union Team is here to support you throughout your journey. If there's ever anything you need – no matter how big or small – don't hesitate to reach out. You've got this, and we're excited to see the positive impact you'll make!

All the best,

The Union team :)

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