**Email & BREO Templates**

Any of the below can be used by academic staff to engage students in Course Rep elections.

**Message from the SU: Promotional Text**

Title: **We are on a look out for our next set of Course Reps!**

At the University of Bedfordshire, there are **3 ways to feedback**: Online; through a Course Rep; in a meeting. By becoming a Course Rep, you become an essential part of reporting on and having a real impact on yours and your peers’ student experience!

Usually, there is one Course Rep per class, who joins a wider community of around 450 Reps from across the University. All Course Reps are supported by staff and by us, the Beds SU Student Engagement Coordinators, Nat and Georgina. We provide training, socials, resources, and support, to make your experience as a Rep as positive as possible.

As a Rep you will develop a number of skills such as leadership, time management and negotiating. You will also have access to our new skills workshops, and you can take part in our brand new ‘Course Rep Reward’ scheme – in this you can claim a reward for each stage you complete.

For more information, check out our article by [clicking here](https://bedssu.co.uk/post/F4GV8/make-your-mark-become-an-su-course-rep?debug=true).

Interested? Please contact your course coordinator!

**Election Message**

Title: **It is time to choose your Course Rep for 2023/24!**

There has been a number of students who have put themselves forward to represent you and your views to the University and Beds SU. They are…

* Candidate One
* Candidate Two
* Candidate Three

Make sure you elect someone who you believe will make the most of their role, **represent your views** properly and be able to play their part in **creating positive change.**

[option 1] Course Rep election will take place in our next class, so please come prepared to vote!

[option 2] Please choose your Course Rep by emailing/replying to [**insert email address**] by [**deadline (i.e., next class)**]

[option 3] Please go to this online form [**insert link to Microsoft form**] to vote for your Course Rep. The form will close on [**deadline**].

**Rep Announcement**

Title: **Your Course Rep for 2023-24!**

Thank you for voting and taking part in the Class Course Rep elections. The votes are in, and I am happy to announce that [insert name] will be your Course Rep for this academic year!

Your Course Rep will reach out to you for feedback, this can include:

* Anything which affects your course experience (i.e., course content, timetables, assessments)
* Suggestions for improvement

It **should not** include:

* Personal issues
* University processes (i.e., mitigation)

Instead, you should reach out to a member of staff, like your PAT, or the Beds SU ([help@bedssu.co.uk](mailto:help@bedssu.co.uk))

You can also provide feedback 24/7 through the online [Student Voice form](https://www.beds.ac.uk/studentvoice), or by emailing help@bedssu.co.uk.

**Message to Rep (once elected)**

Congratulations on becoming the Course Rep for [name of course and year]!

I will now pass on your details to Beds SU, who will be able to walk you through next steps such as training, events, and support. In the meantime, you might want to have a look at the **Beds SU Course Rep Hub**, where many useful resources and links are. You can do so by [clicking here](https://bedssu.co.uk/representation/talk-to-your-rep/course-reps).

If you have not heard from the SU **within two weeks from this email**, please get in touch at help@bedssu.co.uk.