**Email & BREO Templates**

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

**Promotion’s template: email & BREO text**  
Student voice is at the heart of the academic experience and the University values the views of all its students on teaching and learning. Course Reps is just one of the ways that we hear and respond to student feedback.

In partnership with the SU, Course Reps act as a link between students on the course and the University for collecting feedback. The role is 6 hours per term volunteering, click here to see the [full role description](https://bedssu.co.uk/resource/HV6YX/course-rep-infographic-old-branding).

For our course we have**[insert number]** position available. I’d encourage everyone to consider nominating themselves: there is no one way to be a Course Rep and we need someone who is approachable, able to advocate for their fellow students and communicate effectively with staff, students, and other Course Reps.

Please nominate yourself, with a short paragraph about why you would like to be a Course Rep which will be shared with your fellow students, using this *online form* **[insert link to form]***.*

If you are successful, your details will be passed on to the SU who will provide training.

## **Promotion’s template: email reminder**

Tomorrow is the last day to nominate yourself to become a Course Rep. If you would like to be considered for the position of Course Rep, please fill out this online form by **[insert time]** on **[insert date].**

Course Reps are a vital part of how we hear your student voice. You will be trained and supported by the SU so you can complete the role to the best of your ability. For a full role description, [click here](https://bedssu.co.uk/resource/HV6YX/course-rep-infographic-old-branding).

Voting will be open for Course Reps between **[insert dates]**. [No later than 28th October 2022]

## **Template text for BREO and email during Election week**

Thank you for those who submitted their nominations to be Course Rep. We are electing **[1 rep / 2 reps]** for this year of our course and the candidates for election are:

* Candidate One
* Candidate Two
* Candidate Three

Please go to this online form **[insert voting Microsoft Form]** to vote for your next Course Rep, who will represent your views to staff in the faculty and attend Student Voice Forums. You can vote at any time between **[insert time]** on **[start date]** and **[insert time]** on **[end date]**. Please see the reasons why each candidate believes they can represent your student voice below:

Candidate One paragraph  
Candidate Two paragraph  
Candidate Three paragraph

## **Template email reminder**

There is only 1 day left to vote for the Course Rep for this year. Please go to **[insert Microsoft Form]** before **[insert time]** on **[date]**. The candidates for election are:

* Candidate One (plus paragraph)
* Candidate Two (plus paragraph)
* Candidate Three (plus paragraph)

## **Template email/BREO post for all students: election results**

Following the election for Course Rep, I am pleased to announce that **[name]** has been elected as your Course Rep for 2022/23.

Thank you all for taking the time to vote and have your voice heard.

Your newly elected Rep will be in touch in due course to ask you for your feedback. Don’t forget to look out for details of the Student Voice Forum for our School: this is an excellent way to provide feedback to your Rep, your Students’ Union, and staff that manage the School.

You can also provide feedback 24/7 using the [Student Voice form online](https://bedssu.co.uk/representation/feedback-online): this is particularly useful if you’re not quite sure where your feedback should go as Beds SU and the Student Experience team will ensure that it gets directed to the most appropriate place. You can also get in touch with the SU at help@bedssu.co.uk.

I look forward to hearing more from you all throughout the year.

## **Template email for Course Coordinator to elected Course Rep**

Following the election for Course Rep, I am pleased to announce that you have been elected. I have passed your name and contact details onto Beds SU, who will be in touch with details about their Course Rep training and support.

**If you have not heard from the SU within two weeks, please get in touch at** [**help@bedssu.co.uk**](mailto:help@bedssu.co.uk)**.**