**Student Representative Milestones to be recorded on SITS (Extra-curricular student achievement, on** [**My Student Record**](https://msr.shu.ac.uk/urd/sits.urd/run/siw_lgn?USERTYPE=PRS)**)**

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| Course / Department Rep Milestones | Definition of minimum requirement | Comments |
| Milestone 1 | Attendance at a Student Rep Training session (Faculty or Students’ Union)  *or* (if the student is unable to attend training)  a 1:1 briefing with Course Leader / Professional Services Contact / Students' Union colleague, to discuss their role | Attendance at the Student Rep Conference could be considered as additional training |
| Milestone 2 | Attendance at a staff-student committee (Course Reps)  *or*  Departmental Board meeting (Department Reps) in Semester 1  *and/or*  Separate meeting with their Course Leader (Course Reps) or Head of Department (Department Reps)  *and/or*  Submission of written feedback in lieu of attendance at a meeting | Course Leader / Head of Department to confirm that the meeting has taken place, and that the Rep has supplied student feedback to the meeting, either face to face or in writing. |
| Milestone 3 | As Milestone 2, in Semester 2 | All Student Reps should attend at least one staff-student committee meeting (in either Semester) and Dept Reps should meet with their HoD at least once (either 1:1 or in a committee meeting). |

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