

Course Rep Role Description

Overview

Working with the University and Students' Union, Course Reps represent the student voice by raising issues with staff, making suggestions for improvements and help make positive changes on their course.

Course Rep Responsibilities...

- Gather positive and negative feedback from students on their course.
- Communicate what students think to University staff.
- Participate in relevant meetings, discussions and decision-making processes.
- Report back to fellow students about staff responses/changes made.
- Keep the Students' Union and Department Reps up to date on their progress.

Both the Students' Union and University provide support to Course Reps. Below is an overview of the types of support each provide.

The Students' Union will...

- Provide initial training to help Reps get the most out of their role.
- Provide additional training opportunities to help Reps develop.
- Provide resources to support Course Reps including the Course Rep Handbook and online Rep Resources Hub.
- Be on hand to support Reps throughout their time in the role.
- Report Rep feedback to the Education Officer to ensure further action is taken if needed.

The University will...

- Provide information about meetings, dates, times and venues well in advance.
- Provide documentation when relevant, such as agenda and minutes for meetings.
- Direct Reps to the right member of staff to help tackle their issue.
- Take Rep feedback seriously.