

UUSU

COURSE REP

ROLE DESCRIPTION



uusuu.org/student-voice/your-reps/

Course Reps

Central to the ongoing development and success of our academic representation structure we have around **800+ students** stepping into the Course Rep role each year. As the largest group of student volunteers here at Ulster they ensure the student voice is heard and valued on each course and programme.

By actively seeking student opinion Course Reps act as the official, elected voice of their course colleagues. Collaborating with Course/Subject directors and their Students' Union, Course Reps enable and improve communication with the student body, feed into quality assurance processes, and are pro-active in helping to resolve issues relating to the student learning experience.

How many Course Reps do we need

Our standard recommendation is that a minimum of two reps are recruited and elected for each year of study for every programme delivered at UU. This will be flexible of course, taking into account the number of students registered, and the diversity of the course or programme etc.

Supporting you in the role

Responsibility for the management, support and development of our rep structure lies with your Students' Union. Your Course/Subject Director will lead on academic representation within their programme and be your staff point of contact. They will also coordinate regular Staff Student Consultative Committees (SSCCs) - your official rep and staff meeting. UUSU work in partnership with your Course Director and their team to ensure you are prepared and valued in the role.

As an additional level of support, School/Dept Reps are elected for each school or department within your faculty. Using their previous experience as course reps, they have taken on the extra responsibility this year to represent the collective student voice for all the courses within their school/department. These students will be an extra source of support and guidance for you.

What the role involves

- Represent the views of all students within your course informally to your Course/Programme Director and formally through your Staff Student Consultative Committee meeting.
- Pro-actively engage with the Unitu platform regularly to gather feedback & opinion on academic issues.
- Find resolutions and improvements to the student learning experience.
- Promote and communicate your Course Rep role to all students within your course.

Time Commitment

Some periods in the semester will be busier than others, depending on whether you have meetings or training to attend. Taking this into consideration you should probably expect to volunteer an average of one hour per week to the role (around 20 hours over the two semesters).

Key Tasks

- ✓ Identify yourself to the group of students you represent, preferably through regular shout outs in class & online, through your course support area or via social media;
- ✓ Attend Students' Union online training – as the first point of contact for students on your course with queries and questions, it is important that you complete your training and get the relevant info to get started;

Actively seek feedback from your student group both in person and online. Canvass their opinion on course related matters and identify their needs, issues and suggested enhancements. Be responsive & proactive regarding their feedback and accurately communicate updates & relevant info to the appropriate source(s);
- ✓ Keep in regular contact with your Course/Subject Director to deal with any day to day collective concerns when they arise;
- ✓ Attend appropriate UUSU and Ulster University meetings, specifically:
 - o Your Course Staff-Student Consultative Committee (SSCC) which takes place at least once per semester
 - o UUSU Student Voice Forums each semester
 - o Any other meetings called by your School/Department Reps or UUSU
- ✓ Accurately record the outcomes of meetings and report back to your fellow students;
- ✓ Work in partnership with other fellow representatives on issues of joint concern, and liaise regularly with your School/Department Rep(s);
- ✓ Refer non-academic or personal issues to UUSU or UU Student Wellbeing;
- ✓ Actively promote the roles of Course, School/Dept and Faculty Reps to all students, including how to use the Student Voice framework at Ulster to best address academic problems and to create positive change.

**For more information or support
on what's involved contact:**

course reps@uusu.org