



UUSU Course Representative – EDGE activity overview (Category 6)

Outline:

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.

The main duties of a Course Rep are:

- Represent the views of all students within their course informally to their Course/Programme Director and formally through their Staff Student Consultative Committee meeting each semester
- Pro-actively find resolutions and improvements to the student learning experience.
- Promote and communicate their role within UUSU and the University to all students within their course.
- Communicate any changes or new ideas your course team may be planning with everyone.
- Keep in touch with their Students' Union to keep us informed of what it is like to be a student here.

Each year of each course should have at least two Course Representatives in place

Learning Outcomes:

Communicating with a diverse range of students and staff across the Institution, research skills, problem solving.

Anticipated Level of Commitment:

You will be supported in your role by your Students' Union, UUSU. We will provide you with training, online resources and ongoing communication and opportunities to meet to ensure you are successful in your role.

As a minimum you will spend about an hour each week of semester informally communicating with your peers on your course and your staff team in relation to the student experience.

You will also:

- Meet with your course team AT LEAST once per semester through your Staff Student Consultative Committee
- Attend your campus UUSU Student Voice Forum each semester

The following MUST be submitted to gain accreditation – your HANDOVER document:

In order to achieve EDGE accreditation, and your Course Rep certificate, you will need to complete and submit a handover document no later than 31st March 2021. You will be provided with a template for completing this, which will include:

- UUSU Course Rep skills audit – Part 1 and Part 2;
- List of committees and meetings you have attended **including Staff Student Consultative Meetings and UUSU Student Voice Forum**
- Hints and tips for the next person who is taking on your role – this just needs to be a one page reflection on your time as a representative with some ideas for how you would carry out the role differently, if it was you taking it on.

We also need you to have attended UUSU training – either on campus or online through BBLearn. The UUSU team will be able to confirm if you have attended this.

For More Information Contact

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See below descriptor that outlines the overall task to be completed before accreditation can be awarded. This will be added into the HEAR database on completion of this activity:

A student who has taken on the responsibility of representing the collective opinion of their peers at a course level. They will have held meetings to gather the views of other students and attended additional University and SU meetings to discuss improving the student learning experience. 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.