



COURSE REP ROLE DESCRIPTION

+ COURSE REP + SCHOOL OR DEPARTMENT REP + FACULTY REPS +

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OVERVIEW

Why be a Course Rep

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.

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 will be your staff point of contact. They will also coordinate regular Staff Student Consultative Committees, 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 we now have School/Department Reps in place within each Faculty. Using their previous experience as course reps they have taken on the extra responsibility 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.

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 30 hours over the two semesters).

What it 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 find resolutions and improvements to the student learning experience.
- Promote and communicate your role within UUSU and the University to all students within your course.

Benefits for You

- Personally you will get a lot from knowing you have made a real difference and have had a positive impact on the learning experience of your course colleagues;
- Professionally there are a number of transferable skills which our Course Reps report that they have developed, not least:
 - Communication
 - Leadership
 - Negotiation
 - Time management
- Improve your understanding of the University and Students' Union systems and influencing their direction;
- Develop stronger links with staff on your course;
- Meet new people on your course, and making your time more enjoyable;
- Gain accreditation for your time in the role, it's an EDGE accredited activity!

YOUR KEY TASKS

- Identify yourself to the group of students you represent, preferably through regular shout outs in class, through your course support area or via social media;
- Attend Students' Union training - as the first point of contact for students on your course with queries and questions, it is really important that you come along to the training and keep in touch throughout the year
- Actively seek feedback from your student group. Canvass their opinion on course related matters and identify their needs, issues and suggested enhancements. Record any student feedback to enable you to accurately communicate this information 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:
 - Your Course Staff-Student Consultative Committee (SSCC) which takes place at least once per semester
 - UUSU Student Voice Forums each semester
 - Annual Student Voice Conference (cross-campus)
 - Any other meetings called by your School/Department Reps or UUSU

**attendance at these meetings is optional and determined by your availability*
- Accurately record the outcomes of meetings and report back to your students and UUSU
- Work in partnership with other representatives on issues of joint concern, and in particular liaise regularly with your School/ Department Rep(s);
- Refer non-academic or personal issues to UUSU.
- Actively promote the roles of Course, School/ Department 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.

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.

For more information on what's involved contact

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