

## **COURSE REP ROLE DESCRIPTION - PSYCH D**

This is to be retained by the Course Rep. For further information about the role of a Course Rep, please email [ussu.coursereps@surrey.ac.uk](mailto:ussu.coursereps@surrey.ac.uk)

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### **As a Course Rep, you are expected to:**

- Complete Course Rep training run by USSU
- Research your peers opinions on issues relating to the PsychD course
- Represent PsychD student feedback to the University at departmental formal meetings, and in informal interactions with staff
- Attend Student Voice Forum and other Union-run events to represent students when possible
- Report outcomes from these meetings back to your peers
- Share ideas and issues with your fellow Reps
- Keep in contact with USSU by sharing your success via Course Rep Wins forms
- Complete the Course Rep end of year experience survey

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### **As a Course Rep, you can expect your Department to:**

- Confirm in writing (email) that you have been elected to be the Course Representative for your School/Department, and outline the group of students you will be representing
- Inform the Students' Union that you will be a Course Rep and update them if this should change
- Help you to advertise your position as a Course Rep to your School/Department
- Facilitate representation within your School/Department (e.g. giving you adequate notice of upcoming meetings)
- Arrange for an election to take place when required, to ensure continuity of representation

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### **As a Course Rep, you can expect the Students' Union to:**

- Contact you upon your election regarding training dates
- Offer advice and guidance in your role, including Rep training
- Ensure that contact details are available for you to contact your Vice President Voice with any queries or problems
- Facilitate Student Voice Fora to allow you address issues directly to the University's Senior Management team
- Recognise and reward the work of outstanding Course Reps
- Identify and provide support for issues that may require the involvement of senior members of University staff

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### **Skills and experience you can expect to gain from this role:**

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|---------------------|-----------------------|--------------------|
| • Leadership skills | • Organisation skills | • Meeting skills   |
| • Communication     | • Persuasion          | • Time-management  |
| • Team-working      | • Collaboration       | • Digital literacy |

To find out more about Course Reps, go to  
[www.ussu.co.uk/representation/coursereps](http://www.ussu.co.uk/representation/coursereps)

