

COURSE REP ROLE DESCRIPTION - UG & PGT

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

As a Course Rep, you are expected to:

- Complete Course Rep training run by USSU, and complete Unitu training
- Research student opinions on issues relating to your course
- Represent student feedback to the University at formal meetings such as SSLCs and Boards of Studies and in informal interactions with staff
- Attend Student Voice Forum and other Union-run events to represent students
- Report outcomes from these meetings back to your peers
- Show and promote active engagement on MySurrey Voice discussion boards, powered by Unitu, moderating and escalating feedback to staff
- 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

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

- Hold Course Rep elections each year for new students in October, and in May for returning students
- Confirm in writing (email) that you have been elected to be a Course Rep, 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 cohort
- Facilitate representation within your School/Department (e.g. giving you adequate notice of upcoming meetings)
- Respond and take action on feedback posted on discussion boards on Unitu

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

- Contact you in semester one regarding training dates
- Offer advice and guidance to enable you to represent your cohort effectively
- Ensure that contact details are available for you to contact your VP Voice with any queries or problems
- Facilitate Student Voice and Faculty Voice Forums to allow you address issues directly to the University's Senior Management team via email to the VP Voice
- Promote the work of Course Reps throughout the year
- Identify issues that require involvement of senior members of University staff

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

- 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

