

## **COURSE REP ROLE DESCRIPTION - PTY**

This is to be retained by the PTY 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)

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

- Complete online Course Rep training run by USSU, and complete Unitu training
- Research student opinions on issues relating to your course
- Represent student feedback via email to the University at formal meetings such as SSLCs and Boards of Studies and in informal interactions with staff
- Report outcomes from these interactions 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)

### **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, including online Rep training
- 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 may require the involvement of senior members of University staff

### **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)

