

COURSE REPRESENTATIVE - ROLE DESCRIPTION

Note: This Role Description is under review and may be amended to reflect changes to the University's academic representation policies.

Academic Representation – Principles

The University and the Students' Union jointly commit to five principles of student academic representation:

1. The purpose of student academic representation is to engage students as equal partners in academic governance. Through student academic representation, students should be members of the decision-making process on issues related to the student learning experience.
2. Every student should have clearly defined peer representation; every student should have the opportunity to become a representative
3. Students should be represented at all levels of decision-making on issues that impact the student learning experience and are full members on all decision-making committees, fora and subgroups throughout the University to facilitate effective student input into decision making on the student learning experience. The views of students are given equal consideration to the views of others, and student representatives are adequately supported by the University in developing informed and considered input into decision-making
4. Students are fully involved in the design and review of curricula, including through quality assurance processes
5. The Students' Union and the University shall continually review and monitor the programme of academic representation including an annual review to ensure it is in line with best practice and meets the needs and expectations of both staff and students

Academic Reps are student representatives operating within School structures and are volunteers on a programme jointly delivered by the Students' Union and the University.

Academic Reps represent students at four levels of the educational experience: Course, Subject, School and Faculty and are supported by the University and the Students' Union, in particular the SU Student Voice Team, SU Education Officer and SU Postgraduate Officer.

The Role of Course Representative

Course Reps are student volunteers at course-level who represent the views and opinions of other students and who work in partnership with the University to meaningfully shape the educational experience.

Course Reps are the representative voice of their peers.

They gather feedback from the students on their Course, using a variety of mechanisms including face-to-face as well as virtual fora.

Course Reps present this feedback where appropriate, including in student-led meetings termed Student Voice Committees (SVCs).

These meetings take place at least twice a semester and are intended to facilitate dialogue to identify areas of concern and opportunities for enhancement.

Course Reps shall explicitly represent their peers' educational interests including but not limited to matters related to teaching, learning opportunities, assessment and feedback, academic support, organisation and management of courses, learning resources, the learning community and the student voice.

All students are represented by at least one Course Rep based on a ratio of approximately 1 rep: 30 students. Where more reps are required to address areas or demographics of under-representation, further students may be invited to become Course Reps to represent these cohorts.

Both Schools and students may suggest that further students are invited to become Course Reps to represent these areas and/or demographics. This may include, but is not limited to, international students, distance learners and joint honours students.

Where these additional appointments take place, all students becoming Course Reps should register through the Students' Union central portal for the purposes of monitoring, training, support and recognition.

The Responsibilities of being a Course Representative

- Talk to the students on your course and find out what they think about their modules, assessments, resources, and any other aspects of their educational experience.
- Gather this feedback and ensure that the student voice is heard at SVC (Student Voice Committee) meetings, or any other relevant forums.
- Participate in all SVC meetings throughout the year. (There should be two meetings per semester.)
- Work with the School Rep to make sure that students are aware of the discussions and decisions made at SVC. This could be via a School noticeboard, over email, or just a face-to-face chat.
- Maintain regular communication with the Students' Union on academic representation-related matters and opportunities.
- Attend a two-hour training session at the Students' Union after you commence in your role.

The benefits of being a Course Representative

- The opportunity to make a real change for the better in your School.
- In-depth training on all the real-life skills you will use as a Rep.
- Excellent experience working with peers and staff members in a professional meeting environment.
- A chance to develop your confidence, communication, and teamwork abilities.
- Gain a real insight into the procedures and operations of the University.
- Course Rep experience can be used to apply for Degree Plus (Combined Experience), no matter what year you're currently in. This then appears on your HEAR (Higher Education Achievement Report) transcript when you graduate.

- Lots of opportunities to get more involved with your Students' Union and to make your mark on the educational agenda here at Queen's.

Time and Commitment Expected of a Course Representative

It is important to remember that these are voluntary posts and that everyone has study, work, family, and other commitments. Different people will, depending on their circumstances, be able to make varying levels of commitment. The Students' Union will attempt to be as accommodating as possible to individual circumstances. Approx. 1-3 hours per week to talk to the students on your course and participate in all SVC meetings throughout the year. (There should be two meetings per semester. You will also be expected to attend a two-hour training session at the Students' Union after you commence in your role.

Additional Information – Key Contacts

More information is available on the Students' Union website: www.gubsu.org

Any queries about the Students' Union, academic representation or the role of Course Rep can be emailed to the Students' Union Student Voice team: studentvoice@qub.ac.uk