

COURSE REPRESENTATION - OVERVIEW

Note: This Role Description 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 Voice Team, SU Undergraduate Education Officer and SU Postgraduate Education Officer.

COURSE REPRESENTATIVE – ROLE DESCRIPTION

Title of Role: Course Representative

Objective of Role: Course Reps are student volunteers at Course-level who represent views and opinions of students in that Course and who work in partnership with the University and the Students' Union to meaningfully shape the educational experience. Every course has at least one Course Rep.

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.

Tasks & Activities

- Participate in all training provided.
- Gather feedback from your course mates.
- Engage with your School Rep, providing input to the Student Voice Committee agenda
- Attend all Student Voice Committee meetings to represent the views of your course.
- Attend QSU Academic Rep Forums to provide feedback and get updates on education initiatives.
- Engage with development opportunities.
- Signpost students to other support services.

Reporting to: SU Voice Team (Students' Union) and Student Rep Coordinator (in your School)

Length of appointment: 1 academic year

Time commitment: Four hours per week

Skills developed: Successful Course Reps will be skilled in communication, negotiation and diplomacy, capable of navigating professional relationships and working in a team. Course reps will also develop leadership skills and presentation skills which will be invaluable in committee meetings.

Support provided: Ongoing training, development and advice is provided by the Students' Union. The Course Rep's School will also provide support in contacting students and facilitating Student Voice Committees.

Recruitment method: Self-nomination via SU website.

Certificate: Students can apply for the Queen's Future Ready Award (Combined Experience)

Policies and Procedures: Course Reps are required to adhere to all relevant University and Students' Union policies and procedures. These include the: University's General Regulations; Conduct Regulations; Equality, Diversity and Inclusion Policy; Data Protection Policy and Students' Union Constitution. Detail on key policies and procedures will be provided during Course Rep training.

ADDITIONAL INFORMATION – KEY CONTACTS

More information is available on the Students' Union website: www.q-su.org

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