

Course Representative (UG and PGT)

Role Description

This role description outlines what the role of a course representative is. It highlights the commitments, skills and benefits you can expect from taking up the role.

Duties and Responsibilities:

- Gather and represent students' opinions and feedback on their course
- Be the conduit between the students on your course and academic and support staff in the school
- Attend the Student Partnership Conference in Semester 1 (training)
- Help to shape the SSLC agenda by suggesting items for discussion
- To raise course related issues with teaching or support staff as they happen
- Uphold the 5 R's of Representation at all times (included in the training)

Time Commitment:

- Attend the Student Partnership Conference in Semester 1 (Attend the alternative training provided by QMSU in semester 1)
- Attend at least one SSLC per semester (depending on the frequency in your school) lasting 1-2 hours
- Frequently gather the views of students on your course by; anecdotal, email, QMPlus, social media
- In addition time should be allowed for to gather the views of students, reading papers and liaising with VP Education and Faculty/School Reps.

Opportunities and benefits:

- Build networks in your school/faculty and work in partnership with other reps and staff to create change and improve quality of teaching
- Enhance employability by gaining and developing key skills
- Free course rep merchandise from the Student Partnership Conference/training
- Get a Contribution Certificate at the end of the year (if you meet criteria) and attend the Education Awards in March at Drapers' Hall

Supported by: QMSU Education Coordinator, Vice President Education, Faculty Representatives (relevant to your role)

Training and Support:

- Take part in the Student Partnership Conference or alternative 'Effective Representation' session
- 1-1 meetings with the Education Coordinator at QMSU
- Take part in Skills Award

Reward and Recognition:

- Win an Education Award

(This will be accredited through the HEAR program and be available on your transcript when you graduate)

- Course Rep Contribution Award

Key Skills to be gained:

Written Communication

Public Speaking

Verbal Communication

Diplomacy

Decision Making

Chairing

Teamwork

Organisation and Planning

Time Management

Negotiation

For further information contact:

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