

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.
- To raise course related issues with teaching or support staff as they happen.
- Attend the Effective Representation training with QMSU
- Uphold the 5 R's of Representation at all times
- Compulsory attendance to the School Forum chaired by School Rep.
- Help to shape the SSLC agenda by suggesting items for discussion
- Promote participation in key surveys to fellow students throughout the year.

Time Commitment:

- Attend the Effective Representation training with QMSU or send apologies and good reason for not attending (Course Rep Contribution Award criteria).
- Attend at least one SSLC per semester or send apologies and good reason for not attending (depending on the frequency in your school) lasting 1-2 hours (Course Rep Contribution Award criteria).
- Attend at least one School Forum, chaired by the Faculty VP, per semester or send apologies and good reason for not attending (Course Rep Contribution Award criteria).
- Frequently gather the views of students on your course by; anecdotal, email, QMPlus, social media
- In addition, time should be allowed to gather the views of students, reading papers and liaising with VP HSS and SE and School Reps.

Opportunities and Benefits:

- Build networks in your faculty and work in partnership to create change and improve quality of teaching.
- Enhance employability by gaining and developing key skills.
- Get a Contribution Certificate at the end of the year (if you meet criteria stated in Time Commitment) and attend the Education Awards in March at Drapers' Hall.
- Be nominated for the Course Rep of the Month award.

Supported by: QMSU Education Coordinator, Vice President Humanities and Social Sciences, Vice President Science & Engineering, Vice President Barts and the London, School Representatives (relevant to your role).

Training and Support:

- Take part in the Effective Representation training with QMSU.
- 1-1 meetings with the Education Coordinator at QMSU

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
- Course Rep of the Month Scheme.

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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