

## Course Representative Role Description

Course Representatives are the first point of contact for students on matters relating to student experience. They bring the views of students to the attention of the University. Each course has its own Course Representative(s), elected by the student body.

### Requirements for the Course Representative Role

1. Student Rep role descriptions will be advertised to the student body and self-nominations will be invited from students interested in the posts. There are specific responsibilities associated with each of the roles, and each carries a time commitment. Every rep is automatically a Course Evaluator, and every rep then needs to choose one specialism alongside it. Due to the time commitment and responsibilities, a student is not permitted to take on more than one of these rep specialism roles in any one year. A student appointed to one of these roles may reapply for the same or different role the following year.
2. Students will need to do this by the advertised date. Late applications will not be accepted. Any student who is taking part in studies abroad or on a placement or industrial year are unable to apply to become a Representative. Part-time students are eligible to apply for Representative roles as long as the required hours can be fulfilled.
3. Should more than the allotted number of representatives put themselves forward, then an election will take place. Applicants' statements will be advertised, and students will be requested to vote. Elections will be organised and managed by Course Leaders.
4. The call for self-nominations and elections will be organised at the following times each year: Appointment of Reps will be organised by the UWSU College Coordinators, the University Student Engagement Team, and Course Leaders.
5. Each appointment will be for one academic year unless a vacancy occurs during an academic year. In this case, the appointment would be for the remainder of the academic year a Representative is appointed.

There are 6 types of Course Representative specialisms available for Course Representatives to choose from (in addition to the course evaluator role, which is mandatory).

These specialisms are expected to run annually but may be subject to change.

<b>Course Evaluator (Mandatory)</b>		
<p>This role is mandatory for all course reps.</p> <p>Evaluate your course against criteria (including the B conditions). Supports students to use Unitu.</p> <p>Be a champion of Equality, Diversity, and inclusion (EDI).</p>		
<b>Social Coordinators</b>	<b>Academic Integrity</b>	<b>Curriculum Experts</b>
Organising events and activities at a school level which foster a strong academic community and sense of belonging.	This specialism will include referencing and how to use AI most appropriately.	Co-create and co-design innovative curriculum design.  Further the work of the education strategy.
<b>Individual Advocates</b>	<b>Study Confidence Gurus</b>	<b>Employability Engagers</b>
Championing and signposting the University and UWSU support services.	Run study groups.  Advocate to produce relevant materials to support students' studies.	Organise student-led and activities focussed on career development.  Support & promote career fairs and events led by School and UoW Employability Team.

## Responsibilities

1. Attend necessary training sessions provided by the University of Westminster Students' Union (UWSU – your Students' Union), including introductory training and training for their chosen role.
2. Attend relevant meetings that have a student experience focus, such as the Academic Rep Forums.
3. Signpost students to relevant services such as the Student Centre and Wellbeing Services.

4. Adhere to the Course Representative Code of Conduct; this will include signing the code of conduct.
5. Consult with fellow students about academic issues of concern to them.
6. Meet the Course Leader at least once per semester and proactively maintain communications on issues relating to learning and teaching and your student experience.
7. Engage with course-specific activities, as agreed with the Course Leader, to provide student voices for their course.
8. Engage with any digital feedback systems such as surveys and Unitu.
9. Identify areas of good practice and take steps to share these with the University.
10. Represent the views of their fellow students at meetings.
11. Feedback information, actions, and commitments from meetings to their fellow students.
12. Maintain contact with fellow Course Representatives and School Community Representatives.
13. Maintain contact with UWSU, including but not limited to, the appropriate School Community Representative, the Elected Officer Team, and the Peer Support Project Team.
14. Maintain contact and collaborate with other student leaders who enhance student life such as FANS, Community Organisers, Student Callers, and Student Group and Society leaders, etc.
15. Help to promote the Academic Representation system.
16. Actively participate in relevant democratic events run by the Students' Union, such as the Student Council, All Members Meeting, Welcome Fairs, Academic Communities events, Rep Forums, etc.
17. Course reps will be required to complete a course rep report at the end of the year to feedback on various insights. In addition, reps will also need to provide information about the student feedback they have received from students. This request will come from UWSU college coordinators.

In addition to the above, Course Representatives may consider taking on further representative roles within the University e.g. becoming a student member of a University Committee or becoming a Community Organiser at the Students' Union.

## Benefits

1. Earn rewards through the Rep Reward and Recognition system. Prizes are awarded on three tiers based on points: Bronze, Silver, and Gold. When Course Reps reach each tier, rewards will be allocated to them. Reps will be expected to provide proof of tasks that they have completed to earn points.
2. Exclusive social events just for Course Reps and School Community Reps, such as movie nights, game nights, etc.

## As a Course Representative, you can expect the University to:

1. Encourage all students to engage with the Academic Representation process.
2. Put in place arrangements for the election of Course Representatives.
3. Promote a partnership model where student voices are heard and considered in decision-making processes.
4. Provide a platform for dialogue between students and the University on matters relating to student experience.

## As a Course Representative, you can expect UWSU to:

1. Provide you with induction and training opportunities which enhance your employability and skills;
2. Ensure that you receive details of key contacts within UWSU.
3. Offer advice and guidance to enable you to be effective in your role.

For more information please contact, [su-reps@westminster.ac.uk](mailto:su-reps@westminster.ac.uk)