

These job description is currently being revised and is for guidance only

Course Representative Responsibilities and Expectations

- Represent the academic requirements and views of students.
- Attend training and the course representation conference held by the Students' Union
- Work with programme and module leaders to address challenges raised by students and also identify good practice.
- Attend and facilitate Feedback Forum (Regular informal conversations about the course with students and staff)
- Attend and represent views and opinions of students on your course at Staff Student Consultative Committee (SSCC) and Programme Management Boards (PMB) meetings.
- Feedback and discuss issues raised at the SSCC and PMB with your fellow students and feedback to students the results of meetings.
- Promote yourself and your role effectively to students on your course, ensuring that they are aware of the support you can offer.
- Work with and communicated with School Representative Co-ordinators and the Deputy President Education as and when required.
- Refer major and individual issues to the Students' Union or Student support Services. Do not take on personal issues.
- To attend and represent views and opinions of students on your course at Education Council.