Course Representative Role Description
This document accompanies the Code of Practice for Course Representatives

Course Representatives, hereinafter referred to as *Course Reps,* are the first point of contact for students, they take students' views to the attention of the staff on the course, programme or department. Each course has its own Course Rep(s), elected by the student body.

Responsibilities/ Requirements

1. Attend training sessions provided by the University of Westminster Students' Union (UWSU);
2. Attend relevant meetings i.e. course committees, department committees, UWSU course rep conference etc.;
3. Consult with peers about issues and good practice related to your course;
4. Represent your peers to staff within your Faculty, department and course in meetings;
5. Feedback information to peers;
6. Share issues with fellow Course Reps;
7. Keep in contact with the UWSU campus Vice-President and RRW team;
8. Help promote the Course Representative system and other student engagement opportunities.

All course reps are expected to meet the expectations above. Additionally, reps can consider applying for the **University Student Representative** role.

As a Course Rep you can expect the University to:

1. Encourage student engagement in the course rep process;
2. Hold academic rep elections[1] by the end of Learning Week Three and give timely notice of when the election will take place;
3. Facilitate course committee[2] meetings and communicate details to students in a reasonable time frame that is a minimum of five working days;
4. Provide your contact details to the UWSU.

As a Course Rep you can expect the UWSU to:

1. Contact you with details of training sessions;
2. Ensure that key contacts in the UWSU are shared with you so you can contact your Vice-President with any queries or problems;
3. Provide development opportunities;
4. Offer advice and guidance to enable you to represent your students effectively.

[1] Where possible, an election will be held. Where an election is not possible, a candidate can put themselves forward or be selected. (Course Rep Code of Practice, 4.1)
[2] Each course will establish a formal process for consulting with and gathering feedback from student representatives, usually in the format of a course committee. *For some courses a different format may be necessary. Examples could include periodic meetings of the whole year or cohort group or consultation by group e-mail. The primary task is to ensure that a formal meeting process takes place and a formal set of notes or minutes is recorded.* (Course Rep Code of Practice, 6.1)