

Student Course Representative – Role Description

Student 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 Student Course Representative(s), elected by the student body.

Responsibilities

1. Attend training sessions provided by the University of Westminster Students' Union (UWSU);
2. Attend relevant meetings that have a student experience focus;
3. Consult with student colleagues about issues of concern to them;
4. Meet the Course Leader at least 2 times per semester and proactively maintain communications on issues relating to learning and teaching;
5. Engage with course-specific activities, as agreed with the Course Leader, to provide student voices for their course;
6. Identify areas of good practice and take steps to share these with the University;
7. Represent the views of student colleagues at meetings;
8. Feedback information to student colleagues as appropriate;
9. Maintain contact with fellow Student Course Representatives;
10. Maintain contact with the UWSU e.g. the appropriate School Representative or VP Education (UG or PG) and the Representation and Voice team;
11. Help to promote the Student Course Representative system.

In addition to the above, Student Course Representatives may consider taking on further representative roles within the University e.g. becoming a student member of a University Committee.

As a Course Representative you can expect the University to:

1. Encourage all students to engage with the Course Representation process;
2. Put in place arrangements for the election of Student Course Representatives;
3. Promote a partnership model where student voices are heard and taken into account 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 the UWSU to:

1. Provide you with induction and training opportunities;
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