

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 necessary training sessions provided by the University of Westminster Students' Union (UWSU – your Students' Union), including introductory training;
2. Attend relevant meetings that have a student experience focus, such as the Rep Forums;
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 and your student experience;
5. Engage with course-specific activities, as agreed with the Course Leader, to provide student voices for their course;
6. Engage with any digital feedback systems such as surveys, etc.
7. Identify areas of good practice and take steps to share these with the University;
8. Represent the views of student colleagues at meetings;
9. Feedback information, actions and commitments from meetings to student colleagues;
10. Maintain contact with fellow Student Course Representatives;
11. Maintain contact with UWSU, including but not limited to, the appropriate School Representative, the UG and/or PG Vice-Presidents of Education, and the Representation and Voice staff team;
12. Maintain contact and collaborate with other student leaders who enhance student life such as FANS, Academic Communities leaders, Student Group leaders, etc.
13. Help to promote the Student Course Representative system;
14. Actively participate in relevant events run by the Students' Union, such as the Student Council, Welcome, Academic Communities events, Rep Forums, etc.

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 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