

COURSE REPS ROLE DESCRIPTION

Course Reps

Introduction to the Course Rep role

A Course Rep is an elected representative who represents students on a particular course. Course Reps are elected online through the Students' Union website by students on their course and there are course reps for each academic year. They are responsible for collecting student feedback and talking to staff about the feedback, either through one on ones with the course leader, or appropriate member of staff, or in Staff Student Liaison Committees (SSLCs).

Location: Your home campus (with possible training and events elsewhere)

Time Commitment: 1-2 hours a week, term time only

How long will I be a Rep for? The role lasts for one academic year, though you may decide to run to be elected for the position again next year

What Being a Course Rep Means for You

Role Responsibilities:

- To introduce yourselves to the students on your course
- To introduce yourself to your course leader
- Be the voice for students studying on your course
- To collect feedback on a range of academic issues (these areas will be discussed during training):
 - Curriculum
 - Learning and Teaching process
 - Learning resources
 - Assessment and Feedback
 - Student progression and achievement
 - Guidance and support
 - Quality enhancement and assurance
- To liaise with your Course Leader and lecturers on a regular basis
- To attend Staff Student Liaison Committees (SSLCs) and any further meetings as required
- Take an active role in projects that seek to improve the student experience
- Raise issues with Senior Academic Reps, VP Education or Students' Union Staff that you feel should be raised at a higher level

Training and Opportunities:

- All Course Reps are expected to complete the online introductory training and GDPR training
- The Students' Union will be running Empowerment sessions throughout the year. These are optional but will give you opportunities to develop your skills and enhance your CV
- As a Course Rep, you will often be invited to take up additional opportunities such as helping with the Students' Union Awards Season, attending higher level meetings or attending Student Conference

Course Reps Support:

- Access to further resources such as the Course Rep Handbook and role descriptions
- Course Reps can talk to their Senior Academic Rep for any issues they believe need to be escalated in their School or Field
- Course Reps can contact Annabelle, the VP Education, for assistance and guidance on academic issues
- Course Reps can also contact the Students' Union Engagement Team for any general queries or assistance relating to their roles

Benefits:

- Gain lots of transferrable skills – the more you engage with the role, the more opportunities and the more skills you develop. These skills can be presented to future employers through CVs, personal statements and interviews
- You can use your hours as a Course Rep towards the Bath Spa Award.
- Networking with a variety of people from different areas of expertise
- **Most importantly, improve your course!**

For more details about the role, contact su-academicreps@bathspa.ac.uk