

Course Representative – Role Description

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

Responsibilities:

1. Attend mandatory induction training provided by the Union of Brunel Students.
2. Consult with student colleagues about their programme of study and their wider learning experience.
3. Meet the Course Leader at least 2 times per term and proactively maintain communications on issues relating to learning and teaching.
4. Attend Student Experience Committee (SEC) meetings twice per academic year.
5. Attend Board of Studies (BOS) meetings once per academic term.
6. Communicate with students on an ongoing basis about your work with your department, and any positive changes made as a result.
7. Play an active role in the development and enhancement of your programme.
8. Promote the value of students and staff working together to build a better education.
9. Feedback key issues to the Union's College Vice Presidents to enable them to most effectively represent the student voice at both College and University level.

As a Course Representative you can expect the University to:

1. Encourage all students to engage with the Course Representation process.
2. Promote a partnership model where student voices are heard and taken into account in decision making processes.
3. Provide a platform for dialogue between students and the University on matters relating to student experience.

As a Course Representative you can expect the Union of Brunel Students to:

1. Provide Reps with a selection of skills and knowledge-based training opportunities to help them more effectively conduct their role.
2. Provide Reps with a free complimentary Rep Hoodie.
3. Offer opportunities to engage with the Union's College Vice Presidents, and Course Reps across the University, on issues of shared interest.
4. Offer advice and guidance to enable you to be effective in your role.

For more information, please contact studentvoice@brunel.ac.uk



