

Role Description for Course Representatives – Taught Course

Contacts

Course Representatives should provide a link between staff and students by liaison with:

- Course Leader and relevant School staff;
- students on the course;
- School Representative;
- UEL Students' Union

Purpose

To give students a voice to influence course level policy and resource decision-making processes and provide an accountable system for channelling student views.

Main Duties

To carry out the role Course Representatives should:

- represent the views of all students on the course, by actively seeking student opinion. Where possible, ensure that all views are based on evidence;
- contribute items to the agenda of meetings;
- read paperwork for meetings and read minutes of past meetings;
- understand current issues and keep an awareness of new policies and initiatives;
- carry out agreed actions;
- feedback information or agreed actions to all students on the course;
- canvas opinions, collect feedback or consult with other Course Representatives to clarify issues before the next meeting;
- report major issues to Students' Union, School Representatives, as appropriate, for further action.

Guidelines

In carrying out the role of Course Representative, the following guidelines may be followed.

- At the end of each meeting, ask the Chair to summarise all the actions that need to be carried out.
- Course Representatives may share or divide up the reading of paperwork for meetings.
- Discuss issues with other Course Representatives before and after committee meetings. This will help you manage future issues as they arise.

Time Commitments

- Attendance at course committee meetings.
- Attendance at Course Representatives training and relevant events.

Electing Course Representatives

Level 4 students are notified about the role of Course Representatives a couple of weeks after the start of the term. By this time they will have started to get to know each other. The discussion takes place during timetabled class time, in a core module. A level five Course Representative attends to talk to the students about being a representative.

Students are then either nominated or volunteer. The aim is to elect four representatives; this provides scope for students unable to attend committee meetings, the withdrawal of students who are Course Representatives, for example. The inclusion of part-time and evening student representation is sought. If more than four names are suggested, an election is held. This is run by the students and the Course Leader and nominees leave the room. The names of successful nominees are then notified to the UEL Students' Union.

Once elected Course Representatives continue for the three years of the course. This provides for continuity. However, there is still scope for students who join later or subsequently decide that they are interested in being a representative, to do so.

Representing the views of other students

Students are advised that they must be able to represent the views of the group. Course Committee meeting notices include advice to students about seeking views of other students, and the Course Leader supports students in finding opportunities to seek the views of others. Examples of the way in which this is done include:

- asking a module leader of a core module if 15 minutes at end of class can be made available for students to have a class meeting;
- the Course Leader will book a room for students to hold a drop-in/clinic session prior to the Committee.

The Course Committee meeting

Students are notified of dates and receive an agenda a couple of weeks prior to the meeting. Course Committee meetings provide the opportunity for the Course Leader to tell students about curriculum updates or new arrangements that will affect them; and for students to raise issues. Course Committee agendas are quite informative, with headers for the main topics to be raised by the Course Leader.

Feedback

Where student matters cannot be addressed in the meeting, the Course Leader provides an update to Course Representatives as soon as possible. Course Representatives feedback to other students after the meeting.

Areas for development

- The Course Leader suggests that providing student feedback using Moodle may also be advantageous.
- Discussing the outcomes of student surveys at Course Committee would assist both in feeding back to students, but also in encouraging completion in future years.