

## **Information for course leaders on the role of course reps**

*This document outlines the role of course reps, the support available for them and some of the benefits of being a rep. Please make sure that your students are aware of the role of course reps and what they are expected to do (e.g. number of meetings they would have to attend) before they put themselves forward for the role. You can use this text as a guide but please add any information specific to your course/department and please feel free to talk about previous things reps have achieved in your area, positive experiences you have had working with reps, or why you value their role and input as a course leader.*

The student rep system is a partnership between the university and the students' union. It enables students to have a voice within the university. Student reps play a vital role in representing students and enhancing the university experience at SHU. Being a student rep is a professional role which can help you develop new skills as well as making a difference to your university.

### **Course rep role**

As a course rep, your role is:

- To work in partnership with university staff to enhance the student learning experience.
- To participate in decision-making about the student experience.
- To represent the views of students on your course.
- To be a link between students and the university, and between students and the students' union.

To do this, you are expected to:

- Gather feedback from the students on your course. This should include what is going well, as well as any problems and suggestions for improvement.
- Communicate this feedback to the course staff.
- Participate in relevant meetings, discussions and decision-making processes.
- Report back to your fellow students on responses to feedback and any changes made.
- Feedback issues to faculty reps and to the students' union.
- Feedback at a faculty and university level wherever possible.

### **Support for course reps**

You will be supported in your role through training and support from both staff in your faculty and the students' union. You will have access to:

- An introductory training session which will give you the information you need to get started as a course rep

- A handbook with information and guidance on your role
- Regular updates from the Students' Union on events and opportunities
- Course rep conference in February where you can meet other reps, learn more about the University and develop your skills further

### **Benefits of being a course rep**

- Make a difference.
- Direct input into the quality of your education.
- An increased understanding of the University.
- Assisting peers with course related issues.
- The chance to put student views on the University agenda.
- Learn and develop transferable skills.
- Enhance your career prospects.
- Make friends and meet new people.
- You can apply for the Hallam Award: see [http://www.hallamstudentsunion.com/your\\_union/youreducation/supportandcontactdetails/](http://www.hallamstudentsunion.com/your_union/youreducation/supportandcontactdetails/)