

Course Rep role description - PGR

As a PGR Rep, you are expected to:

- Complete online Course Rep training run by USSU
 - Research PGR opinions on issues relating to your course
 - Represent PGR feedback to the University at formal meetings such as PGR Engagement Forums and Student Voice Forum, and informal staff interactions
 - Report outcomes from these meetings back to your peers
 - Share ideas and issues with your fellow Reps
 - Keep in contact with the VP Voice and Students' Union
 - Share your successes via the Course Rep Wins form
 - Complete the Course Rep end of year experience survey
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As a PGR Rep, you can expect your Department to:

- Confirm in writing (email) that you have been elected to be the PGR Representative for your School/Department, and outline the group of students you will be representing
 - Inform the Students' Union that you will be a PGR Rep and update them if this should change
 - Help you to advertise your position as a PGR Rep to your School/Department
 - Facilitate representation within your School/Department (e.g. giving you adequate notice of upcoming meetings)
 - Arrange for an election to take place when required, to ensure continuity of PGR representation
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As a PGR Rep, you can expect the Students' Union to:

- Contact you in the first semester regarding training dates
 - Have a representative attend Student Engagement Fora when possible
 - Offer advice and guidance in your role, including Rep training
 - Ensure that contact details are available for you to contact your Vice President Voice with any queries or problems
 - Facilitate Student Voice Fora to allow you address issues directly to the University's Senior Management team
 - Recognise and reward the work of outstanding PGR Reps
 - Identify issues that require involvement of senior members of University staff
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Skills and experience you can expect to gain from this role:

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| • Leadership skills | • Organisation skills | • Meeting skills |
| • Communication | • Persuasion | • Time-management |
| • Team-working | • Collaboration | • Digital literacy |



Course Rep Role Description - UG and PGT

As a Course Rep, you are expected to:

- Complete Course Rep training run by USSU
- Research student opinions on issues relating to your course
- Represent student feedback to the University at formal meetings such as SAPFs and Boards of Studies and in informal interactions with staff
- Attend Student Voice Forum and other Union-run events to represent students
- Report outcomes from these meetings back to your peers
- Show and promote active engagement on Rep Feedback Platform, moderating and escalating feedback to staff
- Share ideas and issues with your fellow Reps
- Keep in contact with USSU by sharing your success via Course Rep Wins forms
- Complete the Course Rep end of year survey
- Commit 15 hours each term to the role

As a Rep, you can expect your Department to:

- Help you to advertise your position as a Course Rep to your cohort
- Facilitate representation within your School/Department (e.g. giving you adequate notice of upcoming meetings)
- Respond and take action on feedback posted on discussion boards on Unitu

As a Rep, you can expect the Students' Union to:

- Contact you in semester one regarding training dates
- Offer advice and guidance to enable you to represent your cohort effectively
- Ensure that contact details are available for you to contact your VP Voice with any queries or problems
- Facilitate Student Voice and Faculty Voice Forums to allow you address issues directly to the University's Senior Management team
- Promote the work of Course Reps throughout the year Identify issues that require involvement of senior members of University staff

Skills and experience you can expect to gain from this role:

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|---------------------|-----------------------|--------------------|
| • Leadership skills | • Organisation skills | • Meeting skills |
| • Communication | • Persuasion | • Time-management |
| • Team-working | • Collaboration | • Digital literacy |