C **COURSE REPS**

COURSE REP ROLE DESCRIPTION - PGR

This is to be retained by the PGR Rep. For further information about the role of a PGR Rep, please email ussu.coursereps@surrey.ac.uk

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

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

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

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

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

To find out more about Course Reps, go to www.ussu.co.uk and visit the Course Reps page

The University of Surrey
Students' Union