

# The Falmouth & Exeter Students' Union

## Exeter

## Reps

SU Exeter Course Reps

Role Descriptor



# Exeter Course Representative

## Purpose

The Students' Union (SU) Course Representatives are the foundation of student representation, promoting a partnership between students, Exeter University academic staff and the SU. Course Reps collect opinions, praise, and concerns from students regarding all aspects of their course, and through authentically representing the experience of their peers, help to create positive change.

## Term of Office

- One academic year (elections are annual but you can be elected in successive years)
- This role can be held in conjunction with other student representative roles eg. Equality, Diversity and Inclusivity Representative, Subject Chair and Part-Time Officer

## Objectives

- Provide students with opportunities to give feedback on all aspects of their experience such as:
  - Learning and Teaching
  - Assessment & Feedback
  - Learning Community
  - Employability
  - Campus Facilities
  - Wellbeing & Support
- Log feedback with The Octopus Feedback Tool.
- Seek to resolve issues with the appropriate staff (see key contacts)
- Provide agenda items highlighting academic feedback (positive and negative) at the Student Staff Liaison Committee (SSLC)
- Endeavour to make sure that feedback is: Accurate, Balanced, Constructive, Depersonalised & Evidenced (see the Rep Handbook).
- Working in partnership with your department staff, ensure your cohort is kept up to date about how feedback is being progressed.
- Work positively with the Subject Chair to discuss, negotiate and complete actions arising from student feedback.
- Actively promote the representative work of the SU to your peers
- Have fun!

#### Attends

- SU Course Rep Training
- Student Staff Liaison Committee (SSLC) 2 x term
- SU Big Rep Meeting 2 x year
- Informal meetings with University academic staff, Subject Chairs and/or SU

#### Key Contacts

- Fellow SU Course Reps
- SU Subject Chair
- SU President Exeter
- SU Student Voice Coordinator (Exeter)
- Director of Education