

Exeter Course Rep – Role Descriptor

Status: Academic Representative

Appointed: Self-nominated through sign-up form on The SU website

This is a voluntary role.

Term of Office: One academic year (If the rep leaves university before term of office has completed, the rep will simply stand down from post).

Accountable to: The students in their course year group.

Hours: As the role requires and can be flexible dependent on studies.

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
- Seek to resolve feedback informally with appropriate staff (see key contacts).
- Provide agenda items highlighting academic feedback and present them at the Student Staff Liaison Committee (SSLC).
- Endeavour to make sure that feedback is: Accurate, Balanced, Constructive, Depersonalised & Evidenced.
- Work in partnership with your department staff to ensure that your cohort are kept up to date on how feedback is being actioned.
- Make yourself known and promote the Rep system to the students you represent.

Attends

- SU Student Rep Training
- Student Staff Liaison Committee (SSLC) – Once a term.
- SU Big Rep Meeting
- Informal meetings with academic staff, Subject Chair, SU Presidents and/or SU Academic Representation team

Key Contacts

- Your fellow course reps
- Subject Chair for your subject area
- EDI reps and portfolio reps for your subject area
- SU President Exeter
- SU Academic Representation and Advocacy Coordinator
- Director of Education and Student Experience (DESE) for your department
- Tutors and Lecturers
- Student Voice and Change team