

Falmouth 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 Group (SSLG).
- Endeavour to make sure that feedback is: Accurate, Balanced, Constructive, Depersonalised & Evidenced.
- Work in partnership with your course leaders, lecturers, tutors, and admin teams to ensure your cohort is kept up to date about how feedback is being actioned.
- Make yourself known and promote the Rep system to the students you represent.

Attends

- SU Course Rep Training
- Student Staff Liaison Group (SSLG) – Once a term
- SU Big Rep Meeting
- Informal meetings with academic staff, Department Rep, SU Presidents and/or SU Academic Representation team

Key Contacts

- Your fellow course reps
- Department Rep for your department
- SU President Falmouth
- SU Academic Representation and Advocacy Coordinator
- Course leader
- Tutors and Lecturers
- Department Admin teams