

# Course Representative Recruitment

University of Suffolk Students' Union

Course Representatives play a vital role in shaping the student experience at the University of Suffolk. They act as the voice of their peers, feeding back on academic issues, driving positive change, and helping to build a thriving student community. This document outlines the eligibility requirements, skills, responsibilities, and how to apply for the role.

## 1. Eligibility Requirements

To become a Course Representative, you must meet the following criteria:

- **Current Student Status:** Must be a currently enrolled student at the University of Suffolk (undergraduate or postgraduate, full-time or part-time).
- **Programme Enrolment:** The role is typically specific to your department and course.
- **No Conflicts of Interest:** Applicants should not hold any roles that would conflict with impartial representation of their peers. (e.g. Be the HSS School Officer and a course rep for biomedical science at the same time)

## 2. Skills and Qualities

We are looking for students who demonstrate the following:

- **Communication Skills:** The ability or willingness to listen to student concerns, articulate feedback clearly, and communicate effectively with peers, academic staff, and SU staff.
- **Commitment to Representation:** A genuine willingness to represent the academic interests of fellow students, ensuring their voices are heard in discussions about teaching, assessments, and resources.
- **Teamwork and Leadership:** The ability to collaborate with other reps, SU officers, and university staff to address issues and propose constructive solutions.
- **Organisational Skills:** The capability to manage time effectively, attend meetings, and relay feedback promptly.
- **Empathy and Approachability:** Being accessible and approachable so that students feel comfortable sharing academic concerns or ideas.

## 3. Responsibilities and Time Commitment

As a Course Representative, you will be expected to:

- **Attend Meetings:** Participate in regular course or department meetings, SU forums (such as Course Rep Forum), or academic committees to discuss student feedback.
- **Gather Feedback:** Collect input from peers on academic issues including curriculum, teaching quality, and facilities.
- **Advocate for Change:** Work with academic staff and the SU to address concerns and improve the academic experience.
- **Time Commitment:** Typically, 4-6 hours per term, including meetings, feedback collection, and follow-ups.
- **Training:** Complete any required training provided by the SU on representation, communication, and SU/University policies.

## 4. How to Apply

Applying to become a Course Representative is straightforward. Please follow the steps below:

1. **Complete an Expression of Interest Form:** Submit your Expression of Interest form to [su.democracy@uos.ac.uk](mailto:su.democracy@uos.ac.uk). In your form, please use the eligibility requirements and the skills and qualities sections above as a guide for explaining why you would be a great Course Rep. Please do not be put off — this is not a formal job application, and we do not want there to be any barriers to getting involved. **Please complete and send to [su.democracy@uos.ac.uk](mailto:su.democracy@uos.ac.uk) by 5pm Friday 30<sup>th</sup> October 2026**
2. **Word Count:** Your Expression of Interest form should be no more than 350 words.
3. **Consider Applying Alongside Others:** We actively encourage more than one student to apply for the Course Rep role for your course, as we highly recommend having more than one Course Rep. So even if you know someone who is already applying, please don't let that put you off! Each student should submit their own individual Expression of Interest form, and we will look at how reps can share the role once applications have been reviewed.
4. **Review and Approval:** Once all applications are received, the SU will review them. If any adjustments are needed, we will be in touch. All approved applicants will then be announced to their cohort, so students are aware of who their reps are.
5. **Term Length:** The role runs for one academic year and is renewable in the following year.

 *Need help or have questions?*

*If you're struggling with your Expression of Interest form or have any queries about the role, please don't hesitate to get in touch:*

[su.democracy@uos.ac.uk](mailto:su.democracy@uos.ac.uk)

*We're here to help and want to make the process as accessible as possible for everyone.*

**We look forward to hearing from you!**