

## **Responsibilities may include:**

1. Play an active role in the development and enhancement of the course;
2. Take up students' complaints and grievances about the course to the tutor;
3. Communicate information about students' rights provided by the UCL Union;
4. Raise difficulties students encounter about the access to equipment and facilities with the appropriate people and departments;
5. Help negotiate changes in the timetable for students whose circumstances require it;
6. Be a point of contact for the UCL Union on changes and developments within the department and faculty;
7. Advise students that they can get assistance from the UCL Union if they wish to appeal against an assessment or examination result;
8. Ensure that courses are being pursued in accordance with UCL's policies on equality;
9. Promote the value of the UCL Union to other students on the course.

## **Further to these responsibilities, the opportunities that exist are:**

1. Be an active part of UCL Union, by publicising UCL Union activities and matters;
2. Can be a member of the UCL Union Council, through the faculty representative;
3. In conjunction with the UCL Union, negotiate with any revisions that are being made to the course regulations;
4. Explain to students their rights under the University's regulations and code of practices; and
5. Take part in the development of transferable skills and improve your personal employability.