

Student Rep Role Description

Overview

The role of a Student Rep is to represent the views, questions and experiences of their academic peers to University staff and to work in partnership with University staff to improve the academic experience that students and postgraduate researchers receive during their time at the University of Birmingham.

The term 'Student Rep' refers to Student Reps at all levels of study including undergraduate students, postgraduate taught students and postgraduate researchers. Each Student Rep is responsible for representing students or postgraduate researchers in a particular constituency. A Student Rep's constituency will already have been determined by their School and may refer to a department, study programme, year group or research group.

Student Reps are likely to represent a wide variety of issues on behalf of their constituency including learning and teaching methods, research, assessment methods, support provided by personal tutors or supervisors, learning and research resources, facilities and academic events.

All Student Reps should refer to the *SSC Standard Terms of Reference* document for more information about how SSC meetings are run and what happens to the information discussed in them.

Key Tasks

1. To publicise their role to the students or postgraduate researchers in their constituency and to make their University email address available to any members of their constituency wishing to contact them in their role.
2. To proactively seek the 'academic related' views, questions and experiences of their constituency members.
3. To attend Staff Student Committee (SSC) meetings in order to present the views, questions and experiences gathered from their constituency members.
4. To work with University staff both within and outside of SSC meetings to resolve any issues or questions that have been raised by their constituency members.
5. To feedback updates and outcomes on issues discussed at SSC meetings and all work undertaken by the Staff Student Committee, to their constituency members.
6. To contribute to the completion of the SSC Annual Report during the summer term. (*Each SSC produces an Annual Report summarising operational matters and the issues that the SSC has considered during the academic session*).
7. To maintain regular communication with their SSC Student Rep Chair / Co-Chair to update them on any work they are undertaking in their role and to discuss any challenges they are facing.
8. To attend Student Rep Forums (held twice per academic year) in order to provide feedback to the Guild of Students about any changes they have achieved through the Student Rep System and/or to discuss any challenges they are facing in their role.
9. To keep up to date with issues affecting their constituency, the University and Higher Education in general.

Student Reps should not:

Take on the personal complaints or grievances of individual members of their constituency. In this situation, Student Reps should ask their SLC for advice on where to signpost the constituency member for support, or through which alternative channel the constituency member can raise their concern.

Commitment

Student Reps are required to attend all of their SSC meetings.

Training

All Student Reps are required to attend an induction session at the Guild of Students. An online training session is also available.