

# Student Rep Handbook 2011-12



For Postgraduate Researchers

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# Introduction

## Welcome to your Student Rep role

Congratulations on becoming a Student Rep and welcome to the Student Representation System. As a Student Rep you have a unique opportunity to make a real difference to the academic experience that you and your fellow postgraduate researchers receive here at Birmingham. The Student Representation System is one of the key ways in which the views and experiences of the student body are represented to the University and evidence shows that it produces positive change. Thank you for the time and commitment you will dedicate to this



role over the coming year, and please don't hesitate to get in touch with the Officer Team or Student Voice at the Guild of Students if we can support you in any way.

**Mark Harrop,**  
President, Guild of Students

On behalf of the University, I would like to thank you for your decision to stand for the position of Student Representative and to congratulate you as you take up this role. The Student Representation System is at the heart of a long-standing and much valued dialogue between University staff and students, and is essential in making undergraduate and postgraduate education at Birmingham as good as it can be. Whether you are a British student, an overseas student, part-time, full-time, undergraduate, masters or PhD, I ask you to be honest, frank and constructive in your conversations with staff, and to represent the views of your student constituency as fully as you can. We take very seriously the views of our students, and



we constantly strive to listen and learn from them. We appreciate enormously the time that Student Representatives give not only for their own colleagues but for future students at this University.

**Professor Karen O'Brien,**  
Pro-Vice-Chancellor for Education

Thank you for becoming a Guild Student Rep for the University's Postgraduate Researcher (PGR) community. This is an important opportunity for you to represent your fellow PGRs who have come to Birmingham from across the world to experience excellence in research. The Student Rep System is a mechanism that has been created so that you can make positive changes to the academic experience of both students and researchers at the University. The



University Graduate School has a remit to work with you so that the research of our PGRs reaches world class expectations, and by way of the training and development opportunities that exist, their career opportunities are enhanced.

**Professor Brian Ford Lloyd,**  
Director of the University Graduate School

# What is the Student Rep System?

The Student Rep System is jointly run by the Guild of Students and University of Birmingham. Its primary aim is to ensure that every student and postgraduate researcher has a say in the academic experience they receive at Birmingham.

In this handbook you will find lots of information about your role and how the Student Rep System works, but here is a quick overview to get you started.

**Every student and postgraduate researcher at the University of Birmingham is represented by at least one Student Rep in their department. Student Reps are in place to gather the 'academic related' questions and issues facing the students or postgraduate researchers they represent (known as 'constituents').**

Each Student Rep is part of a Staff Student Committee where Student Reps and University support and academic staff meet together to discuss the questions and issues raised by constituents. Staff Student Committee members work together to address the questions and issues raised by constituents. Committee members must also provide feedback to constituents on the work they are undertaking and the outcomes they have achieved.



University staff may also wish to consult their constituents on academic matters relating to their study, research, or School. In this situation, Student Reps are in an ideal position to go out and gather the views of their constituents, and feed back these responses to staff.

You play an incredibly important role in the University. You ensure that students and researchers can get their views heard and be active in improving the academic experience offered at Birmingham.

## Student Rep Achievements in 2010/11

Student Reps have played a significant role in bringing about many positive changes for postgraduate researchers, both University wide and in individual Schools. Last year's achievements included campaigning against department closures, longer library opening hours, better research facilities and equipment, and the launch of more postgraduate social events. What can you achieve this year?

# Being a Student Rep

## The role of a Student Rep

**As a Student Rep your role is to represent the views, questions and experiences of your academic peers (known as 'constituents') to the University. Who your constituents are will already have been determined by your School; it may be the postgraduates in your School or research group.**

You are likely to represent your constituents on a wide variety of issues including study and research facilities, support provided by supervisors, resources and postgraduate events.

## The key tasks of a Student Rep are:

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.

## The role of a Student Rep Chair / Co-Chair

Each Staff Student Committee (SSC) has a Student Rep Chair or Co-Chair. This ensures that Student Reps aren't just members of their SSC but are involved in exactly how it is run. Student Rep Chairs and Co-Chairs are responsible for chairing their SSC meetings. They also support the work of the other Student Reps on their SSC.

Any Student Rep can nominate themselves for this role. The role is elected by the Student Reps on each SSC at the first SSC meeting of the academic year. If your Staff Student Committee has not yet elected a Student Rep Chair / Co-Chair, please consider nominating yourself for this role. All Student Rep Chairs / Co-Chairs will receive face to face training from the Guild of Students. You can find out more about the Student Rep Chair role and read the role description at [guildofstudents.com/studentreps](http://guildofstudents.com/studentreps).

## Your Staff Student Committee

As a Student Rep you automatically become a member of a Staff Student Committee (SSC). You will regularly attend Staff Student Committee meetings where you will meet with other Student Reps, your Staff Liaison Contact and other members of academic and/or support staff. These meetings are your opportunity to raise the views, questions and experiences that you have gathered from your constituency members, directly with University staff, and to work with them to resolve any issues you have identified.

The SSC Terms of Reference document explains more about the responsibility of Staff Student Committees and information about reporting structures, membership and what you can and can't discuss at SSC meetings. This can be found at [guildofstudents.com/studentreps](http://guildofstudents.com/studentreps).

## The role of a Staff Liaison Contact

Staff Liaison Contacts (SLCs) are members of University staff who oversee the workings of the Student Rep System in their department or School. They sit on Staff Student Committees and are a first point of contact for any queries relating to the SSC or the SRS in their School. SLCs work with the Student Chair/Co-Chair to oversee the operation of their SSC. They are also responsible for organising Student Rep elections.

If you have any questions about your Staff Student Committee (SSC) or do not yet have the dates of your SSC meetings, please speak to your Staff Liaison Contact.

## Student Rep Training

### Student Rep Induction Session

Shortly after becoming a Student Rep you will receive an email from the Guild of Students about attending a Student Rep induction session for Postgraduate Researchers. The induction session will be held at the Guild of Students and last approximately one hour. The session is designed to give you an overview of the Student Rep System and what your Student Rep role will involve.

If you have not received an email about your Student Rep induction session, please first contact your Staff Liaison Contact to check they have confirmed that you are a Student Rep on BIRMS. If they have, please email [studentreps@guild.bham.ac.uk](mailto:studentreps@guild.bham.ac.uk).

### Online Training

A short WebCT training session is also available for Student Reps. To access this you will first need to enrol on the training. To do this visit [www.weblearn.bham.ac.uk](http://www.weblearn.bham.ac.uk), select 'Self-enrolment' on the left hand menu and then select 'Corporate Services (General) – Student Reps Online Training'. You will then need to enter the keyword **studentreps** and select 'Continue'. You will finally be asked to enter your university username and password. You are now enrolled on the training.

To complete the training, visit [www.weblearn.bham.ac.uk](http://www.weblearn.bham.ac.uk), select 'WebCT 2011-12' on the right hand menu, enter your university log-in details and select 'Corporate Services – Student Rep Training'.

If you have any difficulties accessing the online training session, please email [studentreps@guild.bham.ac.uk](mailto:studentreps@guild.bham.ac.uk).

## Additional Training Sessions

Through the year, we hope to make additional training sessions available to Student Reps. These will be advertised via Student Rep Newsletters, Student Rep Forums and the Student Reps Facebook page. More information on how we will communicate with you can be found on page 19.

# How to be an effective Student Rep

Your role can be summarised into the following four key tasks:

1. Publicising your role
2. Gathering the views of your constituents
3. Attending Staff Student Committee meetings
4. Feeding back information and outcomes to your constituents

We want to equip you to be an effective Student Rep. This section includes practical tips for how best to achieve these four key responsibilities of your role.



## 1. Publicising your role

As soon as you become a Student Rep you need to start promoting your role, and continue to publicise it all year round. This involves telling your constituents who you are, what you do, how you can help them and how they can contact you. Use more than one communication method.

Remember, you are not alone as a Student Rep. We recommend that you and the other Student Reps on your SSC work together to publicise yourselves and the Student Rep System.

**Email** Student Reps often find it difficult to get access to their constituents' **UoB email addresses** due to data protection guidelines, but you can ask a member of School administrative staff to send emails to constituents on your behalf. As soon as you start in your role we recommend that you send an email to all your constituents.

**Noticeboard** All Student Reps should have access to a Student Rep System **notice board** to publicise their role and the work they are doing. Speak to your Staff Liaison Contact to find out where your notice board is. Be as creative as you can in making it attention grabbing and if you think it is in an unsuitable location, talk to your Staff Liaison Contact about trying to relocate it. Consider putting a photo of yourself on the notice board.

**School newsletters** Find out if your School produces a **newsletter** for postgraduate researchers. This might be a useful way of promoting your role and contact details.

**Social events** Get to know your constituents through **social events** and use it as an opportunity to talk about your role.

**Flyers and posters** Use large text, a simple message and make it clear how people can get more information. For example include the time and place of a meeting, or email/website addresses.

**Online** Remember that the names and email addresses of all Student Reps will be available on the **student portal** to encourage students to contact their Student Rep.


**Day to day communication** As a postgraduate researcher you may work closely with other PGRs you represent. This should make communicating with your constituents much simpler.

## 2. Gathering the views of your constituents

Publicising your role and gathering the views of your constituents go hand in hand. Many of the ideas in section 1 can also be used to gather the views of your constituents including **email, newsletters or social events**. Other ideas for gathering the views of your constituents include:

**Office Hours and Drop-Ins** Hold **office hours** to meet with your constituents. You could hold fortnightly or monthly drop-in sessions where your constituents can come to discuss any issues with you. You may want to share this responsibility with the other Student Reps in your SSC.

**Forums** Hold **forums** before each SSC meeting and invite your constituents to attend. Use the forum as a way of collecting any questions or issues that they would like you to raise. If one of your constituents has already approached you with an issue, you can use a forum to see what your other constituents think.

**Questionnaires** Design a short **questionnaire** to distribute to your constituents. You may want to ask questions about a particular issue you are aware of in your School, or you may want to simply ask 'What one change would improve your academic experience at University?'.  


**WebCT** Create a discussion group on **WebCT** for your constituents to discuss the issues that matter to them.

**Facebook** Set up a **closed Facebook group** and invite your constituents to join to help communicate with them. You must make it clear that members of the group cannot name any individual members of staff, students or postgraduate researchers on Facebook. Other social networking sites such as QQ may also be useful. Try to find out which social networking sites your constituents are using, and use them.

## 3. Attending Staff Student Committee meetings

Below are a number of tips for what to do before, during and after your SSC meetings.

### Before the meeting:

- If there is an issue that you would like to discuss at the SSC meeting, you will need to add this to the agenda. Speak to your Student Rep Chair / Co-Chair or Staff Liaison Contact to do this.
- Prior to the meeting you should receive a copy of the agenda from the Secretary of the SSC. If there is anything on the agenda you don't understand or want more information about, contact the staff member responsible for the agenda item.
- Talk to your constituents and get their views about the issues that are due to be discussed.
- Meet with the other Student Reps on your SSC to discuss any issues you will be bringing to the meeting and your responses to the other agenda items.
- Find out if any of the issues you want to raise are issues that the Guild has worked on before by emailing **studentreps@guild.bham.ac.uk**.

### During the meeting:

- Be suitably assertive and state problems in a constructive way, trying not to attach blame to any individual.
- Make sure that action points and specific deadlines are agreed at the meeting, and take note of those which are relevant to you.

### After the meeting:

- Let your constituents know the outcomes of the meeting (see section 4).
- Identify any issues where you need to take action before the next meeting.
- Make sure you receive and read the minutes from the meeting and that they are made available to your constituents should they want them.
- If you've been able to achieve something significant to improve things within your School, please let us know by emailing **studentreps@guild.bham.ac.uk**.
- If you have any concerns or want to get some advice please contact the Vice President (Education) on **vpe@guild.bham.ac.uk** or Student Voice at the Guild of Students on **studentreps@guild.bham.ac.uk**.

#### 4. Feeding back information and outcomes to your constituents

It is crucial that you keep your constituents informed of the work you are doing in your role and provide feedback to them on your SSC meetings: the more work they see you do, the more likely they are to use you. You could utilise email, Facebook, newsletters, notice boards or just talking to your constituents to do this. We recommend you use more than one way of communicating to help ensure you are reaching all your constituents.

There are a number of different formats you can use to provide feedback to your constituents. We recommend that you work with the other Student Reps on your SSC to feed back information. Possible methods include:

##### Possible methods include:

- Circulating the minutes of your SSC meetings to your constituents.
- Producing a summary document after every SSC meeting which lists the agenda items, the discussions that took place, the key outcomes of the meeting and actions agreed.
- Writing a regular newsletter summarising your role, the issues that have been brought to you recently, how you are working with University staff to address them, and any achievements.

#### Preparing an Action Plan

In your role you will come across issues affecting your constituency members that you would like to change and improve. When these issues arise, we suggest that you meet with the other Student Reps on your Staff Student Committee to develop an action plan. It is often a good idea to complete an action plan (even if it just some initial ideas) prior to your SSC meetings so that you are prepared to discuss your ideas with University staff.

Below is a template that you may want to use to help develop an action plan.

<b>Issue</b>	<i>What is the issue you want to address?</i>
<b>Evidence</b>	<i>How have you become aware of this issue / do you have any evidence?</i>
<b>Research Needed</b>	<i>Do you need to carry out any more research to gain more understanding of the issue?</i>
<b>Desired Outcome</b>	<i>What outcome do your constituents want?</i>
<b>Action Plan with timescales</b>	<i>Write a list of actions to be undertaken and when you are aiming to achieve them by.</i>
<b>Lead</b>	<i>Agree which Student Rep is going to lead.</i>
<b>Next Meeting</b>	<i>Arrange a time to meet again to review progress.</i>



# How the University listens to you

There are a number of systems in place to ensure that the issues you raise on behalf of your constituents are listened to and acted upon by the University.

## University Committees

- Minutes are taken at each of your SSC meetings and submitted to School management in order for them to monitor the operation of SSCs in your School. Minutes also provide a useful record of what issues you have raised and what your SSC has agreed to do in response.
- If you are unable to resolve an issue within your SSC, your Staff Liaison Contact and Student Rep Chair can submit a report outlining the matters of concern to a College committee. This ensures that the more difficult matters get taken higher within your College.
- Any urgent issues raised at your SSC can be taken straight to the relevant School or College level committee to ensure it is dealt with speedily.

## Annual Reports

- Each year, all SSC's must produce an Annual Report. The report asks how the Staff Student Committee operates and what issues it has considered during the year.
- The University's Academic Quality Unit (AQU) and the Guild of Students Vice President (Education) summarise the responses of all the Annual Reports and produce College level summaries which are discussed at College Committees.

A University level summary report is also considered at the October meeting of the University Education Committee (UEC), which is chaired by the Pro Vice Chancellor for Education, Karen O'Brien.

- In response to the issues raised in the Annual Reports, College and University level actions are agreed. These actions will be communicated to students and postgraduate researchers via the Guild of Students website. The UEC will monitor progress made against the agreed actions.

## Academic Experience Surveys

- Staff Student Committees are also tasked with discussing the findings of research which relates to the academic experience of their constituents, and considering how any concerns might be rectified. Surveys that you may consider include External Examiner reports, the Postgraduate Researcher Experience Survey and the postgraduate research annual review process.

## Any concerns?

If you have any concerns about how the University are listening to the issues you raise, please contact the Guild's Vice President Education, [vpe@guild.bham.ac.uk](mailto:vpe@guild.bham.ac.uk) or Student Voice at the Guild of Students, [studentreps@guild.bham.ac.uk](mailto:studentreps@guild.bham.ac.uk)

## The Guild of Students

The Guild is your union and therefore your involvement is vital. Your thoughts, ideas and opinions are fundamental to make your Guild, University and local community what you need them to be. As a Student Rep you are already facilitating the representation of many PGRs at Birmingham, but there are lots of other ways to make sure your voice is heard. To find out more information about other opportunities at the Guild please visit [guildofstudents.com](http://guildofstudents.com) and select 'Your Voice' on the menu, or email us at [studentvoice@guild.bham.ac.uk](mailto:studentvoice@guild.bham.ac.uk)

 Student Voice (Guild of Students)

 @StudentVoiceGoS

## Guild Campaigning

The Guild of Students is involved in both national and local campaigning about issues affecting students and postgraduate researchers. We will keep you updated about our campaigns and opportunities to get involved via email, our e-newsletter and the Student Reps Facebook group (see page 19).

## How the Guild works

The Guild is run by elected officers, staff and volunteers.

## Guild Officers

Every year, you get the chance to elect officers to lead the Guild. Each officer has a different remit and it's their job to represent your views to improve your University experience.



## Guild Council

Guild Council is the democratic voice for you and every other undergraduate and postgraduate at Birmingham. It meets every term to agree Guild policy and ensures the officer team is accountable.

## Staff

Our staff team, which includes more than 400 undergraduate and postgraduates working part-time, supports the officer team achieve the Guild's plans.

## Volunteers

Volunteers give their time in different ways – from serving on the committees of student groups to championing your views with the University and Guild Council.

## The Trustee Board

The Board oversees the Guild of Students and ensures the good governance of the Guild.

# The issues facing University of Birmingham Postgraduate Researchers

As a Student Rep it is important that you are aware of news and research relating to Higher Education and the University of Birmingham. Being equipped with the right information will help you to be a more effective Student Rep as you gain a sound understanding of the issues facing UoB Postgraduate Researchers and the broader Higher Education climate.

The University of Birmingham carried out the Postgraduate Researcher Experience Survey (PRES) during 2011. A summary of the main findings will shortly be circulated to all PGRs including the actions that the University is taking in response to this feedback. A copy of this report will also be uploaded to the University Graduate School website. Any queries regarding the PRES 2011 can be referred to [graduateschool@contacts.bham.ac.uk](mailto:graduateschool@contacts.bham.ac.uk)

In this section there is a summary of the Guild of Students' Student Voice Report 2011. Together, the PRES and Student Voice Report will provide you with a sound foundational knowledge of what UoB postgraduate researchers and students are saying about the educational experience they receive here. Our Student Rep e-newsletters will also keep you updated with any relevant articles, surveys or research.

## Student Voice Report 2011

Each year the Guild of Students produces a Student Voice Report to represent student opinion on academic matters to the University. The report is compiled from a large body of credible evidence including surveys, committee papers, Student Rep meetings, Guild Council and Better Forums. It is presented to the University with a series of recommendations.

Particular successes for the student body highlighted in the 2011 report include the significant increase in library opening hours, the introduction of more detailed exam feedback, and a revised plagiarism policy that ensures students are treated more equitably through the plagiarism process. The high level of satisfaction amongst Birmingham students with regards to quality of teaching is also recognised in the report.



The report also suggested that the following areas require development:

1. The Personal Tutor System – the report suggests that the Personal Tutor System operates inconsistently across the University and provides some students with excellent support and others with minimal support.
2. A lack of computing facilities
3. Poor exam timetabling - this may primarily be due to a lack of large exam venues and in turn forces some students to sit exams on consecutive days.
4. Information for students - the report suggests that greater clarity is needed by students regarding the additional course costs they are likely to incur on their programme of study. Undergraduates may also benefit from more information about degree classifications and what is required to achieve each level of classification.
5. Student consultation – the report highlights the importance of providing detailed information to students and postgraduate researchers during periods of consultation about major changes to academic provision, so that they are able to contribute accurately and fully to any proposed changes. The need for more feedback from staff to the student body following periods of student consultation was also raised.
6. The report also highlights students' ongoing request for more detailed and constructive feedback on exams and assessments. However the report does recognise the steps already taken by the University to improve examination feedback.

# Support and Information

## Support for your role

### Other Student Reps

The more that Student Reps work together, the more effective they become. We encourage you to meet regularly with the other Student Reps in your SSC and work together to tackle the issues and concerns being raised by your constituents. If you do not know the other Student Reps in your SSC, please speak to your Staff Liaison Contact.

Student Reps outside of your SSC (from different Schools across the University) will also be able to provide you with support. Student Rep Forums are a great opportunity to meet other Student Reps (see page 19). Joining our Student Reps Facebook group will also put you in touch with other Student Reps.

### Your Student Rep Chair / Co-Chair

The role of a Student Rep Chair / Co-Chair is outlined on page 6. If there is a particular area of your role that you are having difficulty with, please speak to your Student Rep Chair / Co-Chair in the first instance.

### Your Staff Liaison Contact

The role of a Staff Liaison Contact is outlined on page 6. If you have any questions about the workings of your Staff Student Committee or how the Student Rep System is working in your School or department, please speak to your SLC.

### Edd Bauer, Vice President (Education), Guild of Students

Edd's role is to take the lead in the Guild's efforts to improve Birmingham students' academic education, and is responsible for representing students to the University. Edd is also involved in developing the Student Rep System and supporting Student Reps.

✉ vpe@guild.bham.ac.uk  
 📞 0121 251 2336  
 📱 twitter.com/EddBauer  
 🌐 Edd's Officer Blog: officerblogs.com/vpea/

### Student Voice, Guild of Students

If you have any concerns regarding your role, the functioning of the Student Rep System in your School or department or any other queries relating to SRS, contact **studentreps@guild.bham.ac.uk** or call 0121 251 2407.

### ARC (Advice and Representation Centre), Guild of Students

In your role as a Student Rep, you may be asked by your fellow students for help with personal issues. These are not issues you should take on in your role as a Student Rep. The ARC can offer students and postgraduate researchers confidential and impartial advice on a range of issues. You can visit the ARC in the Guild of Students between 10am – 4pm during term time, and 12pm – 2pm outside of term time. You can also contact them by email **thearc@guild.bham.ac.uk** or telephone 0121 251 2400.

## Information for your role

### Student Rep Forums

Twice a year PGR Student Rep Forums are held. Forums are an opportunity for you to meet with other postgraduate Reps, talk about the successes and challenges of your role, meet with Edd Bauer Vice President (Education), and find out about Guild campaigns. The dates of the forums will be emailed to you. Please come along.

### Graduate School Newsletter

Information for Postgraduate Researchers about the Student Rep System will also be featured in the Graduate School's monthly newsletters. If you achieve a success in your Student Rep role for the Postgraduate Researchers you represent, we would like to feature this in the Graduate School's newsletter. Please email any stories to **studentreps@guild.bham.ac.uk**

### Better Forums

Better Forums are a chance to ask questions and make suggestions to the Guild Officer Team. There are three Better Forums – Better Student Groups and Sports Forum, Better University and Education Forum, and Better Guild and Welfare Forum. Better Forums are held five times a year at the Guild of Students. We will advertise the dates of the Forums on the Student Reps Facebook page (see below).

## How we will contact you

### Email

When we need to provide you with information about your role, we will contact you via your University of Birmingham email account. We promise not to send you any information unless it is relevant to your role.

### Student Rep Facebook page – Student Reps (Guild of Students)

The Student Rep Facebook page is designed for Student Reps. To keep up to date with Student Rep System news and Guild campaigns, as well as the opportunity to meet other Student Reps, please 'like' our page - Student Reps (Guild of Students). Don't worry if you're not on Facebook; we will email out all important information.



# Reward and Recognition

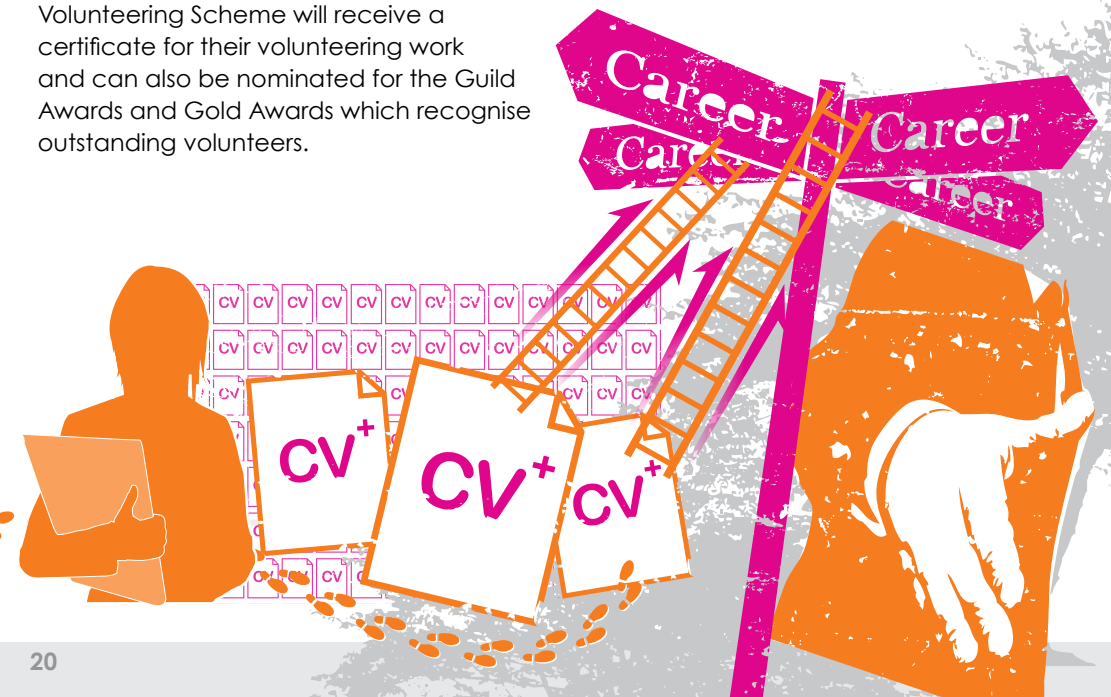
There are huge benefits to becoming a Student Rep. First and foremost, the role will enable you to improve the academic experience of your peers at Birmingham. It is also an opportunity to make friends, work with University staff, get involved in Guild campaigns, and learn more about Higher Education.

If you would like to keep track of the work you are undertaking in your role and receive recognition for being a Student Rep, join the Guild of Students' Volunteering Scheme.

## Guild of Students Volunteering Scheme

You can get recognition for being a Student Rep through the Guild of Students' Volunteering Scheme. This will involve keeping a record of the work you undertake as a Student Rep and the dates and times that you have worked. Those who sign up to the Guild of Students' Volunteering Scheme will receive a certificate for their volunteering work and can also be nominated for the Guild Awards and Gold Awards which recognise outstanding volunteers.

To register on the Guild of Students' Volunteering Scheme, please visit [guildofstudents.com/volunteering](http://guildofstudents.com/volunteering)



# Getting started in your role

Here is a list of tasks to get you started in your role...

- Book onto a Student Rep induction session (if you've not already done so)
- Complete the online training session
- Introduce yourself to your constituency members
- Meet up with the other Student Reps on your Staff Student Committee
- Consider becoming a Student Rep Chair or Co-Chair
- Get the dates of your Staff Student Committee meetings from your Staff Liaison Contact
- Join the Student Rep Facebook group
- Consider how to get recognised for being a Student Rep

## Notes:

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Notes:

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## Contact

- ✉ [studentreps@guild.bham.ac.uk](mailto:studentreps@guild.bham.ac.uk)
- 🌐 [guildofstudents.com/studentreps](http://guildofstudents.com/studentreps)
- 📞 0121 251 2407
- 📱 Student Reps (Guild of Students)



Follow the Guild of Students on twitter @  
**guildofstudents** and 'like' the Guild of  
Students' Facebook page at  
[facebook.com/guildofstudents](http://facebook.com/guildofstudents)

✉ [info@guild.bham.ac.uk](mailto:info@guild.bham.ac.uk) 🌐 [guildofstudents.com](http://guildofstudents.com)