

DIFFERENT LEVELS OF STUDENT REPRESENTATION

Student Rep – in class election, facilitated by Programme

Student Reps are elected to collect feedback about the entire student experience from their cohort. We recommend a ratio of 1 Rep for every 20 students to ensure fair representation across BU, but this is dependant on the Representation needs of the cohort. The Reps must also be democratically elected by the students they will represent.

A Student Rep should:

- *Use SimOn the simple online tool to collect feedback from their cohort*
- *Represent this feedback in an appropriate way*
- *Share the results of the feedback back to their cohort*

Year Reps – in class election, facilitated by Department

Year Reps may be needed on large Programmes where there would be too many Student Reps from the year group to attend a Programme Team Meeting. In this situation a 'Year Rep' could be elected to represent the year group.

A Year Rep should:

- *Ensure that Student Reps in their level have collected student feedback using SimOn*
- *Work with the other Reps to coordinate the feedback in preparation of Programme Team Meetings and attend said Programme Team Meeting and represent the feedback from their Level*
- *Share the results of the feedback back to the Student Reps and/or Students*

Department Rep – elected by department.

Department Reps represent feedback that may be common across the whole Department and are elected by their department at the start of the academic year. There should be at least one Department Rep for each Department in each Faculty, but more can be elected depending on the particular circumstances of that Department. Department Reps must have been Student Reps in a previous academic year, but do not have to be a Student Rep for their current cohort.

A Department Rep should:

- *Be a point of contact for all Student Reps in the Department*
- *Coordinate feedback from the Student Reps in their Department and where appropriate, chair the Student Experience Forums*
- *Attend relevant meetings to give Department Level feedback including Department meetings, SUBU Department Rep Forum and SUBU Faculty Forum (to work closely with Faculty Reps)*

Faculty Rep – cross-faculty election, facilitated by SUBU

Faculty Reps are elected in a cross-faculty election (meaning only students in their faculty can vote for them) at the SUBU by-elections in the first few weeks of the Academic year. These Reps will represent the student voice from their Faculty at the highest levels of BU. Faculty Reps will attend Faculty-level meetings as well as Academic Standards and Education Committee (ASEC) to feed in meaningful student feedback.

A Faculty Rep should:

- *Collate feedback collected by Department Reps and highlight trends between the Departments*
- *Set-up and attend Faculty Rep Forums to discuss student feedback with fellow Student Reps*
- *Attend Academic Standards and Education Committee (ASEC)*
- *Attend university meeting briefing and debriefing with SUBU*