

# Student Rep

## ROLE DESCRIPTION



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Being a Student Rep is an elected voluntary role. It is important that Student Reps, and the staff who support them, understand the key elements of the role and how these support the representation of Student Voice throughout BU.

### ROLE TITLE

Student Rep

### KEY PARTS OF THE ROLE

Student Reps are elected by students on their programme to do the following: collect feedback from fellow students; share the student feedback with faculty staff at relevant meetings; work with faculty staff to help create positive change; and update fellow students on what happens as a result of the student feedback.

### TIME COMMITMENT

1 to 2 hours a week (average).

### ROLE DURATION

One academic year.

## ROLE PURPOSE

It is important that university students receive a high-quality academic experience and get the most out of their time at BU. Providing feedback about the student experience is critical to help this happen. Student Reps are crucial to this process and are elected by their cohort to collect feedback and work in partnership with the University to make the student experience the best it can be.

## KEY TASKS

- Check in regularly with students in your cohort, prompting students to provide feedback about their student experience at BU.
- Submit feedback to SimOn (SUBU's online feedback tool).
- Attend relevant programme or department meetings (decided by the faculty), and be prepared to report and discuss the SimOn feedback from your students at the meeting.
- Where possible, work with those staff to create positive change for students.
- Report back to the students that provided the feedback, letting them know what is happening as a result of their feedback (even if nothing can be done).
- As a Student Rep, you are also expected to attend at least one of SUBU's democratic Student Summit meetings (3 per academic year)
- You might also be invited to optional ad-hoc meetings by BU and SUBU.

## ELECTIONS

Elections are to be conducted by BU staff, whether that is your Programme lead or your lecturer.

This can take place at the start of class and will involve a form of voting process to ensure it is representative. We aim for one Rep per every twenty students within a cohort.

## REGISTRATION

It is mandatory for Reps to complete the registration process in order to attain official recognition as a Student Rep.

The registration link will be sent by the Student Voice team via email once elected.

## TRAINING

A compulsory part of the role is to complete Essential Rep Training. This will be offered by SUBU at the start of your role.

SUBU's Student Voice and Policy Team will also provide you with ongoing support for your role. They will also provide a range of different events and opportunities to help you feel part of the wider SUBU Student Rep community and to help support your employability development.

## SUPPORT

Student Reps are supported by BU academic and support staff (programme, department, faculty) and the Student Voice and Policy Team in SUBU.

## ROLE BENEFITS

- Create positive change for your fellow Students.
- Gain experience and transferable skills which will boost your employability.
- Build networks and relationships with other Reps, Officers, key members of staff at the Union and University, and external organisations.
- Join a welcoming community with endless social events.
- Receive a Rep Hoodie.

**SEPTEMBER 2024**