

WHAT WE EXPECT OF REPS

The role of the Student Rep runs from the time they are elected and trained by SUBU, to the end of their academic year. Reps will **not be recognised as such if they have not completed training.**



Where possible, Student Reps should attend all relevant meetings within their Programme/Department to represent the collective views of their cohort. If they are not able to attend then appropriate apologies need to be given ahead of the meeting.

THERE IS AN EXPECTATION FOR REPS TO:

- Complete Essential Rep Training
- Obtain feedback from fellow students and record it on SimOn, the Simple Online Tool
- Summarise and represent feedback for relevant Faculty meetings
- Report to students on what happened with their feedback and any changes that may have occurred.

INACTIVE STUDENT REPS

VOLUNTARY STEP DOWN

If a Rep is not able to fulfil these expectations, due to time constraints or personal issues for example, then they may wish to step down from their role as a Student Rep.

If so, they may wish to speak to someone in the Student Voice & Policy at SUBU where help can be offered, and stepping down may be avoided.

If they still wish to step down, they should advise their Programme Coordinator (or equivalent), who should arrange for the election of a new Student Rep for the cohort if necessary.

SUBU should then be informed of the change so the information we hold is most up-to-date.

INEFFECTIVE REPS

Student Reps volunteer their time to complete the role so it's important they are valued by staff. However, if they fail to adequately represent the students and do not voluntarily step down, then they can be asked to step down from the role by Programme staff. Their ineffectiveness may be shown through:

- Persistent lack of communication
- Regular absence at relevant meetings
- Continued expression of views that are not representative

If a Rep is ineffective, SUBU's Student Voice Manager should be contacted ASAP to discuss the issues.

If a Rep is removed then the same process of re-electing a new Rep and informing SUBU should be followed accordingly.