

Programme Advice on Student Representation

Principles of Academic Representation

At UWE Bristol, we believe in nurturing a vibrant academic community where students and staff collaborate closely. Here, every student is a valued contributor, actively shaping their student journey and the future of the university.

By working in partnership, The Students' Union and UWE Bristol can implement meaningful changes that genuinely enhance the experiences of both students and staff.

Our approach to academic representation fosters strong partnerships amongst students, staff, and The Students' Union, ensuring that every student's voice is heard and influential in shaping university policies and practices. We champion student-led initiatives and, empowering students to be co-creators of their educational experience.

- Principles of Academic Representation 2024

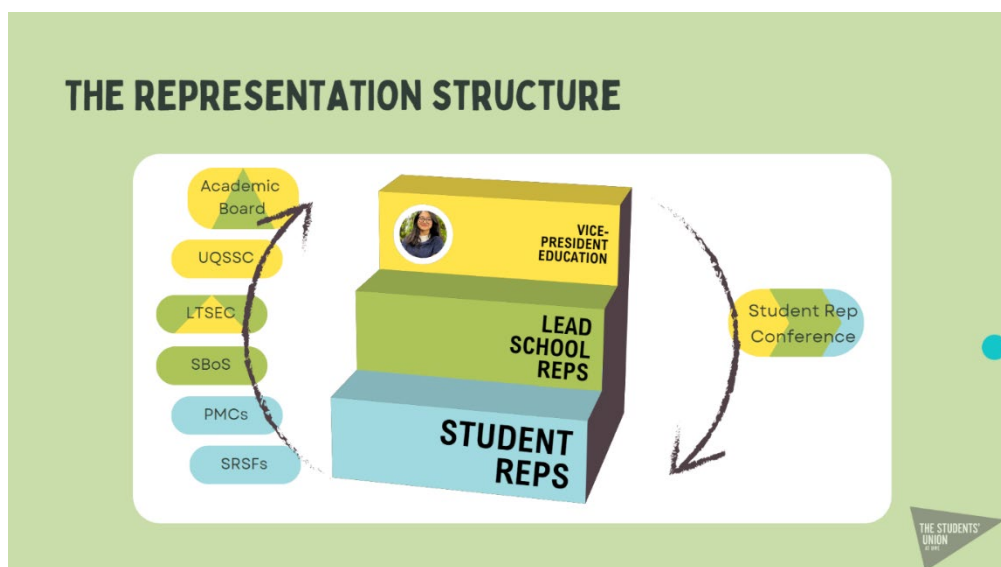
Student Reps

The role of a Student Rep is to collect feedback from their cohort, work in partnership with programme teams to enhance their programmes, and support communications to close the feedback loop.

It is an unpaid role with rewards that recognises their contributions to the University:

- Certificates are awarded for Student Reps that have achieved certain tasks.
- Student Experience Awards nominations.
- Training available to improve employability skills.

Student Reps can escalate feedback to their Lead School Reps. Lead School Reps are part time paid roles recruited by The Students' Union and the University to attend School Board of Studies (SBoS) and the Learning Teaching Student Experience Committee (LTSEC) with their Vice President of Education. The VP Education is a full-time paid role representing the whole University on learning and teaching and is part of a team of presidents. [Click here for more information and the presidents' manifestos.](#)



This academic year the following changes have been introduced to improve student representation:

- All programmes must have a Student Rep for every cohort.
- Students can only become Student Reps once they have been trained by The Students' Union.

Promotion and Recruitment

The Students' Union have three ways to support programme teams to recruit Student Reps.

1. to attend a timetabled session to share a video and give a short presentation (30 mins)
2. to attend an extended induction slot where they will do the above and recruit Student Reps for you (40 mins)
3. to provide a video for you to use to recruit your own Student Reps.

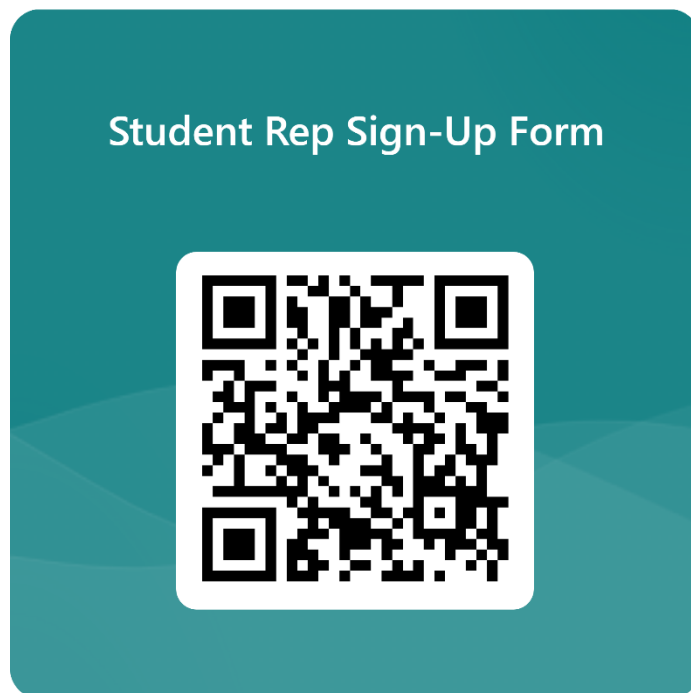
Programmes were asked to [select an option here](#) before **Friday 6 September 2024**. This link will remain active after the deadline, The Students' Union will do their best to accommodate late requests but support cannot be guaranteed.

Students can be elected by their cohort or they can volunteer themselves for Student Rep.

Staff may also want to encourage certain students to become a Student Rep or specifically represent a particular group of students in their cohort e.g. part time, international, degree apprenticeships.

Training

[Students will need to complete this form to register and sign up for training](#) to become a Student Rep. **The deadline to sign up is Wednesday 9 October 2024.**



Training will take place in-person at all campuses (9 October – 31 October), there will be an online version for those unable to access the in-person training. All Student Reps will be trained by 31 October 2024 before the first round of meetings.

Non-September cohorts

A similar arrangement to the above will be available for January cohorts with the aim to have Student Reps trained before the Teaching Block (TB) 2 meetings. The deadlines are:

- Requesting support: Friday 10 January 2025
- Signing students up to be Student Reps: Friday 7 February 2025
- Training: 10 – 21 February 2025

The [Representation Team at The Students' Union](#) will be able to provide bespoke advice for programmes that do not have September or January cohorts.

What's in the Student Rep Training?

The Students' Union has redeveloped their Student Rep training to clarify the role, the responsibilities and the rewards.

The core training will also include a handbook of key actions that Student Reps will need to do at certain stages to earn points to gain awards. These actions include attending key meetings, obtaining feedback from their cohort, closing the feedback loop and promoting university surveys e.g. Course Survey/NSS/PTES.

Monitoring Student Reps

This year, all programmes must have at least one Student Rep for every cohort. The Students' Union will be monitoring the gaps and reaching out to support programme teams that have not recruited Student Reps.

After the Student Reps have been trained [31 October], the Programme Leader will be able to check Blackboard to identify their Student Reps and initiate a meeting/SRSF. The Student Rep Database will also feed into myUWE to inform students.

How can Student Reps support you?

Student Reps can be a crucial part of your programme team. They can support you by:

- Offering advice on programme developments or communications from a student perspective.
- Seeking specific feedback from their cohorts.
- Clarifying or providing more insight to existing feedback e.g. Course Survey/NSS/PTES results.
- Working with you to identify the best solutions.
- Communicating to their cohort.
- Raising concerns early so that they can be dealt with quicker.
- Promoting university or national surveys e.g. Course Survey/NSS/PTES.

How can you support Student Reps?

Student Reps work most effectively when supported by their programme team. You can support them by:

- Meeting with them regularly and valuing their efforts.
- Keeping them informed on course developments.
- Responding to the feedback they provide and explaining the next steps e.g. what action can be taken or the reasons why no action can be taken.

- Avoiding jargon, communicating effectively and frequently.
- Giving them some direction or priorities so their work is useful and not a duplication of existing feedback mechanisms.
- Supporting them to communicate to their cohorts by posting messages on Blackboard for them or circulating emails.

Student Rep Staff Forum (SRSF)

Student Reps and their Programme Leader need to discuss matters relevant to the student experience. Once a Student Rep has been trained, they should meet with their Programme Leader to agree how to work together and this includes how the SRSF should happen. The University requirement is that the SRSF happens once per term and the membership includes Student Reps and their Programme Leader. However, SRSFs can happen more frequently (e.g. regular catch ups, at the end of a lecture, drop ins) and attendance can also involve other students (e.g. PAL Leaders, Academic Societies, all students). The SRSF can be flexible and bespoke to the programme, agreeing the frequency/dates/location/topics with Student Reps at the beginning of the year can improve engagement and the quality of feedback obtained. The feedback obtained from the SRSFs will feed into the Programme Management Committees (PMC), and any actions that have been identified should be noted within the PMC minutes.

Programme Management Committee (PMC)

PMCs form part of the University's academic governance and are accountable to their School Board of Studies (SBoS). They oversee the management, enhancement and quality of the programme and its modules. They capture feedback from students and any actions agreed outside of the meeting e.g. at the SRSF. Student Reps are members of the meeting and work in partnership with the whole programme team to scrutinise and develop programme enhancements. The PMC will also promote the dissemination of information, review quality indicators (e.g. student survey data and External Examiner comments) and actively consider equality, diversity and inclusion in the conduct of their business. PMCs take place termly, ideally timed to feed into their SBoS.

The recommended dates for 2024/2025 are:

- TB1 = 11 Nov – 22 Nov (Sept cohorts) to feed into Dec SBoS.
- TB2 = 17 March – 4 April (Sept and Jan cohorts) to feed into April/May SBoS.
- TB3 = 26 May – 30 May (Jan cohorts) to feed into June SBoS.

To prepare Student Reps for their first PMC meeting:

1. Student Rep meets their Programme Leader either on their own or with all the Student Reps from their programme. This could be their first SRSF. At this meeting the following should be agreed:
 - Agree how to work together e.g. best way to contact and SRSFs.
 - Identify programme priorities for the year.
 - Find out how their PMC works and be invited to the meeting.
 - Agree if specific feedback is required for the PMC.
 - Identify the best way to communicate with their cohort and agree the best way for the Student Rep to introduce themselves to their cohort so they can explain their plans on representing them this year e.g. within a core module/event/group chat/social media/Blackboard.

2. Student Rep to meet with their Lead School Rep/s, if feedback is wider than their programme then they will inform their Lead School Rep/s for them to discuss with School Director (Teaching & Learning) or at their SBoS.

After the PMC the following actions are required:

1. Student Rep will update their cohort on any discussions or actions agreed regarding the specific feedback they collected.
2. Programme Leader will share the meeting notes/minutes on Blackboard and then upload them to their SBoS Teams or Sharepoint site. This needs to be done at least one week before the SBoS date so that the Lead School Rep/s can read the notes and seek further information from students to effectively represent their School at the SBoS.

Support and Advice

At any point in the year, if you need support or advice on Student Representation and [UWE Bristol Academic Governance](#) then please contact the below teams who can provide bespoke advice for your programme that meets University expectations.

The Representation Team at The Students' Union: StudentReps@uwe.ac.uk

The Student Voice and Academic Policy Team: StudentVoice@uwe.ac.uk