



THE  
SU  
VOICE

# Academic Rep Training

A guide on how to become the most  
important people on campus

# Meet the Team



George

Student Voice  
Coordinator (Academic  
Representation)



Ryan

Education  
Manager



Amber

Education  
Officer

# What even is an Academic Rep?



# What do Academic Reps do?



Collect and represent  
students' academic  
feedback from your  
cohort



Collect and represent students' academic feedback from your cohort, ensuring students have a seat at the table.

What do you think are the main responsibilities of being a Rep?

# A good Rep is...

**R**ELIABLE

Able to be  
trusted.

**E**QUITABLE

Fair and  
impartial.

**P**ROACTIVE

A person who  
gets things  
done

# The Flow of Feedback



Students state concerns regarding their learning experience.

Rep gathers feedback to see if others in their cohort share this opinion.

Rep shares this feedback with staff in an SSLC meeting.

Staff and Rep collaborate to resolve any issues remaining.

SU supports Reps to develop and network with each other.



# The Art of Feedback Gathering



Historical Student Issues

SU Officer Top Ten

What topics to gather  
feedback on...

Meeting Agenda Items

Positive feedback

## Matters Arising

Discussion of actions taken or required regarding issues raised at the last meeting.

## Any Other Business

An opportunity to raise something urgent that hasn't appeared on the agenda. Usually, it will only have come to your attention after the agenda has been set.

## Apologies

Record of who has let the Chair know they cannot attend the meeting.



## Agenda

University of Bath  
Faculty of Health Sciences  
Department of Health, Behaviour and Pharmacology

Meeting: Student Liaison Committee

Place: Microsoft Teams

Date & Time: Wednesday 22<sup>nd</sup> April 2020 15:15

### Agenda

1. Apologies
2. Approval of minutes from previous meetings (13<sup>th</sup> November 2019, 11<sup>th</sup> December 2019, 18<sup>th</sup> March 2020 and 8<sup>th</sup> April 2020) Paper 1,2,3,4
3. Matters arising
4. Standing item: IT Issues (Pascal Loizeau)
5. Standing item: Library Matters (Linda Humphreys)
6. Standing item: Chairs Business
7. Standing item, Teaching Issues (Christine Edmead)

### Pharmacology

- Questions raised by Student Academic Reps;
  - a) Pharmacology - Year 1
  - b) Pharmacology - Year 2
  - c) Pharmacology - Placement Year
  - d) Pharmacology - Final Year
  - e) Natural Sciences
- Any other business

## Minutes

Approved written record of the previous meeting. Minutes from the previous meeting will usually be circulated with the agenda.

## Standing Items

These are items that are always on the agenda at every meeting. It may be useful to gather feedback on these

# What is the Top Ten?



# Being Representative...

Activity



# Being Representative

- It's important to remember that we have our own perception of what is true
- Representation is about understanding that and giving everyone an opportunity to voice how they feel about something



# SSLCs & Sharing Feedback



# What?

- Student-Staff Liaison Committee meetings that provide a **two-way channel of communication** between staff and students
- All departments have at least one SSLC representing a subject area
- Academic Reps on SSLCs are responsible on behalf of the student cohort for **raising issues, bringing forward ideas** and suggestions, and **responding to items brought forward** by staff.



# When?

<https://www.thesubath.com/academicreps/rep/sslc/>

## Staff-Student Liaison Committee dates

This page will be updated with dates for Staff-Student Liaison Committee meetings when The SU receives them from departments.

**Dates will be updated at the start of the Academic Year.**

### Faculty of Science

Biology and Biochemistry



Chemistry



Computer Science



Mathematical Sciences



Natural Sciences





Who?

## SSLC Chair

The SSLC Chair has overall responsibility during the meeting. Any Academic Rep can put their name forward to be the chair.

## SSLC Co-Chair

An assigned staff member on the SSLC acting as the co-chair to support and facilitate the student's leadership role within the SSLC.

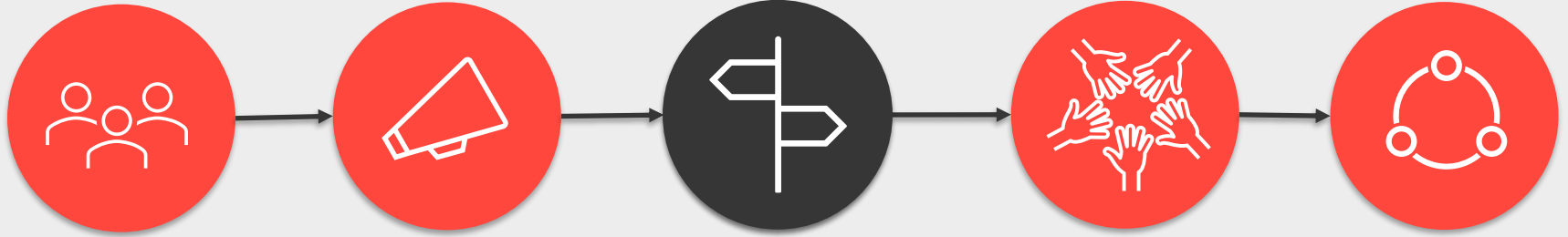
## Secretary

Preparation and dissemination of agenda and minutes  
Dissemination of the university contact details of members of the SSLC

## How?

- Be punctual
- Come prepared
- Actively listen and participate
- Give others the opportunity to speak
- Follow the agenda
- Ask clarifying questions

# The Flow of Feedback



Students state concerns regarding their learning experience.

Rep gathers feedback to see if others in their cohort share this opinion.

Rep signposts students to key support services if the issue can be resolved elsewhere.

Staff and Rep collaborate to resolve any issues remaining.

SU supports Reps to develop and network with each other.

# What is signposting?



Giving someone details of other place that can help and support them.

# SU Advice & Support Centre

## Personal



- Harassment
- Discrimination
- University Complaints
- Disciplinary
- Access to Legal support

## Housing



- Finding accommodation
- Contract check or issues
- Moving in
- Council tax
- Landlord Issues
- Disrepair
- Moving out

## Academic



- Academic appeals and reviews
- Changing course
- Individual mitigating circumstances
- Assessment offences
- Course complaints
- Preliminary disciplinary procedure

## Other



- Disability and impairment support with SU activities
- Free pregnancy tests
- Low cost condoms

# University Student Services

- ★ Wellbeing Service – Provide low-level mental health support, workshops, online support
- ★ Therapeutic Services & Mental Health (previously known as Counselling Service) – Provide medium-level mental health support 1-1, group
- ★ Disability Service – Provide physical and mental disability support
- ★ Student Money Advice – Provide student finance advice, hardship fund and loan guidance
- ★ Student Immigration Service – Support non-UK students, including Tier 4, visa checks



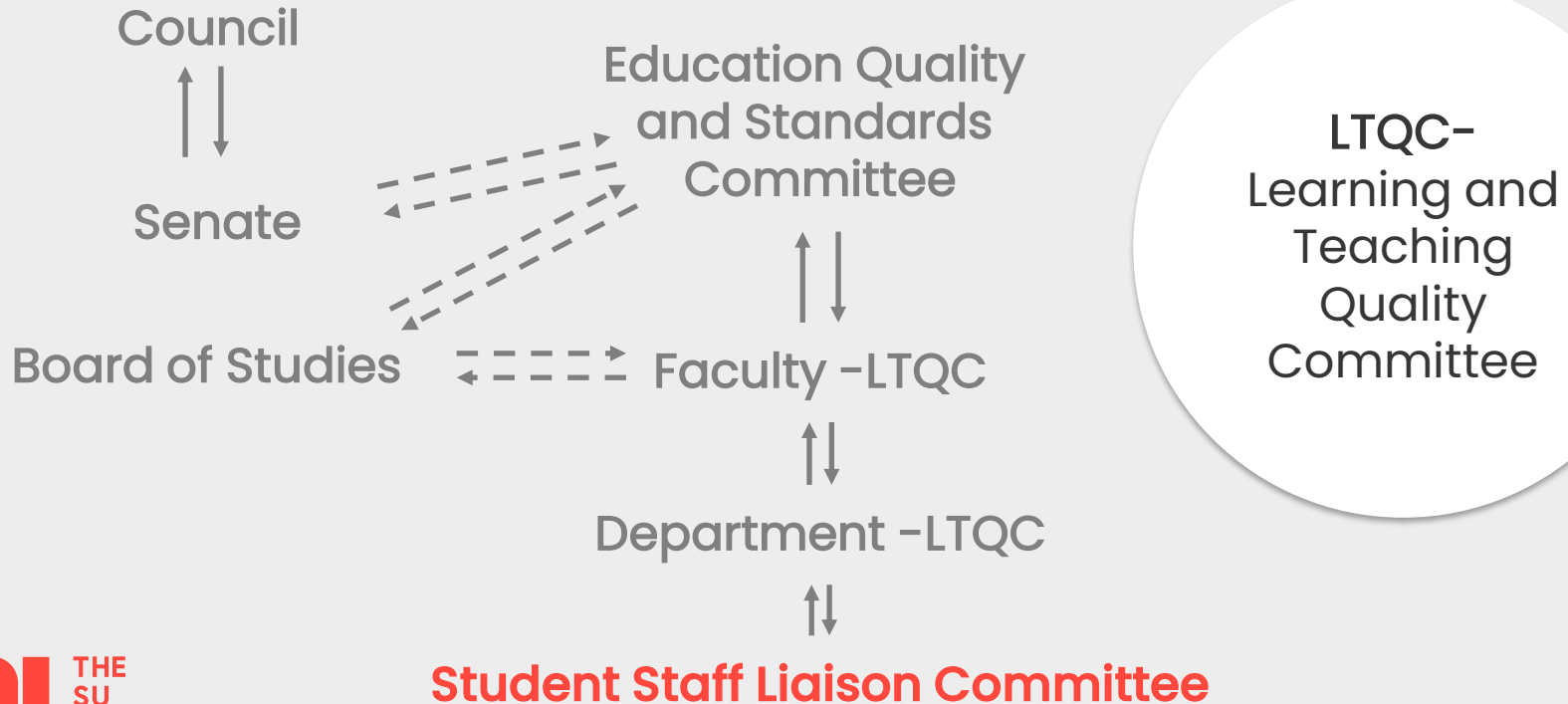
# Collaborating for Resolution



# Action for Change

- Make notes of any actions you are given during the meeting
- Check the minutes when they are released to see what was actioned for other members
- Work with staff, not against

# How do issues get escalated?



# Your Representative Allies



Ella Gibbs (HSS)



TBC (HSS)



Ioana Mocanu  
(Sciences)



Robbie Altham  
(Sciences)



Vihan Tripathi  
(Management)



Kiara Singh  
(Management)



Fionna Uppilirajan  
(E&D)



Francesca  
Marchetti (E&D)



# Your Representative Allies



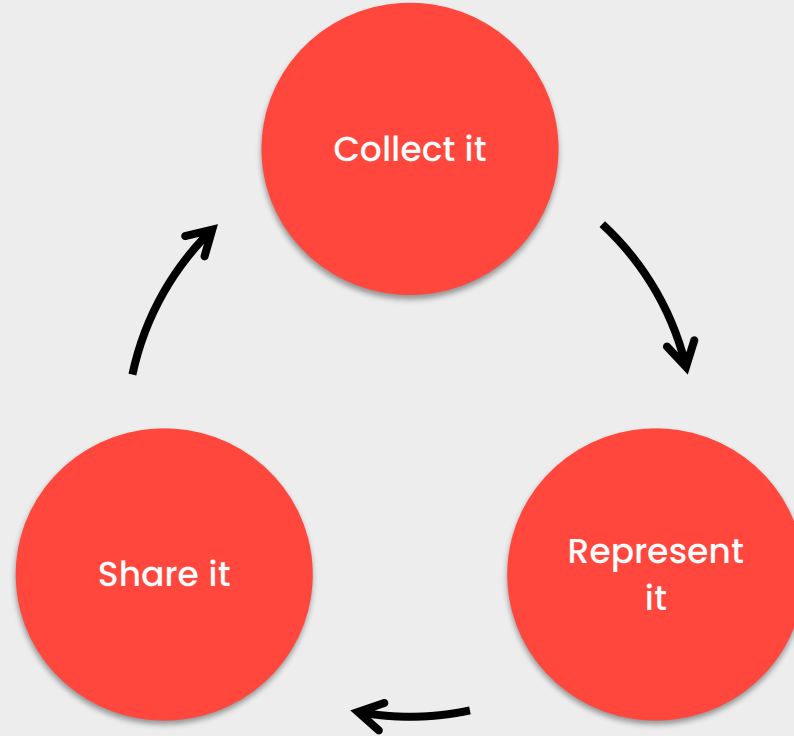
**MEET YOUR ELECTED OFFICERS**

 Jimena Alamo SU President	 Amber Snary Education Officer	 David Lam Activities Officer
 Zuber Lakhani Postgraduate Officer	 Olivia Warner Sport Officer	 Benji Orford Thompson Community Officer

**SU THE SU VOICE**

**SU OFFICERS SUVOICE**

# Close the Feedback Cycle



Collect  
it

Collect feedback by working with all your peers, using established networks and innovative methods.

Represent  
it

Work out where the feedback belongs and share the range of positive and negative views.

Share it

**Communicate** wins and losses to your cohort. You're a community and sharing information helps everyone to understand more.

# SU Support & Development





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# Academic Council

- Meeting with all Academic Reps
- Led by your Education Officer and Faculty Reps
- Discuss current themes and concepts happening for students
- Build a community of Reps
- Refreshments provided



# Faculty Forums

- Meeting with Academic Reps from your Faculty
- Chaired by your Faculty Reps
- Opportunity to escalate feedback from SSLCs
- Discuss key/shared issues affecting departments



## Contact with You

- Academic Rep Email Update
  - Regular updates with opportunities and info
- Academic Rep WhatsApp
  - Key reminders of events of opportunities to feedback on big issues



# Role Opportunity

Vacant until Election in October



The **Senate Representative** is elected by all students once a year and represents students at University Senate and is a member of the SU Academic Executive Committee.

# REP

of the

# Month

- Winner(s) every month announced in the Rep newsletter
- Prize
  - A Rep of the Month mug
  - An article celebrating how amazing you are
  - LinkedIn Skill Endorsements

— The University of Bath & The SU Bath —

# EDUCATION AWARDS



Our annual event to recognise and reward the outstanding contribution that students and staff make towards the rich education community at The University of Bath

# If nothing else remember these

- ★ Make sure you raise issues in a timely manner
- ★ Be inclusive
- ★ This is a partnership; work with your academics, your fellow Reps and The SU
- ★ Don't be afraid to ask for help!



Thank You!