



Academic Rep Agreement

I agree to undertake the following duties and responsibilities:

- Proactively collect and represent students' academic feedback from your cohort ensuring that feedback is: Accurate, Balanced, Constructive, Depersonalised & Evidenced.
- Seek to resolve issues informally where possible with the appropriate staff Member.
- Contribute agenda items for discussion at the Student Staff Liaison
- Committees. Having discussions with Academic Staff highlighting both what is working well, what could be improved within the academic experience, as well as contributing opinions on department projects and data.
- Collaborate with your Faculty Reps & SU Officers on wider issues in meetings with the SU.
- Collaborating with Academic Staff & The SU in communicating progress and outcomes of students' feedback back to your cohort.

Code of Conduct

- I will respect organisational and individual confidentiality within the parameters of my role.
- I will endeavour to work considerately and respectfully with all those I encounter at SU Bath and the University. I will respect diversity, distinct roles, and boundaries, and avoid giving offence.
- I will make attempt to make alternate arrangements if I am unable to attend rep activities due to illness or other commitments.
- If I am unable to continue my role, I understand that I must contact the Postgraduate Officer, Education Officer or the Education Team as soon as I can, so a new Rep can be recruited.
- I understand that should it become apparent that I am not fulfilling these duties and responsibilities that I may be called to speak with the Education Team to discuss my ability to complete my role.

Time commitment

I understand that this is the expected time commitment for my role.

Undergraduate

Meeting	Frequency	Duration
Academic Rep 101 Training & SSLC Training	1 per year	2 hours
Student Staff Liaison Committee	2 per semester	1 – 2 hours
Academic Council	1 – 2 per semester	1 – 2 hours
Faculty Forums	1 – 2 per semester	1 – 2 hours
General Duties such as collecting feedback	Weekly	1+ hours

Postgraduate Taught

Meeting	Frequency	Duration
Academic Rep 101 Training & SSLC Training	1 per year	2 hours
Student Staff Liaison Committee	2 per semester	1 – 2 hours
PGT Council	1 – 2 per semester	1 – 2 hours
General Duties such as collecting feedback	Weekly	1+ hours

Doctoral

Meeting	Frequency	Duration
Doctoral Rep 101 Training	1 per year	2 hours
Doctoral Student Staff Liaison Committee	2 per semester	1 – 2 hours
Doctoral Council	1 – 2 per semester	1 – 2 hours
General Duties such as collecting feedback	Weekly	1+ hours

Contacts

I understand that the following people are there to support my success as a Rep.

- SU Education Officer / SUeducation@bath.ac.uk
- SU Postgraduate Officer / supostgrad@bath.ac.uk
- Academic Representation Team / academicreps@bath.ac.uk
- Postgraduate Representation Team / pgvoice@bath.ac.uk

Last Updated: 15 May 2024