

Role Descriptor

Doctoral Rep



As Doctoral Reps you are the key link between Academic Staff and students. You will be taking the student voice, no matter how big or small, straight to academic staff to discuss action and change to improve the student academic experience.

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.
- Working with Academic Staff & The SU in communicating progress and outcomes of students' feedback back to your cohort.

Additional Responsibilities

- Collaborate with your Faculty Reps & SU Officers on wider issues in SU meetings such as Doctoral Council.
- Represent the doctoral student experience at an institutional level.

Extra Information

Meeting Commitments & Training

Academic Rep 101 Training / 1 hour

Doctoral Student Staff Liaison Committee / 2 per semester / 1-2 hours

Doctoral Council / 1-2 per semester / 1-2 hours

- 5 November 2024
 - 22 January 2025
 - 7 May 2025
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Skills Development Opportunities

Confidence

Organisation/Planning

Decision making

Communication

Teamwork

People management

Time management

Problem Solving

The SU provides additional development training for other skills you wish to develop. Please check our [Student Leader Hub](#) for more information.

Key SU Contact

SU Postgraduate Officer / SUpostgrad@bath.ac.uk

SU Voice Team / su-voice@bath.ac.uk