

Guide to being a Student Rep

What is a Student Rep?



A **Student Rep** (all Course & Department Reps are collectively called Student Reps) is a student who has been elected by their course or department to communicate their views to both the University and the Students' Union. The purpose of Student Reps is not solely to report complaints, but to also provide constructive comments and work in partnership with the Union and University to continuously improve the student experience.

Course Reps are your first point of contact as a student, for bringing your views forward locally, with the staff on your course, programme or division. Each course has its own Course Rep(s), elected by the course. Each undergraduate course has at least one rep, most commonly one from each level, and each Postgraduate Taught (PGT) course has their own Course Rep as well.

Department Reps work together with Course Reps and the Union to make sure the voice of the students in each department is heard in wider discussions concerning the whole department or College. Each department has four Department Reps: one for each Undergraduate level and one Postgraduate Taught Rep, all elected solely by the students in that department.

What are am I expected to do?

Student Reps are in place to gather views and issues related to the student experience, especially ones related to the academic experience, so:

1. Find the issues

What do students think of the course? Are there any academic issues? Are the facilities suitable for their use? Also, is there something that has been great for students? Positive feedback is always appreciated!

Course and Department Reps should also gather evidence or seek the views of students in your cohort in issues that the Department or College are working on. As an example, there might be a change discussed at Department level meeting that will affect all students, so the Rep will need to find out what students think about that change and bring this view to the meeting.

2. Find the right channel for the issues

As a Course Rep, you will attend Student Staff Liaison Committees and Boards of Studies, of which especially SSLCs are a great place to raise issues, bring feedback and find solutions to any issues together with staff in your Department.

As Department Rep, you will be able to focus on wider issues affecting students in your Department, and some of these issues can come from Course Reps and the meetings they attend. Additionally you will be the link informing students of decisions and changes agreed at Department or College level.

3. Feedback

Whatever you do during your time as a Rep, it is crucial that you **report and feedback** on the actions to the students, to the staff and the Union. This will help;

- Students understand what is happening;
- The staff and University to see the importance and value of student representation;
- The Union to gather information of issues everywhere in the University to support the elected officers in representing all Brunel students.

What Next?

Induction Training

We will provide you with Induction training at the beginning of the academic year, details for which will be sent out closer to the time. This training will give you the basic skills and knowledge you need to be effective in your role.

University Meetings

Your department will be in contact with regards to Student Staff Liaison Meetings and Board of Studies Meetings. You attend these as part of your role as a Student Reps, we will give you more information about these meetings during the induction training.

Who do I contact?

If you wish to talk to someone about your role please contact a member of the team:



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