



Union of Brunel Students

Academic Course Rep Training

Objectives

Objectives for Academic Rep Training

- Students Union
- Your Role
- Collecting Student Views
- Equality and Diversity
- Academic Meetings
- Union Support
- Reward and Celebration





Part I: Students Unions

What is a Students Union?

What do they look like at UK Uni's today?

- Representation
- Advice & Support
- Societies + Sport
- Activities + Events
- Campaigns



Brunel's Approach

Our version of being a Students' Union

Student Voice

Student Assembly
Spring & Autumn
Elections
AGM



Academic Reps
Senior Reps
SLAs
Student Networks



Finance

Money
Wages
Budgets

Commercial

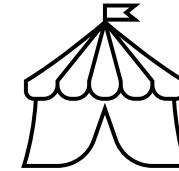
The Venue
Locos
Merchandise
Student Staff

Union Advice Service

Academic Misconduct
Housing Issues
Signposting
Hardship

Student Activities

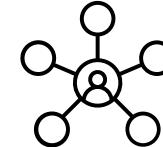
Sports
Societies
Society Democracy
Team Brunel



Events
Freshers Fair
Varsity
One Brunel

Marketing & Comms

Marketing
Communications
Website



Social Media
Newletters

Commercial

Meet the Commercial Team



Stephanie Murphy

Deputy Commercial Manager -
Business Development



Rhys Lockhart

Commercial Services Supervisor
– Operations

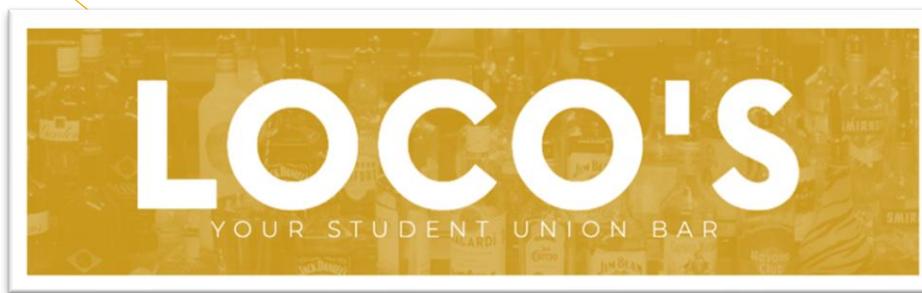


Maria Coutinho

Events Coordinator

Commercial

- Terrace over the quad
 - Great food menu
 - Big range of drinks
 - Pool tables
 - Karaoke
 - Quiz night
 - Live sports



- Juicy Wednesdays
- Bollywood nights
 - Fiesta nights
- Live music events
- Afro Bashment nights

Student Activities

Meet the Student Activities Team



Christopher Hepworth

Student Activities Manager



Matt Thornton

Sports Development Coordinator



Imran Shafiqi

Societies Coordinator



Tanya Kular

Activities, Reception and Shop Admin



Sophie Lundberg

Activities, Reception and Shop Student Assistant



Jonathan Noble

Sport and Activities Assistant

Student Activities

The student activities team help coordinate competitive sports, clubs, societies as well as the **Active@Brunel** programme and much more.

They also help organise a whole range of events from **annual balls** to **varsity!**

Sports



Societies



Get active

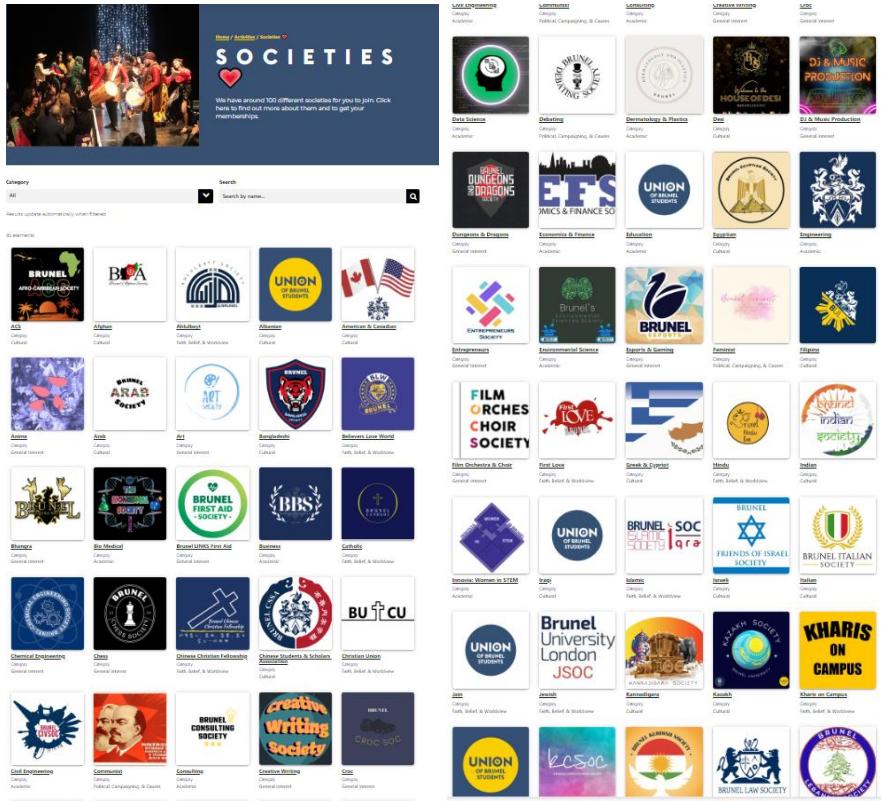


Events



Societies

- At Brunel we have just under **100** active societies
- Student societies are a place for students who share a similar interest and/ or culture to come together
- All societies are student led by elected committees
- Brunel societies are categorized as
 - Cultural
 - Religious
 - General Interest
 - Academic
- Societies Guild Membership is **free** and most societies are free to join.



Clubs

- We have **40** different sports Clubs for you to join
- Sports teams are self - managed by elected committee members with support from the Sports Development Co-Ordinator .
- You pay one fee and can join as many sports as you want
- Union Sport membership entitles you to all Active@Brunel classes
- Whether you want to play competitively or just train and have fun there's something for everyone

Here's another preview, this time of some sports clubs!



Union Advice Service

Meet the Union Advice Service (UAS) team



Huw Haris

Advice & Wellbeing Manager



Megan Fernandes

Student Advisor



Jana Bartonova

Student Advisor



Arianna Zampella

Student Support Admin

UNION ADVICE SERVICE

(UAS) Core Values

1



Confidentiality

What you say, stays
between us

2



Independent

Making sure we are impartial in
all that we do

3



Empowerment

Supporting you to make a
success of Brunel

UAS CORE VALUES

Union Advice Service

Free, Confidential & Non-Judgemental

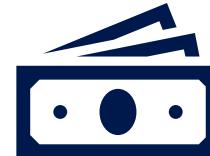
The **Union Advice Service** is a service provided by the Union of Brunel Students. We are **independent** of the University which means we can represent students fully



Academic Issues



Housing



Money



Wellbeing

Union Advice Service

Housing



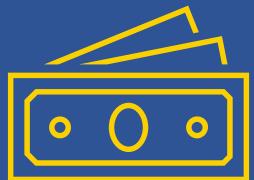
- Contract Checking
- Landlord disputes
- On campus accommodation disputes
- Referrals & signposting

Academic



- Academic misconduct
- Exceptional circumstances and extensions
- Academic appeals
- Fitness to practice
- Fitness to study

Money



- Student Finance England
- Union & University Hardship Fund
- University emergency loans
- Compelling Personal reasons
- Remission of fees

Wellbeing



- Referral to student support and wellbeing teams
- Union Wellness Campaigns
- Referrals to other organisations

Support the UAS

How Can I Help The Advice Team

- The support and give advice to students for academic misconducts, fitness to practice/ study, complaints and appeals
- If a student approaches you don't give them advice! Instead refer them to the advice service
- You can also refer them to the student handbook which is supplied by your department
- You can also inform them of the process of EC's/extensions within 10 working days of the assignment anything regarding appeals: Once the grades are confirmed you have 10 working days (2 weeks) to submit your appeal. The link provided below outlines the different steps and stages to the appeal process.
- [Academic Appeals | Brunel University London](#)





PART 2: Student Voice & Representation

Student Voice

Meet the Student Voice team



Maria Bamgbele
Student Voice Manager



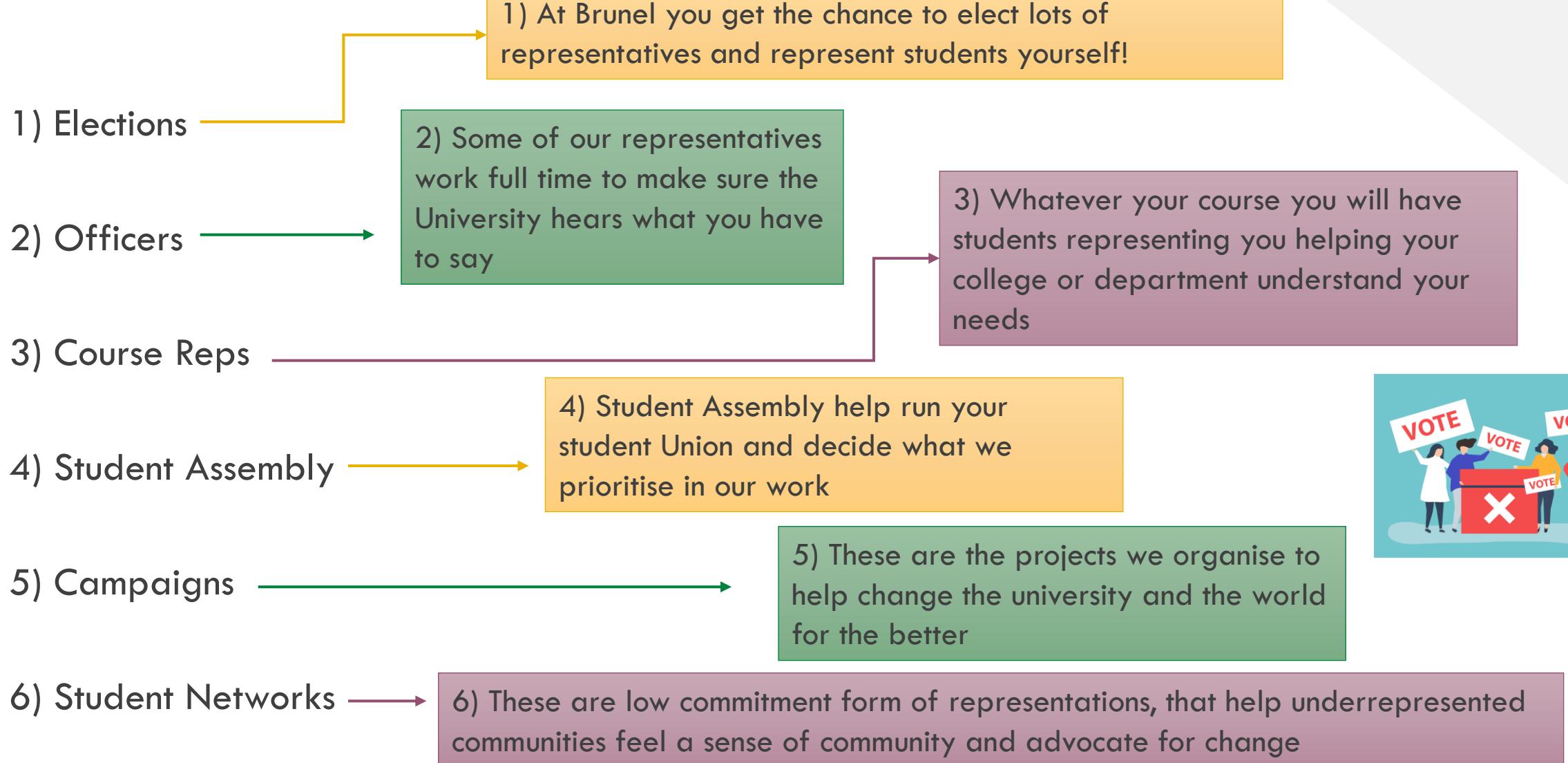
Vacant
Student Voice Coordinator



Maggie Gonzales
Student Voice Administrator

Democracy + Representation

Making your voice heard at Brunel University



Saabitical Officers

Meet Our Officers



**Education
President**

Abhishek Ghawate

- Protect and strengthen academic representation with a Rep Empowerment & Visibility campaign.
- Create an employability and profession development hub
- Ensure include education and representation all communities by forming a 'Community Education Taskforce'
- Support social-academic integration with 'Study + Social' events.



**Student
Activities
President**

Nafee Khan

- De-politicise student society ensuring that their clear rules, neutral oversight.
- Implement a Fair Play pledge for societies.
- Rebuild student engagement and fairness in sports and societies.
- Reform sports club selection with designated selection days and advanced trial calendar.
- Engage more international and commuter students in sports.



**Welfare &
Inclusion
President**

Rana Nauman

- Ensure that university restructure has minimal impact on students' wellbeing.
- Support students' mental health.
- Create more religious and community network groups
- Create more accessible campus facilities and better academic support for disabled students.
- Improve student safety and student's feeling of safety.

Part Time Officers

Part Time 25-26 Officer Team

- We have a part time officers who volunteer their time to represent their community, a liberation cause or their community.
- Part time officers lead on campaigns and awareness months as well as advocate for change and reform.
- Our part time officers co-chair our student networks and represent their community at Student Assembly

Liberation Officers



Nygel Mbithi

BME Officer



Anika Labiba

Women's Officer



Nimisha Pangeni

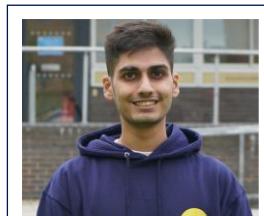
Gender, Diversity & Inclusion Officer

Cohort Officers



Abdel Moezz

Home Students Officer



Aarya Gujrati

International Students Officer



Dhaval Sonderkar

Postgraduate Officer



Mahad Khan

Environment & Ethics Officer



Hamza Ashraf

Disabled Students Officer



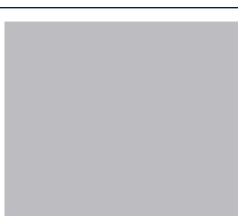
Maia Serket

LGBTQ+ Officer



Richard Iyede

Chair of Student Assembly



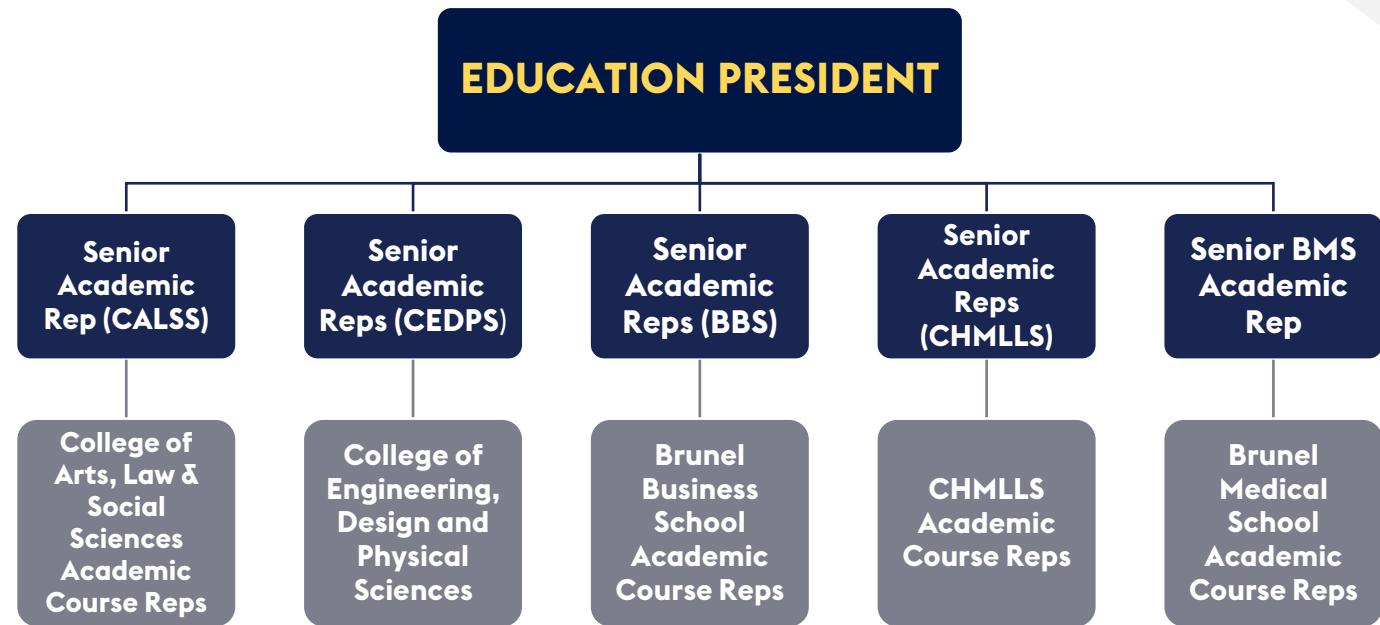
Kusum Gurung

Home Students Women

Academic Representation

Academic Course Reps & Senior Course Reps

- Education President and Academic Course Reps helps represent the academic interests of students.
- Academic course representatives make sure that your voices are heard when it comes to changes and feeding back on courses and departments.
- Senior Academic Course Rep bridge the gap between course reps and the Education President
- Last year we had over 400 course reps across all 4 colleges and levels and 15 Senior Academic Course Reps
- **RECRUITMENT:** We have moved from having in class elections to a self expression of interest



Senior Academic Course Reps

What do Senior Academic Course Reps do?

- Each Senior has served at least 1 year as an academic course rep – they were chosen based on their experience and achievements while as a rep.
- Senior Academics Reps are your first point of contact if you need support escalating an issue.
- They will be representing reps and the academic interest of students at Student Experience & Welfare Subcommittee (SEWC) and Student Assembly.
- They will be organised college-based feedback sessions for you and cohort of reps to bond.



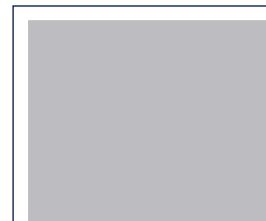
Senior Rep for CALLS

Nandani Vyas


Senior Rep for BBS

Alfred Antwi-Brefo


Senior Rep for BBS

Arabella Bateson


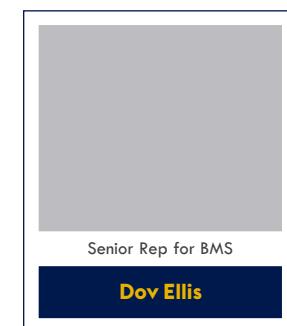
Senior Rep for CEDPS

Sam Liptrot


Senior Rep for CEDPS

Michael Petrone


Senior Rep for CALSS

Himanchi Doshi


Senior Rep for BMS

Dov Ellis


Senior Rep for CHMLS

Neha Ghosalkar

Student Networks

What are student networks?

Student networks are student-led communities that represent and support underrepresented groups. As a member of a student network, you will get to plan campaigns, review policy and lobby for equity, diversity and inclusion.

- Black Students Network
- Disabled Students Networks
- Home Students Network
- International Students Network
- LGBTQIA+ Student Network
- Pregnant, Parent & Carers Network
- Women's Student Network





PART 3: Your Role

Academic Course Rep

What is an Academic course Rep

- An Academic Course Rep is a student who has expressed their interest in representing the right and view of the student population
- They attend meetings and lobby for students' rights and positive change within their school, department, or institution.
- They also communicate information from lecturers and meetings back to the students. They are a democratic group that makes student opinion heard and taken into consideration.
- Student Reps are the foundation of students voices !



Escalating Issues

You need help resolving with an issue

When to Escalate to

- You've emailed / met with your course or module leader and received no response.
- There's an imminent deadline.

People to Escalate to

- Senior Reps = 1st Point of Call
- Education President
- Rep Drop in = Every Monday 1pm - 2pm

Meetings to Escalate to

- Board of Studies
- Student Voice Action Log
- Student Experience Wellbeing



Should I be dealing with this?

quiz!

Quiz Time:

- **Question:** The rooms on a course are too small for the size of my class. Should I be dealing with this?
- **Answer:** Yes
- **Question:** A student in my class has an academic disciplinary coming up and they want me to help them. Should I be dealing with this?
- **Answer:** No, refer them to the Advice service
- **Question:** A lecturer isn't giving detailed feedback on assignments to people in my class. Should I be dealing with this?
- **Answer:** Yes



Quiz Time:

- **Question:** Someone in my class is having trouble at home. As the Class Rep, should I be dealing with this?
- **Answer:** No, refer them to the Advice service or Student Hub.

- **Question:** One of our lecturers always reads off the PowerPoint slides. Should I be dealing with this?
- **Answer:** Yes



Types of Feedback



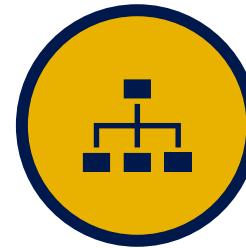
TEACHING STANDARDS
(E.G. QUALITY OF EXPLANATIONS, ENGAGING TEACHING STYLE)



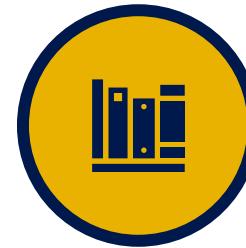
ASSESSMENT AND FEEDBACK (E.G. ISSUES WITH DEADLINES, TIMELINESS OF FEEDBACK AND TYPE OF FEEDBACK, ISSUES WITH EQUIPMENT)



ISSUES WITH PERSONAL TUTORS (E.G. PERSONAL TUTORS AND SUPERVISORS NOT FULFILLING THEIR DUTIES)



ORGANISATION AND MANAGEMENT (E.G. TIME BALLING ISSUES, CHANGES IN CURRICULUM, CLASSROOM FACILITIES)



LEARNING RESOURCES
(E.G. REQUESTS FOR DIVERSE READING LISTS, LIBRARY ISSUES)

PEER Method



PREPARE

PREP BEFORE COLLECTING
STUDENT VIEWS



EXPLAIN

INTRODUCE YOURSELF &
EXPLAIN WHY YOU NEED YOUR
VIEW



EVIDENCE:

RECORD THE VIEW YOU
GATHER



REPORT

REPORT BACK TO STUDENTS,
STAFF & STUDENT VOICE TEAM

Collecting Feedback

As Academic Course Reps Academic Rep, it is your job to collect feedback from your peers and funnel all of student feedback up the Senior Academic Reps and Education President.

Union Platforms

- Talk To Your Rep – Student to Course Rep
- Union Feedback Tool – Student to Union
- Teams Channels – Rep to Academic Course Rep
- Ideas Portal

Meetings

- Union Meeting: Reg Congress = All REPS
- Union Meetings: Academic Socials = College Reps
- Board of Studies = Rep talking to College
- Student Experience & Wellbeing Subcommittee

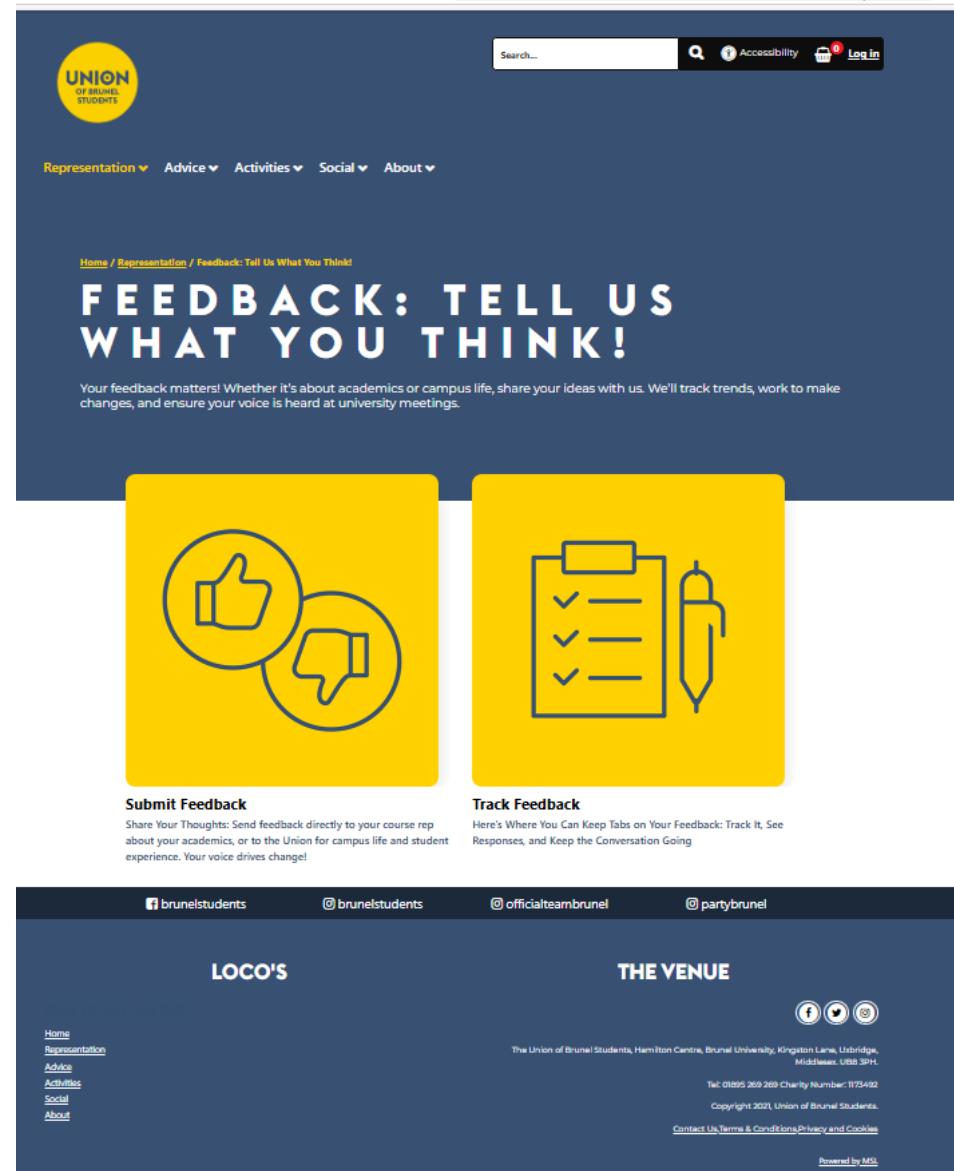
Other Platforms

- Poll Everywhere
- Menti



Recording Feedback

- Student feedback ensure that students are central to everything we do
- Helps us identify trends in student experiences and create projects and campaigns that resonates with students.
- Students, staff and course reps can use this feature to deliver feedback on your nightlife, sports club, facilities, democracy and other aspects of student life.



The screenshot shows the 'Feedback: Tell Us What You Think!' section of the Union of Brunel Students website. The page has a dark blue header with the Union logo, a search bar, and navigation links for Representation, Advice, Activities, Social, and About. The main heading 'FEEDBACK: TELL US WHAT YOU THINK!' is in large, bold, white letters. Below it, a subtext reads: 'Your feedback matters! Whether it's about academics or campus life, share your ideas with us. We'll track trends, work to make changes, and ensure your voice is heard at university meetings.' Two yellow call-to-action boxes are present: 'Submit Feedback' (with a thumbs up and thumbs down icon) and 'Track Feedback' (with a clipboard and pen icon). The footer contains social media links for Facebook, Twitter, and Instagram, as well as sections for 'LOCOS' and 'THE VENUE'.

Rep Action Log

All reps should be logging their rep activity twice a month – this should include meetings you've attended, students you have spoken to and the feedback you've collected as well as and student voice initiatives you have support

WINS, ISSUES, OR FEEDBACK

Section 1 of 3

Which College Are You In? *

Please Select

Describe your Win, Issue or Feedback below *

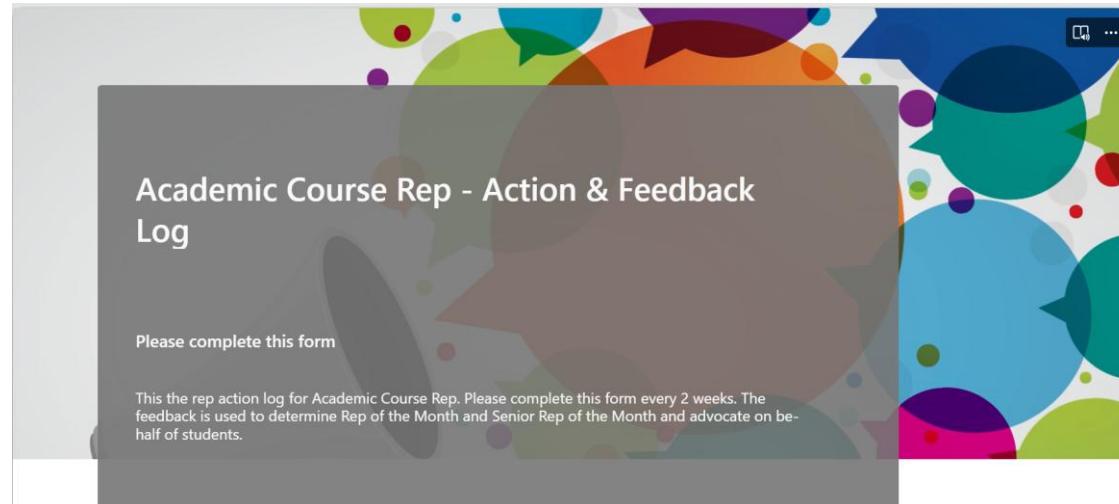
0/5000

What is your name and student number?

What are the main issues effecting students in your course?

Are you pleased with the teaching and organization of your course?

[Cancel](#) [Next](#)



Academic Course Rep - Action & Feedback Log

Please complete this form

This is the rep action log for Academic Course Rep. Please complete this form every 2 weeks. The feedback is used to determine Rep of the Month and Senior Rep of the Month and advocate on behalf of students.

If you are having issues please use this link - [Academic Course Rep - Action & Feedback Log - Fill out form](#)

TOOLS & RESOURCES

- Academic Course Rep Training
- Academic Course Rep Handbook
- Email Signature
- Academic Rep Checklist

Logging Feedback

[Submit some feedback](#) [View my feedback](#)

Psst, want to tell us something?

Start by letting us know what area your feedback is about

Reported in Person - logged by Staff/Officer (include Student ID)

My feedback is

Constructive Positive

Feedback (required)

undefined

Tags

add tag

Separate tags with a comma or #

Send feedback

[Submit some feedback](#) [View my feedback](#)

Psst, want to tell us something?

Start by letting us know what area your feedback is about

Select an area

Nightlife

Sports Clubs

Campus Facilities

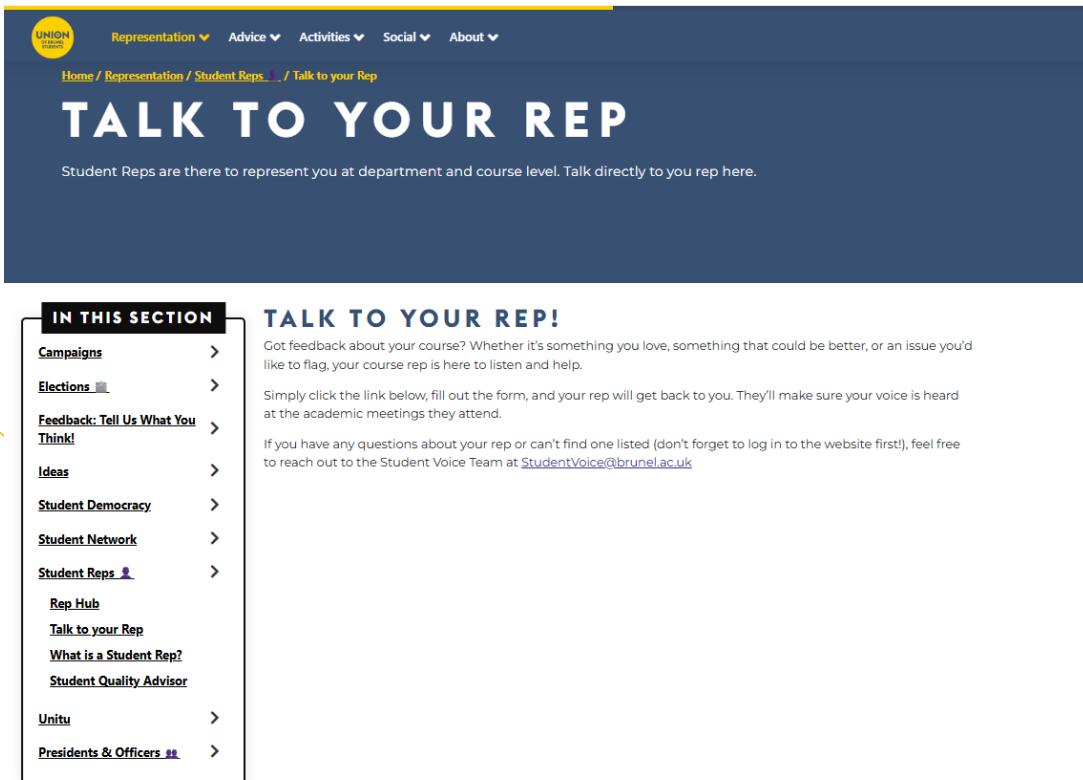
Societies

Campus Life

Reported in Person - logged by Staff/Officer (include Student ID)

Feedback about Student Representation/Democracy

Talk To Your Rep



The screenshot shows a dark blue header with the 'UNION OF BRUNEL STUDENTS' logo. Below the header, a navigation bar includes 'Representation', 'Advice', 'Activities', 'Social', and 'About'. The main content area has a dark blue background with the title 'TALK TO YOUR REP' in large white capital letters. Below the title, a sub-headline reads 'Student Reps are there to represent you at department and course level. Talk directly to your rep here.' A sidebar on the left is titled 'IN THIS SECTION' and lists various links: 'Campaigns', 'Elections', 'Feedback: Tell Us What You Think!', 'Ideas', 'Student Democracy', 'Student Network', 'Student Reps', 'Rep Hub', 'Talk to your Rep', 'What is a Student Rep?', 'Student Quality Advisor', 'Unitu', and 'Presidents & Officers'. The main content area contains a section titled 'TALK TO YOUR REP!' with text about providing feedback and contacting reps.

TALK TO YOUR REP!

Got feedback about your course? Whether it's something you love, something that could be better, or an issue you'd like to flag, your course rep is here to listen and help.

Simply click the link below, fill out the form, and your rep will get back to you. They'll make sure your voice is heard at the academic meetings they attend.

If you have any questions about your rep or can't find one listed (don't forget to log in to the website first!), feel free to reach out to the Student Voice Team at StudentVoice@brunel.ac.uk

- Students are able to find their Rep using 'Talk To Your Rep' feature on the Brunel website.
- Students can talk directly to their rep and feedback any academic or teaching issues they are experiencing.
- You have to be an enrolled student and logging into the website for this feature to be functional.

IDEAS

Got a Cool Idea? Whether you want to pitch something new or vote on others' suggestions, dive in here to make your voice count!

GOT A COOL IDEA?

Whether it's suggesting a new drink for Locos or pitching campaign topics, we want to hear from you! If you've got something The Union of Brunel Students should try or change, submit your idea here.

For tips on formatting your ideas, check out [this guide](#).

Need help using the portal? Head [here](#).

IDEAS TO IMPROVE CAMPUS LIFE

WELCOME TO THE IDEAS FORUM! This is your space to propose changes that could make your university experience even better. You can also vote on and comment on other ideas. If your idea gets 25 votes, our Union officers will take it into consideration. But don't stop at 25—more votes and comments mean more power to make it happen!

[View current Ideas](#)[View passed Ideas](#)[View Rejected Ideas](#)[View Expired Ideas](#)

Sort Submitted date (newest first) ▾

[Academic](#)[Campus](#)[Democracy](#)[Food](#)[Halls](#)[Nightlife](#)[Reps](#)[Safety](#)[Societies](#)[Sport](#)

6

SOCIETY REFORM

Submitted 9 months ago by Anonymous

Expired

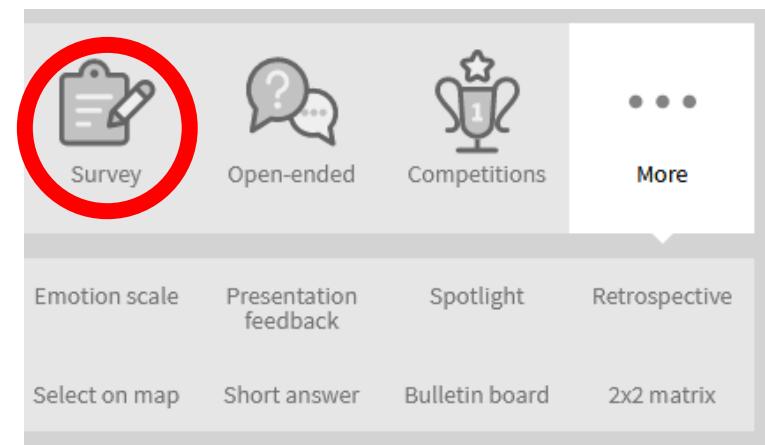
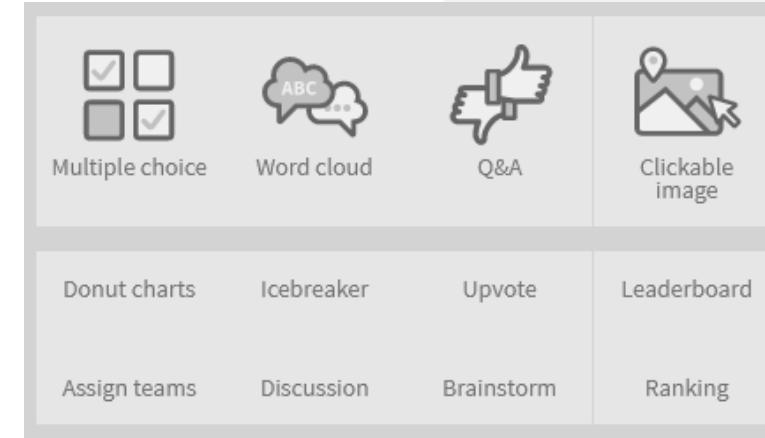


Share Your Ideas 1 comment 38



Poll Everywhere

- Ability to survey:
 - multiple questions
 - People can answer at their own pace
- Opportunity to use
 - Multiple choice
 - Word cloud
 - Q&A
 - Rank order
 - Clickable image
 - Open ended text.





UNION
OF BRUNEL
STUDENTS

Equality & Diversity



Brunel
University
London

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OF BRUNEL
STUDENTS

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OF BRUNEL
STUDENTS



What does diversity mean?

Diversity is the practice or quality of including or involving people from a range of different social and ethnic backgrounds, genders, sexual orientations etc.

Diversity recognises that each of us is different and unique “mix” of visible and non-visible characteristics.

Diversity is about recognising and valuing difference in its broadest sense.

Diversity & Inclusion

Diversity is intrinsically linked with inclusion.

Inclusive environments recognise, respect, value and harnesses the differences that we all have different aspirations, expectations, opportunities, responsibilities and needs.

Diversity is the embodiment of intersectionality and the nurturing of differences and shared experiences

As academic course reps you will have to supports students with varying levels of academic privilege.





What does equality mean?

Equality is about creating a fairer society where everyone can participate and has the opportunity to fulfil their potential.

It is backed by legislation designed to address unfair discrimination and reduce inequalities between groups.

It is about ensuring that groups of people who are disadvantaged have equal access to opportunities.

Empowerment



Inclusion & Equity

Inclusion is intrinsically linked with equity

Inclusion is the practice or policy of providing equal access to opportunities and resources for people who might otherwise be excluded or marginalized activities.

Equity is both the removal of barriers to resources and the introduction of systems and opportunities to marginalised communities

To be inclusive and provide people with equal treatment, we have to mitigate against inequity barriers

Equality



Equity



A photograph of four diverse students walking on a university campus. From left to right: a woman in a red hoodie, a man in a dark suit, a man in a black hoodie, and a man in a yellow hoodie. They are walking on a paved path with a modern building and greenery in the background.

Brunel's Commitment to EDI

Equality Act 2010 – Public Sector Equality Duty



Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited



Advance equality of opportunity between people who share a relevant protected characteristic and those who do not



Foster good relations between people who share a protected characteristic and those who do not.

Brunel's Equality & Diversity Statement

1. Eliminates discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010.
2. Advances equality of opportunity and fosters good relations between people who share a relevant protected characteristic and people who do not share it by:
3. Removing or minimising disadvantages suffered by staff and students and taking steps to meet their needs.
4. Encouraging staff and students to participate in public life or in any other activity in which participation is disproportionately low.
5. Tackling prejudice and promoting understanding within the University.



Union's Commitment to EDI

The Union is committed to equality of opportunity for all, and values diversity. It will demonstrate this commitment through encouraging a community in which all individuals may contribute without fear of discrimination. We are dedicated to creating an environment where everyone is respected, valued, and provided with equal opportunities to thrive. We strive to lead by example in promoting inclusivity, diversity, and equality in all facets of our organisation.

Union EDI Principles

The Union is committed to:

1. Ensuring proactive promotion of equality of opportunity within the Union.
2. Fostering an inclusive and respectful work environment where harassment, bullying, intimidation, or violence are not tolerated.
3. Acting with cultural humility; being aware of the limitations of our own cultural lens, and how this affects the way we understand or relate to others who view the world through a different cultural lens.
4. Preventing unlawful discrimination and victimisation, and complying with our legal obligations.
5. Embedding our stance in relevant training and communication for all members, staff, sports clubs, and societies. It is essential that they actively counter prejudice and discrimination, demonstrating their commitment to equality and diversity policies and practices.
6. Making every effort to accommodate the needs of any employee or member who becomes disabled or experiences an increase in disability during their involvement with Union activities. We will consider reasonable adjustments or opportunities for retraining and redeployment, as appropriate, to overcome barriers caused by disability.
7. Collaborating with the University and other relevant bodies to promote our commitment to equality and diversity and its associated objectives. We will ensure that both the Union and the University are actively working to comply with current relevant legislation.
8. Proactively working to involve our members who are from underrepresented backgrounds in our activities while promoting shared values.

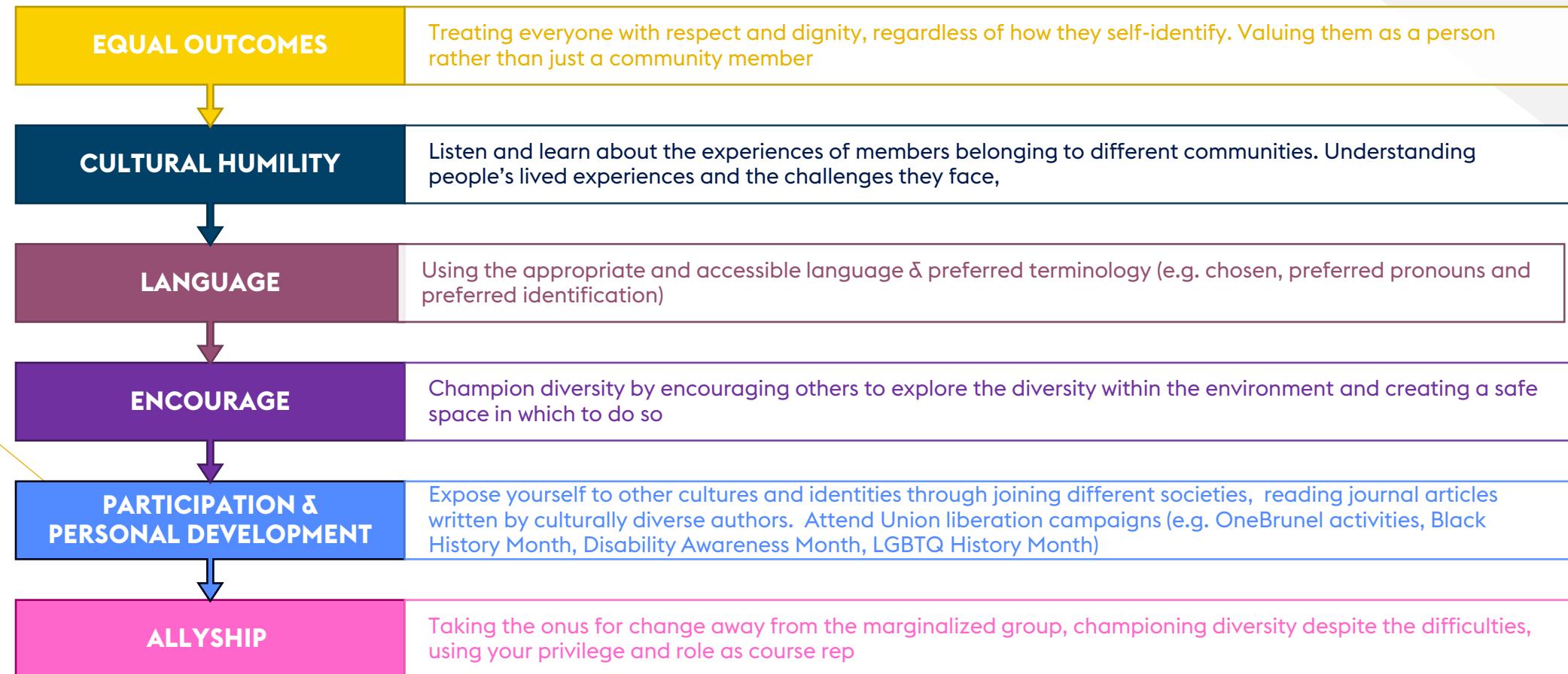


Brunel
University
London

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STUDENTS

How to be inclusive in your role

How To Embrace Diversity





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OF BRUNEL
STUDENTS

Reward & Recognition



Benefits

- HEAR
- Skills Training
- Rep of the Month (£25 voucher, Letter of Recommendation)- in the newsletters and social media
- Rep Socials organised by Senior Reps
- Brunel+
- Brunel Volunteering Awards
- LinkedIn Banner/Digital Badge/Endorsements
- Student Voice Awards
- Rep hoodie

Union Citizenship Award

What it is?

The Union Citizenship Award (UCA) is a recognition programme that rewards students for active engagement with the Union and their contributions to student life.

Why it exists:

- Rewards all the work you do.
- Recognises all the times where you have gone above and beyond your role as an officer.
- Builds leadership, communication and teamwork skills – which are valued by employers.
- Helps you evidence your contributions for employability.

Employability

Employer Insights

- 92% of recruiters value soft skills as, or more than hard skills.
- Graduates with extracurricular and volunteering experiences are more likely to be hired
- Skills like resilience, adaptability and leadership are ranked among the 10 future skills.

How it improves employability

- **Industry preparation** - Bridges the graduate skills gap
- **Develops Core Skills** – Leadership, teamwork, communication, problem solving & resilience
- **Demonstrates Proactivity** – Shows initiative, ownership and autonomy
- **Strengthens Applications** – provides students with clear examples for CVs & interviews
- **Shows Cultural Fits** – aligns with the values employers seek



Award Tiers & Benefits

Tier	Points	Benefits
Bronze	300-500	Skills Endorsements (up to 5), LinkedIn Badge, HEAR Transcript Entry, Certificate
Silver	500-800	Job Reference, Skills Endorsements (up to 5), LinkedIn Badge, HEAR Transcript Entry, Certificate, Invite to Student Voice Awards
Gold	800+	Gold Stars webpage feature, Personal Reference, LinkedIn Recommendation, Skills Endorsements (up to 5), LinkedIn Badge, HEAR Transcript Entry, Certificate, Invite to Student Voice Awards

Earning Points



Memberships	Roles of Responsibility	Volunteering & Recognition	Democratic Engagement
Sports club = 7Opts	Community Organiser = 15Opts	Above & Beyond = 50 pts	Running a campaign = 150 pts
Society = 5Opts	Student Assembly Member = 20Opts	Course Rep of the Month = 5Opts	Running in elections = 7Opts
Student Network = 10Opts	Student Assembly – Select Committee Member = 10Opts	Course Rep of the Year = 10Opts	Part Time Officer = 25Opts
Academic Course Rep = 10Opts	Society/Sports Club Committee = 10Opts	Officer of the Year = 10Opts	Attending AGM or Student Assembly = 2Opts
Venue influencer = 6Opts	Senior Academic Rep = 15Opts	Campaign of the Year = 100 pts	Voting in elections = 30 pts
	Student Network Co-Chair = 15Opts	Campaign of the Year = 100 pts	Focus group & Union Survey = 10pts
	Team Brunel & Society Guild = 20Opts	Committee member of team/society met RAG Goals = 20Opts	Submitting an idea in ideas portal = 5pts

Activities that Earn Points

Volunteering

- Supporting the Union with Union Wellness Campaigns
- Appearing in comms for the Union
- Serving in a committee on Student Assembly
- Serving in a university sub-committee

Campaigns & Activity

- Campaigns achieving their objectives
- Organising more than one campaign (e.g. academic campaign, liberation campaign)
- Producing a college or Student Network report.
- Organising a Student Network or academic social

Democratic Engagement

- Voting in Student Voice elections
- Participating in focus groups and working groups.
- Attending General Meetings, Student Assembly's and Executive Committee

Using Microsoft Shifts



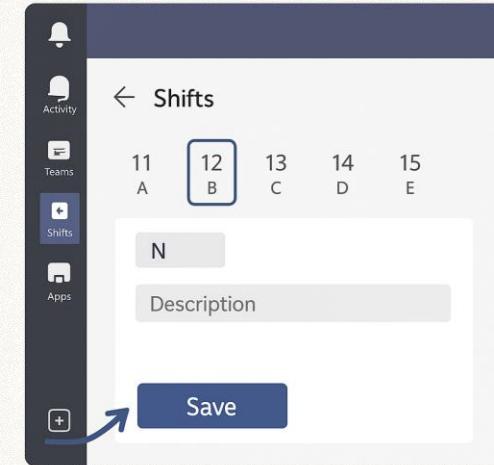
Step 1: Accessing Shifts

- Open Microsoft Teams
- Go to the Union Citizenship Award Team
- Click on More Apps (•••) in the left-hand bar
- Select Shifts (pin it for easy access)



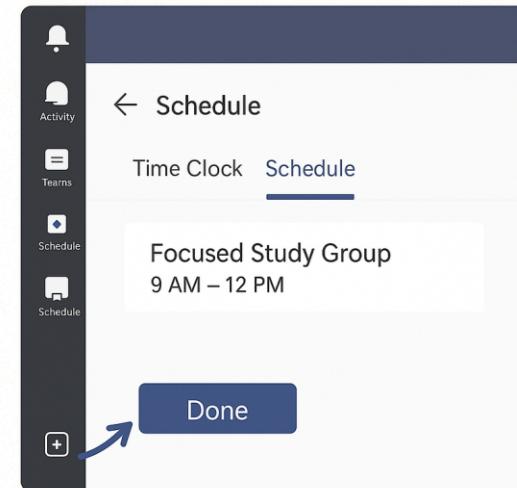
Step 2: Logging Your Hours

- Click on the date you worked
- Enter number of hours
- Add a description of your work
- Click Save



Step 3: Viewing Your Hours

- Go to the Schedule tab
- View your allocated shift(s)
- Click on the shift for more details
- Click Done





Next Steps

What you should be doing now

Induction & Role Development

Onboarding & Training

- Sign up for either new or returners course rep training
- Meet with your college Senior Academic Rep
- Upload profile picture on website
- Attend Academic Rep Congress
- Introduce yourself to your Programme/ Course lead.
- Attend Academic Rep Social
- Add email signature to your outlook.

Community Building

- Meet with your college Senior Academic Rep
- Attend Academic Rep Congress
- Attend Academic Rep Social
- Nominate a fellow course rep for Rep or Senior Rep or Academic Rep of the Month

Feeback & Activity

Logging Feedback

- Log into the Brunel Students website
- Collect feedback from your cohort
- Navigate to the 'Feedback - Tell Us What You Think' page
- Click 'Submit Feedback'
- Click 'Feedback about Student Democracy or Representation'

Logging Activity

- Navigate to the Rep Space Page
- Click 'Rep Action Log'

Action You Should Be Logging

- Actions you've done in your role
- Responses to 'Talk to Your Rep' messages
- Academic Rep Feedback form
- Promote the Teaching Survey
- Attendance at Rep Congress
- Attending training sessions
- Attendance at University Meetings

If you have any questions, please contact, a member of the Student Voice Team



Maggie Gonzales

Student Voice
Administrator



Maria Bamgbele

Student Voice Manager



Arianna Zampella

Student Support Admin

QUESTIONS

Do you have any questions