Guild of Students
Student Voice

Student Representation System

College Rep Role Description

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The Student Representation System is a partnership between the University of Birmingham and the Guild of Students with the aim of ensuring every student is effectively represented by a fellow student. Representatives ensure the views and opinions of students regarding their academic interests are heard. The Rep System is founded on the belief that through effective representation they can become active partners in their education, taking ownership of their learning and enhancing their experience.

Volunteer Role Title
College Student Representative (College Rep)

Key Contact
Academic Representation Coordinators who are staff members in the Guild's Student Voice department. They can be contacted by emailing studentreps@guild.bham.ac.uk.

Purpose/Summary of the Role
College Reps take a lead on ensuring that the student voice, and their academic interests, are listened to, and acted upon, at College/University-level academic meetings. They work in partnership with staff and Student/PGR Reps to enhance the academic experience within the College they represent at Birmingham.

Description of Tasks
College Reps are expected to:

- Attend relevant academic committees/meetings that discuss learning/research provision and quality to represent the student voice at these meetings
- Attend relevant Guild committees/meetings to connect with other representatives and share feedback
- Gather the student voice of their cohort and present this in an appropriate and objective manner to the University and the Guild
- Provide constructive feedback to the University and work in partnership with relevant staff, within and outside of formal meetings, to reach workable and mutually satisfactory solutions for students.
- Feed information back to your students, regarding responses/actions from the University and Guild relating to items discussed at meetings and matters raised by students
- Support, promote and actively engage with projects that aim to gather the student voice and enhance the academic experience at Birmingham. These might include the Outstanding Teaching Awards and Speak Week
- Work in partnership with the Guild Officer Team and the Guild on academic issues, campaigns and research

Time Commitment
College Reps are expected to attend between 4 -8 relevant academic meetings within their College and sometimes University throughout the academic year. These vary per College and more information will be listed in the role's advertisement and induction.

College Reps are also expected to attend monthly meetings with other College Reps and with Reps within their college.

Please contact us for more information or questions.

Skills, Attitude and Experience
There are no essential skills needed to take up this role as training and support is available, but it is recognised that the following attitude can assist in the role (not exhaustive list):

- Ability and willingness to use a range of communication methods
- Calm, approachable and proactive character
- Passion for representation and improving the experience of others
- It is essential that you are a registered student at the University of Birmingham.

Training and Support
College Reps are provided with extensive training and support from the Guild and University which includes:

- Full training on the Student Representation System and all aspects of your role
- A local induction to the activity and involvement of College Reps in your College
- Access to ongoing skills events, such as masterclasses, to develop the skills needed to be effective in your role
- Regular updates on activities relating to the system and your role
- Access to information to stay up-to-date with matters affecting your cohort, the University or wider Higher Education (HE) sector
- Any other general or bespoke support, advice and guidance deemed necessary for your role

Benefits of the Role
College Reps can benefit from a lot depending on how much they engage with their role. These benefits can include the:

- Development of new and existing skills, thus enhancing your CV and employability
- Opportunity to make a difference to the academic experience of current and prospective students and/or postgraduate researchers at Birmingham
- Personal development such as confidence, leadership and personal achievement

- Feeling part of a University community, gaining a better understanding of the academic environment within Higher Education
- Recognition of the role on your University Transcript.

Application Process
The application process to become a College Rep involves an election process where anyone interested must submit a nomination via the Guild and a vote will take place amongst students within the College the role represents. This process is conducted online. For all recruitment processes you will need to be a registered student at the University of Birmingham and meet any other requirements. These will be advertised with the position and are related to the cohort the position will represent e.g. must be on a particular programme.

Relevant Policies or Procedures
There are a number of policies that relate to the role of College Reps. These include:

- Guild of Students Volunteer Policy
- Student Rep Code of Conduct
- Code of Practice on the Student Representation System

All relevant policies and procedures will be listed in the Student Rep Handbook.
Please note by taking up a role you are agreeing to the terms and conditions of the role, including the sharing of relevant personal information between the University, Guild of Students and the Student Body.

For more information please visit **https://www.guildofstudents.com/studentreps/**

Contact Information
More information about the Student Representation System and the volunteering roles associated with the system can be found by clicking here. The Guild Student Voice department will also be happy to help and are contactable via:

- Email: studentreps@guild.bham.ac.uk
- Visit: Student Voice, Guild of Students Building (O1 Edgbaston Campus Map)

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