Guild of Students
Student Voice

Student Representation System

School Rep Role Description

Senate Rep Role Description

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
Senate Student Representative (Senate Rep)

Key Contact
Senior Representation Coordinator or Student Voice Manager who manages the Guild Student Voice department. They can be contacted by emailing studentreps@guild.bham.ac.uk.

Purpose/Summary of the Role
Senate Reps work in partnership with the Guild Officer Team (primarily the Education Officer and Postgraduate Officer) to provide the student voice at University Senate meetings. These Reps are present to represent the academic interests of students at Birmingham.

Description of Tasks
Senate Reps are expected to:

- Attend University Senate meetings that discuss academic provision and quality across the University and to represent the student voice at these meetings.
- Provide constructive feedback to the University and work in partnership with relevant staff from the Guild and University, within and outside of formal meetings, to reach workable and mutually satisfactory solutions for students.
- Support, promote and actively engage with projects that aim to gather the student voice and enhance the academic experience at Birmingham.
- Work in partnership with the Guild Officer Team and the Guild on academic issues, campaigns and research.

Time Commitment
There are no specific time commitments of the role as Senate Reps are expected to balance their time between their roles and their studies. However, Senate Reps are expected to attend University Senate meetings and relevant University and Guild briefings prior to each meeting. There are typically three senate meetings each academic year which can last around three hours per meeting. Specific dates for meetings and briefings will be provided during role induction and, if known, when the role is advertised.

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
Senate Reps are provided with extensive training and support from the Guild and University:

- A local induction to the activity and involvement of School Reps in your College
- Full training on the Student Representation System and all aspects of your role
- 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
Senate 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

Application Process
The application process to become a Senate Rep involves an election process where anyone interested must submit a nomination via the Guild. 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 School Rep. 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 www.guildofstudents.com/studentreps/rephub/.

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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