

ACADEMIC REPS: School Rep Handbook



Welcome

Thank you for volunteering to be a School Rep and congratulations on being elected. School Reps form a vital part of the academic representation system by bringing together the work of every Course Rep within their school to resolve wider issues.

Why Academic Reps are Important

- Every **student** has a champion representing their academic interests at Solent University
- **Solent University** can use student feedback to develop its academic programme
- The **Students' Union** is able to better identify and respond to student issues

Academic Representation System

There are three types of student representatives championing the academic interests of students at Solent. **Course Reps** are responsible for representing students within their individual courses, while **School Reps** work with Course Reps within their school to represent students on issues affecting multiple courses.



Both Course Reps and School Reps are supported by the **Head of Student Education** who is elected by student annually to be a full time student representative in the **Students' Union**. They work with both Course Reps and School Reps to represent students on severe and university wide issues.



What's a School Rep?

School Reps are elected by Course Reps to represent their school as a whole, working with Course Reps to tackle wider issues affecting multiple courses and providing a social programme to bring Academic Reps together.

School Rep Responsibilities

- Consult with Course Reps for feedback
- Resolve issues affecting multiple courses
- Raise feedback and issues to the university
- Represent students at university meetings
- Provide a social programme for Course Reps

Key Meetings

- Academic Board (3 a Year)
- Student Board (3 a Year)
- Student Council (3+ a Year)
- Course Rep Forums (2+ a Year)

School Rep Email Accounts

All School Reps will be contactable by email and through the Students' Union website and will each have an individual email account. This will be their **firstname.surname@solentsu.co.uk** and can be logged into at **https://mail.google.com**. The generic School Rep email addresses will also go to these accounts.

School of Art, Design and Fashion:

School of Business, Law and Communications:

Warsash School of Maritime Science and Engineering:

School of Media Arts and Technology:

School of Sport, Health and Social Sciences:

sadf.reps@solentsu.co.uk

sblc.reps@solentsu.co.uk

wsmse.reps@solentsu.co.uk

smat.reps@solentsu.co.uk

sshss.reps@solentsu.co.uk





University Meetings

As School Reps you will be invited to a number university meetings. It's important that before these meetings that you gather feedback from your Course Reps to ensure you can effectively represent the academic interests of every student in your school.

Student Board

Composition: Vice Chancellor (Chair), Senior University Staff, Sabbatical Officers, School Reps, Student Officers

Student Board is where student representatives and senior university staff discuss issues affecting all students at Solent and how university wide decisions may affect students. Here you will represent all students within your school. Only one School Rep from each School is required to attend.

Academic Board

Composition: Vice Chancellor (Chair), Senior University Staff, Sabbatical Officers, School Reps

Academic Board is where senior university staff make decisions around teaching, assessments, admissions and other academic matters for the whole university. Only two School Reps are required to attend each meeting to represent the voice of all students across the university.



Students' Union Meetings

As School Reps you will be invited to take part in a number of Students' Union meetings, discussions and other opportunities. School Reps are not required to attend all of these meetings. These are extra opportunities for you to shape your academic experience.

Student Council

Composition: Student Officers, Sabbatical Officers

School Reps are not required to attend Student Council but may do so if they wish. Student Council is where student representatives discuss issues put them by other student, voting on whether or not it should become Students' Union policy to combat these issues. You can submit an issue to Student Council at: www.solentsu.co.uk/change

Catch Up Meetings

Composition: School Reps, Students' Union

Regular catch ups throughout the academic year will be arranged for School Reps to check how you are doing and provide support. These will be as frequent as you like and are an opportunity for the Students' Union to identify university wide issues.

Gathering Course Rep Feedback

Feedback can be gathered from Course Reps either online or in person. Consider what sort of feedback you need to determine the most appropriate way to collect it. For a more in depth discussion you are probably better off arranging a forum to meet up with your Course Reps in person.

CONSIDER:

Social Media

Emails

Polls

Surveys

Forums

Contacting Course Reps

Course Reps can be contacted by email through the Academic Rep platform on the Students' Union website (www.solentsu.co.uk/academicreps/schoolreps) and by social media in the Academic Reps Facebook group (www.solentsu.co.uk/courserepfacebook).

To email Course Reps simply click on the 'Message Course Reps' button and login with your university email address. Once logged in you'll be able to select 'New Message' and create your email. To gain access to this you must have completed your Students' Union GDPR Training.



Organising Events

One key aspect of the School Rep role is organising a social programme to bring Course Reps together. To organise an event simply get in contact with the Students' Union and follow the steps below.

Before Your Event:

1. Decide what your event is, when and where it will be
2. Inform the Students' Union who will help you promote it
3. Promote it out to Course Reps (email and Social media)
4. Send a reminder out the day before and day of the event

During Your Event:

5. Have fun!

After Your Event:

6. Let the Students' Union know how it went
7. Write a news/blog article up about it for the website

If your event has a cost please talk to the Students' Union who may be able to provide some university assigned funding for it.

For event ideas, visit: www.solentsu.co.uk/academicreps

Support Available

The entire Academic Representation system is supported by our online Academic Rep platform with tailored support resources for Course Reps, School Reps and university staff. Here students and staff can report issues and get support directly from the Students' Union.

www.solentsu.co.uk/academicreps

Academic Reps are not responsible for dealing with personal issues affecting individual students and should instead direct them to either their Course Leader, the [Academic Advice Service](#) for all academic issues or the [Student Hub](#) for anything non-academic.

For all enquiries about the academic representation system, to get additional support or to ask questions please contact the Students' Union's Representation Team.

student.reps@solent.ac.uk

EVENT CHECKLIST

Before The Event:

- What's the Purpose?
- When Will it Be?
- Where Will it Be?
- Is there a Cost?
- Inform Students' Union
- Promote to Course Reps

During The Event:

- Have Fun!

After The Event

- Promote Outcomes
- Write up a News Article

student.reps@solent.ac.uk

