

# ACADEMIC REPS: University Staff Handbook



## Welcome

The Academic Representation system is one of the most important channels for students at Solent University to give direct feedback and shape their educational experience. As a member of university staff you form an integral part in that system to ensure students have a voice and their feedback is addressed.

## 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.

## Course Rep Responsibilities

- Consult with students for feedback
- Resolve issues affecting their course
- Raise feedback and issues to the university
- Represent students at university meetings

## 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

## University Staff Responsibilities

- Electing their Course Reps and sending their details to the Students' Union
- Regularly meet with their Course Reps and addressing their feedback
- Ensuring of meetings are communicated out to relevant students and courses
- If a Course Rep is struggling, directing them to the Students' Union for support

## Students' Union Responsibilities

- Providing training and ongoing support for Course Reps
- Ensuring that feedback raised by Academic Reps is listened to and addressed
- Ensuring Academic Reps are invited to appropriate meetings
- Intervening in and supporting Academic Reps addressing severe
- Electing, training and supporting School Reps
- Maintaining the Academic Rep website



## Course Rep Elections

Every academic year Course Reps should be elected by the students on their course they will represent. Lecturers and Course Leaders are responsible for facilitating these election as outlined below.

Course Rep elections should be complete in weeks 1 – 4.

### Election Step by Step Guide

- 1. Before the election decide:**
  - a. Date, Time & Location of Election
  - b. How many Course Reps are required
  - c. How students stand in the election
- 2. Communicate this information out to students** along with the 'Why Be a Course Rep' role description
- 3. At the election allow:**
  - a. Candidate to explain give a speech
  - b. Students time for students to ask questions
- 4. Conduct voting in most practical way**
- 5. After the election:**
  - a. Inform the Students' Union who has been elected
  - b. Ensure your Course Reps sign up to their induction
  - c. Arrange a regular catch up with your Course Reps



### ELECTION CHECKLIST

#### Before The Election:

- Inform Students of Election
- Distribute Role Description
- Set Application Deadline
- Promote Election Date

#### During The Election:

- Hold Election in a Class
- Candidate Speeches
- Allow Student Questions
- Collect Votes

#### After The Election

- Update Students' Union
- Book Course Rep on Training

## Uploading Course Rep Names

The Students' Union manages the Course Rep database for Solent University. Once your Course Reps are elected their names need uploading to the Students' Union. You can do this online through the Students' Union website at: [www.solentsu.co.uk/academicreps/staff](http://www.solentsu.co.uk/academicreps/staff)

If you have lots of Course Reps to upload at once you can download a bulk upload Excel spreadsheet from the website to complete and email to: [student.reps@solent.ac.uk](mailto:student.reps@solent.ac.uk)

## 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](http://www.solentsu.co.uk/academicreps)

Academic Reps are not responsible for dealing with personal issues affecting an 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 representation system, to get additional support or to ask questions please contact the Students' Union's Representation Team.

[student.reps@solent.ac.uk](mailto:student.reps@solent.ac.uk)

