



Quick Guide for Student Representatives 2020-21

Student Representatives are:

- elected each year in October and January (if there is a new intake);
- in post until the end of October in the next year or until graduation if this is sooner.

Student Representatives have a dual representative role for their classmates within decision-making meetings:

- Within Bloomsbury Institute:
 - attend the Course Committee for their particular discipline (2 meetings per year);
 - attend the Student Staff Consultative Forum ((SSCF) 2 meetings per year);
 - if nominated and they agree, certain Student Representatives also attend higher-level meetings: the Quality Assurance and Enhancement Committee (QAEC: each month) or the Academic Committee (usually 4 meetings per year).
- Within the Student Guild:
 - collectively form the Student Council of the Student Guild helping the governing body to shape the Guild's work;
 - attend Student Council meetings: informal meetings every month with the exception of the two which are formal.

Generally, all Student Representatives get involved with:

- Gathering information on how their classmates feel about their student experience and then, after going to meetings, feeding back to their classmates on what was discussed;
- Being someone that fellow classmates can talk with if they have an issue with their student experience - or even to hear a great idea to improve things!
- If needed, directing classmates to appropriate staff within Bloomsbury Institute (or the Student Guild if they need independent advice) for help or to have someone there to listen and where relevant, take note of any feedback;
- Occasionally being consulted on / asked to contribute to documents necessary for Bloomsbury Institute's continued accreditation with its overseeing bodies (e.g. the Office for Students, the Quality Assurance Agency, or perhaps professional external membership bodies) and
- Helping with campaigns or national/local surveys.

Dealing with day-to-day issues

Academic matters

When we talk about 'academic matters', we mean something directly connected to study – for example, queries on how an assessment was marked.

- Say to your classmate to firstly **always speak to the relevant lecturer before anyone else – or if not appropriate, their Module or Course Leader**
- If preferred, students or Student Representatives can raise an academic matter with the Student Staff Liaison Manager (SSLM: Ahmed Junaid: ahmed.junaid@bil.ac.uk).

Non-academic matters

- Student Representatives should raise any non-academic matters with the Student Staff Liaison Manager (SSLM: Ahmed Junaid: ahmed.junaid@bil.ac.uk), through arranged virtual meetings. If the SSLM is not available, a member of staff in the Centre for Student Engagement, Wellbeing and Success can be approached.

Course Committees

These meetings are all about the particular course on which a student is enrolled. They deal with the performance of a course – looking back over the last academic year and also how things are going at the time of the meeting. Student Representatives attending can raise things brought up with them by their classmates.

When are they? Usually in late October / early to mid-November and also in February / March.

What type of feedback is relevant to bring up at Course Committees?

Typical but not exclusive examples might include feedback on:

- The quality of teaching on the course generally or on specific modules;
- How students have found assessments – comments on timing, academic feedback, structure of / questions within assessments or the release of marks;
- The quality of learning materials or perhaps the provision of course information on Canvas;
- The efficiency of professional services staff in relation to the course;
- Course or module surveys.

Note that Student Representatives can of course bring 'issues', but they can also bring positive feedback!

Student Staff Consultative Forum (SSCF)

The SSCF is attended by all the Student Representatives and since all the Student Representatives represent each course and year, comprehensive representation is provided for the entire student body.

The SSCF looks at things like institution-wide issues, policies or strategies and it's a forum where key staff can consult with Student Representatives on all these.

When are they? Usually shortly after all the Course Committees have finished – so twice a year.

What type of feedback is relevant to bring up at the SSCF?

Typical but not exclusive examples might include feedback on:

- a policy, strategy or initiative that Bloomsbury Institute is planning or has launched. Look at the SSCF agenda and papers - consult with your classmates – is a new policy / idea a good one or not?
- surveys common to all courses – for example, Student Module Evaluation Questionnaires – what have your classmates said about these?
- the ease of use of Canvas;

- how classmates have reported their experience of induction;
- do you feel supported as a Student Representative? Was the training any good?

So how do Student Representatives gather the views of their classmates and then report back to them after a meeting?

It is really important that you bring feedback that is representative of your classmates – not just your opinions! Also, work together with your fellow Representatives to get feedback and gather it all together.

Key ways to gather feedback and report back:

- The dedicated area on the Student Guild website;

A great way to spread the word about the website (for classmates to give feedback / get it back) is for Student Representatives to announce to their classmates at the start or end of a lecture about upcoming meetings. Make contact with the SSLM to ensure that the lecturers are in agreement with you using this timeslot.

- WhatsApp groups – set up by the Student Guild;

Great for gathering together all the feedback: pre-meetings with fellow Reps before going to a meeting (like Course Committees).

Removal of a Student Representative

There are formal provisions for removing Student Representatives or appointing replacements in the event of a resignation. The Student Guild's Election Policy sets out the arrangements. You can find the policy via this link; <https://www.bil-guild.org/policies/>

Want more information?

See the 'Your Student Rep' pages on the Student Guild website (www.bil-guild.org) where you can also view the Student Representation Handbook which provides comprehensive information for Student Representatives. Alternatively, contact the Guild Manger (Shola Fiberesima: guild.manager@bil.ac.uk).

Student Representative Job Description

General: all Student Representatives

- To attend all relevant training events
- To commit to acting professionally and with integrity showing respect for Bloomsbury Institute and the Student Guild's Equality, Diversity and Inclusion Policy
- To attend Course Committees, gather discussion items from your peers for meetings and to feedback on these / matters of interest post-meeting; to use available resources provided by the Student Guild (e.g. website) to promote, gather and report back to classmates
- To attend the Student Staff Consultative Forum (SSCF), gather discussion items from your peers for meetings and to feedback on these / matters of interest post-meeting; to use available resources provided by the Student Guild (e.g. website) to promote, gather and report back to classmates
- To use and engage with the WhatsApp groups administered by the Student Guild
- To attend Student Guild gatherings and meetings
- To bring issues to the attention of the Student Staff Liaison Manager (SSLM)
- To signpost peers to support and advice
- To encourage peers to complete surveys – e.g. Student Module Evaluation Questionnaires (SMEQs)
- To promote engagement with surveys e.g. the National Student Survey (NSS)
- To promote engagement with the Bloomsbury Institute teaching awards
- To engage with Bloomsbury Institute Lunchtime Dialogue events: help set up, promote and attend if asked
- To participate in the Student Guild Annual Anniversary Celebration and other Guild set events.

Student Representatives appointed to higher-level meetings (duties in addition to the above):

Bloomsbury Institute:

- To also attend and engage with one of the specific meetings: Academic Committee, Quality Assurance and Enhancement Committee or Board of Directors
- From time to time and when felt appropriate, gather classmate feedback for meetings and report back to those they represent making use of Student Guild resources (e.g. website)