

Programme Advice on Student Representation

Principles of Academic Representation

At UWE Bristol, we believe in nurturing a vibrant academic community where students and staff collaborate closely. Here, every student is a valued contributor, actively shaping their student journey and the future of the university.

By working in partnership, The Students' Union and UWE Bristol can implement meaningful changes that genuinely enhance the experiences of both students and staff.

Our approach to academic representation fosters strong partnerships amongst students, staff, and The Students' Union, ensuring that every student's voice is heard and influential in shaping university policies and practices. We champion student-led initiatives and, empowering students to be co-creators of their educational experience.

- Principles of Academic Representation 2024

Student Reps

The role of a Student Rep is to collect feedback from their cohort, work in partnership with programme teams to enhance their programmes, and support communications to close the feedback loop.

- All programmes must have a Student Rep for every cohort.
- Students can only become Student Reps once they have been trained by The Students' Union.

It is an unpaid role with rewards that recognises their contributions to the University:

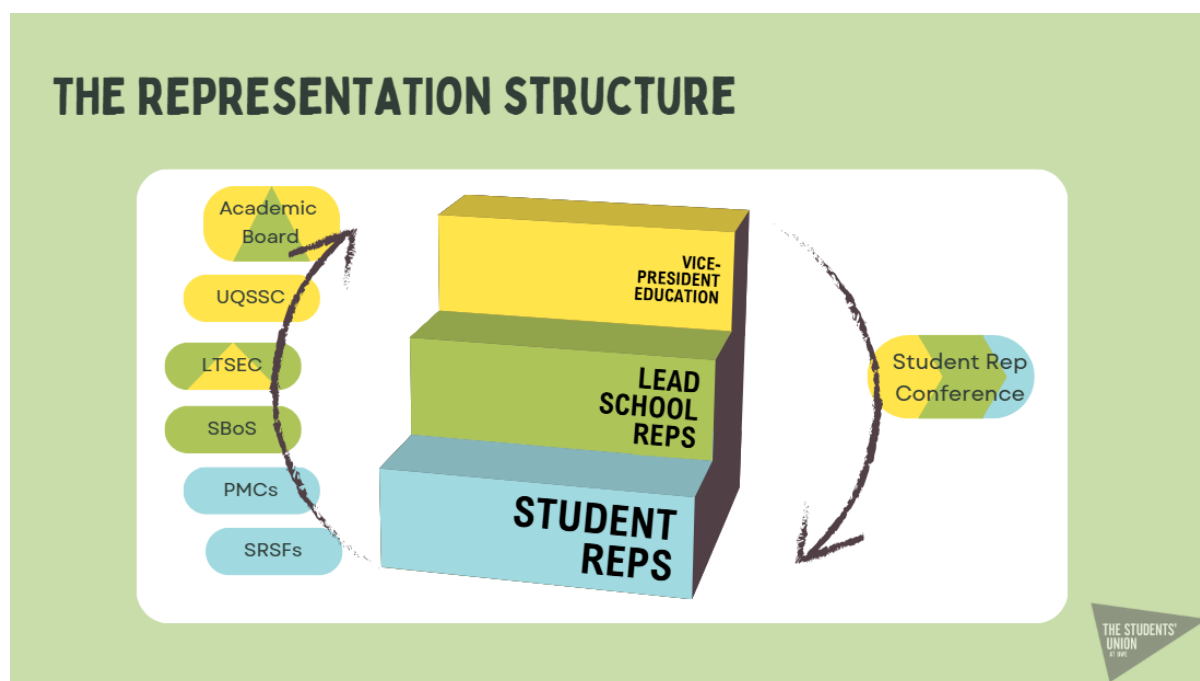
- Certificates are awarded for Student Reps that have achieved certain tasks.
- Student Experience Awards nominations.
- Training available to improve employability skills.

Student Reps can escalate feedback to their Lead School Reps. Lead School Reps are part time paid roles recruited by The Students' Union and the University to attend School Board of Studies (SBoS) and the Learning Teaching Student Experience Committee (LTSEC) with their Vice President of Education. The VP Education is a full-time paid role representing the whole University on learning and teaching and is part of a team of presidents. [Click here for more information and the presidents' manifestos.](#)

PGR Representation

The Students' Union has recruited a paid PGR Rep that will attend key academic governance meetings (such as LTSEC and Academic Board) and will help to shape how PGR Representation works in the future. We have an appointed paid PGR Rep to attend Academic Governance meetings and to support the partnership in investigating how LRG Representation can look longer term.

Promotion and Recruitment



The Students' Union have three ways to support programme teams to recruit Student Reps.

1. to attend a timetabled session to share a video and give a short presentation (30 mins)
2. to attend an extended induction slot where they will do the above and recruit Student Reps for you (40 mins)
3. to provide a video for you to use to recruit your own Student Reps.

Programmes should schedule in their Students' Union Induction as part of their draft induction timetable request. Once the date, time and location has been confirmed they can [submit their request for SU resource here](#). **The form is open now.** The deadline for this form to be completed will be **Friday 5 September 2025**. This link will remain active after the deadline, The Students' Union will do their best to accommodate late requests, but support cannot be guaranteed.

Students can be elected by their cohort or they can volunteer themselves to be a Student Rep. There is more guidance on The Students' Union website on how to run an election for Student Reps [here](#).

Staff may also want to encourage certain students to become a Student Rep or specifically represent a particular group of students in their cohort e.g. part time, international, degree apprenticeships.

Training

Refresher Training

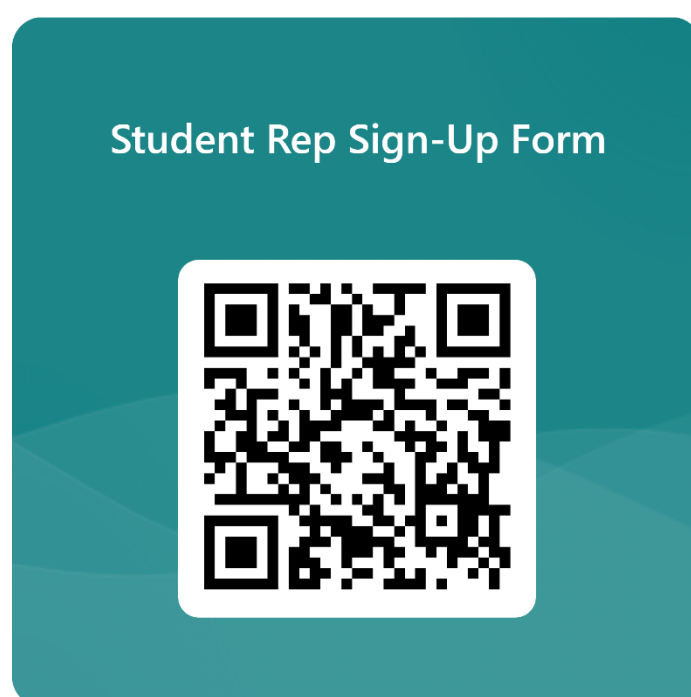
Returning Reps will be required to complete a Refresher Training session that will be approx. 30 minutes long and contain important updated information for the academic year ahead as well as reflecting on what they have learned as a current Student Rep. They do not need to complete the full Student Rep training session as they would have done this year and it will be an online

module to for them to watch or a live session to attend to be completed in **September/October 2025**.

Reps that are confirmed to be continuing for the next academic year after elections have taken place will need to complete the [Student Rep Sign-Up Form](#) and note that they are a Returning Rep, they will not need to complete all of the information completed when they sign up for training last academic year.

Full Training

New Student Reps [will need to complete this form to register and sign up for training](#) to become a Student Rep. All available dates for training and their locations will be noted on this form for students to select, if their availability changes they must contact studentreps@uwe.ac.uk to book onto an alternative session. **The deadline to sign up is Wednesday 8 October 2025.**



Training will take place in-person at all campuses, there will be an online version for those unable to access the in-person training. We expect the vast majority of Student Reps to be trained by 31 October 2025 before the first round of meetings, but acknowledge with some later starts that the November sessions will allow more Reps to be trained for the rest of the academic year.

It is expected that the Student Rep Handbook for 2025/26 will be largely similar to the current Handbook. The link to the current Handbook can be found [here](#).

Non-September Cohorts

A similar arrangement to the above will be available for January cohorts with the aim to have Student Reps trained before the Teaching Block (TB) 2 meetings. The deadlines are:

- Launching request for induction with optional Student Rep recruitment: Monday 8 December 2025
- Requesting support from Reps: Friday 9 January 2026

- Signing students up to be Student Reps: Friday 6 February 2026
- Training: 9 – 20 February 2026

The [Representation Team at The Students' Union](#) will be able to provide bespoke advice for programmes that do not have September or January cohorts.

We are also exploring the potential for one online session a month to wrap up Student Reps that start after the January induction set as well as capturing Student Reps who cannot attend any sessions with additional online resources.

What's in the Student Rep Training?

The Students' Union continues to develop their Student Rep training to clarify the role, the responsibilities and the rewards as well as providing opportunities for students to practice key tasks such as gathering feedback from the cohort and how to feed this back in meetings.

The core training will also include a handbook of key actions that Student Reps will need to do at certain stages to earn points to gain awards. These actions include attending key meetings, obtaining feedback from their cohort, closing the feedback loop and promoting university surveys e.g. Course Survey/NSS/PTES.

Monitoring Student Reps

All programmes must have at least one Student Rep for every cohort. The Students' Union will be monitoring the gaps and reaching out to support programme teams that have not recruited Student Reps.

After the Student Reps have been trained, the Programme Leader will be able to check Blackboard to identify their Student Reps and initiate a meeting/SRSF, if there are issues with accessing this information then PLs must contact the Reps team. The Student Rep Database will also feed into myUWE to inform students.

How can Student Reps support you?

Student Reps can be a crucial part of your programme team. They can support you by:

- Offering advice on programme developments or communications from a student perspective.
- Seeking specific feedback from their cohorts.
- Clarifying or providing more insight to existing feedback e.g. Course Survey/NSS/PTES results.
- Working with you to identify the best solutions.
- Communicating to their cohort.
- Raising concerns early so that they can be dealt with quicker.
- Promoting university or national surveys e.g. Course Survey/NSS/PTES.

How can you support Student Reps?

Student Reps work most effectively when supported by their programme team. You can support them by:

- Meeting with them regularly and valuing their efforts.
- Keeping them informed on course developments.
- Responding to the feedback they provide and explaining the next steps e.g. what action can be taken or the reasons why no action can be taken.

- Avoiding jargon, communicating effectively and frequently.
- Giving them some direction or priorities so their work is useful and not a duplication of existing feedback mechanisms.
- Supporting them to communicate to their cohorts by posting messages on Blackboard for them or circulating emails.

Student Rep Staff Forum (SRSF)

Student Reps and their Programme Leader need to discuss matters relevant to the student experience. Once a Student Rep has been trained, they should meet with their Programme Leader to agree how to work together and this includes how the SRSF should happen. The University requirement is that the SRSF happens once per term and the membership includes Student Reps and their Programme Leader. However, SRSFs can happen more frequently (e.g. regular catch ups, at the end of a lecture, drop ins) and attendance can also involve other students (e.g. PAL Leaders, Academic Societies, all students). The SRSF can be flexible and bespoke to the programme, agreeing the frequency/dates/location/topics with Student Reps at the beginning of the year can improve engagement and the quality of feedback obtained. The feedback obtained from the SRSFs will feed into the Programme Management Committees (PMC), and any actions that have been identified should be noted within the PMC minutes.

Programme Management Committee (PMC)

PMCs form part of the University's academic governance and are accountable to their School Board of Studies (SBoS). They oversee the management, enhancement and quality of the programme and its modules. They capture feedback from students and any actions agreed outside of the meeting e.g. at the SRSF. Student Reps are members of the meeting and work in partnership with the whole programme team to scrutinise and develop programme enhancements. The PMC will also promote the dissemination of information, review quality indicators (e.g. student survey data and External Examiner comments) and actively consider equality, diversity and inclusion in the conduct of their business. PMCs take place termly, ideally timed to feed into their SBoS.

The dates for PMCs will be confirmed before September 2025. They will occur a couple of weeks before the School Board of Studies, usually in November, March and May.

To prepare Student Reps for their first PMC meeting:

1. Student Rep meets their Programme Leader either on their own or with all the Student Reps from their programme. This could be their first SRSF. At this meeting the following should be agreed:
 - Agree how to work together e.g. best way to contact and SRSFs.
 - Identify programme priorities for the year.
 - Find out how their PMC works and be invited to the meeting.
 - Agree if specific feedback is required for the PMC.
 - Identify the best way to communicate with their cohort and agree the best way for the Student Rep to introduce themselves to their cohort so they can explain their plans on representing them this year e.g. within a core module/event/group chat/social media/Blackboard.
2. Student Rep to meet with their Lead School Rep/s, if feedback is wider than their programme then they will inform their Lead School Rep/s for them to discuss with School Director (Teaching & Learning) or at their SBoS.

After the PMC the following actions are required:

1. Student Rep will update their cohort on any discussions or actions agreed regarding the specific feedback they collected.
2. Programme Leader will share the meeting notes/minutes on Blackboard and then upload them to their SBoS Teams or Sharepoint site. This needs to be done at least one week before the SBoS date so that the Lead School Rep/s can read the notes and seek further information from students to effectively represent their School at the SBoS.

Support and Advice

At any point in the year, if you need support or advice on Student Representation and [UWE Bristol Academic Governance](#) then please contact the below teams who can provide bespoke advice for your programme that meets University expectations.

The Representation Team at The Students' Union: StudentReps@uwe.ac.uk

The Student Voice and Academic Policy Team: StudentVoice@uwe.ac.uk