**Understanding the Student Rep System: A Guide for Staff**

**What is a Student Rep?**

The role of a student representative at Aston University is to act as a voice for the student body of a course and facilitate communication between students and the university departments. Student reps play a crucial role in representing the interests and concerns of their fellow students, working to enhance the overall student experience.

The primary responsibility of a student rep is gathering feedback from students regarding their academic program. They collect this feedback through surveys, meetings, and informal conversations, actively seeking input and suggestions from their peers.

Once feedback is collected, student reps should analyse and compile the information, identifying common themes, concerns, and areas for improvement. They then present this feedback to relevant university staff members at the Staff Student Liaison Committee (SSLC).

Additionally, student reps participate in various meetings, committees, and working groups where they represent the student perspective and contribute to decision-making processes. They collaborate with university staff and fellow student representatives to address issues, propose solutions, and implement changes that positively impact student life.

Furthermore, student reps serve as a point of contact for students seeking assistance or information. They provide guidance and support to their peers, answering questions, addressing concerns, and signposting relevant resources or services within the university.

Overall, the role of a student rep at Aston University is integral to fostering a productive and inclusive learning environment. By actively engaging with students, gathering feedback, and working collaboratively with university staff, student reps contribute to the continuous improvement of the university experience for all students.

**Training for Student Reps**

Before students can become official reps, they must complete a short training process hosted on the **Aston Students’ Union website**. This includes:

1. **Watching a set of training videos** (~30 minutes), covering:
	* The role of a rep
	* Giving effective feedback
	* Attending and contributing to meetings
	* Understanding agendas and minutes
	* Chairing meetings
2. **Completing a short quiz** (~10 minutes) to test their understanding
3. **Joining the SU Reps Microsoft Teams channel** using the code displayed after the quiz
	* *This channel is essential for updates on SU meetings, access to the Rep Hub, and extra training*

Once these steps are completed, the student is officially recognised as a **Student Rep**.

We also host:

* An **in-person induction in October**, covering expectations, responsibilities, and how to handle feedback
	+ *Attendance is mandatory unless agreed otherwise*
* A **separate SSLC training session in November**, tailored to those attending course-level meetings

**For full training details and sign-up information, staff and students can visit:**
 [www.astonsu.com/voice/representation](https://www.astonsu.com/voice/representation)

**Types of Reps**

**Student Reps** – Open to UG, PGT, and PGR students. Students sign up to represent their course and attend meetings such as the Student-Staff Liaison Committee (SSLC) at the course level.

**School Reps** – Open to UG and PGT students by application. Ideally, applicants should have at least one year of experience as a Student Rep. They represent their school at meetings such as Quality Meetings and the Learning & Teaching Committee (LTC), Board of Studies meeting etc.

* 3 from BSS
* 3 from EPS
* 6 from HLS

**College Rep** – PGR students only by application and should preferably have at least 1 year’s student rep experience. Represent their college at meetings such as Graduate School Management Committee (GSMC).

* 1 from BSS
* 1 from EPS
* 1 from HLS

**The Student Rep Journey**

Here’s an overview of how students become a Student Rep:

Sign up via SU website\*

Pass online training and Join Rep Teams Channel

Student Rep Lists sent to University Central Team

Gather feedback from cohort

Attend meetings such as Staff Student Liaison Committee and other relevant meetings

Update cohort where possible

⚠️ If students haven’t completed sign-up, they should not be attending formal meetings as reps.

University staff can verify whether a student is a registered rep via MAP.

They can do this via a link on the SU Website. There is no election, it is a self-selection process. If students haven’t signed up, they shouldn’t be attending meetings etc.

University staff can check whether a student is a registered Student Rep via MAP.

**Receiving Rep Lists**

The Students’ Union Voice Team provides timely and regularly updated lists of Registered Student Reps to the University. If you require a list of Reps for your course or programme, please contact the relevant staff member or administrator within your department, as they will have access to the latest rep information provided by the SU.