IOE Academic Student Representative Academic Year 23/24

This document provides an overview of the Academic Student Reps roles. It also summarises the committees which Student Reps are attending and the scheduled date for these committees.
At the end of this document, the reader will find an overview of our yearly surveys.

Acronyms you will come across in this document

Committee meetings
- **SSCC** – Student and Staff Consultative Committee.
- **IOE Research committee** – is equivalent to SSCC but specifically for research programmes and students.
- **DEC** - Department EducationCommittee
- **FEC** – Faculty Education Committee
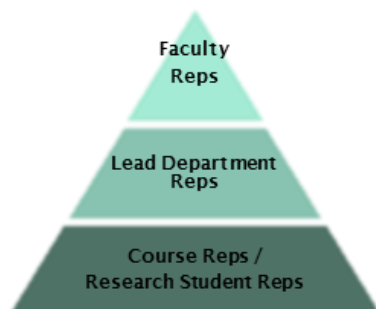- **FRF** – Faculty Representative Forum
- **SU or UCLU** – UCL Students' Union

Phases or levels of study:
- **UG** – Undergraduates, or Undergraduate progammes
- **PGT** – Postgraduates or Postgraduate programmes
- **PGR** – Postgraduate Research students or Postgraduate Research programmes
- **ITE** – Initial Teacher Education progammes

Key people/staff:
- **Course Rep:** Academic Student Representative
- **Lead Rep**: Lead Departmental Representative
- **Faculty Rep:** Faculty Representative
- **PL or SL**: Programme Leader or Subject Leader – usually the key contact for course reps
- **AHLT:** Academic Head of Learning and Teaching – usually the key contact for lead reps
- **Phase Lead:** Faculty Tutor – usually the key contact for faculty reps
- **HoD:** Head of Department (academic)
- **PD:** Pro-Director

There are three types of student representative, with those at the top taking more responsibility, participating in more meetings and spending more time working with staff and students. Diagram below is the demonstration of those level.

Note that in order to progress into the higher level of seniority, within the structure, you first need to apply for nomination at the first level and then put your manifesto forward for the next level position – all of this is possible within the election period.

Course Representatives / Research Student Representatives (Doctoral Candidates)

- Represent the students on their programme/cohort
- Members of their respective SSCC
- Work with staff to ensure students' feedback is acted on
- Should not be limited to SSCCs; representatives are encouraged to work with their peers and with staff both inside and outside of meetings throughout the year
- At least one student from each year of study within each taught programme
- At least one part-time student for each taught programme (where relevant)

Job Description: **Course Rep Role Descriptor** and **Research Student Rep Role Descriptor**

Lead Department Representatives – one per academic department

- Appointed by the Department from the elected Academic Representatives
- Lead on student academic representation in their department
- Co-chair the Staff-Student Consultative Committee (SSCC)
- Support the Annual Student Experience Review
- Attend the Department Education Committee (DEC)

Job Description: **Lead Department Rep Role Descriptor**
Due to the time commitment involved, IOE Lead Departmental Reps attract a yearly stipend of £100.
The stipend is linked to a minimum attendance at essential meetings and constructive engagement throughout the year.

Faculty Representatives – one for each of phases or levels of study (UG, PGT, PGR, ITE)

- Appointed by the Students' Union
- Responsible for leadership of representatives in the faculty
- Represent the faculty at relevant UCL-wide fora
- Attend the Faculty Rep Forum and Faculty Education Committee (FEC)
- Attend UCLU Education Zone meetings

Job Description: **Faculty Rep Role Descriptor**
Due to the time commitment involved, IOE Faculty Reps a yearly stipend of £150.
The stipend is linked to a minimum attendance at essential meetings and constructive engagement throughout the year.

For further information on the Academic Student Representative System: Students' Union
Academic Manual: Section 6 Student Academic Representation

Committees and meetings with Academic Student Representation

The Academic Student Representative framework allows students to be involved in both gathering feedback and investigating and resolving issues raised, where appropriate. The Academic Student Representatives are also a crucial part of closing the loop and disseminating actions and information from the various committees to their peer group.

Academic Student Representatives have a pivotal role in the following committees.

	Departmental Staff Student Consultative Committees (SSCC)	Departmental Education Committees (DEC)	Faculty Representatives Forum (FRF)	Faculty Education Committees (FEC)	IOE Research Committee
FREQUENCY	3 per year	3 per year	3 per year	3 per year	3 per year
Facilitator/Secretary	Programme Admin	Programme Admin	Student Services	Quality Team	Research Team
Student Representatives	Course Reps and Lead Dep Reps (Co-Chair)	Lead Dep Reps	Faculty and Lead Dep Reps	Faculty Reps	Faculty Rep for PGR
Minutes feed into	Departmental Education Committee (DEC)	Faculty Teaching Committee	Faculty Teaching Committee	UCL Education Committee	UCL Research Degree Commitee

The meetings student reps need to attend depend on the type of student rep they are (either Course Rep, Lead Department Rep or Faculty Rep). All committee meetings are set up that information can be escalated from one meeting to the next. The Faculty Rep Forum is a crucial discussion forum underpinning all of the formal committee meetings.

For further information on Faculty and Departmental Committees:

- Students' Union: Academic Reps Guidance
- Academic Manual: Section 13 Faculty and Departmental Committees
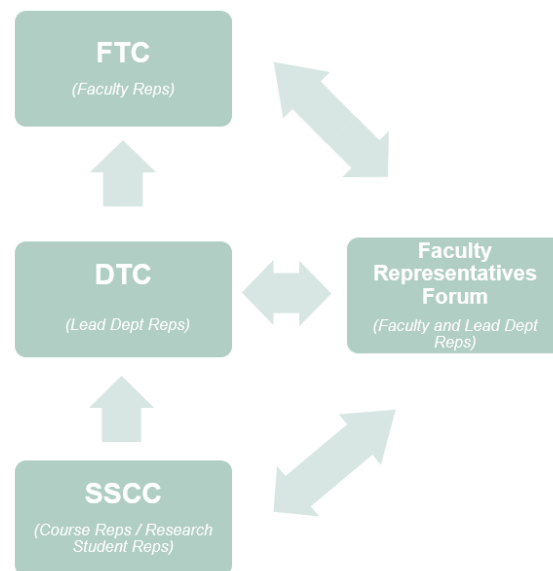
Staff Student Consultative Committees (SSCC)

- Dedicated forum for staff and students to discuss particular issues. Usually discussion will cover issues raised by students, and areas in which staff wish to seek input from students
- Ensures joint student and staff discussion at least once during every Academic Session
- Co-chaired by the AHLT and the Lead Department Reps

Student Reps in attendance: All Department Academic Reps and Lead Department Rep (Co-Chair)

SSCC -Secretary: Programme Administration Team - meeting windows below, minutes feed into the DEC
Please check with your Programme Teams as well as moodle for the specific dates of your departmental SSCC.

Term	Staff-Student Consultative Committee (SSCC) Dept. to set the precise dates
Autumn Term 2023	Week commencing: 13th November 2023
Spring Term 2024	Week commencing: 29th January 2024
Summer Term 2024	Week commencing 29th April or 6th May 2024

Department Education Committees (or doctoral-education equivalent) (DEC)

- Required to include student representatives which is usually the Lead Department Reps or their nominee.
- The Lead Department Representative should be an ex-officio member of the DEC (or doctoral-education equivalent), is responsible for representing the views of students at DECs (or doctoral-education equivalent), and for communicating items between the DEC (or doctoral-education equivalent) and the SSCC. Lead Department Reps may delegate this responsibility to another student from their SSCC if required.

DEC Secretary: Programme Administration Team – meeting windows below, minutes feed into the FEC
Please check with your Programme Teams as well as moodle for the specific dates of your DEC.

Term	Department Education Committee (DEC) Dept. to set dates
Autumn Term 2023	Week commencing: 27th November 2023
Spring Term 2024	Week commencing: 19th February 2024
Summer Term 2024	Week commencing 20th May 2024

Faculty Education Committee (FEC) or Faculty Research Committee (FRC – PGR only)

To ensure that faculty-level strategy on education matters reflects the principles of the Education Strategy and UCL 2034

Student Reps in attendance: All Faculty Reps and other student representatives may also be invited where appropriate by the IOE Quality Team. If are a faculty rep and have not received invites for the meetings below, please contact the team on ioe.quality@ucl.ac.uk

FEC - Secretary: Quality Team (ioe.quality@ucl.ac.uk)

Term	Faculty Education Committee (FEC) - online
Autumn Term 2023	Tue 10th October 2023, 2-4pm Tues 28th November 2023, 2-4pm
Spring Term 2024	Tue 23 January 2024, 2-4pm Tues 5th March 2024, 2-4pm
Summer Term 2024	Wed 24th April 2024, 2-4pm Tues 25th June 2023, 2-4pm

FRC - Reps in attendance: PGR Faculty Rep - for further information, please email ioe.researchdevelopment@ucl.ac.uk

Faculty Representatives Forum (FRF)

Semi-formal space bringing together key Faculty staff, Lead Department Reps and the Faculty Reps
Opportunity to engage reps from across the faculty with current and future plans for education and students' experience
To identify shared priorities within the faculty and any action required to address such priorities, and to involve students with faculty decision-making
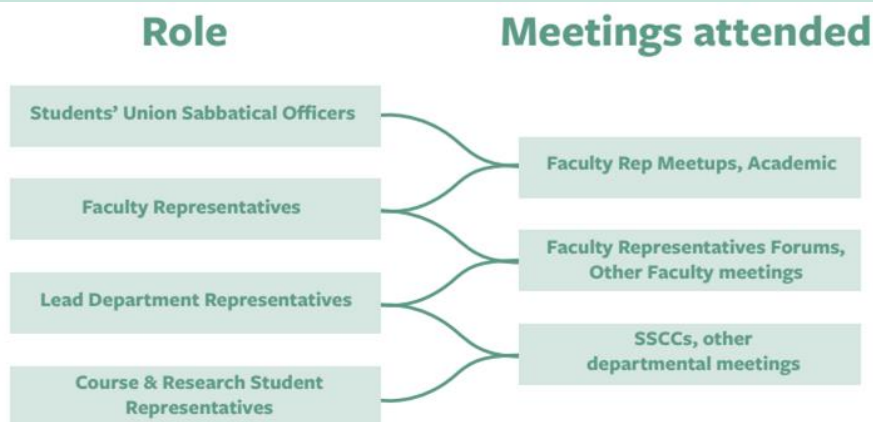Reps in attendance: Lead Department Reps and Faculty Reps

FRF - Secretary: Student Services Team (teamioe@ucl.ac.uk) – minutes to feed into the IOE Student Experience action plan

Term	Faculty Education Committee (FEC) - online
Autumn Term 2023	Wednesday, 15th November 2023 3-5 pm
Spring Term 2024	Thursday 29th February 2023 3-5 pm
Summer Term 2024	Wednesday 5th June 2024 3-5 pm

UCLU Education Zone meetings

- Reps in attendance: Faculty Rep
- Education Zone is a core democratic function of the Students' Union where a group of elected student representatives discuss, ideas and policy proposals relating to the academic experience at UCL. You will be part of it along with other staff members at Student Union.
- The first meeting will take place on Tuesday 31 October 2023, 18:00 - 20:00

So, which meetings am I expected to attend?

Role

Students' Union Sabbatical Officers

Faculty Representatives

Lead Department Representatives

Course & Research Student Representatives

Meetings attended

Faculty Rep Meetups, Academic

Faculty Representatives Forums, Other Faculty meetings

SSCCs, other departmental meetings

Course Reps
Any programme meetings
SSCC

Lead Departmental Reps
Any programme meetings
SSCC
DEC
FRF
IOE Monthly Rep catch-up

Faculty Reps
Any programme meetings
SSCC and DEC
FRF and FEC
PGR only: Faculty Research Degree Committee
and any UCL-wide meetings
Monthly IOE Student Rep catch-up
UCLC Education Zone meeting
IOE Monthly Rep catch-up (once a month)

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4 Faculty Reps
represents: all students within their phase across IOE
meets: Faculty Tutors and lead departmental reps within their phase on a regular basis
facilitates discussion topics: Faculty Rep Forum
attends: Faculty Education Committee and UCL committees

10 Lead Departmental Reps
represents: all students within their department regardless of phase
meets: AHLTs and course reps within their department on a regular basis
co-chairs: Student Staff Consultative Committee with AHLT
attends: Department Education Committee and Faculty Rep Forum

Over 230 Course Reps
represents: all students on their programme, course or subject
meets: Programme Leaders and students on a regular basis
attends: Student Staff Consultative Committee

The role of student reps in committee meetings

Role of the Student Academic Course Reps (STAR)
What should you do ahead of any committee meeting:

- **Prepare:** look at previous minutes to see if there are any actions you need to complete ahead of the meeting, study also your department's or programme's survey results from previous years – what are the key themes? Gather information from other academic course reps or peers in preparation for meeting. Bring along constructive feedback so that the meeting can focus on actions and discussions, rather than merely a presentation of feedback. Make sure any feedback is anonymous and it representative of a wider student group – you need to canvass widely for opinions. You could use tools such as Moodle Hot Question, or Unitu, to find out what's most important to your cohort.
- **Make sure you let the meeting organiser know that you can attend.** If you can't, please discuss with them who could attend on your behalf.
- Think about **possible solutions –** and who can help you

What should the Lead Dep Rep do ahead of the SSCC:
Meet up with the Academic Head of Learning and Teaching (AHLT) in your department to:

- **Collaborate on agenda:** Each SSCC should be co-chaired by a staff member and the Lead Department Student Academic Representative. Meet with your co-chair to discuss the agenda (you could use the agenda template) and decide who will lead on which agenda item. Read previous minutes, the ASER plan and prompt Student Academic Representatives (course reps) and other staff to submit agenda items.
- **Agree a format for the meeting**: Think specifically about items where student input would be valuable and the best way to get it. Using workshop-style exercises can be a useful way to explore ideas and set a collaborative tone.

What should all reps do during a committee meeting:

- **Update on any actions** you were assigned in the previous meeting
- **Present** your up-do-date feedback/findings
- Actively participate in the discussion and aim to find a solution
- **Agree** an action, change or outcome

What should all reps do after a committee meeting:

- Confirm and circulate **minutes**
- **Track actions** – be ready to report back at the next meeting
- **Investigate** topics raised further – consider if changemaker funding can help, set up a working group
- **Escalate** issue to Lead Dep or Faculty Rep if required
- **Update all students** – consider providing update on moodle/newsletter etc
- Start a '**you said, we did'** campaign – it's important that you establish a way of letting your peers know about any progress on the issues they have raised. You can update your peers on moodle, teams or Unitu.
- Celebrate any positive changes you have made as a member of the committee

For more information, please contact teamioe@ucl.ac.uk

Support for Academic Student Representatives

IOE Student Reps Faculty Welcome

All Academic Student Reps are invited to a Faculty Welcome Event. This event provides some contextual information about their role and the faculty, and opportunity to meet Academic Reps from other disciplines. Student Reps will be invited by the IOE Student Services Team. Date: **Wednesday, 1st November 5-7 pm**

Training for all Academic Student Representatives

Induction training for Academic Reps will take place from Monday, 23rd October 2023 onwards
This training introduces all reps to the important elements of their role and asks them to consider the strategies they will utilise to fulfil them. This role-based training encourages students to understand students' priorities, and to think about how they can work with staff to take action that will improve students' education. The Students' Union will provide this training and will contact the Student Reps directly.

Lead Department and Faculty Representative Training

Lead Department Reps receive an introductory training session jointly with Faculty Representatives. This training session covers elements of chairing meetings, leadership, and being an active and engaged member of committee meetings. The IOE Student Services team will invite the respective Student Reps to this training event.
6 November 2023 – (10:00 am – 3:00 pm) This will be a great opportunity to get to know other Lead Department and Faculty Reps and get you prepared for your first meetings. The training place will take place during reading week when you don't have classes, so make sure you are available

Monthly IOE Lead Department and Faculty Rep meet-ups

Every **first Friday of every month at 10 am on teams**. This meeting for Lead Department and Faculty Reps to catch-up about ideas they may have or barriers they face (this meeting is not about feedback on the programme).

IOE Student Rep Hour

The IOE Student Rep Hour takes place on **Wednesday afternoon 2-3 pm in Room 418**.
Initially this is a space for training but later on as a student rep you can hold your official meetings in there or meet with other reps.

Student Reps Community on Microsoft Teams

A platform to communicate with other Student Reps in your department or across the faculty. All reps will be enrolled automatically. All reps will be able to communicate with the students they are representing on teams.

Other Resources and Briefings

The Students' Union also provide all representatives with access to relevant resources, including an archive of previous SSCC minutes, NSS departmental reports, PTES and PRES results, and handover documents prepared by previous representatives. We also provide briefings and reports on changes at UCL, annual processes such as ASER, and Students' Union Campaigns.
The **Students' Union** provides valuable information and resources, including:

- Key information, advice, and guidance for staff
- Effective Staff Student Consultative Committees: Policy and Practice Workshop
- Video explaining the Academic Student Representative system – suitable for use with students

Recognition & Reward

Academic Reps may choose to have their experience recognised if they attend training and departmental meetings. This process is student-led and requires them to submit a portfolio demonstrating their active engagement with their role, including work in their department and attendance at relevant training sessions. The Students' Union also run a set of annual Academic Rep of the Year Awards, which reward one winner in each faculty. Both students and staff may nominate in these awards.