

Role Descriptor

Academic Rep (Placement & SYA)

As Academic Reps you are the key link between Academic Staff and students on placement and study year abroad (SYA). You will be taking the student voice, no matter how big or small, straight to academic staff to discuss action and change to improve the student academic experience.

Duties and Responsibilities

- Proactively collect and represent students' feedback on placements and study year abroad from your cohort ensuring that feedback is: Accurate, Balanced, Constructive, Depersonalised & Evidenced
- Seek to resolve issues informally where possible with the appropriate staff member.
- Contribute agenda items for discussion at the Student Staff Liaison Committees. Having discussions with Academic Staff highlighting both what is working well, what could be improved within the experience of students on placements or SYAs, as well as contributing opinions on department projects and data.
- Working with Academic Staff & The SU in communicating progress and outcomes of students' feedback back to your cohort

Extra Information

Time Commitments

Online Academic Rep 101 Training / 1 ½ hour

Student Staff Liaison Committee (if hybrid) / 2 per semester / 1-2 hours

General Duties such as collecting feedback / weekly / 1+ hour/s

Skills Development Opportunities

Check out our [student leaders development programme](#) for personal development training.

Confidence	x	Organisation/ planning	x
Decision making	x	Marketing	
Teamwork	x	Delegation	
Time management	x	Financial Management	
People management	x	Negotiation	

Other:

communicating effectively in meetings, data collection,

Key SU Contact

SU Education Officer / SUeducation@bath.ac.uk

Academic Representation Team / academicreps@bath.ac.uk
