



Student Academic Reps  
Cynrychiolwyr Academaidd Myfyrwyr  
Cardiff University Students' Union  
Undeb Myfyrwyr Prifysgol Caerdydd

# Student Academic Rep Handbook 2020/21

## Taught Programmes

Home of the Student Voice  
Cartref Llais Y Myfyrwyr



Cardiff University Students' Union  
Undeb Myfyrwyr Prifysgol Caerdydd

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**Home of the Student Voice  
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## Hannah Doe, Your VP Education

“Massive congratulations on becoming a Rep! You have a very important role in representing the academic interests of students here at Cardiff. This year you are needed more than ever to champion students’ voices. I can’t wait to work with you! Don’t forget the Students’ Union are here to support you in your role and you can drop me a message anytime.”

Email: [VPEducation@cardiff.ac.uk](mailto:VPEducation@cardiff.ac.uk)



## Jane Chukwu, Your VP Postgraduate Students

“A huge gratitude for putting yourself forward as an Academic Rep this year. Your role as a Rep is crucial in shaping the experiences of all Cardiff Students within the University and the Students Union. As an individual, you represent the feedback, views and questions of your cohort and in every impactful way, your leadership should always aim to be a service to your fellow course mates and a drive for positive academic changes within your school and beyond. As a Union, we will always be here to support you in every possible way, to lead and learn how best you can champion the Students’ Voice at every level. Congratulations on choosing to help others get the best version of their Student Life experience in Cardiff! I look forward to all the virtual and face to face meetings with you throughout the year.”



## Sebastian Ripley, Your VP Heath Park Campus

“Congratulations on becoming an Academic Student Rep! It is a fantastic opportunity to further your course mates’ student experience while simultaneously furthering your own skills. You are the voice to instil positive changes that can really improve your fellow students time at Cardiff. Well done for getting involved and I look forward to working together this year!”



# Introduction from Claire Morgan, Interim Pro-Vice Chancellor of Education and Students



**“Cardiff University is proud of the strong partnership it has with the student body, and in the coming year it is more important than ever that we actively listen and respond to the views of our students.**

**We have a long tradition of student representation at the University, as one of the ways we work with and for our students. The Academic Representation system means that students from every programme in every school can have a say in how their education and wider student experience can be enhanced. Our Student Reps will need to work in the blended learning environment of 2020/21, to help to make sure that we have a strong steer about things that are working well and things that need to be improved. Being a ‘Rep’ means that you have the opportunity to work alongside and represent your peers, as well as enhance your skills and build your networks. Welcome to the team.”**



# Your Students' Union



Cardiff University Students' Union is recognised as a leading Students' Union and an integral part of Cardiff University. We hope to be at the heart of the Cardiff student experience by working with every student to enhance their university experience.

## Our Purpose

» To promote the interests and welfare of students at Cardiff University during their course of study by representing, supporting and advising.

- » To be the recognised representative channel between students, Cardiff University, and any other external bodies.
- » Provide social, cultural, sporting, recreational activities and forums for discussions and debate for the personal development of students.

## We Have 4 Strategic Themes

1. The heart of student life
2. Home of the student voice
3. Sector leading facilities and services
4. Engaging our less engaged communities

## We Also Champion 4 Values

1. Student Leadership – you are a student leader and are supported by the Students' Union, we provide training, support and guidance.
2. Inclusion – all Academic Reps are expected to engage with every student they represent.
3. Partnership – the University, Students' Union and Academic Reps work in partnership to make the experience at Cardiff University the best it can be for students.

4. Diversity – Academic Reps are incredibly diverse and work together to remove barriers to education.

Since the Union has a whole strategic theme dedicated to Student Voice, we hope to continue developing our role of representing students' academic interests at school, college and university wide level. We will work with the University to support and empower students to make their voices heard.

The Union works constantly to ensure students' views go to where they count by providing opportunities for students to debate, give ideas and enact change.

Your Union works closely with the University to ensure you're represented at every level. The Student Voice team manage the Student Academic Rep structure in partnership with the University. You can make a difference to how your Union is run by voting at the Annual General Meeting (AGM).

The Union is led by the Elected Officers voted for by you, the students, so keep your eye out for elections and get involved by either running for an Officer position or voting for your favourite candidates.

# Your Student Voice Team

Congratulations on becoming a Student Academic Rep! The Students' Union is the home of the Student Voice at Cardiff University and we are here to support you and your academic interests. Since 2014 the Student Voice Team at Cardiff University Students' Union have managed the Student Academic Representation structure. Our team exists to recruit, support and reward academic reps across the University.

As a department, we cover a wide range of areas from academic representation, democracy, policy and campaigns. We work in partnership with Cardiff University to advocate the student voice at every level and give students the opportunity to be co-creators of their University experience.

We create the training delivered to you as an academic rep, and every year we re-visit and revise the training based on your feedback. Throughout the year, you will receive a monthly newsletter from us outlining key information and events that are important to you. Tell us what you're up to so we can include it in our newsletters or in our Student Wins campaign!

We want to hear from you and anything you might need help with. To get in contact or arrange a catch up with one of us just email or call us using the details below.

✉ studentreps@cardiff.ac.uk

☎ 02920 781 434

☎ 02920 781 434

☎ 02920 781 434 (Heath Park)

🐦 General: @cu\_studentvoice

🐦 Heath Park: @StudentVoice\_HP

Web: [cardiffstudents.com/your-voice](http://cardiffstudents.com/your-voice)



# Role of a Student Academic Rep

## Role Objective:

To represent the views of students and act as a voice for them on academic and course-related issues and sharing best practice ideas.

## Responsibilities:

- » Attend Rep Training
- » Attend Student-Staff Panels (SSPs)
- » Make yourself known and available to the students you represent
- » Collect both positive and constructive feedback from your peers to share back with your school and college
- » Signpost students to information on important, useful services provided by the Students' Union and University
- » Feedback to students on the impact the student voice has had and how it's led to improvements in your school
- » Work with your Student Rep Coordinator on campaigns
- » Collect feedback through Speak Week
- » Promote the Enriching Student Life Awards



# Role of the Secretary

## Role Objective:

**Role Objective:** To work in partnership with the Chair of the Student Staff Panel, take minutes, assign actions in meetings, and be a key contact for the Student Voice Team and your Student Rep Coordinator.

## Responsibilities:

- » Attend Secretary Training
- » Take minutes in SSPs
- » Appoint actions at SSPs
- » Keep SSPs to time
- » Work closely with your Student Rep Coordinator (SRC)
- » Work in partnership with the Chair of your SSP
- » Promote professional conduct at SSPs
- » Set the date of your SSP, the agenda and check minutes with Chair and support from SRC
- » Invite relevant staff members to SSPs or work with your SRC to invite others
- » Attend College Forums and if you're PGT attend Masters' Forums if the Chair cannot attend.
- » Ensure a recurring agenda item gives the opportunity to feedback from College Forums.

# Role of the Chair

## Role Objective:

**Role Objective:** To chair Student Staff Panel meetings and be the key point of contact in your school, for the Student Voice Team, and your Student Rep Coordinator regarding ideas or issues arising amongst your cohort.

## Responsibilities:

- » Attend Chair Training
- » Chair Student Staff Panels
- » Work closely with your Student Rep Coordinator (SRC)
- » Work in partnership with the Secretary of your SSP
- » Promote professional conduct at Student Staff Panels
- » Appoint actions at Student Staff Panels
- » Set the date of your SSP, the agenda, and check minutes with Secretary and support from SRC
- » Invite relevant staff members to SSPs or work with your SRC to invite others
- » Attend College Forums and if you're a PGT Academic Rep attend Masters' Forums
- » Report back to SSP and wider cohort after respective Forum.

# Student Staff Panels

Student Staff Panels (SSPs) are the key meetings attended by Student Academic Reps and staff within your School. The purpose of these meetings is to talk about ideas and areas for improvement on your course and general educational experience. You are expected to attend these meetings with feedback from your cohort. Two reps (Chair and Secretary) will be responsible for chairing the meeting and taking minutes.

## What can I expect from a Student Staff Panel?

An agenda and minutes from the previous meeting will be circulated before the SSP. Make sure you are prepared for the agenda items. In subsequent meetings it is important that you look out for action points, you might be asked to do something by the Chair or Secretary for the next SSP.

## Who will be there?

Student membership:

- » Elected Chair and Secretary
- » Academic representatives
- » Committee member from relevant academic society (where applicable)

Staff membership:

- » Student Rep Coordinator
- » Director of Learning & Teaching
- » Nominated module leaders
- » A Subject Librarian
- » Education and Students' Manager or equivalent

It is worth noting that if there is a specific issue you would like to address at the meeting, it is important to inform the Chair or Student Rep Coordinator beforehand to invite the relevant members of staff. A member of staff from IT and a subject librarian may often attend.

## How often are SSPs?

Your SSP will meet at least 3 times per year. As a requirement of your role, you should attend all meetings or send apologies and feedback via the Chair of the SSP if you cannot. Some schools have more than 3 SSPs in the year, maintaining attendance throughout the year is essential in order to follow up on actions.

## Got an idea or issue before your SSP?

Some issues can't wait until a Student Staff Panel. If there is a pressing issue it is worthwhile raising it with a member of staff before the meeting. If you need support in doing so, please contact [StudentReps@Cardiff.ac.uk](mailto:StudentReps@Cardiff.ac.uk).





# Online Meetings

## Tips for holding online meetings

- » Schedule meetings via Zoom and leave the Outlook calendar selected. For Teams meetings, add everyone you want to attend and call at the agreed time.
- » Log on a bit early so students know they are in the right place
- » Make sure your face is well lit from the front, not the back
- » Turn your camera on and encourage everyone else to turn their camera on.
- » In larger meetings ask participants to mute their microphones. Not only will this cut out background noise, if you see someone unmute their microphone, you'll know they want to speak.
- » Check behind you – is there anything (or anyone!) you don't want people to see?
- » Only use a virtual background if you have a plain wall behind you
- » Try to get someone to help you out by reading and replying to the chat and letting you know if there is anything that needs your attention
- » The secretary can also make a note of who has attended the meeting as this may not be obvious from a recording

# Digital feedback methods

## Social media

### Pros

- \* The best social media platform to use is Facebook; it's the most commonly used and it also offers the ability to have private groups, polls and private messaging.

### Cons

- \* Not every student will use it. For example Facebook is banned in China so Chinese students may not have accounts
- \* Some students may prefer to keep their university life and personal life separate and may want to log on to social media in their free time without being reminded of exams and assignments
- \* Social media can cause stress and be a distraction from study, so students may want to take a break from it without the worry of missing out on course related messages

## University email / Outlook

### Pros

- \* In theory – everyone will have access to this and be accessing it regularly
- \* Microsoft Forms is good platform to use to create surveys
- \* It's university-related so people can separate their university and personal lives

### Cons

- \* Students may not check university email over the holidays, particularly the summer
- \* People may be worried that their email is monitored by the university. Inappropriate use of it may result in disciplinary action against students
- \* Long email chains can be disorganised – they can go off topic and annoy people

# Digital feedback methods

## WhatsApp

### Pros

- \* As long as students have a smart phone they can download and use WhatsApp for free (excluding data costs)
- \* It's good to use if you need to get quick answers from your cohort

### Cons

- \* It's harder to add people than just searching names; an admin will need to collect everyone's phone numbers and add them to the chat, which can be time consuming
- \* Students may not want everyone on the cohort to know their phone number
- \* No poll option
- \* There is the temptation for people to post in the group outside of university hours, meaning reps may feel the need to reply on the weekend. Chats can be muted but these either need to be set every time you want to mute the chat or remember to unmute it

## Zoom / Teams Meetings

### Pros

- \* You could either schedule a course meeting ahead of an SSP, or set aside an hour every week where one of the course reps will be available on Zoom or Teams to listen to feedback from their cohort.
- \* Gives all reps the experience of chairing meetings, rather than just SSP Chairs
- \* This can lead to more interactive discussion and, if well attended, you can get a consensus of what the cohort feels

### Cons

- \* This relies on students being available at the set time – although it can of course be scheduled around the course timetables

## Mentimeter

### Pros

- \* A good way to get feedback on a specific issue
- \* Interactive and immediate
- \* Lots of people get their say at once

### Cons

- \* It can really only be used in conjunction with an online meeting and won't work as a standalone feedback tool



# Your College - Arts, Humanities and Social Sciences (AHSS)

The College for Arts, Humanities and Social Sciences comprises 10 schools:

- » Cardiff Business School (CARBS)
- » School of English, Communications and Philosophy (ENCAP)
- » School of Geography and Planning (GEOPL)
- » School of History, Archaeology and Religion (SHARE)
- » School of Journalism, Media and Culture (JOMEC)
- » School of Law and Politics (LAWPL)
- » School of Modern Languages (MLANG)
- » School of Music (MUSIC)
- » School of Social Sciences (SOCSI)
- » School of Welsh (WELSH)

The College of Arts, Humanities and Social Sciences is the largest college in Cardiff University with over 13,000 students, with the Business School alone is home to over 4800 students. The schools in AHSS are mainly based in Cathays, with the new JOMEC building based in the city centre.

The College of AHSS is proud of its global reach: It has formal links with 38 countries and is currently home to 3,500 international students from over 100 countries. In total students from over 170 countries have spent time studying in the College of AHSS.

In 2019/2020, there were over 500 reps across the AHSS college. This year there will be four AHSS College Forums for each level of study; UG, PGT and PGR.

The Deans for the college are:

**Undergraduate studies:**  
**Professor Martin Jephcote**

**Postgraduate studies:**  
**Dr Robert Gossedge**



# Your College - Biomedical and Life Sciences (BLS)

The College of Biomedical and Life Sciences comprises 7 academic schools:

- » School of Biosciences (BIOSI)
- » School of Dentistry (DENTL)
- » School of Healthcare Sciences (HCARE)
- » School of Optometry and Vision Sciences (OPTOM)
- » School of Medicine (MEDIC)
- » School of Pharmacy and Pharmaceutical Sciences (PHRMY)
- » School of Psychology (PSYCH)

The College of Biomedical and Life Sciences is a college that spans across 2 campuses! With the Schools of Healthcare Sciences, Dentistry and Medicine based at the Heath Park campus the student voice is carried throughout Cardiff! From Genetics and Psychology to Occupational Therapy and Optometry, there are Student Reps in each school and at every level working hard to raise feedback on clinical teaching, timetabling, placements and more.

Whilst training will take place online this year, in the academic year 19-20 we ran over 30 training sessions at the Heath Park campus with Occupation Therapists, Public Health Nurses, Medics and Dentists and more!

In 2019/2020 there were just over 250 reps across the college, from each school at each level of study (UG, PGT and PGR). College forums for BLS are split into Undergraduate, Postgraduate taught and Postgraduate Research.

The Deans for the college are:  
**Undergraduate studies:**  
Professor Dai John

**Postgraduate studies:**  
Dr Emma Kidd



# Your College - Physical Sciences and Engineering (PSE)

The college of Physical Sciences and Engineering comprises 7 academic schools:

- » School of Architecture (ARCHI)
- » School of Chemistry (CHEMY)
- » School of Computer Science and Informatics (COMSC)
- » School of Earth and Ocean Sciences (EARTH)
- » School of Engineering (ENGIN)
- » School of Mathematics (MATHS)
- » School of Physics and Astronomy (PHYSX)

The School of Architecture, Chemistry, Earth and Ocean Sciences and Mathematics are based centrally on Cathays campus. The Schools of Computer Science and Informatics, Engineering and Physics are based in the Queen's buildings that are situated further out on Cathays campus towards the city centre, with the National Software Academy being based in Newport.

Although PSE is the smallest college in the university, with an average of 6500 students, the college is internationally renowned for research and teaching excellence, innovation and industrial engagement, sustainable solutions and societal impact.

In 2019/2020 there were just over 200 reps across the college, from each school at each level of study (UG, PGT and PGR). College forums for PSE are split into Taught and Research.

The Deans for the college are:

**Undergraduate studies:**  
**Dr Andrew Roberts**

**Postgraduate studies:**  
**Dr Julie Gwilliam**



# College Forums

If there are issues that have arisen in SSPs that cannot be solved within the school, these can be brought to the College Forum. For example, issues regarding IT or printers, libraries, and catering.

Each College Forum runs in a slightly different manner to better suit the needs of the College:

<b>Arts, Humanities and Social Sciences</b>	<b>Biomedical and Life Sciences</b>	<b>Physical Sciences and Engineering</b>
<b>Split into UG, PGT and PGR</b>	<b>Split into UG, PGT and PGR</b>	<b>Split into UG and PGT, and PGR</b>

The VP Education, Heath Park or Postgraduate Students chairs the College Forums. All Chairs of SSPs within the College are invited in addition to senior University college staff. If the Chair cannot attend, the Secretary or another student rep should attend in their place. Below is a list of the schools within each college, and the membership of the College Forums.

## Membership of the College Forums include:

- » Chairs of Student Staff Panels from each school within the College
- » Vice President Education
- » Vice President Heath Park (BLS College Forum only)
- » Vice President Postgraduate Students
- » Pro Vice Chancellor of Student Experience and Academic Standards
- » College Deans (Undergraduate & Postgraduate)
- » College Education Manger
- » Student Engagement Team
- » Library Representative
- » IT Representative
- » Catering Representative
- » Learning Technologist

# Speak Week

The Students' Union has worked in partnership with the University to make these changes. Speak Week takes place in the first week of February every year, and the purpose of the campaign is to gather feedback on Speak Week cards, from students. Your feedback in this campaign forms the backbone of the Student Written Submission, a report submitted to the University to make recommendations to the University on ways to improve the student experience.

Some of the amazing achievements that have come from the Students' Union's Speak Week campaign include:

- » Two 24/7 libraries on campus (opening times including Christmas & Easter recesses)
- » University-wide lecture capture policy
- » Exam timetables are published two weeks earlier
- » Increase in number of borrowed books in libraries from 15 to 35
- » Annual partnership groups between the University and Students' Union.



In 2020, we had another record-breaking year and collected 3,858 cards equating to 7,897 free-text comments. The campaign was a huge success due to the help of our academic reps, school staff and other volunteers!

Speak Week is a great opportunity for you to engage with other students and find out what changes they want to see! You can see the Speak Week report from the last few years on our website.

## AHSS Speak Week top themes

- » Catering provision
- » Teaching
- » Academic support

## BLS Speak Week top themes

- » Catering facilities
- » Building spaces
- » Libraries

## PSE Speak Week top themes

- » Catering provision
- » Academic support
- » Libraries

# Developmental Opportunities

Being a Student Academic Rep is incredible, and it leads to many more amazing things!

- » Tiering system – become the best Rep you can be!
- » Skills Development Services – push your leadership skills ahead!
- » VP Heath Park, Postgrad and Education executive committees – work with your Elected Officer team to campaign on relevant issues to students and get to know more about how the SU works.
- » Autumn Rep Conference – Network with other reps from around your school, college and university, and gain some training whilst you're there!
- » Partnership Projects
- » Pioneer a school project – Reps in previous years have led their own team building sessions and socials to get to know the Reps in their school,

- why not lead you own?  
Contact the Student Voice Team and Sabbatical Officers for help if you need it
- » Certificate in Personal Development – further develop your leadership and take this course by the Skills Development Service along with many others!



Rep Conference

# Rep Tiering Structure

Bronze 10 points		Silver 20 points		Gold 30 points	
Attend Rep Training or arrange a catch up with a member of the Student Voice Team	5	Complete Bronze	10	Complete bronze and silver	20
Attend at least 2 of your Student Staff Panels	5	AGM	5	Receive an ESLA nomination	5
		Speak Week	5	Complete developmental opportunity	5
		Submit an ESLA nomination	5	Work with your course based soc	5
		Attend a School level meeting (Board of Studies, EDI committee etc)	5	Attend a university level meeting (meeting with the VC, meet with your Sabbatical Officer Team, meet with your College Dean etc)	5
		Complete end of year Rep survey	5		

You can further develop all these skills by attending sessions run by the Skills Development Service, on the Second Floor of the Students' Union, Park Place. You have access to a range of internally and externally certified courses and diplomas to choose from including, presentation skills, negotiation, team briefings and more.



Skills Development Service  
Gwasanaeth Datblygu Sgiliau  
Cardiff University Students' Union  
Undeb Myfyrwyr Prifysgol Caerdydd



# The Student Charter

The Student Charter defines the roles and responsibilities of students, the Students' Union and the University. The Charter informs you of what you can expect from the University and the Students' Union and what is expected of you.

As a Student Academic Rep, it's important you know these expectations and what students can do if the University does not meet your expectations.

The Student Charter is not aspirational; you can expect all of the services outlined in the Student Charter. Don't forget, there are expectations of you too. You should always seek to:

- » Raise issues at an early stage and seek advice if these are not resolved
- » Inform the University promptly of any changes to your circumstances
- » Raise your concerns if your Cardiff experience is adversely affected by the behaviour of fellow students or staff
- » Seek advice immediately if your academic progress, or any other aspect of your Cardiff experience, gives you cause for concern.



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## Student Wins

**'Following feedback from the students in our school, we requested a reading week during the Autumn semester and are pleased to announce that this will go into effect during the 2019/20 academic year.'**

**- Law Student-Staff Panel Representatives**

# Signposting

As an Academic Rep it is important to be aware of the different services across the University and Students' Union so you can signpost students to the appropriate contacts should they approach you with an issue that falls outside of collecting and reporting feedback.

In your role as an academic rep, you are not expected to deal with:

- » Disputes between students and academic staff (harassment, discrimination)
- » Formal procedures, e.g. exam failures, academic appeals, fitness to practice, extenuating circumstances
- » Financial, funding, money queries
- » Welfare problems, health and personal issues e.g. housing, employment and immigration.

If a student approaches you with a problem, and you are unsure where they should be signposted, please contact [studentreps@cardiff.ac.uk](mailto:studentreps@cardiff.ac.uk).

Below are some of the key services and people to be aware of:

## Students' Union Services

### Student Advice

The Student Advice centre provides advice and information, advocacy, representation and support through a free, confidential, impartial and independent service to the members of the Students' Union. You can drop in; visit the Third Floor of the Students' Union to speak to a Student Advice Advisor, book an appointment, e-mail or phone the team. If you are approached by students with any of these issues, please direct them to Student Advice:

- » Academic Issues – appeals, advice on student conduct, changes to your course/terms and

conditions, extenuating circumstances, revising through Ramadan, Revision Aid, Unfair Practice

- » Health and Wellbeing – mental health, sexual health
- » Housing – checking housing contracts, disputes with landlords, housing lists etc.

### Need Advice?

☎ 02920 781 410

✉ [Advice@Cardiff.ac.uk](mailto:Advice@Cardiff.ac.uk)

» [www.cardiffstudents.com/advice/](http://www.cardiffstudents.com/advice/)

### Skills Development Service

If you or a fellow student is interested in improving or developing any skills during your time at university, a great place to direct them to is the Skills Development Service (SDS) which is on the second floor of the students' union. They provide a range of training courses and sessions designed to build confidence, improve transferable skills and increase employability to learners interested in developing for their future after graduation with the added bonus of gaining certification. Most of the courses are free and are a great way of meeting new people, networking in a fun and informal environment.

☎ 029 2078 1489

✉ [SDS@Cardiff.ac.uk](mailto:SDS@Cardiff.ac.uk)

» [www.cardiffstudents.com/SDS](http://www.cardiffstudents.com/SDS)

### Jobshop

The Jobshop is a free student employment service which aims to find casual employment for registered Cardiff University students. Opportunities are available within the University, the Students' Union and with local employers. They are based on the 2nd floor of the Students' Union building.

☎ 02920 781536

✉ [Jobshop@cardiff.ac.uk](mailto:Jobshop@cardiff.ac.uk)

» [www.cardiffstudents.com/jobshop](http://www.cardiffstudents.com/jobshop)

## Cardiff University Services

### Student Support & Wellbeing

The Student Support Centres have a range of services dedicated to helping students; appointments and drop-in times for all services can be accessed by contacting Student Support. You can access all the services using the contact details below or use the specific contact details for each service.

☎ 029 2087 4844

✉ [studentsupport@cardiff.ac.uk](mailto:studentsupport@cardiff.ac.uk)

### Advice and Money

Guidance on academic issues, funding advice, money skills & emergency funds and Bursaries & Scholarships.

✉ [Adviceandmoney@cardiff.ac.uk](mailto:Adviceandmoney@cardiff.ac.uk)

### Careers and Employability

Careers advice, guidance & information, work experience opportunities, employability skills development, access to student & graduate recruitment opportunities & events and Enterprise & Business start-up support. Appointments can be made over the phone or by booking online through Careers Account.

✉ [Careers@cardiff.ac.uk](mailto:Careers@cardiff.ac.uk)

### Counselling, Health and Wellbeing

Practical advice & support for good health & wellbeing and offers face to face & online appointments, drop-in service, workshops, self-help resources and an occupational health service.

✉ [wellbeingandcounselling@cardiff.ac.uk](mailto:wellbeingandcounselling@cardiff.ac.uk)

## Disability and Dyslexia Service

Advice & guidance to disabled students, specialist support services and facilitates accessibility and adjustments including examination.

✉ [Disability@cardiff.ac.uk](mailto:Disability@cardiff.ac.uk)

## International Student Support

Practical support for international students and offers immigration advice & assistance with visa extensions, guidance on employment regulations, financial advice and information on daily life in the UK.

✉ [ISS@cardiff.ac.uk](mailto:ISS@cardiff.ac.uk)

# Key Dates

## Autumn Semester

### INDUCTION TALKS:

Monday 28th September – Friday 9th October (Undergrads). Postgrad talks to continue until two weeks after start date.

### REP ELECTIONS:

Nomination period – Monday 28th September – Friday 9th October

Voting period – Monday 12th October – Friday 16th October. An additional week can be added by the school, if required.

Dates will vary for late-starting PGT courses.

### REP TRAINING:

Monday 5th October – Friday 13th November. Training for reps from PGT courses with late start dates can continue until Friday 18th December.

### CHAIR & SECRETARY TRAINING:

Monday 12th October – Friday 13th November. Additional dates can be provided for Chairs and Secretaries from late-starting PGT courses.

### ARTS, HUMANITIES, AND SOCIAL SCIENCES PGT COLLEGE FORUM 1:

Thursday 29th October from 2pm

### REP CONFERENCE:

7th November 2020

### STUDENTS' UNION AUTUMN ELECTIONS:

Monday 2nd – Thursday 5th November. Some Senate seats will be held over until Monday 23rd to Thursday 26th November.

### PHYSICAL SCIENCES AND ENGINEERING PGT/UG COLLEGE FORUM 1:

Wednesday 4th November 2020

### ARTS, HUMANITIES, AND SOCIAL SCIENCES UG COLLEGE FORUM 1:

Thursday 5th November 2020

### BIOMEDICAL AND LIFE SCIENCES PGT COLLEGE FORUM 1:

Tuesday 24th November 2020

### BIOMEDICAL AND LIFE SCIENCES UG COLLEGE FORUM 1:

Wednesday 25th November 2020

### SSP MINUTES DEADLINE:

Friday 4th December 2020

## Spring Semester

### BIOMEDICAL & LIFESCIENCES PGT COLLEGE FORUM 2:

Wednesday 20th January 2021

### ARTS, HUMANITIES & SOCIAL SCIENCES PGT COLLEGE FORUM 2:

Tuesday 26th January 2021

### ARTS, HUMANITIES & SOCIAL SCIENCES UG COLLEGE FORUM 2:

Thursday 28th January 2021

### SPEAK WEEK:

Monday 1st – Friday 5th February 2021

### BIOMEDICAL & LIFESCIENCES UG COLLEGE FORUM 2:

Wednesday 17th February 2021

### PHYSICAL SCIENCES & ENGINEERING UG & PGT COLLEGE FORUM 2:

Thursday 18th February 2021

### STUDENTS' UNION SPRING ELECTIONS:

Monday 1st – Friday 5th March 2021

### ARTS, HUMANITIES & SOCIAL SCIENCES PGT COLLEGE FORUM 3:

Tuesday 9th March 2021

### ARTS, HUMANITIES & SOCIAL SCIENCES UG COLLEGE FORUM 3:

Thursday 11th March 2021

### BIOMEDICAL & LIFESCIENCES COLLEGE PGT FORUM 3:

Wednesday 17th March 2021

### SSP MINUTES DEADLINE (SPRING SEMESTER):

Friday 26th March 2021

### ARTS, HUMANITIES & SOCIAL SCIENCES PGT COLLEGE FORUM 4:

Tuesday 20th April 2021

### PHYSICAL SCIENCES & ENGINEERING UG & PGT COLLEGE FORUM 3:

Wednesday 21st April 2021

### ARTS, HUMANITIES & SOCIAL SCIENCES UG COLLEGE FORUM 4:

Thursday 22nd April 2021

### BIOMEDICAL & LIFESCIENCES UG COLLEGE FORUM 3:

Wednesday 28th April 2021

# Jargon Buster!

## Boards of Study

Formal meetings bringing together Head of School with appropriate staff members to discuss administrative and academic issues relating to programmes delivered within the School.

## Campaign Officers

A group of 10 students who are elected each year to represent liberated groups. These are voluntary, part-time positions taken on alongside the Officers' studies. The positions include: Black & Ethnic Minorities Officer, Welsh Language Officer, Mental Health Officer, Ethical & Environmental Officer, Students with Disabilities' Officer, LGBT+ Officer (Open place), LGBT+ Officer (Trans place), Women's Officer, International Students' Officer and Mature Students' Officer

## Cardiff University Students' Union (CUSU)

An organisation independent from the University that represents the views of Cardiff students. The Union offers representation services, extra-curricular activities, nights out, day trips and part-time employment. You are automatically a member and can use any of the services provided.

## College Forums

Meetings organised by the students' union that are attended by SSP Chairs, University and Union representatives to talk about college wide concerns that cannot be resolved at a school level or need to be brought to attention of the college.

## Partnership projects

These are projects based on feedback from the student written submission that are undertaken for a year in partnership between the university and

students' union. 2019–20 academic year projects were: catering, travel and transport and the PGR pastoral support.

## Periodic Review (PR)

A broad analysis of an academic schools that takes place on a five year cycle to ensure the school is meeting the expectations laid out in the QAA quality code

## Postgraduate Research Rep (PGR)

A volunteer Postgraduate Researcher who represents the views, questions and comments of their cohort

## Postgraduate Research Representative Forums (PGRF)

Meetings chaired by the Vice President Postgraduate Students, open to all PGR Student Representatives across the University, where School, College or University level issues can be discussed

## Sabbatical Officers

This is a group of seven students who are elected each year to represent the views of Cardiff students. These positions are paid and are divided into seven separate areas: President and Vice Presidents for Education, Welfare, Postgraduate Students, Heath Park Campus, Societies and Sports.

## Student Academic Rep (SAR)

A volunteer student who represents the views, questions and comments of their cohort

## Student Advice

Independent advice service based in the Students' Union, available to all Cardiff students. The team provide guidance on academic issues, consumer complaints, housing and more.

## Student Rep Coordinator

Is a member of staff from your school who facilitates the recruitment and induction of student reps, provides administrative support to meetings and works closely with the students' union to ensure effective representation and opportunities for students.

## Student Support

University run service based in 50 Park Place and the Students' Union offers hardship funds, general advice, international support and counselling services

## Student Staff Panel (SSP)

Meetings that bring together Student Academic Reps and School staff to discuss issues affecting the student population at a local level. You are expected to attend these meetings in your role

## Student Voice Team

The team that provides your training, support and provides advice specific to your role. You can contact the team if you have any suggestions or grievances with the Student Academic Rep structure.

**WE WANT TO  
HEAR YOUR  
AMAZING IDEAS  
ON WHAT THE  
STUDENTS' UNION  
SHOULD BE DOING!**



**SUBMIT YOUR IDEAS AT  
CARDIFFSTUDENTS.COM/IDEAS**

## Contact Your Sabbatical Officers!



**Hannah**

**VP Education**

✉ [VPEducation@Cardiff.ac.uk](mailto:VPEducation@Cardiff.ac.uk)  
f EducationCSU  
🐦 @EducationCSU



**Jane**

**VP Postgraduate Students**

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**Sebastian**

**VP Heath Park Campus**

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