



Student Academic Reps
Cynrychiolwyr Academaidd Myfyrwyr

Student Academic Rep Handbook 2024/25

Home of the Student Voice
Cartref Llais y Myfyrwyr

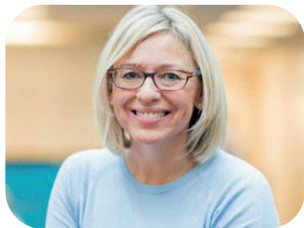


Cardiff
Students'
Union

Undeb
Myfyrwyr
Caerdydd

Contents

3. Your Sabbatical Officers
4. A Message from your Pro Vice-Chancellor Education and Student Experience and your SU President
5. Your Students' Union
6. Your Student Voice Team
7. Your College - Arts, Humanities and Social Sciences
8. Your College - Biomedical and Life Sciences
9. Your College - Physical Sciences and Engineering
10. Role of a Student Academic Rep
11. Role of a Postgraduate Research Rep
12. Role of the Chair, Role of the Vice Chair
13. Student Staff Panels
14. Gathering Feedback
16. College Forums
17. Developmental Opportunities
18. Rep Certificates
19. Student Charter
20. Signposting
22. Jargon Buster
24. Student Wins
25. Contact your Sabbatical Officers



Claire Morgan, Pro Vice-Chancellor Education and Student Experience

“As Pro Vice-Chancellor for Education and Student Experience, I am committed to working in genuine partnership with our student body, and ensuring we listen to and more importantly act on the student voice.

The academic rep system is one of many ways in which the voices of Cardiff University students are heard, and form part of what the University does, whether it is feedback on courses or on the wider student experience and how it can be enhanced.

The 2024/2025 academic year will see us take forward an ambitious plan to support student success at Cardiff University. Our academic reps are an essential part of keeping you informed of what is going on and working with the Students’ Union on how we enhance the student experience at Cardiff.

So welcome to the whole team and a massive thank you from me on the valuable work you are about to embark on.”



Madison, SU President

“Congratulations on becoming a Student Rep!

As your Students’ Union President, it’s a privilege to welcome you to our vibrant community of students dedicated to representing the interests of our peers. Together, we play a crucial role in shaping the student experience!

Being a Student Rep is a unique and valuable opportunity to amplify the student voice and act as the link between students and the University. Whether you spend your time gathering feedback from your peers or leading campaigns on issues you’re passionate about, remember that the Students’ Union is here to support you.

Wishing you an exciting and fulfilling year ahead! It will fly by, so make sure you enjoy every moment. I look forward to seeing all the positive changes you’ll bring!”



Ana Nagiel Escobar, VP International Students (Education and Welfare)

“Congratulations and welcome to the Student Rep team!

You’re now part of a community of hundreds of students working together to act as the link between the student body and the University. You have the power to directly shape the student experience.

With great power, comes great responsibility... but don’t worry! The SU and I are here to support you on your journey, so don’t hesitate to come to us with any questions.

This is a wonderful opportunity to help others, become the change you want to see and develop essential skills, but it’ll be as useful as you want it to be. Make sure to make as much out of this opportunity as possible by engaging with your fellow students and listening to their feedback, participating in Student-Staff Panels and leading campaigns you’re passionate about!

I’m looking forward to seeing you thrive this year.”



Micaela Panes, VP Postgraduate Students (Education and Welfare)

“Congratulations on becoming an Academic Rep! Being a Rep was one of the most rewarding things I did throughout my Masters and PhD. Over the next year you will have the opportunity to represent your cohort, provide crucial feedback to your school and college, and fight the good fight to create some really positive change. You’ll also have

the chance to network and make connections, learn new transferable skills, and help create a student experience you can be proud of. I look forward to meeting and working with you. Remember that the Students’ Union is here to support you along the way, so feel free to reach out at any time!”



Shola Bold, VP Heath Park (Education and Welfare)

“Congratulations on recently being appointed Student Representative - what a brilliant achievement & an exciting year you have ahead! Becoming a Student Rep allows you to advocate for improved student experiences and to bridge the gap between student feedback and what the University

can offer. It makes you a trusted and approachable individual that fellow students can engage with to share course feedback and experiences.

You should be so proud for putting yourself forward to champion the student voice, your new role will make a huge difference to your student community!

I myself was a course representative in the school of Occupational Therapy and I thoroughly enjoyed representing my cohort by attending Student-Staff Panels, liaising with staff members, gathering feedback and writing reports as part of a team.

Reaping the rewards of lobbying change for a busy healthcare course, that required placement feedback and improvements, made me feel valued and proud as I know my efforts had an impact.

You will have the flexibility to fill your time with activities and/or campaigns that are best suited to your cohort. Remember - we as a Students’ Union are here to support you and can’t wait to see the changes you will make!”



Catrin Edith Parry, VP Cymraeg

“Llongyfarchiadau! Being an academic rep is an amazing experience and will give you the opportunity to make a change for not only yourselves, but your fellow students also.

This role is so important as it’s you, the students, who want to see things changing. So having your voice at the heart of discussions is key. You’ve got this!

The SU will always be there to support you in what you do, good luck for the year ahead, and I look forward to seeing what you do!”

Your Students' Union



Cardiff Students' Union is recognised as a leading Students' Union and an integral part of Cardiff University. We aim to be at the heart of Cardiff student life by working with every student to enhance their university experience. As a student at Cardiff University, you are automatically a member of the Students' Union!

Our Purpose

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

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

Your Cardiff community

Your academic life

Your student experiences

Your wellbeing and future

We Also Champion 4 Values

Student Leadership – We provide training, support and guidance to help you take the lead in making positive changes to your course and wider academic experience.

Inclusion - As an academic representative, it is important that you strive to engage with and represent every student on your course.

Partnership – the University, Students' Union and Student Academic Reps work in partnership to make the educational experience the best it can be for students.

Diversity – We value diversity among Student Academic Reps, and want to work with you to remove barriers to education.

The Student Voice Team manage the Academic Representation structure in partnership with the University, and work to support and empower students to make their voices heard. This includes making sure there is student representation at every level of decision-making. The elected Sabbatical Officers rely on the feedback provided from all Student Academic Reps to ensure that any changes made are in the best interests of students.

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 Students' Union have managed the Student Academic Representation structure in collaboration with the University.

As a team, we cover a wide range of areas from academic representation and policy to democracy 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 a Rep, and every year we re-visit and revise the training based on your feedback. Throughout the year, you will receive a newsletter from us once a month outlining key information and events that are important to you. Tell us what you're up to so we can include it in our newsletter or in our Student Wins campaign!

We are located on the 3rd floor of the Students' Union on Park Place, and at the IV Lounge at the Heath Park, so please come and see us any time! We want to hear from you, anything you might need help with, or any great ideas you've got. You can pop in, or contact us here:

The Student Voice Team



studentreps@cardiff.ac.uk



02920 781 448



[@CardiffStudentVoice](https://www.instagram.com/CardiffStudentVoice)



[@CSUStudentVoice](https://twitter.com/CSUStudentVoice)

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 (JOMEK)
- » 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. The schools in AHSS are mainly based in Cathays.

The college is proud of its global reach; it has formal links with 38 countries and is currently home to over 3,500 international students.

In 2023/24, there were 419 reps across the college, working in their schools to improve the student experience.

The Deans for the college are:

Undergraduate studies: Rob Gossedge

Postgraduate studies: Dr Elizabeth Wren-Owens

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 two campuses. With the Schools of Healthcare Sciences, Dentistry and Medicine based at the Heath Park campus, the student voice is carried across Cardiff. Student Academic Reps in each school work hard to raise feedback on clinical teaching, timetabling, placements and more.

In 2023/24, there were 297 reps across the college, all contributing to key changes for all students in the college.

The Deans for the college are:

Undergraduate studies: To be confirmed

Postgraduate studies: Dr Amanda Tonks

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 College of Physical Sciences and Engineering is the smallest college in the University, with about 6500 students. The schools are all based in Cathays.

In 2023/24, there were 283 reps across the college, who have been instrumental in making changes towards the student experience.

The Deans for the college are:

Undergraduate studies: Dr Martin Chorley

Postgraduate studies: Dr Julie Gwilliam

Role of a Student Academic Rep

Attend training with the Students' Union

Role Objective:

Undergraduate, Postgraduate Taught and Postgraduate Research Academic Reps represent the academic interests of the students on their course, gathering feedback for discussion with school staff and being part of improving any course-based issues.

Responsibilities:

- » Attend training with the Students' Union
- » Attend your school workshop
- » Attend Student Staff Panels (SSPs)
- » Promote your role among your peers
- » Gather both positive and constructive feedback from other students to share with relevant staff members
- » Collaborate with staff to make positive changes to your course
- » Close the feedback loop by reporting any updates back to students
- » Signpost students to useful University and Students' Union services
- » Work with your Student Rep Coordinator on campaigns
- » Engage with Students' Union activity over the year



Role of the Chair

Student Staff Panels (SSP) are student-led meetings between staff and students to discuss student feedback. A Chair and a Vice Chair are elected from the SARs that feed into the panel.

If you are interested in becoming a Chair or Vice Chair, then please contact your Student Rep Coordinator (SRC) in your school.

Role Objective:

To work closely with the Vice Chair and SRC, to ensure the organisation and effectiveness of SSPs and be the key contact for the panel within your school.

Responsibilities:

- » Chair Student Staff Panels
- » Control the discussion at SSPs
- » Appoint actions at SSPs
- » Keep SSPs to time
- » Set the date for the SSPs, and confirm the agenda in advance
- » Work with Vice Chair to invite relevant staff and students to SSPs
- » Work in partnership with the Vice Chair and SRC
- » Promote professional conduct at SSPs
- » Attend College Forums with College Deans

Role of the Vice Chair

Role Objective:

To work closely with the SRC and to ensure the organisation and effectiveness of SSPs. To support the Chair in their role and be the interim Chair on SSPs in the case of the Chair's absence.

Responsibilities:

- » Support the Chair in controlling the discussion at SSPs
- » Assume the role and duties of the Chair in the event of their absence at SSPs
- » Confirm actions resulting from meetings
- » Support the Chair in setting the date for the SSPs, and confirming the agenda in advance
- » Work with the Chair to invite relevant staff and students to SSPs
- » Work in partnership with the Chair and the SRC
- » Promote professional conduct at SSPs
- » Attend College Forums with College Deans, where appropriate

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 Vice Chair) will be responsible for chairing the meeting and a staff member from the school will be responsible for taking minutes.

What can I expect from a Student Staff Panel?

Your SSP will be the main opportunity for you to provide feedback to relevant staff. It is essential that you prepare for the meeting by gathering feedback from your peers in advance, and by reading through any documentation that is sent to you. If you were assigned an action at a previous meeting, make sure you have an update to provide to all staff and students.

Who will be there?

Student membership:

- » Elected Chair and Vice Chair
- » Student Academic Representatives
- » Committee member from relevant academic society (where applicable)

Staff membership:

- » Student Rep Coordinator
- » Appropriate school staff
- » Director of Learning and Teaching
- » Subject librarians
- » Any other member of staff who is deemed essential to an agenda item

If you have something specific you want to discuss, make sure you request to add it to the agenda in advance. This will give the Chair or Student Rep Coordinator the opportunity to invite any further necessary staff members to attend.

How often are SSPs?

Your SSP should meet at least three times per year – once per term. As a Student Academic Representative, you are expected to attend every SSP. If you are unable to attend, you must send apologies (and an update on any feedback you have received) to the panel in advance. Each school is different, so you may be invited to more SSPs over the course of the year. It is important that you maintain good attendance and speak to your Student Rep Coordinator if you are struggling.

Please note that if you do not attend SSPs and do not send apologies then you may be removed from your role.

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.

Gathering Feedback

Gathering feedback from students forms a key part of the Student Academic Rep role. It is important to remember to reach out to all students when gathering feedback, but you can do this in a way that's most comfortable to you. Please be mindful of making your communication accessible for all students. Here are some examples of ways through which you can gather feedback, and the pros and cons of using these methods:

Face-to-Face

Pros:

- » Some people are more comfortable communicating in person
- » Feedback often translates better verbally
- » It can be easier to strike up a natural conversation

Cons:

- » It can be hard to get evidence of issues in writing
- » It can be hard to get everybody together to ask for feedback

Email

Pros:

- » Everybody should have access to their university email
- » It keeps the process professional

Cons:

- » Students may not check their email very regularly
- » There may be concerns that emails are being monitored – leading to a reluctance to provide feedback
- » Long email chains can be disorganised and ineffective

Social Media

Pros:

- » Many people feel more comfortable using informal tools
- » You can see when people have viewed a message
- » You will have the ability to create groups, polls and private messages

Cons:

- » Some social media platforms are banned in certain countries
- » Students may prefer to keep their personal and professional lives separate
- » It encourages students to respond outside of regular hours

WhatsApp

Pros:

- » Lots of people will already use WhatsApp as it is easily available
- » It is good for prompting quick responses and discussions

Cons:

- » The app is not available in every country
- » Students may not want everyone to have access to their phone number
- » It encourages students to respond outside of regular hours

Online Meetings

Pros:

- » Allows for easy discussion even when people cannot be in the same place
- » Allows for more interactive discussion
- » The chat function encourages people to add comments to the conversation

Cons:

- » It can be hard to find a suitable time when people have different schedules
- » Some students may dominate the discussion

Mentimeter

Pros:

- » An easy way to quickly gather feedback
- » Interactive and immediate
- » People can post feedback anonymously

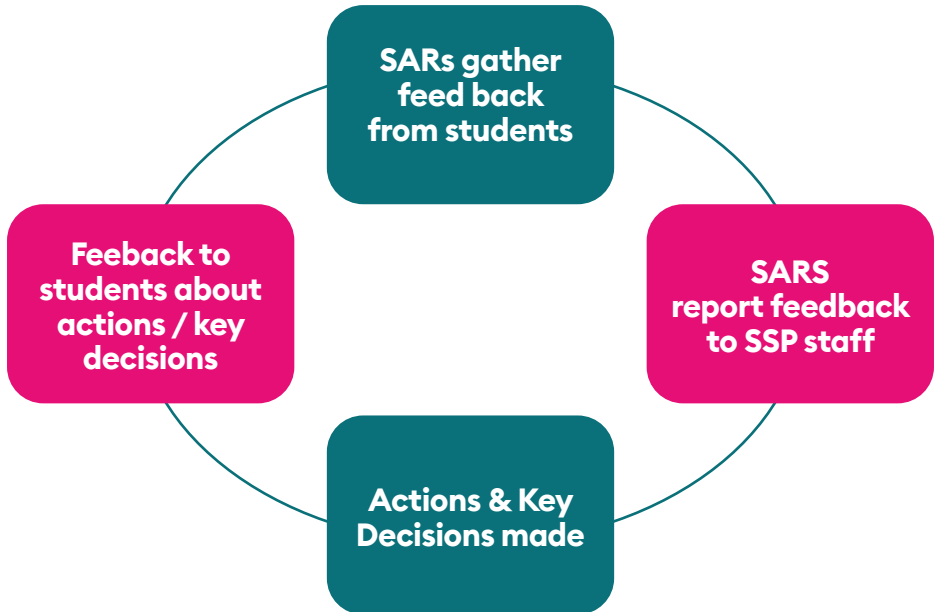
Cons:

- » You would still need to distribute the code to access the survey/poll
- » It is better used in conjunction with online meetings or similar



The Feedback Loop

This is the Feedback Loop, which shows how feedback is raised and reviewed through the Student Academic Rep (SAR) system. The feedback loop forms a continuous process that SARs and University staff follow throughout the academic year.



Completing the feedback loop is really important to make sure that students see the changes and decisions that can happen within their course from sharing their thoughts to SARs & University staff. SARs and University staff should work together to update students on any decisions made as a result of student feedback. Students can then provide any comments they have on these actions/decisions to the SARs and this allows the feedback cycle to continue.

The feedback loop helps to keep students informed on where their feedback is going and what actions/decisions are made because of it.

College Forums

If there are issues that have arisen during SSPs that cannot be solved within the school, these can be brought to the College Forum. This might include issues with IT or library resources. College Forums are also a great opportunity to give an overview to the College Deans of what items have been discussed at your SSP.

Each College Forum runs in a slightly different way to suit the needs of the College.

College Forums are chaired by a Students' Union elected Officer – the VP International Students, VP Postgraduate Students, VP Heath Park, and VP Cymraeg. The meetings are set up and facilitated by the Student Voice Team, and a Student Voice Assistant will take minutes to be published on the Students' Union website. You will be invited to provide a short update about the main items you have discussed at your SSP, and seek advice where necessary on any ongoing concerns.

Membership of the College Forums

Student Academic Representatives (Chairs and Vice Chairs)

VP International Students (Education & Welfare)

VP Heath Park (BLS College Forum only)

VP Cymraeg

VP Postgraduate (Education and Welfare)

College Deans (Undergraduate and Postgraduate)

College Education Manager

Pro Vice-Chancellor for Education and Student Experience

Library Representatives
IT Representatives

Developmental Opportunities

As a Student Academic Rep, you will have the opportunity to get involved with a number of other Students' Union activities. We will keep you updated of further opportunities through our monthly newsletters!

This includes:

- » Rep Reward and Recognition tiering system – become the best Rep you can be by working towards bronze, silver or gold.
- » Become a Wellbeing Champion – if you are interested in becoming a Wellbeing Champion, get in touch with us. We can give you more information about how you can support students to succeed in their academic experiences.
- » Sabbatical Officers Executive Committees – be part of an Executive Committee and work with the elected Officers on their campaigns, ideas and suggestions for improvement.
- » Student Leaders' Sessions – engage with our sessions throughout the year to upskill, build your knowledge, and network with other SARs.
- » Student Academic Reps Monthly Newsletter- Receive a dedicated monthly newsletter for Reps which includes a variety of developmental opportunities and events to get involved in.

- » Pioneer a school project – Reps in previous years have led their own team-building sessions, held socials, and worked on projects based on student feedback in their school. Contact the Student Voice Team or elected Officers if you are interested in pioneering your own project!



Rep Certificates

Being a Rep can be incredibly rewarding in itself, but we also recognise the hard work, time and effort that goes into being a SAR. We have introduced a new points-based system which recognises the work put in by you, and is used to calculate the certificate that you receive at the end of the academic year (bronze, silver, gold). You can earn points as follows

Activity	Points
Attend Training	10 points
Attend an SSP	5 points for each of the required 3 SSPs
Chair / Vice Chair an SSP	3 points
Attend a College Forum	3 points
Attend the Union's AGM	3 points
Attend Student Leaders' sessions	2 points
Complete end of year Rep Survey	2 points
Receive an ESLA nomination	2 points
Make an ESLA nomination	1 point
Engage with your course based society	1 point

In order to receive your rep certificate, you will need to fill out our end-of-year Rep Survey in May and complete Student Academic Rep Training, so that we can calculate your points. Keep an eye on our monthly SAR newsletters for more information.



Bronze



Silver



Gold

Student Academic Rep Rewards

Student Academic Reps (SARs) volunteer their time to represent student voices across their course and university. This role can be incredibly rewarding in itself and is a great opportunity to upskill your communication and meeting skills. We do also want to recognise the hard work and time SARs dedicate to the role, which is why we introduced a new Rep Rewards system last year.

The rewards system allows you to swap the Rep points that you collect for attending different engagements and activities throughout the academic year (please see page 18 for a full breakdown of points that can be earned).

Examples of previous rewards have included:

- » Student Academic Rep school branded hoodies
- » Student Academic Rep branded water bottles
- » Love Cardiff Mugs with Cardiff University Logo
- » Love Cardiff Notebook with Cardiff University Logo



More information about the SAR rewards for the 24-25 academic year will be released in the SAR Newsletter in semester two.



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.

Read our Student Charter at cardiff.ac.uk/new-students/before-you-arrive/student-charter

- » 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.



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 (e.g. harassment, discrimination)
- » Formal procedures, (e.g. exam failures, academic appeals, fitness to practice, extenuating circumstance)
- » 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.

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

Students' Union Services

Student Advice

The Student Advice team provides advice, information, advocacy, representation and support through a free, confidential, impartial, and independent service to the members of the Students' Union. Visit the 3rd floor of the Students' Union to book an appointment, or email 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, Fitness to Practice.
- » Health and Wellbeing – mental health, sexual health
- » Housing – checking housing contracts, disputes with landlords, housing lists etc.

Need Advice?

 Advice@Cardiff.ac.uk

 029 2078 1410

cardiffstudents.com/advice

Urgent Advice

If you find yourself in an emergency situation which involves imminent danger, suicidal intention, possessing a weapon, threats of harm, physical injury, death of a student or terrorism Dial **999** and then also inform Security dial **+44 (0)29 2087 4444**.

You can also complete the Student Intervention Teams' referral form on the intranet if the situation involves: a risk to yourself or others, erratic behaviour, behaviour changes, disengagement, or missing persons. Your concerns will be picked up by the University's Student Intervention Team, who will respond to your query where possible within one day between **10:00** and **16:00** Monday to Friday (excluding bank holidays) term time only.

For 24/7 support from NHS Wales, dial 111 or visit NHS 111 Wales.

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 3rd floor of the Students' Union building.

✉ Jobshop@cardiff.ac.uk

☎ 02920 781535

cardiffstudents.com/jobshop

Cardiff University support teams

Student Connect

Student Connect is your first point of contact if you need any support while you are studying at Cardiff University. The team can answer your enquiries and will also signpost, triage, or refer you to the Student Life teams if needed.

For information on university processes, assistance with accessing support or for any enquiry, contact Student Connect.

To contact Student Connect you can:

- » visit the Student Connect team in-person, on the ground floor in the Centre for Student Life
- » use our online Student Connect portal
- » phone us on +44 (0)29 2251 8888

Student Connect Advisers are available 08:00 -18:00, Monday to Friday.

Advice and Money

Guidance on academic issues, funding advice, money skills & emergency funds and bursaries & scholarships.

Student Futures

Careers advice and information, work experience opportunities, international mobility (study, work or volunteer

overseas), student enterprise and start-up support, Cardiff Award and a range of employability skills and attributes workshops.

- » visit the Student Futures team in-person, on the first floor in the Centre for Student Life.

Health and Wellbeing

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

Student Disability Service

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

Academic Study Skills

Offering a wide range of classes covering topics such as referencing, essay writing and presentation skills, online tutorials & resources, hints & tips and individual advice.

Student Visa Support

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

Don't forget to keep an eye out for useful events and workshops both online and in-person covering all sorts of helpful topics throughout the year.

Jargon Buster!

Boards of Study

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

Campaign Officers

A group of 11 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: Anti-Racism Officer, Estranged Students' Officer, Mental Health Officer, Ethical & Environmental Officer, Accessibility Officer, LGBT+ Officer (Open place), LGBT+ Officer (Trans place), Women's Officer, Mature Students' Officer and Student Carers and Parents Officer.

Cardiff Students' Union (CSU)

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.

Code of Practice

A document created in partnership with the Students' Union and University which outlines the responsibilities and minimum requirements of all those involved in facilitating the Student Academic Representation system.

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.

Education and Student Experience Committee (ESEC)

The University has Education and Student Experience Committees at various levels, which have the strategic aim of improving learning and teaching provision across the University. There are 24 school-based ESECs, who meet to discuss provision within the individual school. These school committees feed into college-based ESECs, who look at provision across the wider college. Finally, the college-based ESECs all feed into one university-wide ESEC, which looks at the collective provision across all subject areas. Schools may reach out to SARs to see if they would like to provide a student perspective at a school ESEC meeting, and the Students' Union can provide additional training for this.

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 Postgraduate Students, International Students, Cymraeg, Heath Park Campus, Societies and Volunteering, and AU President

Student Academic Rep (SAR)

A volunteer student who represents the views of their cohort, and acts as a bridge between staff and students.

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 (SRC)

A member of staff from your school who facilitates the recruitment and induction of Student Academic Reps, provides administrative support to meetings and works closely with the Students' Union to ensure effective representation and opportunities for students.

Student Connect

University run service based in the Centre for Student Life offering 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 advice specific to your role. You can contact the team if you have any suggestions or concerns about the Student Academic Rep structure.

Got more questions? Visit our FAQs on our website here: cardiffstudents.com/your-voice



Student Wins

We love to hear about the wins you've had in your time as a Student Academic Representative! Share your wins with us by contacting

StudentReps@cardiff.ac.uk



Micaela
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