



**BIRKBECK
STUDENTS'
UNION**
HERE FOR YOU

Staff Guide to Recruiting Academic Reps



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Roles and Purpose



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Academic Reps

Academic Reps are self-nominated students who volunteer to represent the views of their peers. They play a key role in building an effective partnership between students and staff, helping to shape and improve the academic experience.

Academic Rep programme is run by the students' union and are used in college wide student feedback opportunities (e.g. student voice meetings).

RECRUITING YOUR REPS



Academic Reps

Reps are not elected

Although the Students' Union helps facilitate the Academic Rep system, staff play an essential role in encouraging and enabling students to put themselves forward. Staff involvement helps ensure every cluster or programme has strong representation.

There is no limit on the number of Academic Reps a cluster or programme can have. The more students who volunteer, the stronger and more representative the feedback. Reps can nominate themselves in class and there is no need for an election.

Promotion:

- Promote the role at induction and in class explaining the importance of Academic Reps
 - Emphasise to students that being a Rep develops skills such as leadership, communication, and teamwork.
 - Acknowledge the contribution Reps make to improving teaching and learning.
 - Full Training is provided to Reps via the Students' Union.
- Ask students to raise their hand in class or contact you directly if they are interested in being a Rep.
- As a Programme Director, submit the names of your Reps in the Academic Rep Submission Form by 13th October 2025.



Tip: Highlight that many students take on the role to strengthen their CVs and future job applications, as it demonstrates initiative, proactiveness and responsibility.



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Key Dates

Nominations:

23rd September - 13th October 2025

Submission Deadline for Academic Reps:

13th October 2025

Rep Training:

Multiple Dates and Times between
13th - 31st October 2025



Students' Union Support

Training

Training is delivered online/In-Person, making it accessible to all students, and is designed to be interactive and practical. It helps Reps feel equipped to represent their peers and ensures they understand how their input supports staff in improving the student experience. This training can be via the Students' Union Website.

Rep Coffee Mornings

As part of their support, the Students' Union runs Rep Coffee Mornings each term. These are informal drop-in sessions where Academic Reps can:

- Meet other Reps from across the College.
- Share experiences and challenges in their role.
- Receive updates from the Students' Union.
- Raise any issues or feedback they would like additional support with.

These sessions help Reps feel connected, supported, and confident in representing their peers.

Working with Reps



Managing Academic Reps

Getting Reps Started

- Once reps are recruited, please complete the academic rep submission form so the SU and Student Head of Faculty know who they are.
- The SU will then:
 - Reach out and invite them to training
 - GDPR requirements
 - Invite them to regular coffee mornings for networking and support

How Staff Can Work With Reps

- Hold a Student Voice meeting in Week 5 – this should be cluster-wide and provide an open space for reps to share feedback
- Send an action update to all reps in Week 10 – a short summary of what was raised in the meeting and what actions will be taken (more information on Student Voice Connect).
- Continue with termly meetings to maintain dialogue and build trust
- Ensure meeting minutes are shared with su-voice@bbk.ac.uk so that the Student Head of Faculty and SU team are kept informed
- Invite the Student Head of Faculty where possible (not compulsory, but helps connect local and faculty-wide issues)
- Follow university guidance on meeting structures to make sure reps feel their input is recorded and acted upon



Contact Information



Staff Queries

student.surveys@bbk.ac.uk

Student Queries

SU-voice@bbk.ac.uk