



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

# STUDENT ACADEMIC REP HANDBOOK 17/18

## RESEARCH PROGRAMMES

Cardiff University Students' Union  
Undeb Myfyrwyr Prifysgol Caerdydd

CARDIFF  
UNIVERSITY  
PRIFYSGOL  
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## Introduction by Professor Amanda Coffey

Cardiff University is really proud of the strong partnership it has with the student body. 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.

We want our students to have the best experience possible whilst they are at Cardiff University. Student Reps 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.



PROF. AMANDA COFFEY

Pro-Vice Chancellor Student  
Experience and Academic  
Standards

# YOUR ROLE AS A STUDENT ACADEMIC REP

Cardiff Students' Union and Cardiff University work in partnership to ensure that the student voice is heard and taken seriously at every level. As a Student Academic Rep you play a vital role in this by attending Student-Staff Panels in your School, and acting as a link between members of staff and your fellow students. It's your job to tell the School and the University what students like and don't like about Cardiff University so that we can continue to do the things students like and improve on the things they don't. Without your feedback, we can't change things for the better.

## You are expected to:

- Make yourself known and available to the students you represent.
- Gather the views and opinions of a wide range of students.
- Be a point of contact for students on issues relating to your course and facilities.
- Sign post students to information about services offered at Cardiff University.
- Feedback to students about the impact the student voice has had and how this has led to improvements in your school.

## Working with your school

Each School has designated members of staff who take on the role as Student Rep Coordinators (SRC). Your SRC will be your first point of contact for all the Reps in your school and will be happy to help you with any queries or problems you may have in your role. They can:

- Arrange Student-Staff Panels.
- Organise a dedicated notice board, including information about Student-Staff Panels.
- Send emails on your behalf.
- Organise meetings with key school staff.
- Provide advice on projects and ideas you have
- Arrange time for occasional 'shout-outs' at the beginning or end of lectures.

If you are unsure on who your SRC is, contact [StudentReps@Cardiff.ac.uk](mailto:StudentReps@Cardiff.ac.uk) or your school office!

## You are not expected to deal with:

- Disputes between students and academic staff e.g. harassment, discrimination, and victimisation.
- Formal procedures e.g. exam failures, academic appeals, individual hearings, extenuating circumstances.
- Financial and funding queries.
- Welfare problems, health and personal issues e.g. housing, employment, immigration.

If a student comes to you with a problem and you are unsure where they should go, please contact your Vice President Education, the Student Voice Team or your SRC for guidance. Just pop into the 3rd floor of the SU, email us on [studentreps@Cardiff.ac.uk](mailto:studentreps@Cardiff.ac.uk) or head to your school office.



# THE YEAR AHEAD: KEY DATES

## **Elections Window 1:**

9th – 20th October

## **Training Window 1:**

16th October – 3rd November

## **Rep Conference:**

Saturday 28th October

This year we will be running a Rep Conference with various different interactive training sessions to help you get the best out of your role as a rep!

## **Chair and Secretary Training:**

23rd October – 3rd November

The Student Voice Team will be offering comprehensive training for Chairs and Secretaries, in how to run and record Student Staff Panels, and how to manage minutes effectively.

## **Speak Week:**

5th – 9th February

Speak Week is the Students' Union's annual campaign to gather feedback from students. Last year over 2,910 Speak Week cards were completed! This could not have happened without the dedication of our volunteers and the cooperation we had with colleagues across the University. Your School can run a Speak Week in your locality, or alternatively you can help recruit volunteers to get involved elsewhere.

## **Elections Window 2:** 5th – 9th February

## **Training Window 2:** 5th – 16th March

## **Elections Window 3:** 16th – 20th April

## **Training Window 3:** 23rd – 27th April

## **College Forums**

College Forums bring together all Student Staff Panel Chairs at an Undergraduate and Postgraduate Taught level to discuss matters that cannot be resolved at a School level.

The meetings are organised by the Students' Union and are attended by key University staff including the Pro Vice Chancellor for Student Experience and Academic Standards, the College Dean as well as representatives from IT and Libraries.

## **College Forum for Arts, Humanities and Social Sciences:**

29th November – 15:00 – 17:00

1st February - 13:00 - 15:00

21st March – 13:00 – 15:00

## **College Forum for Biomedical and Life Sciences:**

29th November – 12:30 – 14:30

1st February - 15:30 - 17:30

14th March – 13:00 – 15:00

## **College Forum for Physical Sciences and Engineering:**

28th November – 13:00 – 15:00

30th January – 15:00 - 17:00

14th March – 15:30 – 17:30

## **PGRR (Postgraduate Research Representative) Forum:**

The PGRR Forum is open to all Postgraduate Research (PGR) students to attend. Like the College equivalent, PGRs can bring to these meetings issues which have not been resolved at a School level. The meeting is organised by the Students' Union.

30th August – 13.00 – 15.00

22nd November – 13.00 - 15.00

24th January – 13.00 – 15.00

21st March – 15.30 – 17.30

6th June – 13.00 – 15.00

# A MESSAGE FROM YOUR VICE PRESIDENT POSTGRADUATE

Congratulations on becoming a Postgraduate Research Representative!

I have been studying at Cardiff University for 4 years, and I am spending my fifth year as your Vice President Postgraduate Students. I represent all postgraduate students, whether you are on a research or taught programme. I graduated with a degree in Politics from Cardiff University in 2016, and I have progressed to take on a Master's degree in Politics and Public Policy. I ran to be your VP Postgraduate Students because I want to boost the postgraduate experience at Cardiff University.

Here are some of my priorities for 2017/18:

- Securing clarity on pay and rights for PhD students who teach.
- Increasing PG study space and opening hours.
- Improving financial and academic advice for part-time postgraduate students.

Being a rep is a fantastic opportunity, and gives you the chance to play an active role in shaping the postgraduate experience by engaging with your fellow peers, the Union and the University. Your contribution is invaluable, and we want your feedback on what we can do to support you in your studies, and make your Cardiff experience as unforgettable as possible. I look forward to working with you, and my door is always open on the Third Floor of the Students' Union.

Best of luck, and see you soon!

## A message from VP Education

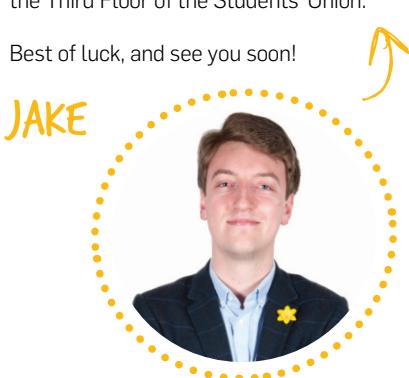
Living a student rep experience will play a crucial role in shaping who you are and what you can be. You will definitely grow and gain so many transferrable skills that will not only help you during your studies but also in your future. As it did for me!

I really appreciate your time and your passion so please make the most out of this journey. Your work is crucial in changing our education for the better! The points raised in the SSP are used in shaping the direction and future of our students' experience. So, please listen to your cohort and voice their needs! Let's work on it together! #IHearYou #LetsMakeItHappen

## A message from VP Heath Park

The VP Heath Park role is to represent students based at the Heath Park Campus, and those who use Heath-based resources. I represent all matters from education and welfare, to sports and societies and much more. I work with the other sabbatical officers to make sure you are represented and to improve your time at university no matter what the issue.

A vocal student body can, and will, lead to bettering the Heath student experience. It is amazing what we can achieve as a student group and I can't wait to hear all the ideas that come from you, the Postgraduate Research Representative community!



# YOUR STUDENT VOICE TEAM

Congratulations on becoming a Postgraduate Research Rep! We are here to give you advice and support so you can engage and represent the students on your course. The work we do covers a wide range of areas from Student Academic Reps (both undergraduate and postgraduate) to Union elections, from campaigns to policy work. We design and deliver your training, so you are best equipped to carry out your role. We work in partnership with our colleagues in the University to maintain the academic quality system and we advocate student engagement at every level of University decision making.

Throughout the year you will receive emails and communication from us, informing you of key University events and opportunities. Just a few of the things we do are running Speak Week and the ESLAs. During last week's Speak Week we received 2,910 cards (equating to 6,885 free text comments) from students suggesting ways of improving the University! And at the Enriching Student Life Awards we recognise the hard work of both students and staff who help improve the student experience.

We look forward to working with you, and you can come and visit us on the Third Floor of the Students' Union in Park Place or contact us:

-  [StudentReps@Cardiff.ac.uk](mailto:StudentReps@Cardiff.ac.uk)
-  [029 2078 1423 / 434](tel:029 2078 1423 / 434)
-  [@cu\\_studentvoice](https://twitter.com/cu_studentvoice)
-  [cardiffstudents.com/reps](http://cardiffstudents.com/reps)



# WHAT DOES THE COLLEGE STRUCTURE LOOK LIKE AT CARDIFF UNIVERSITY?

## COLLEGE OF ARTS, HUMANITIES AND SOCIAL SCIENCES:

- Business
- English, Communication & Philosophy
- Geography and Planning
- History, Archaeology and Religion
- Journalism, Media and Cultural Studies
- Law
- Modern Languages
- Music
- Politics and International Relations
- Social Sciences
- Welsh
- LEARN

## COLLEGE OF BIOMEDICAL AND LIFE SCIENCES:

- Biosciences
- Dentistry
- Healthcare Sciences
- Medicine
- Optometry and Vision Sciences
- Pharmacy and Pharmaceutical Sciences
- Psychology
- Wales Deanery (Postgraduate Medical and Dental Education)

## COLLEGE OF PHYSICAL SCIENCES AND ENGINEERING:

- Architecture
- Chemistry
- Computer Science & Informatics
- Earth and Ocean Sciences
- Engineering
- Mathematics
- Physics & Astronomy



# TRAINING

The Students' Union offer comprehensive training available to all Student Academic Reps, whether you have been in your role for a number of years or are fresh to the post. This year training will be taking place in three distinct windows:

**16th October – 3rd November**

**5th – 16th March**

**23rd – 27th April**

For the most part training will be conducted locally to you and will last no longer than an hour. Sessions will cover the basic principles of being a Student Academic Rep, useful contacts, how to gather feedback, how to deal with student concerns and group work to improve your problem solving.

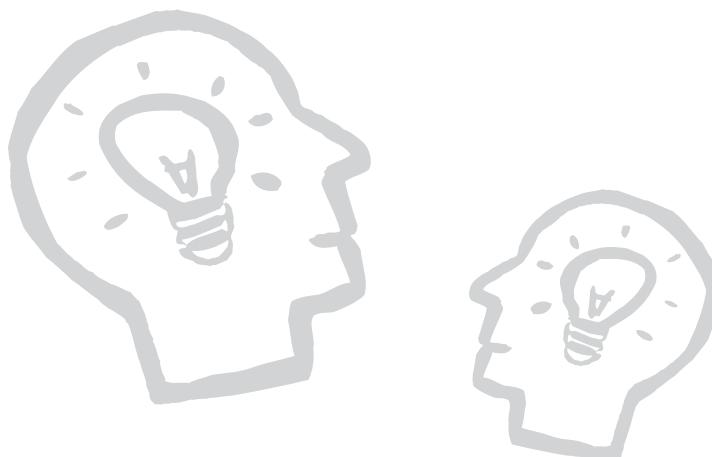
## We will also be hosting a Rep Conference!

Our Rep Conference will be a comprehensive series of workshops and activities to train you as best as possible for your year ahead. We will be running some breakout sessions targeting the skills you'll need as a rep, and will be useful in your course and for your CV!

### **The 2017 Rep Conference will be on 28th October**

More information for Rep Conference will be sent out nearer the time, so keep an eye on your mailbox!

If you want to check when your School is having training, or if you want to know any more about the training we provide, please email [studentreps@Cardiff.ac.uk](mailto:studentreps@Cardiff.ac.uk).



# REP GOALS

The Rep Goals system has been created to outline your key responsibilities and to track your progress throughout the year. To receive a Student Academic Rep certificate and to be recognised for your efforts as a Rep, you have to evidence the achievements stated in the Rep Goals sheet.

There are five key areas covered in the Rep Goals:

## PREPARING FOR THE ROLE

This covers training, reading the handbook, attending a skills development session, familiarising yourself with your NSS dashboard, Student Charter and Welcome to Cardiff figures, as well as meeting your Student Rep Coordinator.

## DUTIES OF THE ROLE

Attend a minimum of 2 Student Staff Panels, attend a College Forum (if you are a Chair), attend the Students' Union's Annual General Meeting (AGM), attend Student Senate, have a meeting with Student Voice, prepare the agenda for your SSP (Chair & Secretary only), complete the minutes for all your SSPs in a reasonable time.

## ENGAGEMENT

Attend Rep Conference, volunteer in Speak Week, apply for the Education, Postgraduate or Heath Park Executive, take part in Periodic Review, or Annual Review and Enhancement, run a School project.

## COMMUNICATION

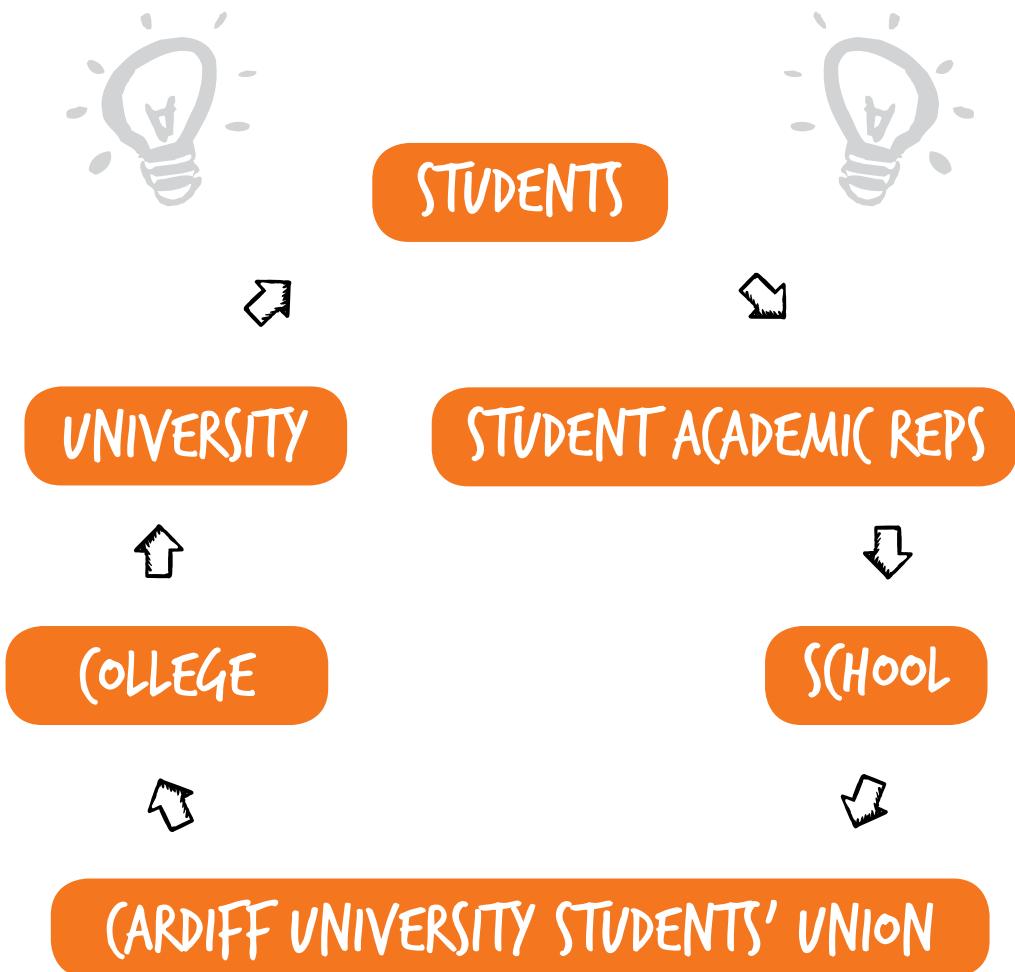
Communicate your presence on your course, setup a Facebook group, lecture shout-outs, evidence using student feedback, communicate with your course-based society, email and work with Student Voice.

## REFLECTING/FEEDBACK

Complete the Student Rep Survey, write a reflective report of how the year has gone, nominate others for an ESLA, get nominated for an ESLA.



# HOW DOES THE STUDENT REP FEEDBACK STRUCTURE WORK?



# STUDENT STAFF PANELS EXPLAINED

Student Staff Panels (SSPs) are meetings which are attended by Student Academic Reps and staff within your School. The purpose of these meetings is to talk about issues affecting your course and general educational experience. You are expected to attend these meetings with feedback from your fellow students.

There will be an agenda and minutes circulated before the meeting takes place. 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 your School for the next SSP.

## Positive Vs Negative

Whilst it's important that you critique your School and University, it's also important to feedback the positive things too. Schools need to know what students are enjoying about their course so they can improve the student experience.

Your SSP will meet at least once per semester and your School will provide you with the annual schedule of meetings that you will be required to attend at the beginning of the academic year. Keep this time free from other activities and if it is really impossible for you to attend then speak to the Chair beforehand, and ask for the agenda and papers early so you can give comment on them.

## Don't leave an issue until your SSP!

Some issues can wait until a formal meeting such as a Student Staff Panel, others can't. If there is a pressing issue it is worthwhile raising it with a member of staff before the meeting. Remember: you're a Student Representative and you should ensure that you are representing the majority view, not those personal to you. You should not discuss individual staff members, individual students or personal complaints and grievances. If issues like this arise, speak to your Student Rep Coordinator or, alternatively, you can contact the Students' Union.

# THE ROLE OF THE SSP (CHAIR AND SECRETARY)

Every SSP will have a Chair and Secretary, for the most part these two individuals are students. They play a very important role in ensuring the panel meetings are run efficiently and effectively, ensuring that actions from the meeting are assigned and are provided in a given timeframe.

## **The Chair has a number of roles:**

- Before the meeting they set the agenda and decide who to invite to the meeting.
- During the SSP itself the Chair will ensure the meeting is running to time, remain independent and will make sure every member of the panel has equal speaking rights.
- Their role is also to summarise the points made by the members of the meeting, as well as appointing action points to a given member of the meeting or the group as a whole.
- Following the meeting the Chair is responsible for checking the minutes written by the Secretary and setting the date for the following SSP.

The Chair and Secretary work together in tandem to ensure everyone has a clear understanding of what happened in the previous meeting, what happened in the meeting and what will happen in subsequent meetings.



## **The Secretary is the record keeper:**

- They take the minutes of the meeting and book the room for the meeting.
- Ensure all the appropriate participants are invited.
- Before the meeting the Secretary will have circulated the minutes of the previous meeting.
- During the SSP they will record the minutes and, afterward, type up the minutes, circulating them to the membership of the meeting.
- After the meeting they will send the minutes to SRCs and the Students' Union within two weeks of the meeting.



# BOARDS OF STUDIES

Minutes of the SSP will be sent to the Students' Union via the Secretary of the meeting. The minutes should also be sent to the Boards of Studies. Boards of Studies are formal meetings held by your School to 'ensure the coordination of all academic and administrative matters associated with taught programmes of study.' These meetings are far more formal and are attended by the Head of School and the appropriate staff.

Student academic representation varies from school to school, but on the whole at the very least, the Chair of the SSP attends as the student representation. Issues which are discussed in these meetings include: admissions criteria, methods of assessment, content and curriculum.

## **Postgraduate Research Representative (PGRR) Forum**

The PGRR Forum is open to all PGR Student Academic Reps across Cardiff University, facilitated by Cardiff University Students' Union and chaired by the Vice President Postgraduate Students, Jake Smith. The purpose of these meetings is to discuss any issues at a School, College or University level affecting the postgraduate research community.

The Vice President Postgraduate Students will invite appropriate University staff to the meeting. Discussions in the past have ranged from teaching and demonstrating pay for Postgraduate Researchers, to SIMs and progress monitoring to postgraduate induction.

These meetings are a great way to find out what happens across the University. If you have any questions relating to the PGRR Forum please email [studentreps@cardiff.ac.uk](mailto:studentreps@cardiff.ac.uk).



## **College Forums**

There are three different College Forums – Arts, Humanities and Social Sciences (AHSS), Biomedical and Life Sciences (BLS), and Physical Sciences and Engineering (PSE). These meetings represent the views of both Undergraduate and Postgraduate Taught students, attended by the chairs of the SSPs.

Each Forum is hosted three times a year and is run by the Students' Union. The meetings are attended by SSP Chairs (or their nominees) along with the appropriate elected officer, Pro Vice Chancellor for Student Experience and Academic Standards, library and IT representatives, College Dean for Education and Students, plus other invited University staff members.

The issues discussed at College Forum are usually problems that cannot be resolved at a local level and need further attention. These meetings are essential in keeping the College structures informed of student feedback.

# THE ENRICHING STUDENT LIFE AWARDS (ESLAS)

For many years Cardiff University Students' Union has, in partnership with the University, organised the Enriching Student Life Awards. The Awards were setup to recognise the hard work put in by students and staff who vastly improve the student experience at Cardiff University. Categories range from Personal Tutor of the Year, to Student Academic Rep of the Year with the awards ceremony taking place in late April/early May.

As a little thank you from the Students' Union, every member of staff nominated for an ESLA receives a mug, with a free tea bag! It is the Students' Union's way of recognising staff members' hard work and dedication to their role – demonstrating that students really do value their contribution.

The ESLAs are separated into three stages:

- 1. ESLA promotional campaign and nominations**
- 2. Shortlisting and invitations**
- 3. Awards Night**

This year Student Voice will be making a concerted effort to better publicise the ESLAs, extending the nomination period over a number of months and promoting the nominations across the University. We will need your help in promoting the ESLAs to your course mates – this is your chance to recognise students and staff who do work beyond the call of duty



# SPEAK WEEK

Speak Week is an annual campaign run by the Students' Union. The purpose of the campaign is to gather feedback from the student population and use that feedback to improve the student experience at Cardiff University. This feedback is gathered through students filling out Speak Week cards, which ask the participant to state their course, their year group and if they are an Undergraduate, Postgraduate Taught or Research student.

In 2014, the Speak Week campaign collected over 300 Speak Week cards from across the University. In 2017, we collected a record 2,910 cards equating to 6,885 free text comments. This could not have happened without the hard work of student volunteers and the academic schools who helped the Students' Union promote Speak Week!

The Students' Union comb through the Speak Week data and then provide an analysis for the University to work on the concerns students have.

Following the collection of the data, in partnership with the University, these are some of the achievements of Speak Week (so far!):

- The opening hours of ASSL were extended to 24 hours during term-time
- Card payment facilities for University catering are campus wide
- Exam timetables are published two weeks earlier than before
- Wi-Fi coverage across the campus has been improved.

If you would like to volunteer to help out with Speak Week, or would like to have a look at the data please email [studentreps@Cardiff.ac.uk](mailto:studentreps@Cardiff.ac.uk).

We would encourage you to get involved because it is a fantastic opportunity to engage with your course mates, it is a different type of information gathering that needs motivated and passionate people driving the campaign.



# IMPROVING YOUR ACADEMIC EXPERIENCE

Across the University there are number of formal processes which come under the remit of quality assurance. The University is guided by the QAA (Quality Assurance Agency) to ensure that the courses you are being taught are of a good standard. The Students' Union are asking keen volunteers to join a 'Rep Pool' to take part in quality assurance processes.

These processes include:

- **Annual Review and Enhancement (ARE)** – analyses what needs to be changed or improved in each academic School. Student attended meetings take place in early November.
- **Periodic Review (PR)** – this is a broad review of all a School's programmes, evaluates their strategic direction and reflects upon the experiences of their students. This takes place on a rotational basis for every School every five years.
- **Programme Approval Panels** – these are meetings created to approve new programmes being introduced in an Academic School, or alterations to existing programmes.

## The Student Charter

Our Student Charter has been developed as a partnership and defines the roles and responsibilities of all of us: students, the Students' Union and the University. Our 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.

There are eight communities each with useful information and links to all related services that you might need to know about whilst you are at Cardiff. If things do not meet your expectations you can use the website as a guide to the next steps you should take. The Student Charter is not aspirational; you can expect all of the services outlined in the Student Charter. Don't forget, there are expectations on 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.

# 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, book an appointment, e-mail or phone the team. The service also undertakes other activities and events to develop awareness of rights and responsibilities and to promote health and wellbeing of students.

**The following are all the services the Advice Team can help with so, as a rep, you do not have to. If you are approached with any of these issues, please direct them to Student Advice:**

- Academic Issues – this includes academic appeals, advice on student conduct, changes to your course/terms and conditions, extenuating circumstances, revising through Ramadan, Revision Aid, Unfair Practice.
- Health and Wellbeing – sexual health.
- Housing – checking housing contracts, disputes with landlords, housing lists etc.

## Need Advice?

- Come and visit the Third Floor of the Students' Union to speak to a Student Advice Advisor.
- (**Term time**) Our drop in sessions are Monday to Friday **12:00 - 14:00**
- Bookable appointments available between **10:00 – 16:00**
- Call on **02920 781410**
- **Heath Campus:** Advice sessions and appointments at the Heath are available on Mondays. To make an appointment please call us on **02920 781410** or fill in the Query form online: [cardiffstudents.com/advice](http://cardiffstudents.com/advice)

## Student Support

The staff at the Student Support Centres are here to offer confidential advice and support when you need it. Your first point of contact with the Student Support Centre will be through one of their Enquiry Point Advisers at either of our Cathays (50 Park Place and Third Floor of Students' Union) or Heath Park (Second Floor of

Cardigan House) Centres. They may be able to answer your query straight away, or point you in the right direction to get the information you need, from a meeting with an adviser or counsellor either at one of our drop-in sessions, or via an appointment if necessary.

To find out more: please visit:  
[cardiff.ac.uk/studentsupport/](http://cardiff.ac.uk/studentsupport/)

## International Student Support

Any enquires about VISA's or issues relating to students coming from abroad to study at Cardiff University must be directed to International Student Support. They are based in the Graduate Centre, on the Third Floor of the Students' Union. Their opening hours are 9am-5pm on weekdays.

## Maths Support

The Maths Support Service is freely available to all Cardiff University students and has been designed to assist those who need additional support with their Maths skills. They offer friendly one-to-one or small group assistance, informal and flexible drop-in sessions and access to a range of learning resources.



# BEING A REP IS A CV BOOSTER!

Taking up the role of a Student Academic Rep will benefit your CV massively. In the role you learn various different skills include:

- Public Speaking
- Decision Making
- Teamwork
- Committee Skills
- Problem Solving
- Leadership
- Communication Skills
- Presenting Skills

You can develop all of these skills by attending sessions run by the Skills Development Service, based in the Skills Hub on the Second Floor of the Students' Union, Park Place. You can pick from a variety of units from presentation skills to negotiation, from assertiveness to team briefings. There are a range of internally and externally certified courses and diplomas to choose from.



A photograph of two young people, a woman with long blonde hair and a man with dark hair, both wearing light blue short-sleeved shirts with 'Cardiff University Students' Union' printed on them. They are sitting at a wooden picnic table outdoors in a park-like setting with trees and a fence in the background. To the left of the photo is a large blue graphic with the text 'NEXT LEVEL YOU.' in white and blue.

You can also log all of your hours with Cardiff Volunteering! Head to their offices in the Skills Hub on the Second Floor of the Students' Union or contact them via their details below.

An orange rectangular graphic containing the Cardiff Volunteering logo (a stylized hand icon) and text. It includes the Welsh name 'Gwirddolli Caerdydd', the full name 'Cardiff University Students' Union', and the tagline 'Helping you to help others!'. Below this, it says 'For more information' and provides the address 'Skills Hub, 2nd floor Students' Union, Park Place', the phone number '029 2078 1494', and the email 'Volunteering@Cardiff.ac.uk'.



# GLOSSARY AND ACRONYMS

**Annual Review and Enhancement (ARE)** – annual quality assurance process that ensures that Schools are kept accountable for the decisions they make,

**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 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), LGBT+ Officer (Women's), 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 that are attended by SSP Chairs, University and Union representatives to talk about college wide concerns of a collective nature.

**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 (PGRR)** – a volunteer Postgraduate Research student who represents the view, questions and comments of their cohort.

**Postgraduate Research Representative**

**Forums** – 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, Vice President Education, Vice President Welfare, Vice President Postgraduate Students, Vice President Heath Park, Vice President Societies and Vice President 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 Support** – University run service primarily based in 50 Park and third floor of 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.

# FIND OUT MORE



CARDIFFSTUDENTS.COM/REPS



STUDENTREPS@CARDIFF.AC.UK



@CU\_STUDENTVOICE