



Student Academic Reps
Cynrychiolwyr Academaidd Myfyrwyr

Student Academic Rep Handbook 2022/23

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. Postgraduate Research Rep Forums
18. Speak Week
19. Developmental Opportunities
20. Rep Rewards
21. Student Charter
22. Signposting
24. Jargon Buster
26. Student Wins
27. Contact your Sabbatical Officers



Angie Flores Acuña, Your VP Postgraduate Students

"Congratulations and huge well done for becoming a Student Rep!

As a former fellow Student Rep, and as Student Rep of the Year for the Physical Sciences and Engineering College 21/22, I would like to welcome you to the amazing community of students that works to represent our students' interests and is essential to shape the student experience here at Cardiff University!

Your role will allow you to establish connections between students and staff and be part of those conversations that will bring visible and positive change across Cardiff University. In the Students' Union, we can't wait to work with you and see the positive change that you will make!

If you have any questions, or need any support, please feel free to get in touch anytime"



Ashly Alava Garcia, Your VP Heath Park Campus

"Congratulations on becoming a Student Academic Rep!

You will be representing your cohort and proving valuable feedback to your school. As a Student Rep I had the chance to learn new skills, make connections and bring positive change. This is a great experience, make the most of it and enjoy it.

I look forward to meeting you and working with you, remember that we are here to support you along the way, so feel free to reach out at any time!"

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 2022/2023 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."

Gina Dunn, Your SU President



"Congratulations! Becoming a Rep is an amazing opportunity and I'm sure you will do your absolute best to ensure your course mates' voices are heard.

This is a big responsibility, but I am confident you will be fantastic. I was never an Academic Rep myself, and retrospectively, I wish I had been! My time as an elected officer has shown me just how important Student Reps like you are when it comes to improving the student experience.

The Students' Union are always here to help support you within your role and in general, so don't hesitate to reach out!"

Your Students' Union



Cardiff University 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 well-being 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 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 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 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



@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 (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. 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 2021/2022, there were 466 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 2021/2022 there were 334 reps across the college, all contributing to key changes for all students in the college.

The Deans for the college are:

Undergraduate studies: Professor Dai John

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. Most of the schools are based in Cathays, although the School of Computer Science and Informatics also covers the National Software Academy, based in Newport.

In 2021/2022 there were 219 reps across the college, who have been instrumental in making changes towards the student experience.

The Deans for the college are:

Undergraduate studies: Dr Andrew Roberts

Postgraduate studies: Dr Julie Gwilliam

Role of a Student Academic Rep

Role Objective:

To 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 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 a Postgraduate Research Rep

Role Objective:

To represent the views of postgraduate researchers and act as a voice for them on academic and student experience issues and sharing best practice ideas.

Responsibilities:

- » Attend Rep Training
- » Attend Student Staff Panels (SSPs)
- » Attend Postgraduate Research Rep Forums
- » 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 the University
- » Feedback to students on the impact the student voice has had and how it's led to improvements in your school
- » Provide feedback to the Students' Union through Postgraduate Research Rep Forums (PGRR Forums)
- » Work with your Student Rep Coordinator on campaigns
- » Collect feedback through Speak Week



Role of the Chair

Role Objective:

To work closely with the Vice Chair and Student Rep Coordinator (SRC) to ensure the organisation and effectiveness of Student Staff Panels (SSPs) and be the key contact for the panel within your school.

Responsibilities:

- » Attend Chair Training with the Students' Union
- » 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 Chair and Student Rep Coordinator (SRC) to ensure the organisation and effectiveness of Student Staff Panels (SSPs). To support the Chair in their role and be the interim Chair on SSPs in the case of the Chair's absence.

Responsibilities:

- » Attend Vice Chair Training with the Students' Union
- » 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.

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

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
- » No poll option
- » It encourages students to respond outside of regular hour

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



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 manner to better suit the needs of the College.

College Forums are chaired by a Students' Union elected Officer – the VP Education, VP Heath Park, or VP Postgraduate Students. 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 include:

Student Academic
Representatives (Chairs
and Vice Chairs)

VP Education

VP Heath Park (BLS
College Forum only)

VP Postgraduate
Students

College Deans
(Undergraduate and
Postgraduate)

College Education
Manager

Pro Vice Chancellor of
Student Experience and
Academic Standards

Library Representatives

IT Representatives

Student Engagement
Team

Postgraduate Research Rep Forums

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

PGRR Forums are chaired by a Students' Union elected Officer – usually the VP Postgraduate Students. 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 include:

Student Academic Representatives (Chairs and Vice Chairs)

VP Education

VP Heath Park

VP Postgraduate Students

College Deans (Undergraduate and Postgraduate)

College Education Managers

Pro Vice Chancellor of Student Experience and Academic Standards

Library Representatives

IT Representatives

Student Engagement Team

Speak Week

Student Wins

The Students' Union works to gather as much student feedback as possible, which is used to inform the work of the elected Officers. Speak Week is one way the Students' Union do this, gathering feedback cards filled with any changes students would love to see. The collected feedback is analysed and included in the Student View at the end of each year, as evidence of the changes students want.

We'd love for you to help us in gathering as much feedback as possible. Further information will be included in the monthly newsletters, where you can find out how to get involved!

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



Speak Week Process

1. Feedback cards gathered
2. Analysed by the elected Officers
3. Speak Week report written
4. Feedback informs the annual Student View
5. Student View presented to the University
6. Conclusion

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.
- » Skills Development Service – as a student leader, you can work towards a Leadership Diploma with the Skills Development Service. Use your voluntary time as a rep and take part in leadership modules to get a recognised diploma!
- » 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.
- » Academic Rep Conference – network with other reps from across the university and develop new skills to support you in your role and personal development.

- » 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 Conference

Rep Rewards

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. Last year we have introduced a new points-based system which recognises the work put in by you, and allows you to exchange your points for prizes. We will also continue to reward each SAR with a certificate when they reach the minimum points required. You can earn points as follows

Activity	Points
Attend Training	10 points
Attend an SSP	5 points
Chair / Secretary an SSPs	3 points
Attend a College Forum	3 points
Attend the Union's AGM	3 points
Attend a Rep Conference	2 points
Complete end of year Rep Survey	2 points
Receive an ESLA nomination	2 points
Make an ESLA nomination	1 point
Volunteer with the Student Voice Team	1 point per hour
Engage with your course based society	1 point
Engage with additional development opportunities	1 point

As well as going towards your rep certificate (bronze, silver or gold), you will also be able to trade these points for prizes. More information will be in the first student rep newsletter.



Bronze
20 points



Silver
30 points



Gold
50 points

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 Centre provides advice, 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 3rd Floor of the Students' Union to speak to a Student 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, 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

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 3rd 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.

 SDS@Cardiff.ac.uk

 029 2078 1489

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 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 our Student Life teams if needed.

For information on university processes, assistance with accessing support or for any enquiry contact your 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 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 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: 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, Mature Students' Officer and Parents and Carers 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.

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.

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.

Postgraduate Research Rep Forum (PGRR Forum)

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 Volunteering, 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 (SRC)

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 Life

University run service based in the Centre for Student Life 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.

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



Cardiff
Students'
Union

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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

Contact Your Sabbatical Officers!



Angie
VP Postgraduate Students

✉ VPostgraduate@Cardiff.ac.uk
f [PGradOfficerCSU](#)
🐦 [@PostgradCSU](#)



Ashly
VP Heath Park Campus

✉ VPHeathPark@Cardiff.ac.uk
f [VPHeathParkCSU](#)
🐦 [@HeathParkCSU](#)