

Supported by

- Sabbatical Officers
- Student Voice Team
- Student Rep Coordinator

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
- 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 the 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

Developmental Opportunities

- Receive a certificate
- Engage with the Students' Union Skills Development Service
- Become a Wellbeing Champion
- Join a Sabbatical Officer Executive Committee
- Attend the Academic Rep Conference
- Pioneer a school project
- Nominate yourself in the Students' Union elections
- Be nominated for an Enriching Student Life Award

Cardiff University Students' Union Values

Student Leadership

We will ensure that students are involved in decision making at all levels across the organization, and feel empowered to create change

Inclusion

We are committed to engaging with all our student members, through reducing barriers to participation and reaching out to underrepresented groups

Partnership

We will ensure we develop effective and impactful partnerships with organisations that help us achieve our strategic priorities.

Diversity

We will celebrate the diversity of our staff and student membership, and will support students to be a voice for change in challenging injustices throughout education and society.

In your role as an Academic Rep, you are **NOT** expected to deal with

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

If a student approaches you with a problem and you are unsure where they should be signposted, please contact

StudentReps@cardiff.ac.uk