

Working Together on Student Representation

Student Representation at Sheffield Hallam is a partnership between students, the University and the Students' Union, and everybody has their part to play to make sure it works well. This is an overview of what Hallam Students' Union thinks is important for a strong Student Representation System, and some pointers for ensuring that each bit goes well, as well as other key information.

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What's a Course Rep?

Firstly, a quick overview of what a Course Rep is, and what is expected of them.

Course Reps are students who volunteer to work with other Course Reps, coursemates and lecturers to agree on ways to improve their course. Course Reps are expected to attend at least one meeting per semester with their Course Leader to discuss feedback from students, either from surveys or from discussions with their peers, and agree how the feedback can be acted on.

Any student can be a Course Rep. There's no limit to how many Course Reps there can be on a course. We think it takes around 3-4 hours per month to be an effective Course Rep.

Course & Module Leaders

Recruitment

Course & Module Leaders are best placed to get students involved as Course Reps. During Welcome activity and beyond, Course & Module Leaders should speak to their cohorts generally about the benefits of being a Course Rep, and also speak to individual students who might do well as a Rep. We think that most students can do a good job as a Course Rep, but in particular we think that students who:

- Are passionate about the student experience
- Can disagree constructively
- Are organised and reliable

Are particularly good candidates. Encouragement from an academic is a really impactful way of making students feel valued and getting them involved. While we don't want students to sign up against their will, we do find that some of the best Reps need a bit more of a nudge!

Signing up as a Course Rep

Course Reps need to sign up via the Students' Union website at www.hallamstudentsunion.com/reps. To sign up, students need to watch a short video overview and then complete a quiz. This shouldn't take more than ten minutes to do. You could give students the time at the start or end of a lecture to sign up.

Please do encourage students to sign up via the link! If they don't, they won't be invited to training, be able to contact other Representatives from your

course or School/Institute, be able to email other students on the course asking for feedback or receive recognition for their work throughout the year.

Checking who has signed up

You can check who has signed up as a Rep via the Course Rep recruitment dashboard at www.hallamstudentsunion.com/coursereplists. If it's your first time accessing the page, you will need to email studentreps@shu.ac.uk to be given the right permissions. Once you have access you can see who has signed up in real time.

Student Voice Meetings

Student Voice Meetings (previously called Student-Staff Committee Meetings – we are moving to Student Voice Meetings as it's a bit less formal-sounding!) are meetings between the Course Reps on a course, and the Course Leader. The aim of them is to discuss the feedback that students have given about the course, via module feedback or directly to the Reps, and to agree actions that will improve the course. They should be held in teaching weeks 6 or 7 in each semester.

To streamline the process, this year we're asking the notes for the SVM to be submitted via a Microsoft Form. This means that there's no admin to do after the meeting – just click submit and it all will be collected centrally, and you will automatically be emailed a copy as well.

The link to fill out is here: <https://forms.office.com/e/d8ZGMzWSCv>

To ensure your SVM is effective, make sure that your Reps are aware it's happening, and what you expect them to prepare. During the meeting, Reps should be given time to contribute and reflect on ideas as a group.

Student Experience Leads, Associate Heads Student Voice etc.. & Lead Reps

In each School and Institute, there is at least one staff member who is responsible for coordinating Student Representation activity over the School/Institute as a whole. They help to circulate updates and information, spot wider themes in feedback, and work closely with the Students' Union's Lead Rep for that School/Institute.

Lead Reps are student staff who work for the Students' Union and coordinate the Course Reps in each School/Institute. You can find out who the Lead Rep for your School/Institute is [here](#).

Hallam Students' Union

Recruitment

Hallam SU helps to recruit Course Reps during the main recruitment periods (September-October and January-February). While we can't recruit in individual courses, we do lots of general recruitment via our student comms and via events during Welcome, contact students who have been Reps in the past, and send emails to cohorts who haven't been able to recruit Reps in October. We also have some slides for academics to use on our [Staff Resources](#) page.

Training & Development

We run training sessions for Course Reps throughout October and November, and to a lesser extent over the rest of the year. These sessions are a combination of in-person and online, at various places and times. They cover the basics of what we expect of Course Reps, and how to do well in the role. We also run a variety of different sessions over the year. They can be booked onto on our [Course Rep Resources](#) page.

Student Voice Meetings

While we can't attend every SVM (there are dozens of them across the University!), we will work with the Lead Reps (formerly Department Reps) to identify the main actions and themes that arise from each School and Institute, helping us to work out the big issues for students across the institution. We also track which Reps have attended and thank them for their contribution.