



Kingston
Students'
Union

Academic Reps Summary

Strengthening student academic interests
through meaningful student voice and insight



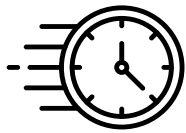
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What is a Faculty Rep?

A **Faculty Rep** is an elected student leader who represents student academic interests at the faculty level. They support and coordinate with School Community Reps, build strong relationships with senior university staff, and play a key role in shaping the student academic experience. Faculty Reps also sit on **Student Council**, giving them a wider platform to influence change.



Duration of Role

- One academic year (usually October to July)
- Can re-run if eligible and willing
- Exit planning and recognition happens at the end of the year



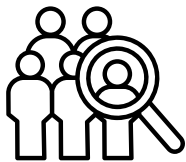
Training and Support

- Introductory training in October (with online and in-person options)
- Access to a Rep Handbook
- Ongoing support from the Rep Coordinator, Education Sabbatical Officer, and KSU staff
- Monthly 1:1 check-ins with the Rep Coordinator
- Support to produce termly reports and organise feedback through forums



Key Responsibilities

- Lead and support School Community Reps across your faculty
- Meet regularly with Faculty Leaders and Student Union Officers
- Coordinate faculty-level voice meetings and help prepare for Student Voice Committees
- Represent your peers by sharing feedback, tracking change, and reporting back
- Sit on Student Council to represent all academic reps and help shape union policy



Recruitment

- Faculty Reps are elected through KSU's elections process
- Open to students from all backgrounds – especially encouraged to apply if you are passionate about student voice
- Promotion of elections takes place via emails, social media, and Rep networks



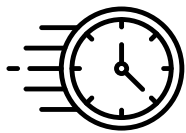
Important Contacts

- Students across their Faculty
- Course Reps
- School Community Reps
- Faculty Leads
- School Director for Learning & Teaching
- Student Officers
- Rep Coordinator
- Student Voice & Insight Manager

What is a School Community Rep?

A School Community Rep represents student academic interests at the school level (e.g. Business, Engineering, Law). They connect directly with Course Reps, collect feedback, and escalate bigger issues to Faculty Reps and university staff. These roles exist at both Undergraduate and Postgraduate Taught levels.

They act as a bridge between students, staff, and KSU – making sure every student voice is heard and acted upon.



Duration of Role

- One academic year
- Elected or appointed annually
- Recognition and exit support provided by KSU at year-end



Training and Support

- Introductory training at the start of the year (with follow-ups as needed)
- Access to the Rep Handbook and Teams channels for communication
- Regular support from the Rep Coordinator and Faculty Rep
- Monthly 1:1s with the Rep Coordinator
- Guidance on preparing for meetings, giving feedback, and writing reports



Key Responsibilities

- Gather and represent feedback from Course Reps in your School
- Attend meetings with Heads of School and Faculty Reps
- Share outcomes and updates with Course Reps, students, and KSU
- Promote inclusivity by actively seeking feedback from underrepresented groups
- Help organise rep forums and contribute to Student Voice Committees
- Collaborating with Academic Societies and other student groups.



Recruitment

- Roles are elected annually with open calls to students
- Ideal for students who enjoy teamwork, listening to peers, and working with staff
- Opportunities promoted through SU channels, Rep networks, and staff nominations

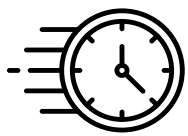


Important Contacts

- Students across their School
- Academic Societies
- Course Reps
- Faculty Reps
- Heads of School
- School Director for Learning & Teaching
- Student Officers
- Rep Coordinator
- Student Voice & Insight Manager

What is a Course Rep?

A Course Rep is the first point of contact between students and staff for academic feedback. They represent the academic interests of their classmates at course level and work with staff, School Reps, and the SU to improve the student experience.



Duration of Role

- One academic year (usually October to July)
- Can re-run if eligible and willing
- Exit planning and recognition happens at the end of the year



Training and Support

- Introductory training early in the academic year (multiple options incl. online)
- Access to a Rep Handbook, recordings, and live sessions
- Added to communication channels for ongoing updates and support
- Opportunities for drop-in support from the Rep Coordinator and SU team
- Guidance on how to collect feedback and communicate change effectively



Key Responsibilities

- Collect feedback from students on their course experience
- Represent their views in reps forums and SVCs.
- Work with staff and School Reps to improve learning and teaching
- Share updates with the students they represent and with KSU



Recruitment

- Students sign up via a form during the first few weeks of term
- Recruited through website, lectures, SU comms, and staff invitations
- Training must be completed (attendance tracked via SurveyMonkey) to become an official rep

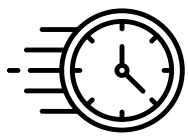


Important Contacts

- Kingston Students
- School Community Reps
- Faculty Reps
- Course leaders
- Student Officers
- Rep Coordinator
- Student Voice & Insight Manager

What is a Campus Rep?

Campus Reps are elected students who represent the experiences and concerns of those based at their campus. They raise feedback, highlight issues, and work to improve the everyday student experience by feeding into Student Council.



Duration of Role

- One academic year (usually October to July)
- Can re-run during the spring elections
- Exit planning and recognition happens at the end of the year



Training and Support

- Introductory training early in the academic year (multiple options incl. online)
- Access to a Rep Handbook, recordings, and live sessions
- Added to communication channels for ongoing updates and support
- Opportunities for drop-in support from the Rep Coordinator and SU team
- Guidance on how to collect feedback and communicate change effectively



Key Responsibilities

- Collect feedback from students on their campus experience
- Represent their views in student councils.
- Work with staff and Academic reps to improve learning and teaching
- Share updates with the students they represent and with KSU via Student Council



Recruitment

- Students submit a nomination during the spring elections and run for the position.
- Nominations can be submitted through the KSU website.
- Training must be completed (attendance tracked via SurveyMonkey) to complete the role induction.



Important Contacts

- SDLT
- Sabbatical officers
- Rep Coordinator
- Student Voice Manager

How we represent your Academic Interests

Role	How they represent your Academic Interests
Course Reps	Gather feedback directly from students on your course. They raise academic issues (like assessments, teaching, resources) with course leaders and KSU.
School Community Reps	Support Course Reps and work with Heads of School to raise patterns in feedback across courses, societies and other student groups. They help escalate issues and improve communication.
Faculty Reps	Represent the academic experience of students across an entire faculty. They work closely with senior staff and KSU to influence wider changes.
Campus Reps	Represent the day-to-day student experience from their respective campuses (e.g., teaching spaces, facilities, access), ensuring voices from each location are heard.

Where the feedback goes

Meeting	What it is	Who Attends
SVC	Meetings that focus on course-level feedback. Staff and reps come together to discuss common issues and find solutions.	Course Reps, School Community Reps, Course Leaders
Rep Forums	A space where Reps come together across a faculty or school to share feedback, challenges, and wins.	Course Reps, School Reps, Faculty Reps, Sabbatical Officers
Student Council	A democratic space where elected student leaders vote on policies, campaigns, and wider issues affecting all students every month.	Faculty Reps, Campus Reps, Sabbatical Officers, Chair, Clerk, Vice Chair, Protected Societies and anyone else