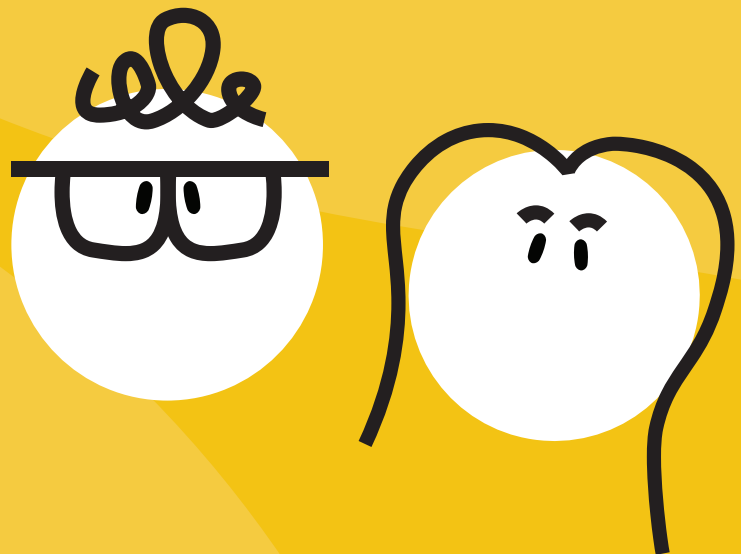


Academic Rep Handbook



@RoehamptonSU.com

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This book will be a guide to all things in relation to being a student rep. It can be used as a reference in the case that there is something you may not remember from training, or you would like to find out more on a topic.

We have compiled a wide range of information, and tools about how the experience for students on each programme can be improved. We hope that you will be the best rep that you can be!

The Team



Sabbatical Officers

10 RSU Officers have been elected by students at the University of Roehampton to lead your Students' Union for 2026/27.

Both of the 2 Full Time Sabbatical Officers and 8 Part Time Officers work hard to represent the student body and strive to make Roehampton an amazing place for students. Throughout the year, each Officer will improve student life and your University experience by working on their own projects and goals!

These officers work alongside the Representation staff within the Students' Union.

Shane Lemos – President Education

presidenteducation@roehampton.ac.uk

Ensures your academic interests are represented at the highest level. As a full-time, elected officer they work across the University, and use student feedback to influence and lobby on matters related to your academic experience. They're also great to chat to if you have any ideas, concerns, or questions about your course.

Kshiteej Nimbalkar – President Community

presidentcommunity@roehampton.ac.uk

Represents students in high level University committees and coordinates democratic meetings and processes, responsible for student activities and opportunities, and promotes the Union vision, strategy and policies.

Part-Time Officers:

All RSU officers are elected to position, by students, to lead the Students' Union during the academic year. RSU part-time officers are volunteers of Roehampton Students' Union who represent the students within their college. There are two part-time officer roles per college, which include the College President and College deputy President. The contact information and names of each part-time officer are listed below.

Digby Stuart College President	Yash Chauhan	RSUdigby@roehampton.ac.uk
Froebel College President	Caroline Engen	RSUfroebel@roehampton.ac.uk
Southlands College President	Roshan Bahadur Dhami	RSUsouthlands@roehampton.ac.uk
Whitelands College President	Mariyam Mehmood	RSUwhitelands@roehampton.ac.uk
Digby Stuart College Deputy President	Sujal Mehulkumar Shah	RSUdigby@roehampton.ac.uk
Froebel College Deputy President	Grace Weekes-Rolfe	RSUfroebel@roehampton.ac.uk
Southlands College Deputy President	Sera Cherian	RSUsouthlands@roehampton.ac.uk
Whitelands College Deputy President	Carlos Ruiz Gago	RSUwhitelands@roehampton.ac.uk

SU Representation Team:

Josh Miskin

Membership and Engagement Manager

josh.miskin@roehampton.ac.uk

Alabhya Tiwari

Academic Communities Coordinator

alabhya.kumartiwari@roehampton.ac.uk

Freddie Newell

Campaigns and Insights Coordinator

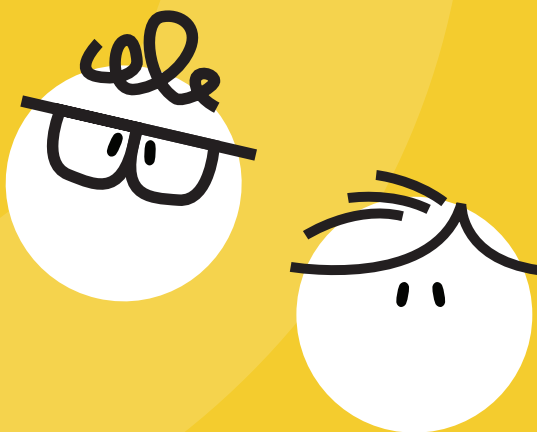
Divanshi, Manish, and Mariyam

Representation Assistants

General enquiries

studentvoice@roehampton.ac.uk

School Reps



What is a School Rep?

School Representatives are essential volunteers who play a critical role in academic representation at the University of Roehampton. Each school has one undergraduate and one postgraduate representative, reflecting the near 50:50 split of our student body. School reps have a variety of responsibilities with a focus on students' academic experience. They attend University meetings on department levels and co-lead forums along with working on departmental projects with academics.

They communicate with Programme Reps to keep them up to date with the latest updates, wider issues, and news in their departments. They also update students on feedback outcomes and progress of issues that have been raised, and any changes that occurred in departmental meetings. They attend student Senate, Programme Approval Panels, and Departmental learning and teaching Quality Group meetings. They support and lead on projects and campaigns within their department to seek a better experience for students.

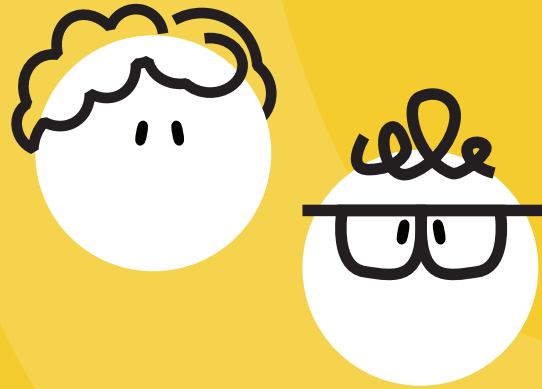
In addition to this, they will work as the first point of contact for Programme Reps, and they communicate regularly with the SU. Each school rep can be found below.

School of Psychology	Hanna Baxter (UG) Lith Mehdi (PG)	PsychologyRep@roehampton.ac.uk
School of Life and Health Sciences	Mohit Chand (UG) Alisha Pirbhai (PG) Yasmine Burrage-Edwards (Croydon)	LifeSciencesRep@roehampton.ac.uk
School of Arts, Humanities & Social Sciences	Polina Hlushko (UG)	AHSSRep@roehampton.ac.uk
School of Education	Radhikah Kedheeskumaran (PG)	EducationRep@roehampton.ac.uk
School of Continuing Education	Vacant	
School of Business	Manish Kumar Sah (UG) Mirian Mimi Odey (PG)	BusinessRep@roehampton.ac.uk
School of Law	Jordan Gomes (UG)	LawRep@roehampton.ac.uk
School of Computing, Engineering and the Built Environment	Taro Chamberlain (UG) Mohammed Islem Rezzag Baara (PG)	CEBERep@roehampton.ac.uk

Tasks and Activities

As a School Representative, you will:

- Represent students' academic interests.
- Lead the academic representation network within your school, acting as the main point of contact for student voice.
- Signpost students and staff to relevant reps and feedback channels.
- Encourage students to use the feedback system and help them understand how their voice can influence change.
- Communicate with students and other reps about your work within the school and any positive changes made.
- Maintain contact with the Union about any changes, challenges, or developments in your school.
- Attend committees such as Student Voice Forum, Student Education Group, Programme Boards (if programme rep is not present), RSU Education Forum, Student Senate, and termly meetings with Deans and key academic staff as representatives of your school.
- Promote the value of students and staff working together to improve academic experience.



Programme Reps

What is a Programme Rep?

Being a Programme Rep means you give a voice to issues that affect you and your colleagues. Your voice is not singular but collective, and we are here to support you with each step.

You will communicate with students, school reps and the SU to raise issues and bring feedback to programme board meetings at least once per term. This is where academic staff respond to feedback and create plans to act and make tangible improvements to students' experiences. We want to ensure issues are raised and addressed as quickly as possible so that students can make the most of their time at Roehampton.

During your time as a programme rep, you will gain a wide range of skills from communication to decision making, time management, teamwork, and negotiation, along with working closely with both University and RSU staff.

Tasks and Activities

As a Programme Rep, you will:

- Represent students' academic interests on your programme.
- Regularly gather feedback from your peers on academic matters.
- Promote and encourage students to use the feedback form on the SU website.
- Attend key meetings such as Programme Boards, RSU Education Forum, Student Voice Forum, and Student Senate.
- Maintain contact with Programme Leaders to ensure student voice is heard and responded to.
- Encourage participation in Speak Week, Module Evaluation Surveys, and NSS.
- Share outcomes with students so they know their feedback is making an impact.
- Share received feedback with School reps and RSU and rep forums, and University staff at programme boards. If big issues reoccur, send an email to studentvoice@roehampton.com to make us aware.

What meetings do I go to?

Programme Boards:

All Programme Reps must attend their Programme Board meetings. These will happen once or twice a term depending on programme. If you are unable to attend, please notify someone ahead of time. These are formal meetings where students raise feedback, and it is acted upon. It is your responsibility to bring feedback to these meetings. This will help improve the student experience, enhance quality of teaching and learning, along with generally making sure the academic standard of your programme is always increasing. If you haven't received an invite to programme boards, please inform a RSU staff member.

After a Programme Board meeting has taken place, make sure to assist in closing the feedback loop by reporting issues that were raised and actions that are to be taken by the university, to the RSU.

Key Information



Collecting Feedback

Programme reps are the voice of students; they raise matters that are affecting them so that we may make positive changes.

Feedback can be received from students by either referencing them to the feedback form on our website or talking to students to enter the feedback yourself onto the page later.

It's important to catch students at good times, like before or after lectures. Questions should be focused and encourage both positive and constructive feedback. You should ask for anything that impacts a students' experience, such as teaching, facilities and organisation of the course. Asking your lecturers for 5 minutes before or after a presentation to gather feedback can be a useful method.

The Feedback Loop

Once feedback has been collected throughout your cohort, it is important that this feedback is passed onto the SU and University to recognise reoccurring issues, but to also ensure that this feedback is acted upon.

When you receive or collect feedback, it should be entered onto the feedback system, so that it is stored and able to be viewed by both a member of RSU and university staff. The most effective way to report feedback to the university, is to bring collected feedback to the Programme Board meetings and to raise these issues with a relevant staff member, such as the programme Leader.

When attending Programme Boards, the academics will agree on actions to take to fix issues and to improve student experience; these can vary from very tangible changes to abstract aims for the future such as changing a lecture room to be more inclusive.

Sometimes you will be given actions as a programme rep. Make sure to complete these so you can report back on them at the next meeting.

To close the feedback loop, the SU will provide a feedback outcome to the concerned reps.



Creating positive change

When discussing feedback with University staff, you need to choose an appropriate time and place to do so. When talking about larger-scale student issues, here are some things to consider as you go:

- The problem. This should be stated as students see it.
- The cause. Why is this issue occurring?
- People. Who would know more about the situation.
- Information. Prepare background information prior, is a formal report required?
- Evidence. Can you prove that students care about this?
- Desired Solution. What outcome do students want?
- Who to present it to. Which staff member is most appropriate for you to take this information to? Should it be taken to Programme boards, or to school reps, RSU or all of them?
- Deadline. How long will it take to act on this issue?

Signposting Students

If students come to you with any personal issues or complaints, there are staff members across the university that handle these matters. You can signpost students to a variety of services on campus. It is not part of your role as a Programme rep to provide wellbeing support or advice on matters that reside outside of your position.

The University Wellbeing Team can be contacted via email wellbeing@roehampton.ac.uk, or by phone at 0208 392 3653.

Student Wellbeing Officers are available to provide confidential emotional and practical wellbeing support for any difficulty you may have during your studies.

Digby Stuart - DigbyWellbeing@roehampton.ac.uk

Froebel College - FroebelWellbeing@roehampton.ac.uk

Southlands College - SouthlandsWellbeing@roehampton.ac.uk

Whitelands College - WhitelandsWellbeing@roehampton.ac.uk

College Wardens are available on campus for out of hours support through Campus Security.

For academic advice and support, such as disciplinary or appeal matters, students can get free, impartial and confidential support from our Advice Centre at su.advice@roehampton.ac.uk. Appointments can be booked through the RSU website.

Richardson Building is where you can find support from Disability and Dyslexia Services, Wellbeing and Counselling Services, Student Funding and Sport.

You can find more information at roehampton.ac.uk/student-support/