



Be a Student Representative...

The Bloomsbury Institute, the Student Guild and your student colleagues need YOU!

Both the Student Guild and the Bloomsbury Institute recognise that student representation and a strong partnership between staff and students is at the very heart of our academic community. Therefore, working to ensure the student voice is heard via a democratic system is essential. Ensuring the views of students are listened to is made possible by having Student Reps.

This role enables you to represent your fellow students in two distinct ways:

- By acting for the Student Guild in helping to shape its work
- By acting on behalf of the Student Guild within Bloomsbury Institute by participating in its formal committee meetings.

Becoming a Student Representative...

Eligibility:

- Any Member of the Student Guild (all students provided you haven't opted out of membership) with the exception of elected members to the Board of Trustees or Society Leader / Assistant Society Leader positions for the 2020/21 academic year.

Applying:

- Nominate yourself by responding to the requirements highlighted on the Self-Nomination form and email Guild Manager at guild.manager@bil.ac.uk by **5pm Tuesday 13 October 2020**.

A quick Student Representative Guide has been sent with this form. For detailed information about the Student Guild and electoral policy, see the Student Guild website at www.bil-guild.org

Student Council Student Representative

Self-Nomination form: 2020/21 (October)

Please complete all details and requirements below and return to the Guild Manager at guild.manager@bil.ac.uk no later than **5pm Tuesday 13 October 2020**.

Name:

Student number: LON.....

Course and Year of study (2020/21):

I will provide

- I will provide a short biography about myself
- A short paragraph of why I want to be a Student Rep
- Provide a photo of myself for election purposes

If I am nominated, I agree to undertake the role of a Student Representative and have read the Job Description. I agree for my institutional contact details, a short biography about myself and photo to be published on both the institution's and Student Guild's electronic platforms and or informational materials. I agree to adhere to the Student Guild's Election Policy (available on the website at www.bil-guild.org).

Signed:

Date:

What happens next?

- You will be required to campaign amongst your fellow students
- Peer Advisors will visit lecture classes during the third week of teaching and will announce the self-nominated students.
- An online election will take place between the **19th – 22nd October 2020** and you will be informed if you are successful on the **23rd October 2020**.
- In the event that not enough self-nominations are received, Peer Advisors will seek further self-nominations during lectures.
- Compulsory training will be scheduled during the fourth week of teaching and all electees must attend regardless of whether they have been a Student Rep previously.

Student Representative Job Description

General: for all Student Representatives:

- To attend all training events
- To commit to acting professionally and with integrity showing respect for the Bloomsbury Institute and the Student Guild's Equality, Diversity and Inclusion Policy
- To attend Course Committees, gather discussion items from their peers for these meetings and to feedback on these / matters of interest post-meeting; to use available resources provided by the Student Guild (e.g. website) to promote, gather and report back to classmates
- To attend the Student Staff Consultative Forum (SSCF), gather discussion items from their peers for these meetings and to feedback on these / matters of interest post-meeting; to use available resources provided by the Student Guild (e.g. website) to promote, gather and report back to classmates
- To use and engage with the WhatsApp groups administered by the Student Guild
- To attend Student Guild gatherings and meetings (for example, Student Council)
- To bring any issues to the attention of the Interim Student Staff Liaison Manager (SSLM) via email ahmed.junaid@bil.ac.uk
- To signpost classmates to support and advice within Bloomsbury Institute or the Student Guild
- To encourage classmates to complete surveys – e.g. Student Module Evaluation Surveys (SMEQs)
- To promote engagement with surveys e.g. the National Student survey (NSS)
- To promote engagement with the Bloomsbury Institute teaching awards
- To engage with Bloomsbury Institute events: help set up, promote and attend if asked
- To participate in the Student Guild Annual Anniversary Celebration and other Guild arranged events
- To work alongside the Peer Advisors where applicable