



# 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](mailto:guild.manager@bil.ac.uk) by **5pm. Monday 1<sup>st</sup> November 2021.**

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](http://www.bil-guild.org)

# Student Council Student Representative

## Self-Nomination form: 2021/22 (October)

Please complete all details and requirements below and return to the Guild Manager at [guild.manager@bil.ac.uk](mailto:guild.manager@bil.ac.uk) no later than **5pm Monday 1<sup>st</sup> November 2021**.

Name: \_\_\_\_\_

Student number: \_\_\_\_\_

Course and Year of study:

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/website 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](http://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 and/or in-person election will take place between the **10<sup>th</sup> – 12<sup>th</sup> November 2021** and you will be informed if you are successful on the **16<sup>th</sup> November 2021**.
- In the event that not enough self-nominations are received, Peer Advisors will seek further self-nominations during lectures.
- Compulsory training will take place week of the **22<sup>nd</sup> November 2021** (actual day and time to be confirmed) 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. online form) to promote, gather and report back to classmates
- To use and engage with the WhatsApp groups administered by the Student Guild
- To participate with our social media platforms as applicable
- To attend Student Guild gatherings and meetings (for example, Student Council)
- To bring any issues to the attention of the Student Staff Liaison Manager (SSLM) via email [ahmed.junaid@bil.ac.uk](mailto: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 where applicable
- To participate in the Student Guild Annual Anniversary Celebration and other Guild arranged events
- To work alongside the Peer Advisors where applicable

## **Benefits and incentives of this role:**

- You are a contributor of change within Bloomsbury Institute and the Student Guild
- Opportunity to develop new skills e.g. presenting skills and enhance existing ones
- Build your social network to boost your CV for employment or advancement of vision
- A customised reference and acknowledgement of achievement at one of our events