

# STUDENT REP HANDBOOK

September 2022

  
**BUCKS**  
STUDENTS' UNION

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# Welcome

Welcome to your Student Rep Handbook! This handbook is designed to be the first port of call for information during your time as a Rep, but is just one of the many mechanisms we have in place to support the work you do in representing your peers.

Representation is the core function of your Students' Union. It is the reason we were formed and why we still exist today. In the last few years we have invested heavily in academic representation and campaigns to ensure it is given the support it requires.

Collective representation through our Student Reps is vital to the student body, especially since the amount

you pay to study at University has increased over the last few years, and the quality of education and experience you have at BNU is of such importance. It's your comments that we want, it's you who can interact best with students from your course and find out what issues they are facing. You are vital to the running of your Students' Union and your voice is crucial.

What you say can make changes at every level of university life. This is your best opportunity to change the way the University works and remember, we are here to help and assist you at all times and we urge you to use us to make that change happen.

## Meet The Team



Sruthi K. Subhash (she/her)  
Vice President Education and Welfare  
(High Wycombe)  
[sruthi.subhash@bnu.ac.uk](mailto:sruthi.subhash@bnu.ac.uk)



Amy Pile (she/her)  
Vice President Education and Welfare  
(Uxbridge and Aylesbury)  
[amy.pile@bnu.ac.uk](mailto:amy.pile@bnu.ac.uk)



Matthew Kitching  
Deputy CEO  
[matthew.kitching@bnu.ac.uk](mailto:matthew.kitching@bnu.ac.uk)



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Student Experience Manager  
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(High Wycombe)  
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Tash Neal (she/her)  
Student Engagement Coordinator  
(Uxbridge)  
[natasha.neal@bnu.ac.uk](mailto:natasha.neal@bnu.ac.uk)

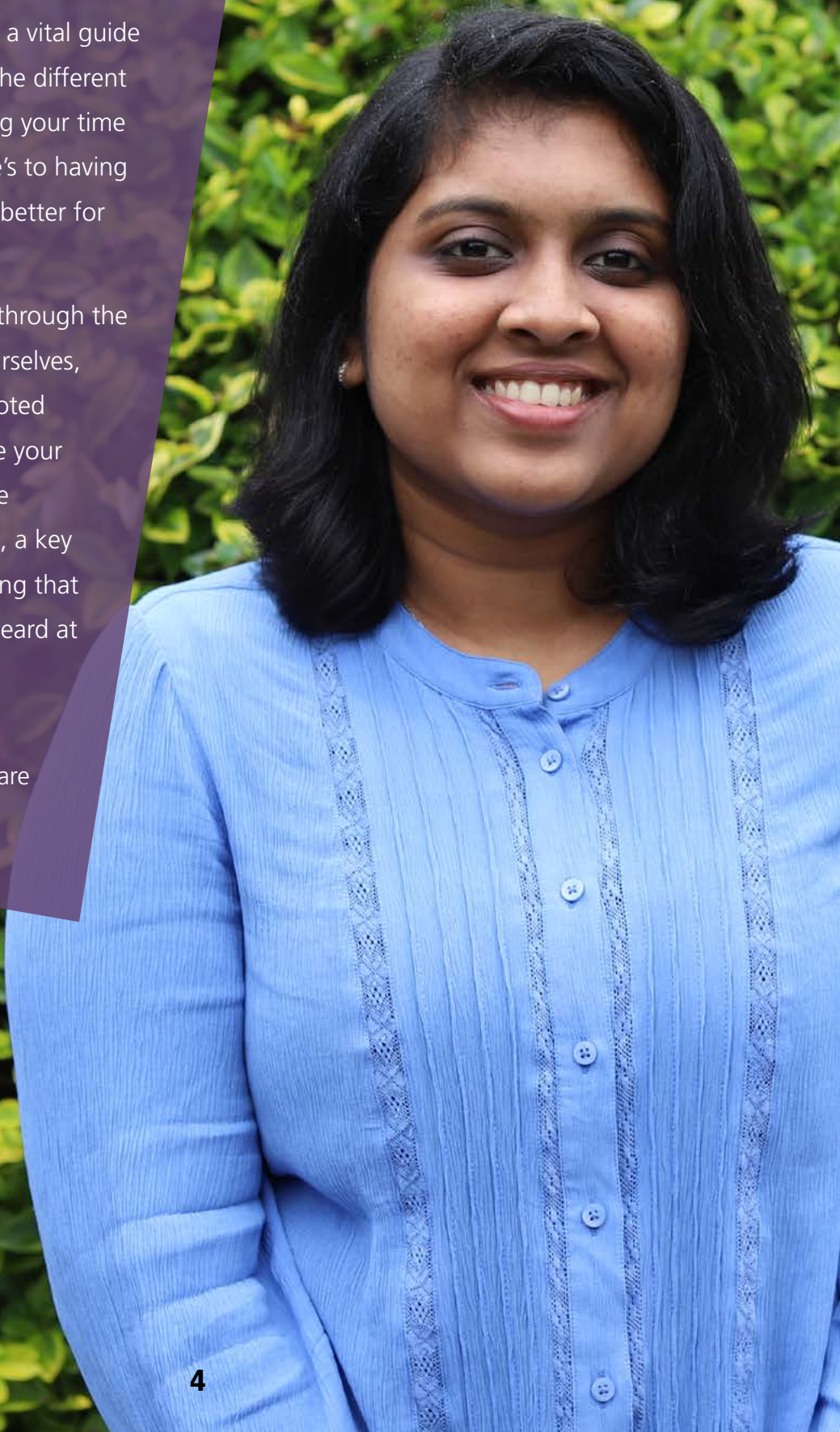
Help is only ever a phone call or email away, please get in touch with any problems or queries.

# Hello everyone!

Welcome all representatives of the student voice, this handbook will serve as a vital guide providing all the information on the different commitments you will have during your time as a Student Representative. Here's to having a successful year and making life better for students at Bucks.

Not so long ago, we were going through the same processes of nominating ourselves, standing in elections and being voted in by the student body to become your Sabbatical Officers. Being the Vice Presidents Education and Welfare, a key area of our role consists of ensuring that the student voice, your voice, is heard at all levels across the University.

**Sruthi Subhash** (she/her)  
Vice President Education and Welfare  
(High Wycombe)





## Hi and welcome!

Being a Student Representative is vital in this procedure to ensure that improvements are being made on your course, as well as celebrating the positives that you get from your learning. We at Bucks Students' Union believe that representation is at the forefront of what we do and together we can tenaciously hold the University to account for the issues affecting you.

Both myself and Sruthi, along with the Representation team are here to support you throughout your time as a Student Rep and don't forget that our doors are always open. Make your voice heard!

**Amy Pile** (she/her)  
Vice President Education and Welfare  
(Uxbridge and Aylesbury)

# School Officers

At BNU, we have at least one School Officer for each of the seven schools: Art, Design and Performance; Aviation and Security; Business and Law; Creative and Digital Industries; Health and Social Care Professions; Human and Social Sciences; and Nursing and Midwifery. School Officers are appointed through an interview process to work alongside the Representation Team to promote the benefits of representation.

School Officers are current BNU students who lead on representation within their school and liaise with student reps to gather feedback and help formulate regular reports to the University, ensuring the student voice is heard at all levels. We recognise that sometimes speaking to staff can be daunting and you may prefer to discuss any issues with another student. School Officers are there to support you in your role as student rep, listen to any issues you may be experiencing, and help you to better understand your role.

## Your 2023-24 School Officers are:



Ana Silva Timóteo (she/her)  
Art, Design and Performance (Performance)  
[ana.silvatimoteo@bnu.ac.uk](mailto:ana.silvatimoteo@bnu.ac.uk)



Benedicta Duhoe (she/her)  
Art, Design and Performance (Art & Design)  
[benedicta.duhoe@bnu.ac.uk](mailto:benedicta.duhoe@bnu.ac.uk)



Om Dhadwal  
Aviation and Security  
[om.dhadwal@bnu.ac.uk](mailto:om.dhadwal@bnu.ac.uk)



Joy Dallah-Gu  
Business and Law  
[joy.dallah-gu@bnu.ac.uk](mailto:joy.dallah-gu@bnu.ac.uk)



Euan McGinness  
Creative and Digital Industries (Digital)  
[euan.mcginness@bnu.ac.uk](mailto:euan.mcginness@bnu.ac.uk)



Chloe Hayes  
Creative and Digital Industries (Creative)  
[chloe.hayes@bnu.ac.uk](mailto:chloe.hayes@bnu.ac.uk)



Bethany Jackson  
Human and Social Sciences  
[bethany.jackson@bnu.ac.uk](mailto:bethany.jackson@bnu.ac.uk)



Saima Zuhra  
Nursing and Midwifery (Sept Cohort)  
[saima.zuhra@bnu.ac.uk](mailto:saima.zuhra@bnu.ac.uk)



Omolara Elemo  
Nursing and Midwifery (Feb cohort)  
[omolara.elemo@bnu.ac.uk](mailto:omolara.elemo@bnu.ac.uk)



Lena Ricci-Hodgson  
Health and Social Care Professions  
[lena.ricci-hodgson@bnu.ac.uk](mailto:lena.ricci-hodgson@bnu.ac.uk)

# Your Roles and Responsibilities

As a Student Rep you are part of the first and largest tier of our representation system at Bucks Students' Union. As part of our network of almost 250 Reps, your feedback is raised with University staff through regular Programme Committee Meetings (PCMs), ensuring that the University maintains a commitment to quality education and protects your welfare, providing all of our members with easy access to the Union's representation system.

## Feedback

As student rep, your primary responsibility is to collect feedback from your peers and share this with University staff during Programme Committee Meetings (PCMs). Feedback should be collected from your peers at least twice a year and should be a combination of positive practice and points for improvement. More information on collecting and delivering feedback in PCMs can be found on pages 17-19. It is important to note you do not have to wait until a PCM to share feedback. If there is an issue that needs resolving or positive practice that needs celebrating, you can raise this with your course leader or personal tutor at any point throughout the year. If you then do not feel this has been appropriately addressed, please email [surepresentation@bnu.ac.uk](mailto:surepresentation@bnu.ac.uk) and we will do our best to support you.

## Consultation

You have been elected by your peers into this position and, as with any of our elected officers, are accountable to them: they can call for you to be removed from your role if they are not happy with your work as their student rep. By setting your own views aside and gathering and presenting the collective views of your peers to the University, you ensure that incorrect assumptions are not made about the student experience. Collectivism is crucial and adds legitimacy and credibility to your arguments.

## Communication

It is important that you close the feedback loop by communicating results back to the students you represent, letting your peers know what you have done with their feedback. Remember to keep us 'in the loop' through the online feedback form so that we can ensure you receive the support you require throughout the year.

## Engagement

We've added more points of contact throughout the year than ever before as we continue to enhance our student representation offer. Alongside running our very own Representation Conference. It is important that you are attending these events to engage with the wider University community. We also send frequent emails, WhatsApp announcements and our monthly e-newsletter, keeping you up to date on everything we're working on. It's vital that you read through all communications from us carefully to ensure you do not miss anything.

## Signposting

You may find that you are the first point of contact for students with issues or concerns, or general queries about the Students' Union. You are not expected to be experts but we will provide you with basic information through training, online training and within this handbook, that we would like you to keep in mind for future reference. It is important that you do not take on too much and that you are signposting students to the available support services, details of which can be found on page 28. If you are ever unsure where to signpost a student, please email us at [surepresentation@bnu.ac.uk](mailto:surepresentation@bnu.ac.uk) and we will be able to advise you further.

## Sustainability

In order to have an effective, sustainable representation system we need to ensure that nominations and elections are widely publicised every year so everyone knows how to get involved, how to elect their rep, and who their rep is. We need you to help spread the word during nomination and election periods, whether you are running for re-election or not.



# Representation Methods

At Bucks Students' Union, we offer a Standard and Condensed Student Rep pathway, depending on how you study.

## Standard Pathway Student Reps

Standard Pathway Reps are students who are on full-time undergraduate and postgraduate programmes in the following schools: Art, Design and Performance; Aviation and Security; Business and Law; Creative and Digital Industries; and Human and Social Sciences.

Once successfully elected as student rep by completing a nomination form obtained from the Students' Union, or nominating themselves online or via email, and running in an online election, Standard Pathway Reps will then complete the following work:

- Student Rep Training
- Two Coffee Sessions and emailing confirmation of this session to [surepresentation@bnu.ac.uk](mailto:surepresentation@bnu.ac.uk) and your course leader
- Rep Conference
- Two Programme Committee Meetings (PCMs) and providing online feedback before this meeting.

Depending on how many of these tasks the student completes, they are eligible for payment of up to £100.

## Condensed Pathway Student Reps

Condensed Pathway Reps are made up of four groups:

- Students on part-time programmes
- Distance learners
- Students on foundation programmes
- Students who complete placements, including all programmes in the School of Health and Social Care Professions and Nursing and Midwifery.

Once successfully elected as Student Rep by completing a nomination form obtained from the Students' Union, or nominating themselves online or via email, and running in an online election, Condensed Pathway Reps will then complete the following work:

- Student Rep Training
- Rep Conference
- Two Programme Committee Meetings (PCMs) and providing online feedback before this meeting.

Depending on how many of these tasks the student completes, they are eligible for payment of up to £100.

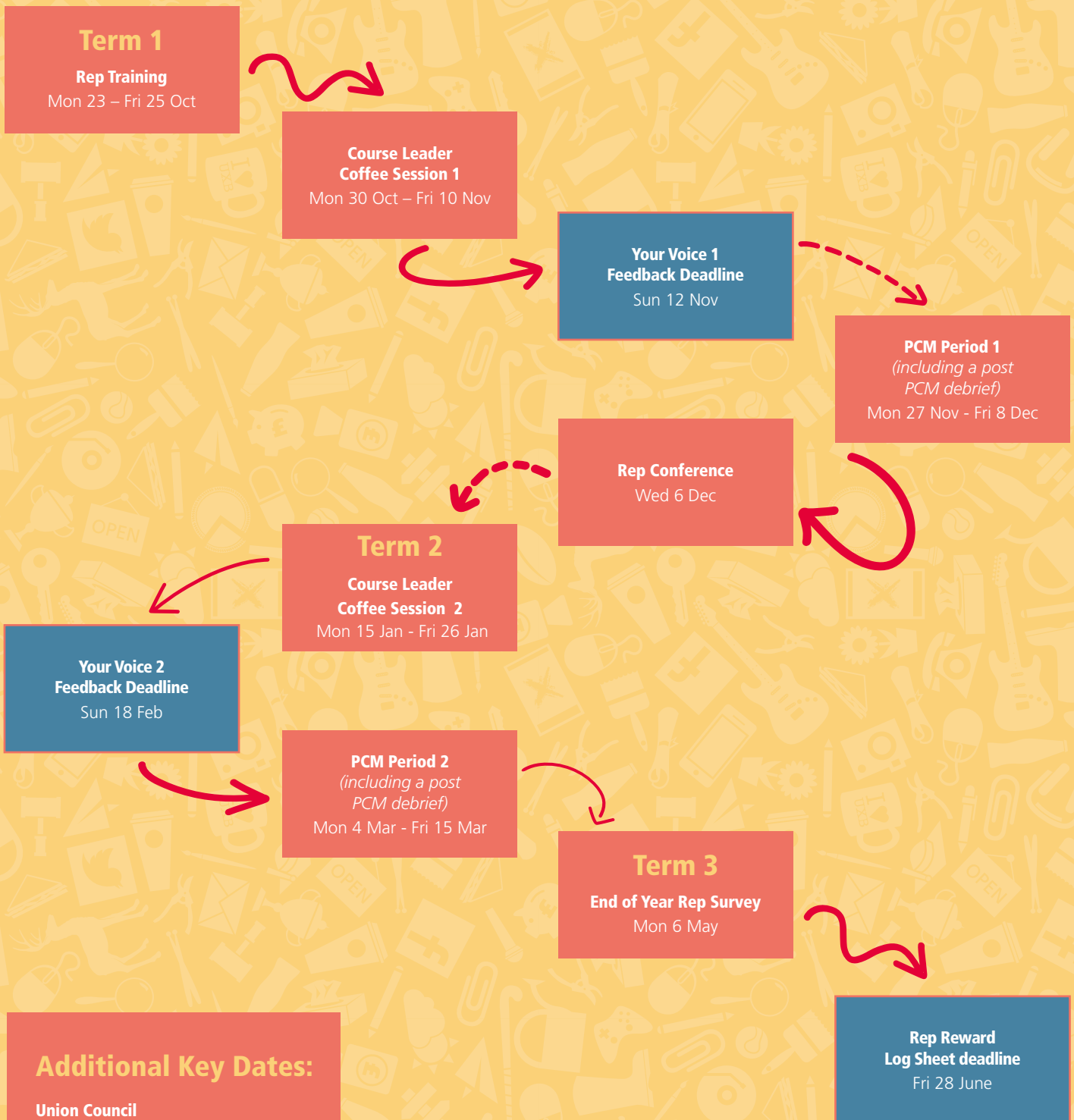
All students on programmes without a Student Rep will be sent an annual survey to deliver feedback, raising any issues and sharing positive practice.





# STUDENT REP TIMELINE 2023-24

## Standard Pathway Student Reps



### Additional Key Dates:

#### Union Council

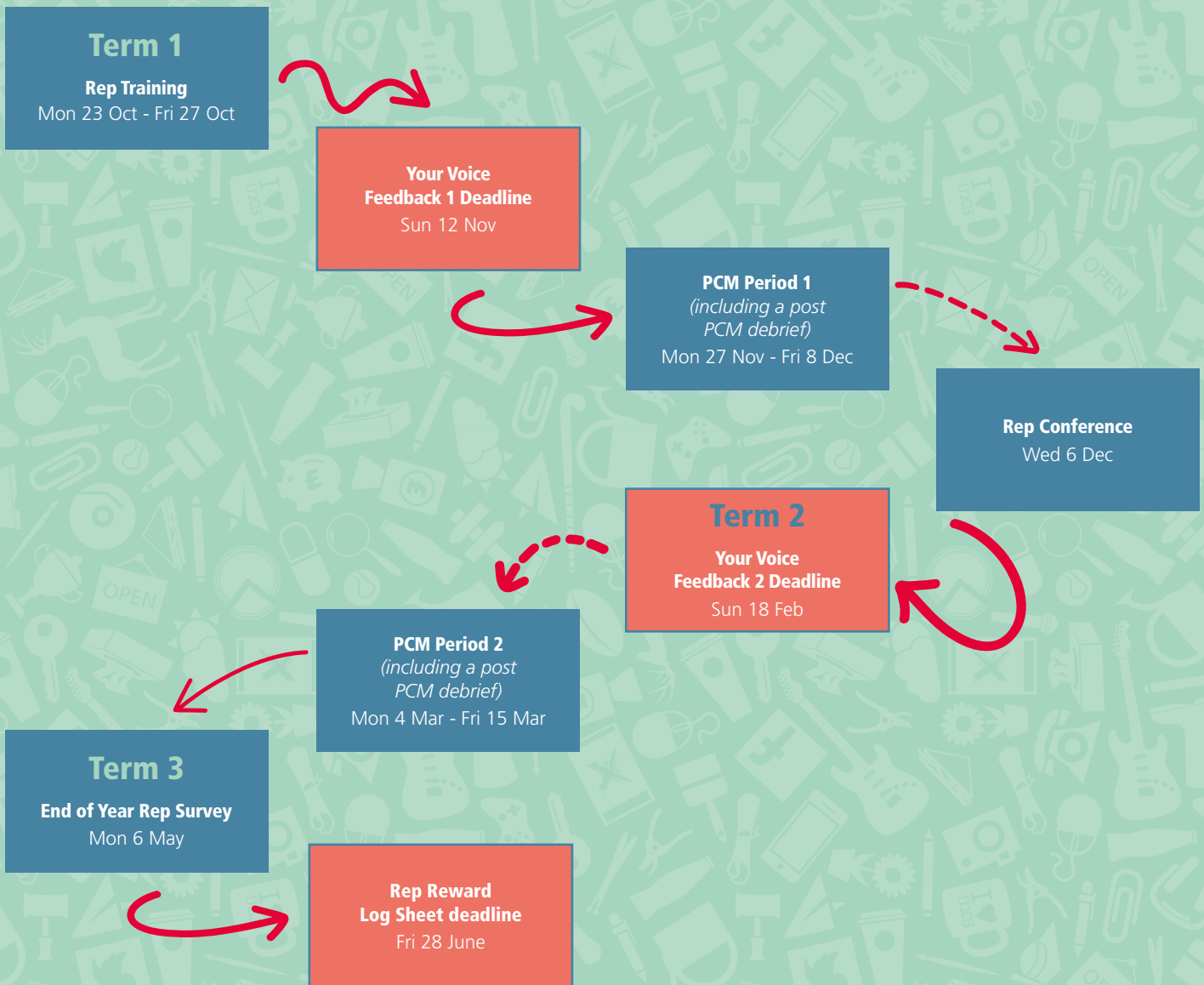
Thu 12 Oct 2023, 5–7pm  
Thu 2 Nov 2023, 5–7pm  
Thu 30 Nov 2023, 5–7pm  
Thu 11 Jan 2024, 5–7pm  
Thu 29 Feb 2024, 5–7pm  
Thu 11 Apr 2024, 5–7pm  
Thu 9 May 2024, 5–7pm

#### 2024 BSU Elections

Nominations open: Mon 8 Jan  
Nominations close: Fri 16 Feb  
Election's week: Mon 4 – Fri 8 Mar  
Elections results: Fri 8 Mar

# STUDENT REP TIMELINE 2023-24

Condensed Pathway Student Reps (excluding Nursing students)



## Additional Key Dates:

### Union Council

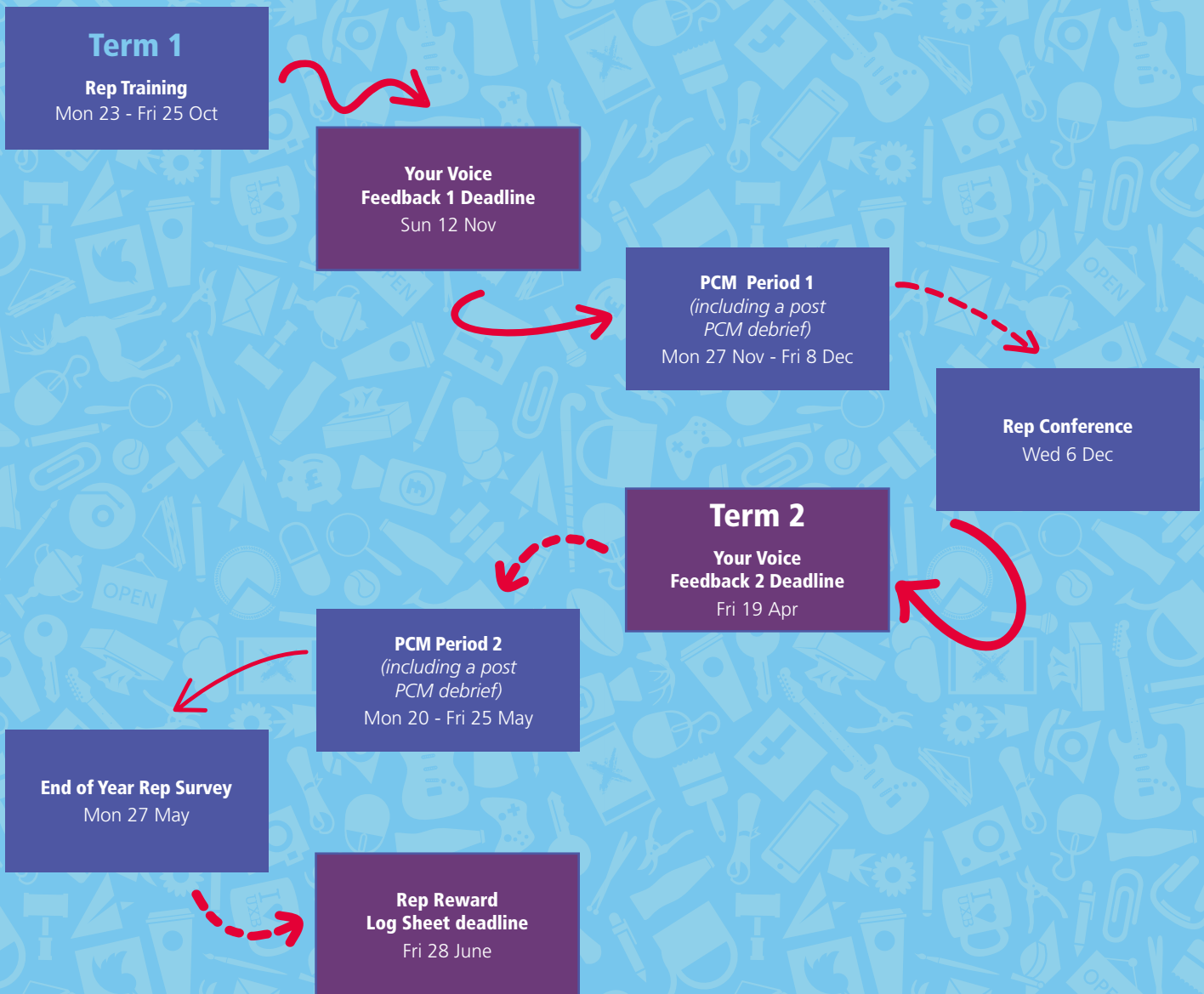
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Thu 30 Nov 2023, 5–7pm  
Thu 11 Jan 2024, 5–7pm  
Thu 29 Feb 2024, 5–7pm  
Thu 11 Apr 2024, 5–7pm  
Thu 9 May 2024, 5–7pm

### 2024 BSU Elections

Nominations open: Mon 8 Jan  
Nominations close: Fri 16 Feb  
Election's week: Mon 4 – Fri 8 Mar  
Elections results: Fri 8 Mar

# NURSING STUDENT REP TIMELINE 2023-24

## Condensed Pathway Student Reps (Nursing September Cohort)



### Additional Key Dates:

#### Union Council

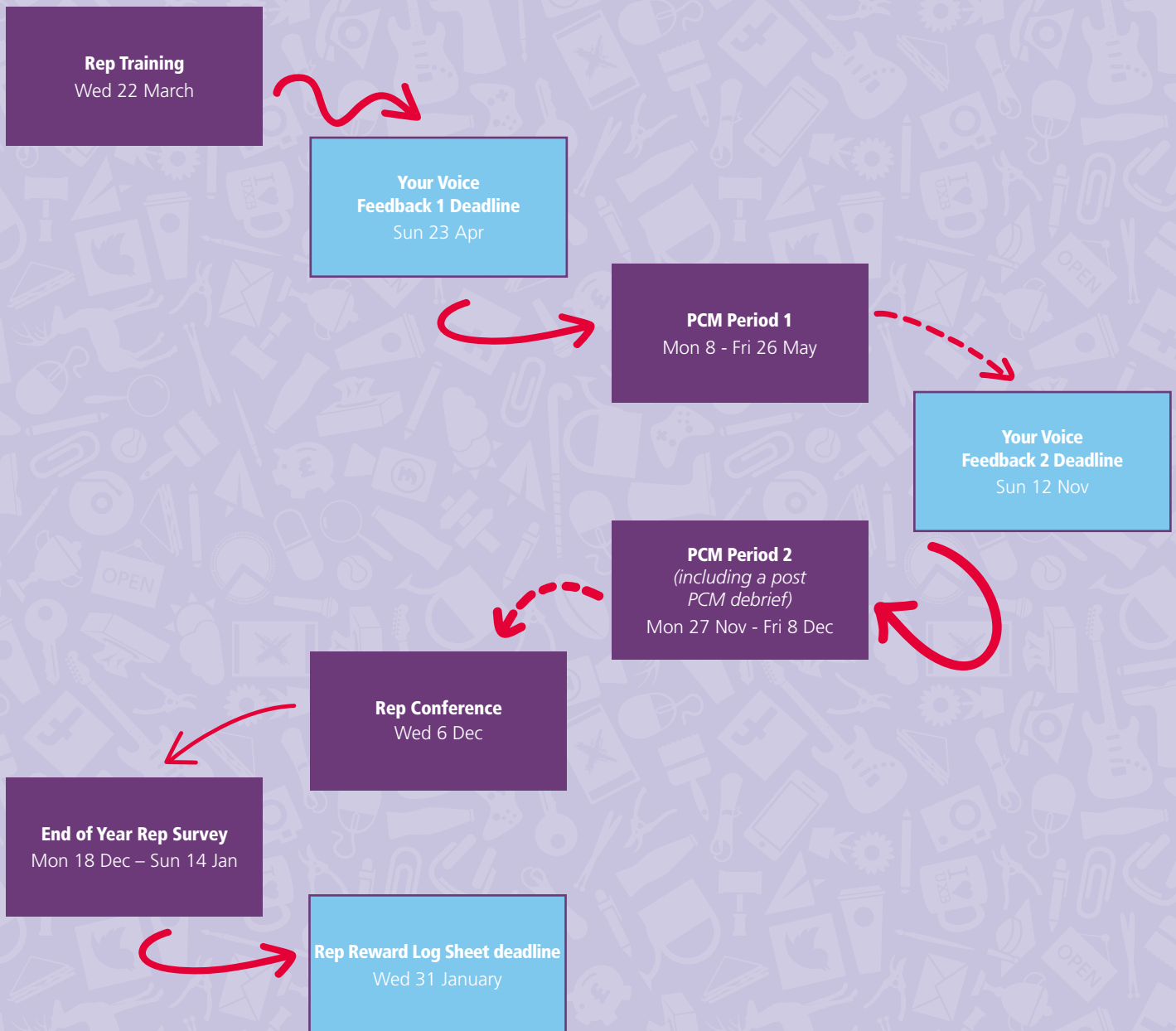
Thu 12 Oct 2023, 5–7pm  
Thu 2 Nov 2023, 5–7pm  
Thu 30 Nov 2023, 5–7pm  
Thu 11 Jan 2024, 5–7pm  
Thu 29 Feb 2024, 5–7pm  
Thu 11 Apr 2024, 5–7pm  
Thu 9 May 2024, 5–7pm

#### 2024 BSU Elections

Nominations open: Mon 8 Jan  
Nominations close: Fri 16 Feb  
Election's week: Mon 4 – Fri 8 Mar  
Elections results: Fri 8 Mar

# FEB COHORT STUDENT REP TIMELINE 2023-24

## Condensed Pathway Student Reps (February Cohort Students)



### Additional Key Dates:

#### Union Council

Thu 12 Oct 2023, 5–7pm  
Thu 2 Nov 2023, 5–7pm  
Thu 30 Nov 2023, 5–7pm  
Thu 11 Jan 2024, 5–7pm  
Thu 29 Feb 2024, 5–7pm  
Thu 11 Apr 2024, 5–7pm  
Thu 9 May 2024, 5–7pm

#### 2024 BSU Elections

Nominations open: Mon 8 Jan  
Nominations close: Fri 16 Feb  
Election's week: Mon 4 – Fri 8 Mar  
Elections results: Fri 8 Mar

# Reward Payment

As a Student Rep, you are rewarded for your contribution to the representation of your peers with a payment of up to £100 funded by The Big Deal. To receive reward payment, you must meet the requirements detailed below:

## Standard Pathway Reps:

- Complete Student Rep Training
- Hold first Coffee Session
- Email [surepresentation@bnu.ac.uk](mailto:surepresentation@bnu.ac.uk) to inform us of your Coffee Session
- Submit first Your Voice feedback online
- Attend Rep Conference
- Attend first PCM
- Hold second Coffee Session
- Email [surepresentation@bnu.ac.uk](mailto:surepresentation@bnu.ac.uk) to inform us of your Coffee Session
- Submit second Your Voice feedback online
- Attend second PCM

## Condensed Programme Reps:

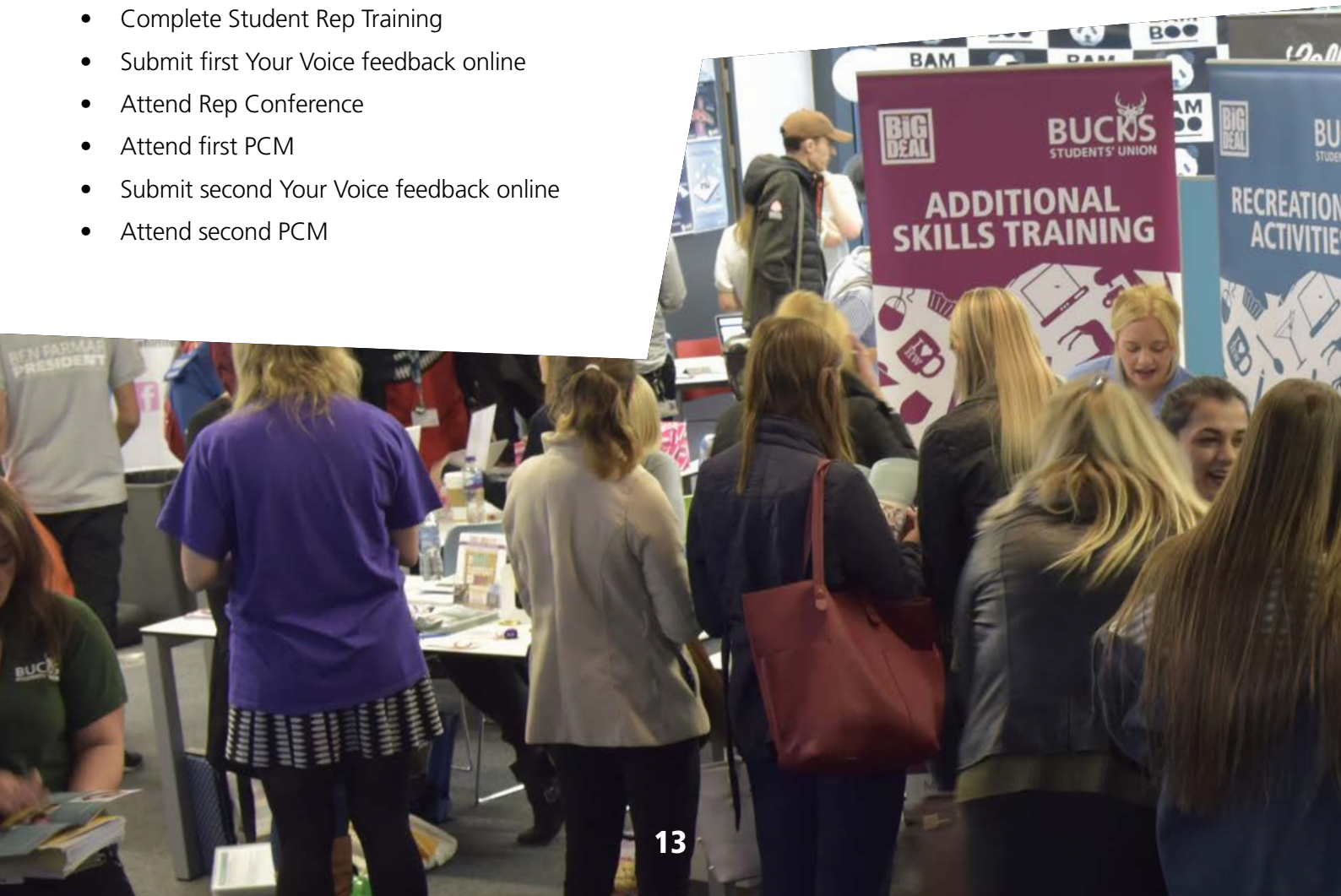
- Complete Student Rep Training
- Submit first Your Voice feedback online
- Attend Rep Conference
- Attend first PCM
- Submit second Your Voice feedback online
- Attend second PCM

We can only reward you for what you record on your log sheets. If you are unable to complete some of the requirements, partial payment can be made at the Representation team's discretion.

The whole payment will not be released unless all criteria are met. We do appreciate that on occasions there are legitimate reasons why you cannot complete all elements, in which case payment may be released (e.g., on submission of a comprehensive apologies form).

Payment is made in full at the end of the year by bank transfer (the payment will appear on your bank statement as 'Bucks SU'). The Rep Reward log sheet found on the following pages can download at [bucksstudentsunion.org/yourvoice/repzone](http://bucksstudentsunion.org/yourvoice/repzone).

It is your responsibility to complete your Rep Reward log sheet and return it to the Students' Union by the last working day of June (or last working day of January if you are a February Cohort Student Rep) for us to process your reward. Completion of this form does not guarantee payment. Rep Reward payments can only be made to UK bank accounts.



# STANDARD PATHWAY REP REWARD LOG



Name

Student ID number  Course

**1. Complete Student Rep training - £10 reward**

Date

**2. Attend first coffee session and email surepresentation@bnu.ac.uk - £10 reward**

Date  (Email [surepresentation@bnu.ac.uk](mailto:surepresentation@bnu.ac.uk), copying in your tutor, to let us know when you have had this meeting)

**3. Attend Rep Conference - £10 reward**

Date

**4. Submit Your Voice feedback 1 (via BSU website) - £15 reward**

Date  (The feedback form can be submitted at [bucksstudentsunion.org/yourvoice/repzone/pcm](https://bucksstudentsunion.org/yourvoice/repzone/pcm))

**5a. PCM 1 attended - £15 reward**

Date

**5b. OR Apologies form submitted 48 hours before the meeting - £15 reward**

Date submitted  (Apologies can be submitted at [bucksstudentsunion.org/yourvoice/repzone/pcm](https://bucksstudentsunion.org/yourvoice/repzone/pcm))

**6. Attend second coffee session and email surepresentation@bnu.ac.uk - £10 reward**

Date  (Email [surepresentation@bnu.ac.uk](mailto:surepresentation@bnu.ac.uk), copying in your tutor, to let us know when you've had this meeting)

**7. Submit Your Voice feedback 2 (via BSU website) - £15 reward**

Date  (The feedback form can be submitted at [bucksstudentsunion.org/yourvoice/repzone/pcm](https://bucksstudentsunion.org/yourvoice/repzone/pcm))

**8a. PCM 2 attended - £15 reward**

Date

**8b. OR Apologies form submitted 48 hours before the meeting - £15 reward**

Date submitted  (Apologies can be submitted at [bucksstudentsunion.org/yourvoice/repzone/pcm](https://bucksstudentsunion.org/yourvoice/repzone/pcm))

**ALL LOG SHEETS MUST BE SUBMITTED BY THE LAST WORKING DAY IN JUNE  
(OR LAST WORKING DAY IN JANUARY IF YOU ARE A FEB COHORT STUDENT REP) OR YOU WILL NOT BE PAID**

## Bank details (must be a UK account)

Name of bank/building society

Exact name on account (as it appears on your statements)

Account number (8 digits)  Building society account number (if applicable)

Sort code (6 digits)

## For office use only

Amount to be paid £

Authorised by  Date

Please email the completed form to [surepresentation@bnu.ac.uk](mailto:surepresentation@bnu.ac.uk), or hand it in to the Students' Union reception.

Payment will be made by BACS transfer, directly into your account and will appear on your statement as 'Bucks SU'

# CONDENSED PATHWAY REP REWARD LOG



Name

Student ID number  Course

**1. Complete Student Rep training - £10 reward**

Date

**2. Submit Your Voice feedback 1 (via BSU website) - £20 reward**

Date  (The feedback form can be submitted at [bucksstudentsunion.org/yourvoice/repzone/pcm](https://bucksstudentsunion.org/yourvoice/repzone/pcm))

**3. Attend Rep Conference - £10 reward**

Date

**4a. PCM 1 attended - £20 reward**

Date

**4b. OR Apologies form submitted 48 hours before the meeting - £20 reward**

Date  (Apologies can be submitted at [bucksstudentsunion.org/yourvoice/repzone/pcm](https://bucksstudentsunion.org/yourvoice/repzone/pcm))

**5. Submit Your Voice feedback 2 (via BSU website) - £20 reward**

Date  (The feedback form can be submitted at [bucksstudentsunion.org/yourvoice/repzone/pcm](https://bucksstudentsunion.org/yourvoice/repzone/pcm))

**6a. PCM 2 attended - £20 reward**

Date

**6b. OR Apologies form submitted 48 hours before the meeting - £20 reward**

Date  (Apologies can be submitted at [bucksstudentsunion.org/yourvoice/repzone/pcm](https://bucksstudentsunion.org/yourvoice/repzone/pcm))

**ALL LOG SHEETS MUST BE SUBMITTED BY THE LAST WORKING DAY IN JUNE  
(OR LAST WORKING DAY IN JANUARY IF YOU ARE A FEB COHORT STUDENT REP) OR YOU WILL NOT BE PAID**

## Bank details (must be a UK account)

Name of bank/building society

Exact name on account (as it appears on your statements)

Account number (8 digits)  Building society account number (if applicable)

Sort code (6 digits)

## For office use only

Amount to be paid £

Authorised by  Date

Please email the completed form to [surepresentation@bnu.ac.uk](mailto:surepresentation@bnu.ac.uk), or hand it in to the Students' Union reception. Payment will be made by BACS transfer, directly into your account and will appear on your statement as 'Bucks SU'

# Rep Training

As a Student Rep, it is vital for you to complete Rep Training to ensure you fully understand the role, its responsibilities, as well as giving you an insight into all the great support resources we have at the Students' Union. All reps are contacted about mandatory training sessions, which also form part of your reward payment criteria.

These sessions cover all the basic information required to make a confident start in post, including:

- An in-depth introduction to your role and responsibilities
- Introduction to University committees and wider student representation
- An exploration of methods for gathering and presenting feedback
- A guide to signposting students to other support services.

It is important that you attend training in person, however, we understand that this may not always be possible so we have online training options for those with exceptional circumstances.

## In Person

Student Rep training is initially held in person at our High Wycombe, Uxbridge and Aylesbury campuses and attendance is expected for all students on the Standard Rep Pathway. In person Rep Training is a great opportunity for you to meet your fellow Student Reps, build working relationships, and share ideas with one another.

## Online via Microsoft Teams

We recognise that students have other commitments outside of their Student Rep role and may not be able to attend an in person training session. As a result of this, an online alternative to Rep Training is available. This session will cover the same content as the in-person session, via a screen-shared presentation, with interactive activities and opportunities to ask any questions.

If a student rep misses both the in person and online training sessions, for example due to late co-option or other commitments, then we will provide a tailored solution to ensure you still receive appropriate training and are fully equipped to successfully complete your role.

**Training will be held in person and online across  
Mon 23 - Fri 27 Oct 2023**

**Training for February Cohort Reps will be held on  
Week commencing Mon 11 March 2024**





# Programme Committee Meetings

Programme Committee Meetings (PCMs) are the principal meeting for student reps and the main forum in which you can give feedback gathered from your peers directly to the staff within your department.

There are two PCMs a year, in term 1 and term 2 (or term 3 if you are in Level Four on the new curriculum). These are the meetings that make up part of your rep reward payment. All student reps and academic staff in your department will be invited to these meetings, as well as a member of the Students' Union.

During the PCM, the Committee Chair will discuss the Your Voice feedback submitted by student reps. At the start of the meeting, they will cover the positive practice you have reported and highlight what is working well. Following this, they will action each point for improvement in line with the 8 NSS categories. This is a chance to discuss the feedback you have submitted directly to staff and ensure any issues are being actioned and resolved.

Following the PCM, it is important you report back to your peers on how their feedback is being acted on. Knowing their voices are being heard will encourage them to continue giving you feedback and help to further improve your course.

As these meetings only take place twice a year, it is possible that issues may arise that you feel need addressing as soon as possible. You can raise issues with your Course Leaders or Personal Tutors at any point throughout the year. If you do not feel as though your issues were appropriately addressed, please email the Rep Team at [surepresentation@bnu.ac.uk](mailto:surepresentation@bnu.ac.uk) and we will do our best to help support you and resolve any issues. Not raising issues until your PCM means that they could become more difficult to tackle; so, make sure you speak to a member of academic staff too as they may be able to resolve the issue.

## Programme Committee Co-Chairs

PCMs are primarily for Student Reps to voice the collective view of the student body. To reinforce this, all Programme Committee Meetings should be co-chaired by a student. This ensures you and your fellow Reps have real ownership of the meeting.

The student rep co-chair will help guide the direction of the meeting, keeping an eye on the time to try and ensure all points are covered, and everyone in the room has a chance to voice their feedback. The Students' Union can provide extra training and support for any student interested in becoming a PCM Co-Chair.

If you are interested in this role, please email [surepresentation@bnu.ac.uk](mailto:surepresentation@bnu.ac.uk) expressing your interest at least two weeks before your PCM takes place.

## Submitting Apologies

If you are unable to attend a PCM, you must submit your apologies at least 48 hours in advance of your PCM taking place. Please be aware that you may be required to provide evidence for your absence. The Students' Union will not normally accept the persistent submission of apologies, although we do appreciate that there may be exceptional circumstances in a small number of cases.

If you cannot attend your PCM, to still receive payment, **you must submit both Your Voice feedback and an apologies form.**

You can complete the online apologies form on our website, [bucksstudentsunion.org/yourvoice/student-reps/repzone/pcm](https://bucksstudentsunion.org/yourvoice/student-reps/repzone/pcm).



# Your Voice Feedback

## What is Your Voice Feedback?

'Your Voice feedback' is the feedback you collect from your peers before your Programme Committee Meetings. Collecting and submitting Your Voice feedback is one of the most important parts of your role as student rep, and the feedback you submit can create real meaningful change for your course, so it's important you understand this fully.

Your Voice feedback is broken down into 8 categories (see page 19), mirroring the National Student Survey (NSS) categories. The NSS is completed by final year students in Higher Education in the UK and gives you the opportunity to say what you think about your course at your University. The NSS is also how prospective students decide where to study, so your participation is critical. Your Voice feedback mirrors these categories to ensure you don't have to wait until your course is over to voice your views and make necessary changes. You will submit feedback twice a year, in both November and February.

## How to Collect Your Voice Feedback

As a Student Rep, you are the voice for your course. It's important that the feedback you submit is not only your personal views, but also reflective of your peers' views too.

There are several ways in which you can collect feedback. Previous student reps have used the following methods:

- **Surveys** - Creating a survey (we recommend using Google Forms) and sharing this link with your peers
- **In class** - Printing out the 'Your Voice Feedback' sheet (which can be found at [bucksstudentsunion.org/yourvoice/student-reps/repzone/resources](https://bucksstudentsunion.org/yourvoice/student-reps/repzone/resources)) and handing this out to their peers in class
- **Group chats** - Sending the categories/ prompt questions in WhatsApp groups or other group chats
- **Word of mouth** - Asking the prompt questions to their peers informally and recording their views
- **Email** - Contacting all students you represent via the SU website to gather feedback

There is no single way to collect feedback, please use any method that works for you.

It is unlikely that every member of your class will want to deliver feedback, so please do not worry if you aren't getting a complete number of responses. Try to contact all members of your course and submit the feedback you have been able to collect. It is useful if you make any limitations clear. For instance, were there any groups of students you didn't get to speak to? Did you manage to collect feedback from the majority of students in your cohort? This can be detailed on your Your Voice feedback form.

## Submitting Your Voice Feedback

Your Voice feedback must be submitted at least two weeks prior to your PCM taking place, to allow academics enough time to read through this feedback and come prepared with solutions for the PCM. Once you have collected Your Voice feedback from your peers, you must then compile this information and submit this on our website, at [bucksstudentsunion.org/yourvoice/student-reps/repzone/pcm](https://bucksstudentsunion.org/yourvoice/student-reps/repzone/pcm) by the below dates. You do not need to submit each response you have gathered individually, please just complete the online form once, with a summary of all the feedback you have collected from your peers.

**Term 1 Your Voice feedback should be submitted by Sun 12 Nov\***

**Term 2 Your Voice feedback should be submitted by Sun 18 Feb**

\*this will be Term 2 if you are a February cohort Rep

# Your Voice Feedback template

We have created the below template to help you to gather feedback from your peers.

**This information can also be found as a printable document to hand out to your peers on our website [bucksstudentsunion.org/yourvoice/student-reps/repzone/resources](https://bucksstudentsunion.org/yourvoice/student-reps/repzone/resources).** You can also use the below information to copy into a survey format, with the 8 NSS categories and prompt questions for each heading. Alternatively, you can informally ask your peers these questions and record their responses in relation to each heading.

## Teaching on the Course

- How do staff ensure that every student on the course understands the learning outcomes?
- How does the course intellectually stimulate you and challenge you to achieve your best?

## Learning Opportunities

- What opportunities does the course provide to apply what has been learnt?
- What opportunities are available to bring different topics together and explore ideas?

## Assessment and Feedback

- Is the three-week feedback turn around being met regularly?
- How have the comments included in your assessment feedback enabled you to improve?
- What is your view of the marking and assessment process?

## Academic Support

- How accessible are staff when you have a query?
- How has the advice given to you by your academic team enabled you to progress?

## Organisation and Management

- Have you experienced consistent areas of under delivery with the organisation and management of your programme e.g., timetabling, personal tutors not being allocated?
- How effectively are any changes communicated?

## Learning Resources

- What is your view of the Library and IT facilities at the University?
- How accessible are course-specific resources when needed?

## Learning Community

- How have you been made to feel part of a community of staff and students?
- What opportunities have you had to work with other students as part of the course and are they sufficient?

## Student Voice

- What opportunities have you had to provide feedback and how has it been acted on?
- How do you consider the responses that have been given to this feedback?

# Representation Conference (RepCon)

'RepCon' is the annual conference for our Reps, Student Leaders and wider student body, providing an engaging afternoon of employability and personal development sessions. This year, RepCon will be held on Wednesday 6 December 2023. This day is a great opportunity to meet other Reps from different courses and chat about your experiences this year.

To secure your place at RepCon and choose the sessions you wish to attend, you must complete the RepCon sign-up form on our website. This can be found at [bucksstudentsunion.org/yourvoice/repcon](https://bucksstudentsunion.org/yourvoice/repcon).

Each year, **RepCon** has a different theme. Previous themes include 'Being a Student in a Digital Age', 'Preparing Work-Ready Graduates' and 'Getting Back on Track'.

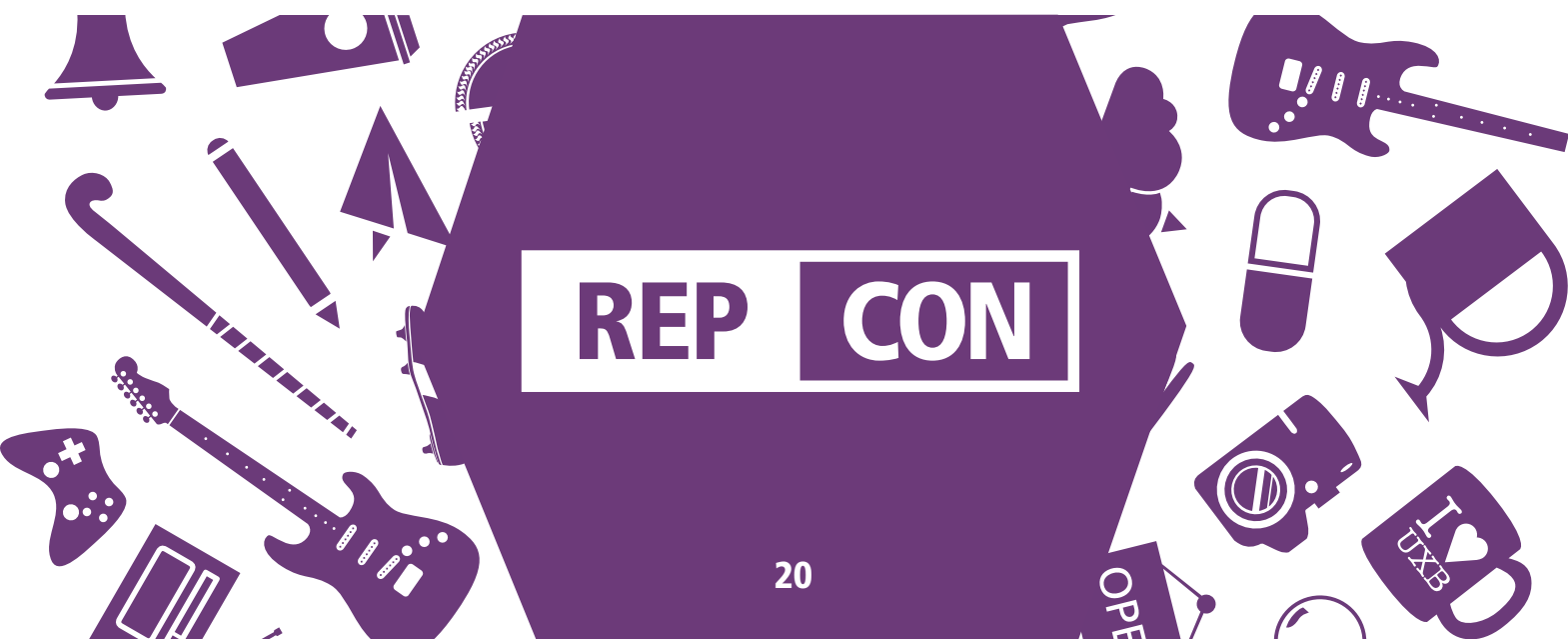
To start **RepCon**, we host a lunch social for all students who chose to attend in person, hosted by our School Officers. This is the first opportunity of the day to meet students from other programmes and build working relationships and friendships across BNU.

**RepCon** features a Q&A panel who discuss a topic and answer your questions related to the conference theme. This is a real opportunity for you to have your say and question those who have the power to make real change for your university experience.

We also host two breakout sessions, made up of six individual skills sessions focused on personal development and employability prospects. Places on sessions are delegated on a first-come-first-serve basis, so it's important to complete the sign up form as soon as possible to ensure you get your first pick.

Previous sessions include: Mental Health First Aid; A LinkedIn Masterclass; Motivation for Home Study; Self-Care in an Online World; Presenting yourself Online in Interviews; Sustainability in a Digital Age; and much more. Some sessions are even run by current BNU students, ensuring you are the focus of the day. You can also run a session yourself! Contact [surepresentation@bnu.ac.uk](mailto:surepresentation@bnu.ac.uk) with any ideas you have.

To ensure **RepCon** is accessible for all students, we also offer an online alternative for students who are unable to attend in person. You can watch a live stream of the Q&A, submit any questions via our website, and attend the Breakout Sessions virtually. Two of the six sessions in both Breakouts will be held online - all online attendees will have priority access to these sessions.



# Coffee Sessions

Coffee Sessions are held twice a year, in term 1 and term 2. It is up to you as Student Reps to arrange these sessions with your Course Leader at a date and time that works for you both, during the below time frames. Coffee sessions are a chance for you to build a working relationship with your academic team to ensure open communication and that any issues are being resolved quickly.

**Your first Coffee Session should be held between Mon 30 Oct–Fri 10 Nov 2023**

**Your second Coffee Session should be held between Mon 15 Jan - Fri 26 Jan 2024**

It is recommended that you arrange one Coffee Session per course, with the Student Reps across different year groups. As you are on the same programme, it is likely your experiences will be quite similar, giving all Reps the opportunity to discuss what is working well and what needs improving. If you are unfamiliar with the Student Reps in other year groups on your course, please email [surepresentation@bnu.ac.uk](mailto:surepresentation@bnu.ac.uk) and we will provide this information to you. Alternatively, you can ask your Course Leader or search for them on 'Find My Rep.'.

This is also an opportunity for you to follow up on the actions set at your PCM and find out if they're on track to be resolved. In your term 1 Coffee Session, you can discuss the issues raised the previous year. In your term 2 Coffee Session, you can discuss the issues raised at the term 1 PCM.

Following your Coffee Session, please email [surepresentation@bnu.ac.uk](mailto:surepresentation@bnu.ac.uk) copying in your Course Leader to confirm your session has taken place.

Coffee sessions are only expected to be completed by Standard Pathway Student Reps, however if you are a Condensed Pathway Student Rep and feel you would benefit from these sessions, you are more than welcome to have your own meeting too.



# Coffee Session Sheet

## Term 1 Coffee Session sheet



### Introductions/expectations

Introduce yourself and discuss expectations of how you would like to work together this year.

1. **What positive changes have been made to the course in the past year based on student feedback?**

2. **What academic and pastoral support resources are available to students to support their learning and remain on the course?**

3. **Have all students been assigned a personal tutor? If not, is there a place where students can find this?**

4. **Are there any opportunities to aid student rep feedback collection ahead of PCMs?**  
e.g. blackboard announcements, in class discussion

5. **Are you aware of any issues that need to be tackled urgently? E.g. timetabling, accessibility, facilities?**  
*Note to the Student Reps: please escalate any issues to the Representation team if relevant.*

6. **Are there any staff members going above and beyond and deserving recognition through the Union's Staff Celebration?**  
If yes, please note who they are, why they deserve to be nominated, and fill in the form via [bucksstudentsunion.org/yourvoice/staffcelebration](https://bucksstudentsunion.org/yourvoice/staffcelebration)

\* Staff Celebration is an opportunity for the Students' Union to celebrate members of staff who have gone above and beyond, inspired us, and deserve recognition. Nominations can be submitted at [bucksstudentsunion.org/yourvoice/staffcelebration](https://bucksstudentsunion.org/yourvoice/staffcelebration)

## Term 2 Coffee Session sheet



1. **Following the Term 1 PCM, are there any positive outcomes or outstanding issues to discuss?**

*Note to the Student Reps: If you have not received the minutes from your PCM, please contact the Representation Team - [surepresentation@bnu.ac.uk](mailto:surepresentation@bnu.ac.uk)*

2. **Are there any opportunities to aid student rep feedback collection ahead of PCMs?**  
e.g. blackboard announcements, in class discussion

3. **What skills and developmental opportunities are available within and outside of the course to support students' employability and career progression?**

*How are students made aware of these?*

*Note to the Student Reps: explain that the SU Bucks Student Development team can offer tailored training and sessions for all courses. For more info lecturers can contact [sutrain@bnu.ac.uk](mailto:sutrain@bnu.ac.uk)*

4. **What actions are the course taking to improve sustainability?**

*e.g. e-books, paperless case studies, dissertation printing*

*As a Student Rep how do you feel students are aware of these initiatives?*

5. **Are you aware of any new issues that need to be tackled urgently?**

*e.g. motivation and engagement, cost of living crisis implications, missing course materials*

*Note to the Student Reps: please escalate any issues to the Representation team if relevant.*

6. **Are any staff members going above and beyond and deserving recognition at the Excellence in Learning and Teaching Awards (ELTs)? \***

\* The ELTs recognise the achievements of staff who have inspired us throughout the course of the academic year. Nominations can be submitted at [bucksstudentsunion.org/awards/eltawards](https://bucksstudentsunion.org/awards/eltawards)

Remember to email [surepresentation@bnu.ac.uk](mailto:surepresentation@bnu.ac.uk), copying in your tutor, to inform us of your Coffee Session.

# Bucks Students' Union Elections (#BSUElections)

Bucks Students' Union elections (#BSUElections) are our annual democratic elections, which take place in March. During this time, students submit a nomination for a range of leadership roles within the Union. Once nominated, they outline their plans for this role in a manifesto, and campaign to secure votes from the student body.

These elections decide who our four full-time, paid **Sabbatical Officers** will be for the next academic year, so it's a pretty big deal. As students, you have the power to decide who next leads your Students' Union.

Whilst our Sabbatical Officer roles are the most high-profile during the elections period, there are other very important student leadership positions that have a hugely positive impact on our work. These include our eight **Executive Officers**, and four **Student Trustees**. Additional information on these positions can be found on page 31. Each of these roles are great ways to become more involved within the Students' Union, develop your leadership skills, and help to make life better for students at Bucks.

Alongside this, 2024-25 **Student Rep** Elections take place for all first and second year students. If you are

an existing Rep, this is a great opportunity for you to re-nominate yourself ahead of the next academic year, ensuring your role as Student Rep is secured for 2024-2025.

Elections for the 2023-24 January and February Cohorts of student reps also take place during this time.

There are also several other elections taking place including committee roles, ambassador roles, and more! As a student rep, you have already demonstrated that you are a natural leader. These additional roles are an excellent opportunity for you to get further involved, make more change, and continue to develop your skills. All students have the right to vote - use your voice, have your say, and vote during elections week.

The results of all elections will be announced on Friday 8 March. If you'd like to find out more about #BSUElections, register your interest for a role, or discuss nominating yourself, please email [surepresentation@bnu.ac.uk](mailto:surepresentation@bnu.ac.uk).

**Nominations open Mon 8 Jan**

**Nominations close Fri 16 Feb**

**Election week takes place Mon 4–Fri 8 March**







# Rep Recognition

The Rep Recognition Scheme is an accreditation system that allows you to track your progress throughout the representation programme during the course of the year; alongside keeping a record of your involvement in other avenues of the Students' Union's offer, such as being a member of a society or sports team, taking part in a Sport for Fun initiative, volunteering on a project, campaigning on both a local and national level, going on a recreational activity or attending one of our additional skills training sessions.

The Rep Recognition Scheme is broken into nine different sections, each demonstrating participation within a different area of the Students' Union and the wider community. The scheme is designed to ensure you have the opportunity to engage with as many projects and opportunities as possible during your time at BNU and give you lifelong, career-enhancing skills.

The scheme consists of four levels of accreditation – Bronze (100 points), Silver (200 points), Gold (300 points) and Platinum (400 points).

The 'Rep Essentials' section of the scheme consists of the basic requirements each Rep should complete throughout the year. These should be completed by every Rep in order to achieve 100 points and then be recognised as a Bronze accredited Rep.

There's also the opportunity to set your own goals through the 'Make Your Own Way' section of the scheme, giving you the chance to influence how you wish to improve the student experience and get the most out of your role as a Student Rep. Here, you can liaise with the Representation Team about a target that's not currently included in the scheme and agree on a point's value. Examples could include presenting at Society or Athletic Union Council or running your own additional skills session. Your target must be approved by the Representation Team before you complete it.

Student Reps that achieve 300 points on the scheme are recognised as a Gold accredited Rep. Achieving Gold accreditation means you will receive an invitation to our annual Union Awards event and be presented with your certificate by the Vice Chancellor of the University as further recognition of all your hard work and as a thank you for the positive impact you will have made on the student experience.



Iuliana Stroescu (she/her), Applied Forensic Psychology Masters student was a gold accredited Rep for 2022-23, and had this to say about the Rep Recognition Scheme:

*"Becoming a Student Rep for my course came from putting myself forward. Something I had never quite gotten the grips of... but it has been one of the best things I have done during my time at BNU. This role has really helped me boost my confidence and not only improved my skills, but also brought out the ones I never thought I had. It was rewarding to see that my peers could confidently confide in me about issues they felt they may not be able to bring up in a conversation with lecturers or the Course Leader.*

*The Rep Recognition Scheme has also helped me see how much I have achieved during my time as a Student Rep. When I was in doubt about anything, the SU was always very helpful and guided me through with what I was struggling.*

*Of course, it was rewarding for myself too as it's boosted my CV and the skills has helped me apply them in my job role."*

The Rep Recognition Scheme is a fantastic initiative that will give you so many opportunities for development and will provide you with a really rewarding experience that you can look back on with pride when you finish your role as a rep. Don't hesitate in getting involved!

You can update your Rep Recognition Scheme at any time at [bucksstudentsunion.org/yourvoice/student-reps/repzone/recognition](https://bucksstudentsunion.org/yourvoice/student-reps/repzone/recognition). If you have any questions about the Rep Recognition Scheme or any issues, please email [surepresentation@bnu.ac.uk](mailto:surepresentation@bnu.ac.uk)

# REP RECOGNITION SCHEME



**Bronze (100 pts)** **Silver (200 pts)** **Gold (300 pts)** **Platinum (400 pts)**

## REP ESSENTIALS *(Written Communication, Teamwork, Organisational Skills)* **POINTS FOR COMPLETION**

Complete rep training / refresher rep training .....	20
Partake in first Coffee Session .....	10
Attend RepCon.....	10
Submit first Your Voice feedback.....	20
Attend first PCM.....	20
Partake in second Coffee Session .....	10
Submit second Your Voice feedback.....	20
Attend second PCM.....	20

## UNIVERSITY COMMUNITY *(Networking, Time management)*

Attend Union Council meetings .....	10 per meeting
Run session at RepCon.....	30
Collect Your Voice Feedback from at least 50% of your class .....	20
Be a rep for all years of your course .....	20

## SOCIAL RESPONSIBILITY *(Organisational Skills, Decision Making, Leadership)*

Registered to vote in local area (Home/Uni) .....	20
Voted in the October SU elections this academic year.....	15
Voted in the March SU elections this academic year .....	15
Stand for a Sabbatical Officer position during elections .....	30
Stand for a Student Leadership position during elections.....	20
Complete 10 hours of volunteering..... (Max. 30 hours/ 60 points)	20
Raised money for charity up to three times (Max 3/30 points) .....	10 per occasion

## MEDIA *(Networking, Written Communication)*

Follow @BucksRep on Instagram.....	5
Follow @BucksRep on Twitter.....	5
Add Bucks Rep on Facebook .....	5
Create course group chat .....	5
Share 5 Students' Union posts on social media .....	10
Share 5 Students' Union messages through other forms of media to your cohort (e.g. emailing or group chats) .....	10
Write an article for the website/newspaper about Representation .....	10

## CAMPAIGNS & RESEARCH *(Leadership, Innovative, Networking, Creativity)*

Actively participate in up to two Students' Union campaigns (max 2/20 points).....	10 per campaign
Actively participate in one national campaign.....	30
Run one campaign.....	40
Attend one focus group feedback session .....	10
Take part in any other Students' Union survey .....	5 per survey
Complete the End of Year Rep Survey .....	10

## RECOGNITION & CELEBRATION *(Decision making, Leadership, Community Awareness)*

Submit a nomination for Rep of the Month.....	10
Submit a nomination for Staff Celebration .....	10
Nominate a member of university staff for an ELT Award (max 3 noms/30 points) .....	10
Nominate a student for a Union Award (max 3 noms/30 points).....	10
Get 5 students to submit a Union Awards nomination (max 10 students/40 points) .....	20
Get 5 students to submit an ELT nomination (max 10 students/40 points) .....	20

## IT'S A BIG DEAL *(Leadership, Self-Awareness, Learning a New Skill)*

Become a buddy.....	10
Take part in The Leadership Academy.....	15
Take part in sports for fun sessions (Max. 3 sessions/15 points) .....	5 per session
Attend recreational activities sessions (Max. 3 sessions/ 15 points) .....	(check society sessions) 5 per session
Complete additional skills (Max. 3 sessions/ 15 points) .....	5 per session

## MAKE YOUR OWN WAY

Agree your own goal with representation team.....	Negotiated value
E.g. Co-chair PCM: .....	30 points
Presenting at Union Council:.....	15 points
Interview for the School Officer role.....	20 points

*Below each heading outlines some of the skills you gain from completing the relevant section of the Rep Recognition Programme.*

# Rep of the Month

Rep of the Month is awarded to an individual that has demonstrated effective representation of the views of their peers and has improved the student experience in a significant and measurable way.

All students and staff can submit nominations for Rep of the Month. You can submit a nomination at [bucksstudentsunion.org/activities/celebration-station](https://bucksstudentsunion.org/activities/celebration-station). Following this, the Representation Team will review all nominations and select a winner.

## Each Rep of the Month is awarded the following:

- Rep of the Month certificate
- Rep of the Month pin badge
- Nomination for 'Student Rep of the Year' at Union Awards
- A dedicated feature in the newspaper/ on social media
- Head of School & Course Leader informed of achievement

Nominations must be a minimum of 100 words and clearly refer to the below criteria and use examples where possible.

## Has demonstrated the ability to:

- Tenaciously tackle an issue relating to the student experience of their peers
- Enhance the student community on their course
- Participate in active communication and collaboration with their peers, the University and Students' Union staff teams
- Be active in promoting equality, diversity, and inclusion in their course
- Contribute to the Student Rep role in a significant capacity, as deemed by your peers

# Staff Celebration

'Staff Celebration' is an opportunity for us to celebrate members of staff who have gone above and beyond, inspired their students, and deserve recognition for their work.

The criteria for Staff Celebration mirrors the criteria for the three Excellence in Learning and Teaching Awards:

- Excellence and Innovation in Student Learning Support
- Demonstrating Excellence in Academic Leadership
- Excellence and Innovation in Learning and Teaching Practice

All students and staff can submit nominations for Staff Celebration. You can view the full criteria and submit a nomination at [bucksstudentsunion.org/activities/celebration-station](https://bucksstudentsunion.org/activities/celebration-station). Following this, the Representation Team will review all nominations and select a winner when appropriate.

## Each Staff Celebration winner is awarded the following:

- Staff Celebration certificate
- Nomination for ELT Awards
- Invitation to Union Awards
- A dedicated feature in the newspaper/ on social media
- Head of School informed of achievement
- Staff Celebration mug



# Other Support Services

As a student rep, it is possible that students will approach you with problems or questions that aren't particularly related to the quality of the educational experience here at BNU. Please remember that while we want you to talk to your peers and listen to their experiences, we don't expect you to be able to deal with everything that comes your way! As well as the Students' Union staff that are here to support you, there are a number of other services that you should know about in order to direct your peers to the most appropriate department (and take the weight off your shoulders).

## Students' Union Advice Centre

The Bucks Students' Union Advice Centre can be found on the ground floor of North Wing at the High Wycombe Campus or in Room 1.03 at the Uxbridge Campus.

For more information or to make an appointment contact 01494 603 016, 01494 605 180, or [suadvice@bnu.ac.uk](mailto:suadvice@bnu.ac.uk) or visit the Students' Union Advice Centre reception at either campus.

## Accommodation

The Accommodation Service can be found on the first floor of North Wing at the High Wycombe Campus.

For more information contact 01494 603 063 or email [accommodation@bnu.ac.uk](mailto:accommodation@bnu.ac.uk).

## Counselling Service

For more information, or to make an appointment call 01494 605 018, text 07757 101 234, email [counselling@bnu.ac.uk](mailto:counselling@bnu.ac.uk) or visit the Counselling Service reception on the first floor of North Wing at the High Wycombe Campus.

## Inclusion Diversity & Disability Team

The Inclusion, Diversity and Disability Service can be found in room N1.11 of North Wing at the High Wycombe Campus or room 0.10 at the Uxbridge Campus.

For more information or to make an appointment contact 01494 605 049 or email [inclusion@bnu.ac.uk](mailto:inclusion@bnu.ac.uk).

# Protecting Your 'REP'utation

For the representation system to be efficient and effective, the Union must guarantee consistent levels of representation are maintained for students. For this reason, we have split up the reward payment to relate to certain aspects of the role that are particularly crucial, as set out in pages 13-15. As a student rep, you are elected by your peers and as such are answerable to them.

## Remedial Phase

**A)** If two consecutive pieces of work are not completed (e.g., not attending Student Rep training and not attending your first Programme Committee Meeting without apologies), a member of the Representation Team will contact you. We understand that you have several competing priorities during your time at University, and sometimes this can be difficult to manage. In the first instance, we will always look to encourage you and help you to get back on track. Whether this means additional training or a one-to-one chat, we are here to support you in any way we can.

**B)** Students have the right to remove their Rep if they do not feel they are effectively representing them. If a group of students wish to start this process, they must complete the Student Rep Removal Form on our website, having 1 proposer and 4 seconders (5 signatures in total). On the very rare occasion this happens, a meeting should be held within 10 working days, with the five signatories, the relevant School Officer, and the Student Engagement Co-ordinators to discuss the reason for submission, investigate their concerns more closely and decide at this point if any further action needs to be taken.

If they don't wish to meet, then it will be difficult to progress their complaint without more evidence. Should a complaint be made against you, you will be given the chance to answer to the complaint and the Union will seek to mediate between the parties: quite often it is a simple case of misunderstanding that leads to such complaints. Following this, the initial review will be made.

## Initial Review

The Student Engagement Coordinators and two School Officers not connected to the case review the evidence available and decide to either dismiss the case, suggest more training and support, or take it higher. If the decision is to take it higher, it then goes to a formal review.

## Formal Review

The Formal Review is conducted by the Student Experience Manager and the VPEWs. The case would be reviewed, and the Rep can attend if they wish, accompanied by a supporter (not a legal representative). They decide to either dismiss the case, suggest more training and support, or remove the Rep. The Rep would have the right of appeal if the decision was removal.

## Appeal

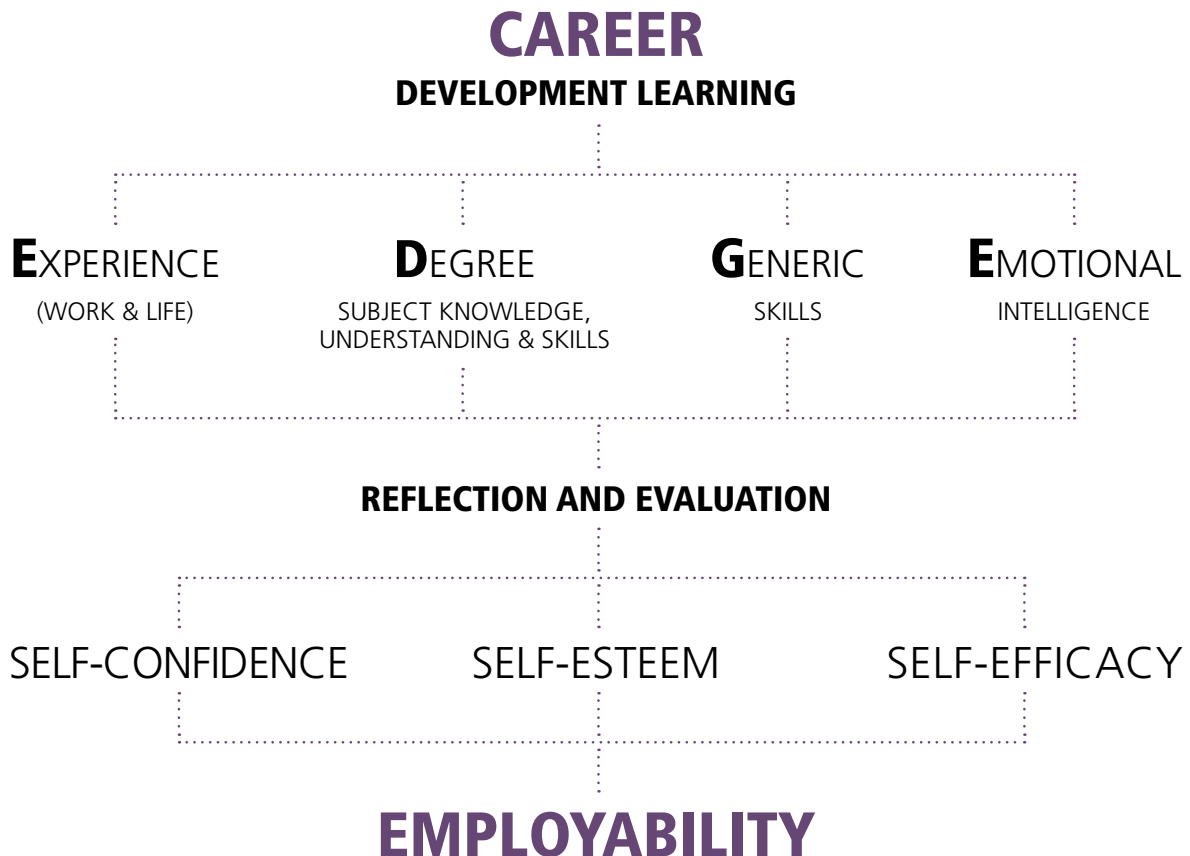
The right of appeal would be to any two members of SU SMT (CEO, Deputy CEO, HR Manager, Comms Manager, Finance Manager, President or VPAB).



# Employability

## How does being a student rep help you?

Being a Student Rep allows you to develop skills which will help you in beginning your career. It is important when writing applications and attending interviews that you understand what skills you have acquired through your work with the Students' Union.



Career **EDGE** - The Key to Employability

This simple model illustrates the different components of employability. As individuals, it is important you seek to address each of them throughout your time at University. This is not just about 'getting a job'. It is about developing a successful career, whether you are employed or self-employed, and whichever field you decide to enter after graduating. This is about a life-long learning process.

Within your own subject area, consider which components may be more important than others. Talk to your tutors and people working in your sector to see which they believe to be most important, and then identify ways you can develop and gain experience in them.

Being an effective Student Rep provides you with an exciting opportunity to address a number of these areas, and the Students' Union's own Transferable Skills section makes it clear what specific skills you can gain.

Each term, we offer careers sessions to help you understand the skills you have gained. These sessions include: CV guidance, interview practice and job application preparation. You can also learn more about what we offer on our website, just head to [bucksstudentsunion.org/employability](https://bucksstudentsunion.org/employability).

# Other Opportunities

## School Officers

School Officers lead on representation within their school and liaise with Student Reps to gather feedback and help formulate our Education Committee reports, ensuring the student voice is heard at all levels across the University. They are appointed through an interview process to work alongside the Representation Team to promote the benefits of representation.

Extra support from the Students' Union and various training programmes are provided, as well as a financial reward of up to £350, and invitation to Rep Conference and Union Awards.

Appointment method: interview



## Full-time Elected Officer

Becoming one of our elected Sabbatical Officers offers a unique opportunity to be a part of the Students' Union leadership team. They are full-time paid members of staff and are BNU Graduates or students who wish to take a year-long break from their studies. At Bucks, there are four Sabbatical Officers: President, Vice President Education and Welfare (High Wycombe) and Vice President Education and Welfare (Uxbridge and Aylesbury) (VPEW) and Vice President Achievement and Belonging (VPAB).

Sabbatical Officers shape and influence the academic and social life of students at BNU. Having been elected in a cross-campus ballot (held in March each year), Sabbatical Officers are answerable to the student body. They act as primary representatives of students at the University, sitting on the highest decision-making bodies. In the past, our Sabbatical Officers have gone on to secure great jobs such as advising major political parties and working in the television industry.

Appointment method: cross campus election



## Student Trustee

We have four Student Trustees, who sit on the Students' Union Trustee Board alongside the four Sabbatical Officers and four Lay Trustees. One of these four positions is held for an Uxbridge student. Student Trustees are typically elected in our March elections and once elected can sit on our Trustee Board for two years or until they are no longer a student.

Appointment method: cross-campus election



## Executive Officer

To ensure that the Students' Union is representing all our members to the best of our ability, we have Executive Officers who represent eight student groups. They are democratically elected by the students they represent in our March and October elections to ensure our work is inclusive and accessible for all. Executive Officers are offered an extensive package of benefits, including support with applications for the Leadership Academy, additional free skills and training sessions, personalised one-to-one support, and are rewarded up to £350 for their work.

Four of these roles are self-defining: Women Students' Officer, Black, Asian and Minority Ethnic Students' Officer, Students with Disabilities' Officer, and LGBTQ+ Students' Officer. Students who wish to stand or vote for these positions must self-define before doing so. The final four positions are based on your entry criteria when applying for university: Mature Students' Officer (aged 21 or over at the start of your degree), Part-Time and Commuting Students' Officer (part-time programmes or students that commute), International Students' Officer (paying international fees) and Postgraduate Students' Officer (postgraduate programmes).

Appointment method: cross campus election



**Bucks Students' Union**

HW Campus - North Wing, Queen Alexandra Road, High Wycombe, Bucks, HP11 2JZ

Tel: **01494 601 600**

UXB Campus - first floor, 106 Oxford Road, Uxbridge, Middlesex, UB8 1NA

Tel: **01494 605 180**

Email: **[union@bnu.ac.uk](mailto:union@bnu.ac.uk)** Website: **[bucksstudentsunion.org](http://bucksstudentsunion.org)**

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