Congratulations!

Congratulations on your electoral success and appointment as an Academic Rep! You are now a part of a community of student leaders, who amplify the student voice and create change within your programmes, departments and faculties - throughout the college and beyond.

You are in for an incredibly exciting year. The work you carry out is hugely important to ensure that students have their voices heard and get the best possible experience out of their time at King's. From extending library services, to addressing clinical placement concerns and improving financial resources, you really can make a difference!

As an Academic Rep you will be able to call upon a wide ranging skill-set, from diplomacy to effective communication, and we are sure that the training you receive from KCLSU will prepare you well for the year ahead.

As the Sabbatical Officers at KCLSU, we are here to help you to achieve the changes you want to make as an Academic Rep, and work collaboratively alongside you to address and find solutions to issues that affect students across the college. There are plenty of opportunities and resources available to you, so be sure to make the most of them and don't hesitate to get in touch with us.

We hope you have a productive and beneficial appointment as an Academic Rep, and we look forward to helping you make King's the best it can be. Thank you for taking on this important role and we hope you find it an enjoyable and rewarding experience!

Rhiannon Owen  
Vice President for Education (Health)

Gurbaaz Singh Gill  
Vice President for Education (Arts & Sciences)

Nafiza Mamun  
Vice President Postgraduate
Rhiannon Owen, Vice President for Education (Health)

I have just qualified as a nurse after completing my final year of BSc Adult Nursing at King’s College London. I want to ensure that the King’s experience and education is inclusive, engaging and outstanding. My aim is to ensure that all students feel a sense of belonging at King’s and that they feel confident in and supported by their Student Union.

Gurbaaz Singh Gill, Vice President for Education (Arts & Sciences)

I’m an Electronic and Information Engineering student and I want to ensure that during my time as a Sabbatical Officer, every single student feels empowered and represented. I want to work relentlessly to achieve the finest student experience here at King’s!

Nafiza Mamun, Vice President Postgraduate

I am a Pharmacology & Physiology graduate and just finished studying MSc Clinical Pharmacology, and now your new VP Postgraduate. I am really excited to represent my fellow postgraduate peers and I am super excited to work on the upcoming projects for a better postgraduate experience along with your other representatives.
What does an Academic Rep do?

Builds a community that students have within their faculty and utilises the structures and tools at their disposal to voice students' opinions and shape students' experience.

- Attends a number of Faculty Committee meetings
- Engages and communicates with peers
- Gathers feedback from peers, developing ideas and solutions
- Makes positive, student-led changes
- Attends training sessions ran by KCLSU
- Works alongside your Faculty’s student-led Academic Association

Academic Representatives

Academic Reps are student leaders empowered to make positive, student-led change within King’s.

Academic Reps play a crucial role in ensuring that all students have a voice and an opportunity to provide feedback regarding their learning experience.
What is a Student-Staff Liaison Committee? (SSLC)

SSLC meetings occur within every faculty, and are opportunities for staff and Academic Reps meet to discuss ideas, issues and feedback about the course or department. Your role will be to present the ideas and experiences of your classmates, which means you can shape what is on the agenda!

What types of things are discussed in an SSLC meeting?

Issues raised by Student Representatives:

- Learning and teaching methods
- Student placements/year abroad arrangements
- Student support and guidance
- Research student experience
- Employability
- Quality assurance measures
- Visits by professional, statutory and regulatory bodies
- The development or review of modules and programmes
- Outcomes of student evaluation e.g. NSS
- Assessments & Exams
- Curriculum content
- Learning resources
- Quality of teaching

It's really important to note that personal matters regarding students and staff should not be discussed in these meetings

How do you prepare for SSLC meetings

Have you looked at the agenda in advance of the meeting?
Are there any topics missing that should be spoken about?
Do you know anything about the topics on the agenda?
What do your classmates think about the topics on the agenda?
Don't have to wait for an SSLC

SSLCs are not the only place to bring ideas, solutions and feedback – you have the whole faculty, KCLSU and the College. There are many avenues that you can take to have your opinion heard.

You will need to think about:

- Have you spoken to other students who may be facing the same issues?
- Are there other people you can contact to discuss these issues? E.g. have you spoken to your faculty’s Student Experience team?
- Are there any other committee structures that your issues and ideas could be raised at or fed into?
- Have you tried a few avenues and failed? If so, does this need to be a KCLSU-supported campaign?
- Have you spoken to your Sabbatical Officers?

How to find out what your classmates think

As a Academic Rep you play a crucial role in shaping the learning, teaching and research experience and environment. To be effective, involve the community is key, least of all because it helps with legitimacy, credibility, accountability and to empower the students you represent.

Communication

There are lots of ways of communicating, so don't rely on just one method of communication, remember, not everyone has Facebook. An engaged student community is built upon a strong relationship between its members and their Academic Rep. In order to be an effective Academic Rep you should strive to build relationships defined by trust, mutual respect, mindfulness, strong communication and by welcoming diversity.
Being Visible

In order to be an effective Academic Rep, you will want to become visible amongst your community. Allowing those around you to know who you are and how they can engage with you on a regular basis.

Gathering Feedback

You will need to find the most effective methods of gathering feedback from the students you represent. Every Course, Programme and Faculty is different and therefore tailoring methods of gathering feedback is really important. The ways in which Academic Reps gather feedback in King’s Business School might not work for Academic Reps who gather feedback from Nursing and Midwifery students due to, for example, course structure, time constraints and size of classes.

- Lecture shout outs
- WhatsApp
- Flyers
- On campus screens
- Posters
- Mentimeter
- Suggestion Box
- Use your Academic Associations (if you have one)
- Facebook Groups
- Face to face conversations
- Drop in sessions
- Twitter
- KEATS
- Emails
- Surveys
- Post it note feedback
Signposting students to other support services

Signposting Students to KCLSU Advice Team

It is not your role as an Academic Rep to provide students with advice. If a student approaches you with a personal concern or something that requires professional pastoral support, then signpost them to the KCLSU Advice Team. KCLSU Advice is free, confidential, independent, impartial, empowering and non-judgemental.

www.kclsu.org/advice

While you might always want to help, there are many areas that fall outside of your remit as a Academic Rep. Many of these issues will be personal concerns or those requiring professional pastoral support.

If a student approaches you regarding any of the following areas look to signpost them to the correct service and/or individual:

Academic Appeals, Mitigating Circumstances, Submitting Complaints, Fitness to Practice, Bereavements, Anxiety, Stress, Depression, Disability Support, Health & Wellbeing, Careers & Employability, Housing, Money, and Visas.

Below you’ll find a list of useful services to direct students to. If you can’t find what you’re looking for, contact us at representation@kclsu.org.

**Student Support**
The Compass, Disability Advisory Service, Nightline, Equality and Diversity issues, International students, KCL Student Advice

**Financial Support**
King’s Student Advice Financial Advice, Guide Student Funding, Office NUS Finance

**Housing Support**
King’s Student Advice, King’s Housing Advice, KCLSU Accommodation Guide, University of London Housing Service

**Health and Wellbeing Support**
King’s Counselling Service, King’s Health Centre, Sexual Health Service locator, Staying Safe in London, Contraception advice
Recognition

Volunteering Award

As an Academic Rep you’re doing your bit to improve the King’s community, which means any time you commit to your role is considered volunteering.

You can log these hours on our volunteering platform, which will contribute to a KCLSU volunteering award at the end of the academic year.

KCLSU’s Volunteering Awards are issued based on how many hours you’ve spent volunteering, according to the following criteria:

- ✔ Bronze Award for 25 hours
- ⚫ Silver Award for 50 hours
- ✔ Gold Award for 75 hours
- ✔ Platinum Award for 150 hours or more

Awards are presented as a certificate and a digital badge. To find out more and log your hours go to

www.kclsu.org/getinvolved/volunteering/recognition
If you ever have any questions or concerns during your time as an Academic Rep, don’t hesitate to contact the Student Voice Team or your KCLSU Officers.

You can contact the Student Voice Team at representation@kclsu.org

Rhiannon Owen  
Vice President for Education (Health)  
Email: vpeh@kclsu.org  
Tweet: @kclsu_vpeh

Gurbaaz Singh Gill  
Vice President for Education (Arts & Sciences)  
Email: vpeas@kclsu.org  
Tweet: @kclsu_vpeas

Nafiza Mamun  
Vice President Postgraduate  
Email: vpp@kclsu.org  
Tweet: @kclsu_vpp