Please sign the Rep Email Agreement if you have not already

Croeso i
Hyfforddiant Cynrychiolwyr Academaidd

Welcome to
Academic Representative Training



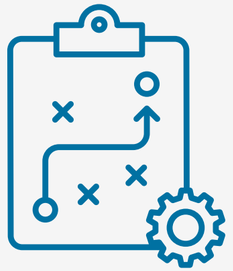
Rep Training Overview



Learn about
Undeb Aber



Understand
your role



Collecting
Feedback



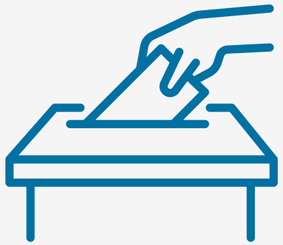
SSCCs



Signposting



Forums and Rep
Ring Rounds



Student
Decision Making



Awards and
Recognition



Your Student's Union

You are a member of Undeb Aber

A registered charity working for Aber Students.

MISSION

We want Aber students to **love student life!**

VISION

Aber students should be **happy, healthy** and **empowered, with lasting friendships** and **promising futures**

PROMISES

We will provide opportunities to find your Aber community and feel like you belong

We will be a primary and positive voice for Aberystwyth students

We will support you to be happy and healthy

We will help you grow your skills and experiences

VALUES

We are shaped by students - Your voice matters most

We are a community - We want you involved

We are transparent - We are always honest and open

We are ambitious - We develop for the future

We caru Cymraeg - We champion Welsh language and culture

What do we do?



We help students meet new people, make friends and build communities



We support and develop student **Sport Clubs, Societies and Volunteer opportunities**



We support, train and work with Academic Reps to have a **positive impact for students at course level**



We provide **free**, impartial, friendly and confidential **advice**



We provide opportunities for students to **campaign on the issues they care about**. As well as **spaces** to study, meet and socialise



We are a **representative voice** for all Aberystwyth University students

Meet your Officers

Llywydd UMCA

Gwenno Roberts

The voice for Welsh culture & Welsh language students



Llywydd Wellbeing & Liberation

Alice Leroy

The voice for student wellbeing and liberation



Llywydd Opportunities

Francesco Lanzi

The voice for sports, societies and volunteering opportunities



Llywydd Academic

Laura Young

The voice for all things academic



Academic Representation on a faculty level

The University is organised into **two Academic Faculties**, the **Faculty of Humanities** and the **Faculty of Sciences**, each headed by a Pro-Vice Chancellor.

Faculty Officers are students who have been elected by fellow students from within their faculty to feedback the views of those they represent to their faculty, the University, and the Students' Union.

Faculty of Sciences Officer

Tia Narayana



Faculty of Humanities Officer

Megan Taki



Your Role

Academic Representatives

As a representative you are someone who has been chosen **to speak on behalf of other students**. Your role as an Academic Representative is vital to **ensure that students' views are represented and fed-back** as part of decision-making processes within your department, and across the University.

By working with your department to raise issues and put actions into place, you can help to **influence positive change** that will improve the education and experience for both current and future students!



Expectations

As an Academic Representative, you will be expected to...

- Engage with students to gather positive and constructive feedback, then work with departmental staff to take appropriate action where possible to address concerns and improve the student experience.
- Signpost students to other University and Union services where needed.
- Be a positive member of your Aber community.
- Communicate with Undeb Aber and the wider university to better students' academic experience.

Not your responsibility

It is not your responsibility as an Academic Representative to...

- Mediate disputes between students and academic staff or individual students, including allegations of harassment, discrimination, or victimisation.

- Organise formal procedures including extensions, special circumstances, allegation of unacceptable academic practice, academic appeals, individual complaints, or disciplinary procedures etc.

- Answer financial and funding queries including student finance and debt etc.

- Handle personal problems including health issues, whether related to housing, employment, immigration, or wellbeing.

Feedback, SSCCs and Signposting

Collecting Feedback

A key skill to being an effective Academic Rep is your ability to **collect and communicate feedback and information**.

Let’s discuss...

First time Reps: What methods do you think you can use?

Returning Reps: What methods worked well for you?



Feedback Methods



Lecture shout-outs



Social media



Online surveys and polls



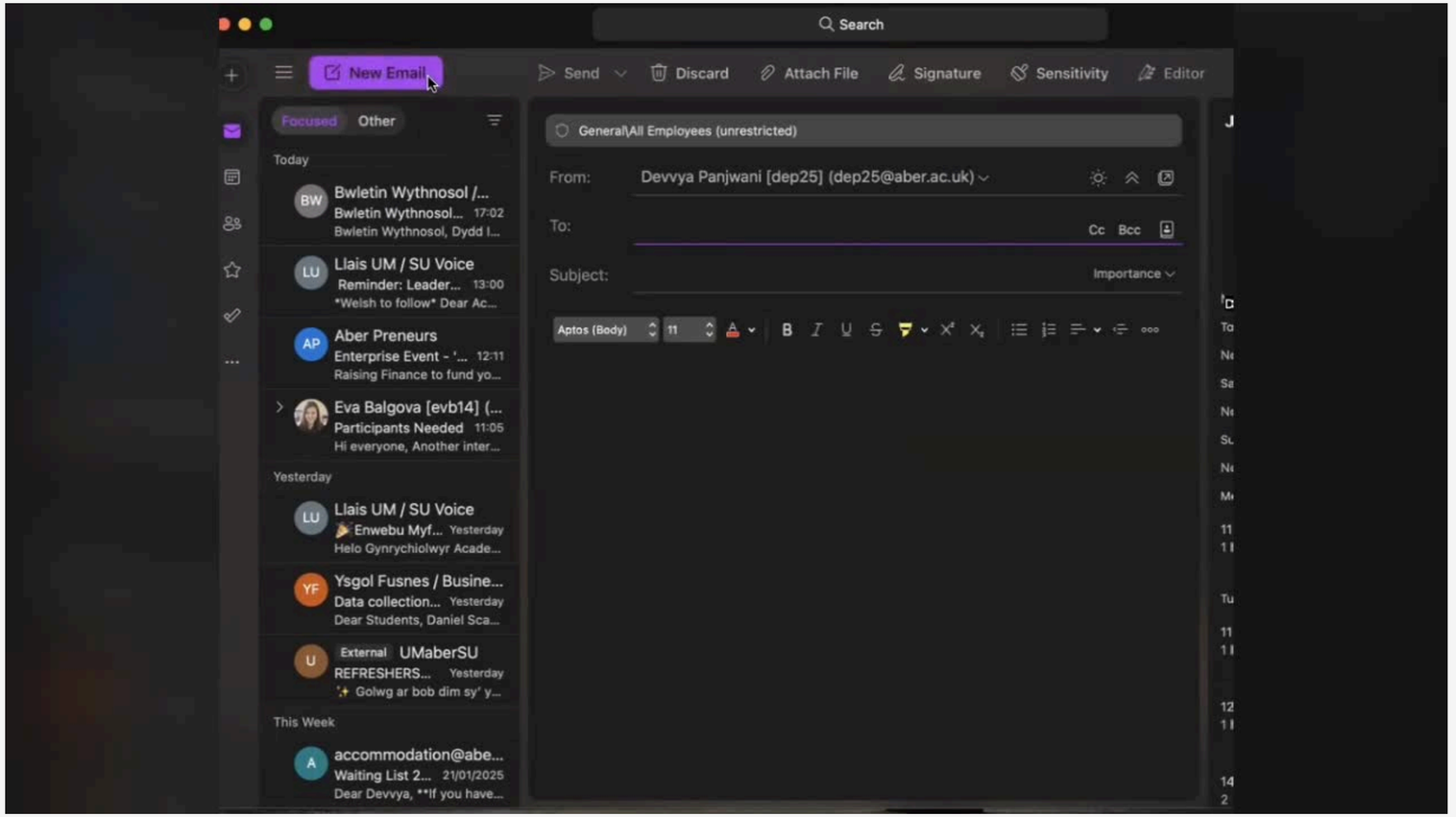
Emails

Rep Email

To support you in contacting the students you represent we have set up **‘Rep Emails’** for all elected Academic Reps. To activate and access the email you need to complete our **‘Email Agreement’**. Returning Reps have to sign the agreement again each year. Emails might take up to two weeks to activate.

Rep Emails use the following format: **rep-list-abc123@aber.ac.uk**, where 'abc123' is your Aberystwyth University username. To email students, all you need to do is put this address in the 'to' field when you send your email.

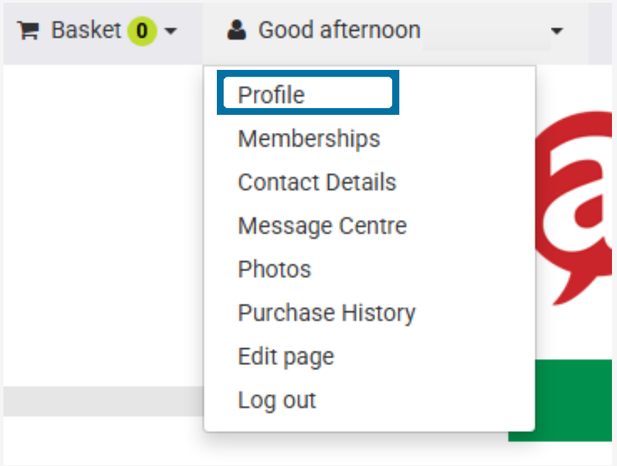
Example

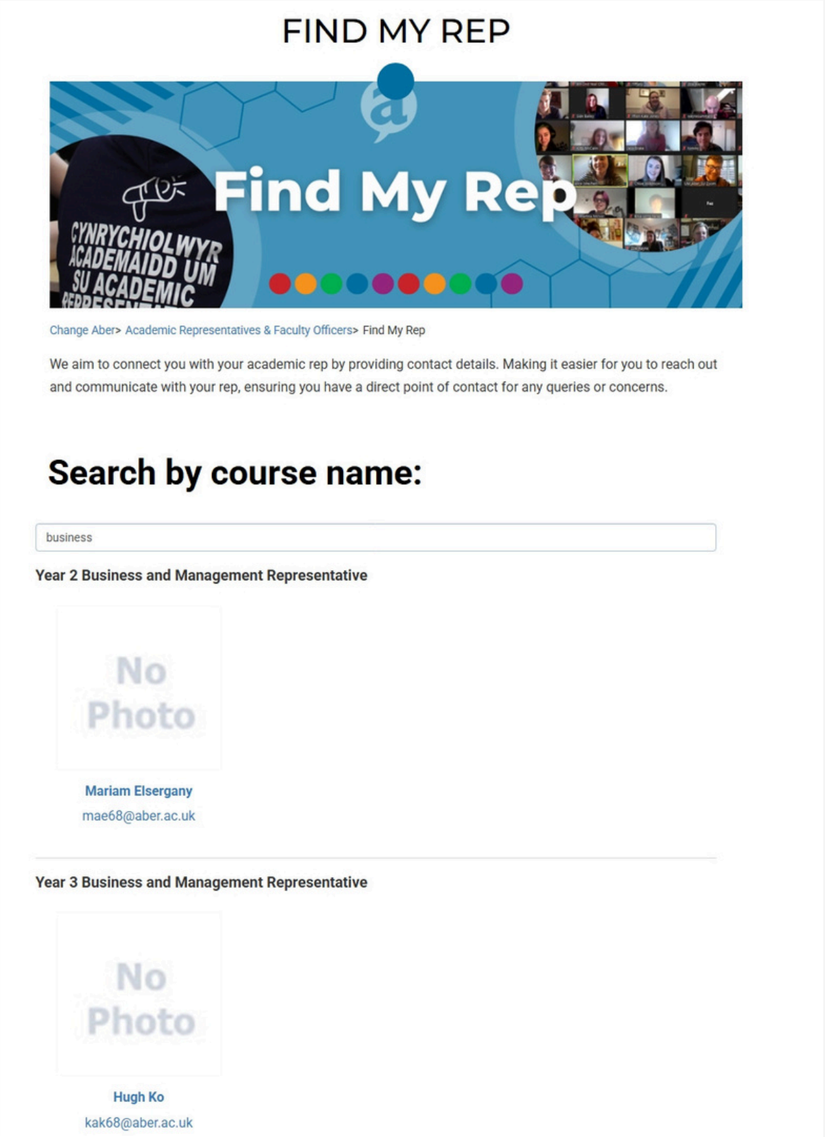

Search
New Email
Send
Discard
Attach File
Signature
Sensitivity
Editor
Focused
Other
Today
Bwletin Wythnosol /...
Bwletin Wythnosol... 17:02
Bwletin Wythnosol, Dydd I...
Llais UM / SU Voice
Reminder: Leader... 13:00
Welsh to follow Dear Ac...
Aber Preneurs
Enterprise Event - '... 12:11
Raising Finance to fund yo...
Eva Balgova [evb14] (...
Participants Needed 11:05
Hi everyone, Another inter...
Yesterday
Llais UM / SU Voice
Enwebu Myf... Yesterday
Helo Gynrychiolwyr Acade...
Ysgol Fusnes / Busine...
Data collection... Yesterday
Dear Students, Daniel Sca...
External UMaberSU
REFRESHERS... Yesterday
Golwg ar bob dim sy' y...
This Week
accommodation@abe...
Waiting List 2... 21/01/2025
Dear Devvya, **If you have...
General\All Employees (unrestricted)
From:
Devvya Panjwani [dep25] (dep25@aber.ac.uk)
To:
Cc Bcc
Subject:
Importance
Aptos (Body)
11

Find My Rep

Students can check who their Rep is by either checking their Student Record or going to the ‘Find My Rep’ section of the Undeb website.

You will have to upload a picture of you to your profile. For that you need to log into the Undeb website and go to the ‘Profile’ section.





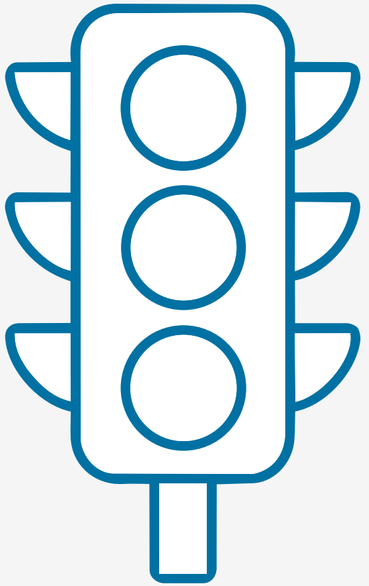
Types of Feedback

To gain a range of positive and negative feedback, as well as ideas and solutions, you can use the traffic light system.

What do you think should stop?

What do you think should start?

What do you think should continue?



Student Support

- How accessible is support when you need it?
- Do you feel comfortable to approach staff for support?
- Have you met with your personal tutor?
- Do you know where to go do advice on personal issues?

Teaching and Learning

- What do you think of the quality of teaching on your course?
- Do the range of teaching methods used challenge and inspire you?
- What proportion of your course should be split between lectures, tutorials, labs (where appropriate) and independent study?

Organisation and Management

- Did you receive a clear timetable?
- Is there clear communication between students and the module co-ordinators?
- Do you have a clear understanding of who is responsible for organising and managing the module/course

Assessment and Feedback

- Do you receive both ongoing (formative) and final (summative) feedback on your work?
- Is the feedback you receive timely, useful and comprehensive?
- Do you understand the criteria and methods for assessment?
- Is information given on plagiarism?

Practice/Placements

- Are you given sufficient notice of when and where your placements will be?
- How confident and prepared do you feel to start your placement?
- Do you have access to mentor/support and guidance for placements?

Learning Resources

- Are the classrooms/labs/specialist rooms/lecture theatres appropriate for your learning?
- Does the material and information on Blackboard enhance learning?
- Have you received a clear reading list, and does it help your learning?

The Feedback Loop

Collect feedback

Gather key issues, comments & concerns about the course, department or university

Evidence Your Point

Use comments, statistics, reports or research from other universities

Actions are agreed upon

Agree on actions with your Department

Feedback back to Students

Share outcomes, updates, & whether progress is being made or not









Staff Student Consultative Committees (SSCCs)

Staff Student Consultative Committees (SSCC) are the **formal mechanism** for Academic Reps to **raise feedback** with staff, **find solutions** to problems and tell your department what is working well.

It’s your responsibility to attend your SSCC on behalf of your cohort. If you can’t attend, make sure you submit in advance of the meeting your apologies and feedback to the Chair or Convenor.



Signposting

While collecting feedback you may encounter a situation where you need to signpost a student, here are some of the places we recommend you to signpost to.



Undeb Aber Advice Service



The Undeb Aber Advice Service provides free advice in a professional but friendly environment with our advisors experienced in dealing with University procedures and processes. We won't judge you; we are here to help you as much as we can, regardless of your issues.

Because we are independent from the University we are able to represent you without any conflict of interest. All enquiries are dealt with in the strictest confidence, which means that we do not disclose anything that you have told us unless you have given us permission to do so.

Contact an advisor: https://www.abersu.co.uk/advice/contactanadvisor/

University Services

The university also provides advice and support on various aspects of student life.

Accessibility Service

Email: accessibility@aber.ac.uk

Phone: 01970 621761

Advice, Information and Money Service

Email: student-adviser@aber.ac.uk

Phone: 01970 621761

Careers & Employability Service

Email: careers@aber.ac.uk

Phone: 01970 622378

Visa Support & Advice Service

Email: visaadvice@aber.ac.uk

Phone: +44 (0)1970 621548

Wellbeing Service

Email: studentwellbeing@aber.ac.uk

Phone: 01970 621761

Report + Support

Report and Support is Aberystwyth University's confidential tool for raising concerns and accessing support.

https://reportandsupport.aber.ac.uk/

Aber Skills

Centralized hub of information to support student's academic, study and professional skills.

https://www.aber.ac.uk/en/aberskills/

Forums,
Rep Ring Rounds
and Student Decision Making

Prepare your topics in advance and email them to suvoice@aber.ac.uk

Academic Rep Forums

Academic Rep Forums are **open meetings** organized by your Llwydd Academic for reps to discuss ideas, concerns and key themes in a **relaxed and informal setting**. They also provide a chance for reps to collect feedback and connect with other reps.

Next Academic Representatives Forum is on:

Monday 16th of November 12:00 - 13:00 in the Picture House



Rep Ring Rounds

Phone numbers are collected from Representatives for outreach a few times a year, specifically in **December, February and April**.



The calls aim to:

- **Gather feedback** on their experiences with their department.
- **Encourage nominations** for the Celebrates program by directing them to a nomination form.
- **Obtain input** on broader academic topics (e.g., AI) for upcoming meetings.

Various individuals may make these calls, including Student Staff and the Rep Coordinator.

Student Decision Making

Senedd

Senedd is the **regular decision making body at Undeb Aberystwyth**, it is designed to represent all students, and sets what Undeb Aberystwyth believes in and works on. Debate is led by an elected student chairperson.

Ideas Deadline	Senedd	Location
09/10/2026	26/10/2026	Undeb Picturehouse
06/11/2026	23/11/2026	Undeb Picturehouse
12/04/2027	26/04/2027	Undeb Picturehouse

All students can submit ideas and speak at any Senedd. **If an idea is passed through Senedd it becomes Union Policy for three years**, forming part of our work.

Voting members of Senedd include:

- Senedd Chair (has deciding vote when needed) , 4 Full Time Officers, 12 Volunteer Officers, 2 Faculty Officers, 2 UMCA Executive Members, 5 Representatives of Sports Clubs, 5 Representatives of Societies, 1 Representative of Volunteer Project and 2 Academic Representatives

Student Decision Making

Idea Deadline:	05/02/2027
The Big Meeting:	01/03/2027 18:00-20:00

The Big Meeting (Annual General Meeting)



The Big Meeting (Annual General Meeting) is an event we run every year to make sure that **all students have a say** about their activities, political standpoints and more!

Every registered student is automatically a member of the Students' Union and can attend, speak and vote at the meeting. **The meeting can only go ahead with 100 members present**.

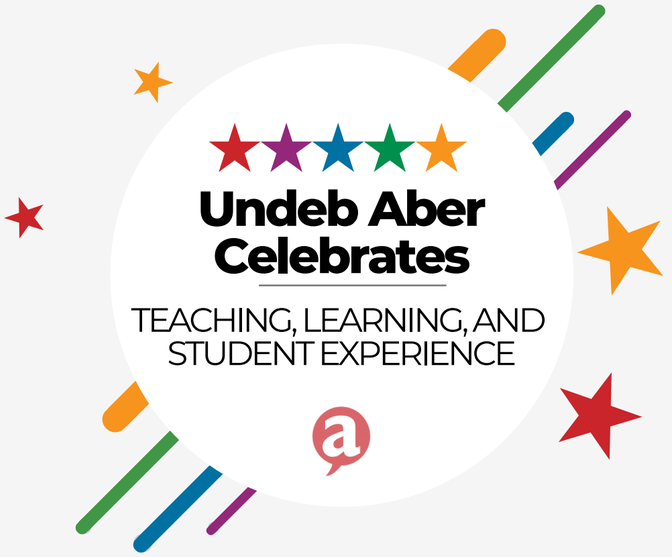
Awards and Recognition

Recognition

As part of completing the role you will receive a **certificate of recognition**.


Tystysgrif Cydnabyddiaeth
Certificate Of Recognition
Cyflwynir y dystysgrif hon i | This certificate is awarded to
Name
Mewn cydnabyddiaeth o'ch cyfraniad i Brifysgol Aberystwyth ac Undeb fel
In recognition of your contribution to the Aberystwyth University and Undeb as
Cynrychiolwyr Academaidd
Academic Representative
2025-2026
Esperanza Bizama Mennier
Materion Academaidd
Academic Affairs Officer
Arwa Zahir
Cydlynydd Cynrychiolaeth Academaidd
Academic Representation Coordinator

You will also have the chance to be nominated for the **Academic Rep of the Year Award** at the **Undeb Celebrates Teaching, Learning and Student Experience Awards**. This award will be Awarded to an Academic Rep who has been consistently active, effectively representing students, acting on feedback, and enhancing the learning experience.



Aber Award

You can work towards one of our **Aber Award certificates** which **celebrate all student volunteers** by recording your volunteering hours and skills.

Everyone who reaches a milestone award will be invited to our end of year event and you will be presented with a printed certificate of the highest award you achieve.

Almost anything you do as a Academic Rep counts as volunteering hours, e.g. collecting feedback, attending training, contacting students and attending SSCCs.
Only social events and travel do not count towards your hours.





Bronze
30-59 hours of volunteering

Silver
60-119 hours of volunteering
Log 4 skills

Gold
120-499 hours of volunteering
Log 8 skills

Platinum
500 hours of volunteering
Log 8 Skills

Skills Award

The Skills Award, developed in partnership with the University's Careers & Employability Service, recognises and celebrates the valuable skills and experiences you develop beyond your course, whether through **part-time work, volunteering, or involvement in clubs and societies**.

It’s an opportunity to reflect on your achievements, identify the skills you've developed, and learn how to showcase them to future employers.

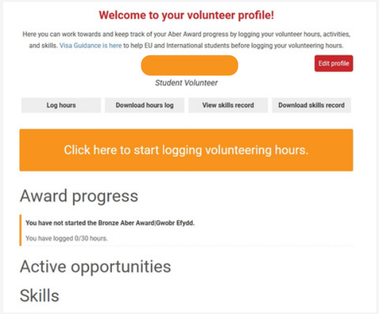
GWOBRAU
ABER
AWARDS

Logging your Volunteering Hours

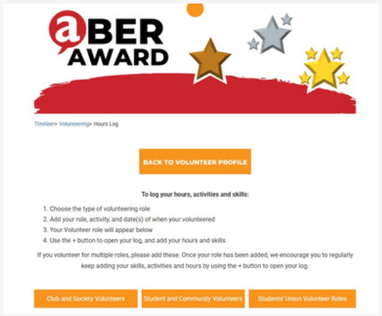
Go to https://www.abersu.co.uk/teamaber/volunteering/



1. Register as a Volunteer



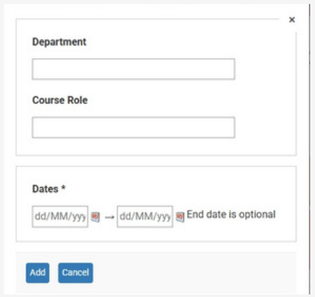
2. Click ‘Click here to start logging volunteering hours’



3. Click ‘Student’s Union Volunteer Roles’



4. Click ‘Academic Representative’



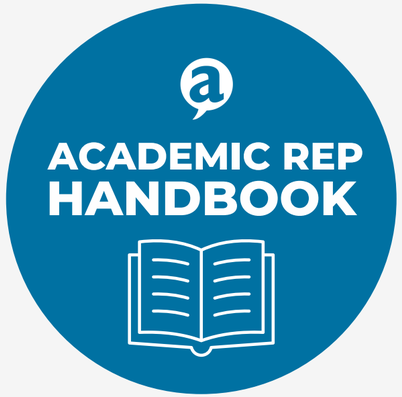
5. Fill with your information

14,600
Volunteering hours completed last year by our team of volunteers

Resources and contacts

Resource Hub

This is the go-to place for information and resources to support you in your role. You will find it in the Academic Rep section of the Undeb's website.







Contacts

Esperanza Bizama Monnier
Academic Representation Coordinator
suvoice@aber.ac.uk | esb34@aber.ac.uk





Laura Young
Llywydd Academic
suacademic@aber.ac.uk

@UndebAber

www.umaber.co.uk / www.abersu.co.uk