

## Academic Rep Template email

<b>First Contact</b>	<b>Feedback collection email</b>
<p>Good Morning/ Afternoon</p> <p>My name is &lt;<b>input name</b>&gt; and I am your academic representative for the year! The purpose of my role is to represent all students in our cohort by collecting feedback (both positive and negative) and reporting that to staff at meetings. I will then report back to you on the outcomes of these discussions.</p> <p>I can collect any feedback from the student body but feedback that is module specific is of importance for my role. Feedback can include teaching style, lecture content, assessments &amp; deadlines.</p> <p>I can also take feedback regarding accessibility, support to students, resources availability and timetabling. Any other feedback I will happily accept also</p> <p>I will collect most of my feedback through &lt;<b>this method</b>&gt; however you are more than welcome to have a chat with me in-person too</p> <p>I look forward to communicating with you over the coming year</p> <p>Many thanks, &lt;<b>name</b>&gt;</p>	<p>Good Morning/ Afternoon</p> <p>I am reaching out to collect feedback from you for the upcoming departmental meeting which will be held on &lt;<b>Insert date</b>&gt;</p> <p>You can send me any feedback you have regarding modules or your overall academic experience</p> <p>Please reply to this email with feedback or send feedback to &lt;<b>your method of collecting feedback</b>&gt;</p> <p>I look forward to hearing from you!</p> <p>All the best, &lt;<b>name</b>&gt;</p>

