



LUSU Academic Rep Role Description

Overview – What is an Academic Representative (Rep)?

Academic Reps are student leaders who collate and feedback on opinions and experiences of their peers on their course, with undergraduate, post-graduate taught, and post-graduate research students all being eligible.

They work in partnership with the Students' Union (LUSU) and University staff to represent the views of fellow peers regarding academic experience and to co-create solutions to existing issues.

The Academic Rep system is owned by LUSU in partnership with the University departments.

Role Responsibilities

- Attend and actively participate in the core training sessions provided by LUSU.
- Gather and escalate feedback from the students you represent, ensuring it is presented clearly and is reflective.
- Attend any departmental staff-student committee meetings (and any other meetings), preparing thoroughly by reviewing agendas, contributing where appropriate, and reading the minutes of previous meetings.
- Attend any LUSU meetings and which are arranged throughout the year.
- Work collaboratively with academic and professional services staff to co-create solutions and effectively channel student feedback for the benefit of the wider cohort.

- Keep students informed of departmental developments, ensuring any key updates or successes are communicated in a timely and accessible manner.
- Support the promotion and success of the academic rep system by working closely with students, University staff, and LUSU.
- Where possible, undertake community-building activities within your programme with support from your department. This may include organising events or student-led social initiatives.
- Engage, where appropriate, with further opportunities offered by your department, LUSU, or the wider University

Support for you

The Student Voice Team at LUSU are here to support you in each aspect of your role, alongside your staff contacts in your department.

Support includes, but is not limited to:

- In-person and online training
- Access to the online LUSU Academic Rep Moodle Space
- Skill-development workshops
- 1-2-1 support throughout your time in your role
- Where possible, financial support for events and initiatives
- Room bookings
- Contacting students in your cohort

Additional opportunities

During your time as a rep, there may be additional opportunities open to you! This may include:

- Opportunities to take part in wider university initiatives and processes
- Run to be a department or faculty rep
- Take part in additional skills and development training

Benefits

Being an Academic Rep can provide you with many benefits, whether it be for future employment, or exploring new ways to get involved during your time at university.

Such benefits include:

- Gain transferrable skills which look good on the CV
- Networking opportunities within the University
- Ability to influence University decisions
- Meet new people and make friends
- Improve your course and make a difference in your department
- Gain new experiences

Time Commitment

This varies throughout the year and may fluctuate at different parts of the year. It should fit around your other University commitments, and it should be treated as a volunteering role rather than as an actual job.

Who is eligible? How to become an Academic Rep?

This opportunity is open to all students!

If this interests you, your department should be in-touch with more information and how to apply to become a rep within your department. However, if you want more information, please contact your department.

If you do not receive any correspondence from your department, please contact LUSU and LUSU should be able to direct you in the right direction (contacts below)

Key contacts

LUSU Student Voice Team

If you have any queries about training, anything LUSU related, or want any support or advice in your role, please contact the LUSU Student Voice Team.

Email: reps@lancaster.ac.uk

LUSU Education Officer

If you want to escalate any issues or need political support, contact the LUSU education officer. They are here to represent you at the central university level.

Email: su.vp.education@lancaster.ac.uk

Departmental Staff Contact

If you require more information about becoming an academic rep, any departmental meeting (e.g., Staff-Student Committees), or need to raise any feedback or concerns, your department should be your first port of call.

If you are unsure who your departmental staff contact is, please contact the LUSU Student Voice Team and they should be able to help.

Other LUSU Opportunities

If you want to get involved in more stuff at LUSU, check out these opportunities below!

Other LUSU Leadership Positions

LUSU is politically led by students like you! As a result, we have a range of student leadership positions you can run for throughout the year.

Whether you want to be a **full-time officer**, **liberation & campaign officer**, be part of the **JCR exec**, or get more involved in **societies** and **sport clubs** you can find more information on the [LUSU website!](#)

LUSU Green

The home of sustainability volunteering, events and campaigns at Lancaster University! If you want to get involved, find out [here](#).

PhD Forum

If you are a PhD student and looking to meet other like-minded PhD students at Lancaster, join the PhD Forum! More information can be found [here](#).