



ACADEMIC
REPRESENTATION

SCHOOL *Presidents*

UG Candidates Pack
2021-2022

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Who are Undergraduate School Presidents?

There is one undergraduate School President per Department or School, appointed every year in March via an application and appointment process. The role of the School President is to oversee and support the Course Reps in their School/Department and be a point of contact where a matter may need escalating further up the University. They build relationships with influential university staff and play a key role in monitoring and improving the academic experience at Loughborough University.

School Presidents meet with other volunteers within the education section, the Education Executive Officer and the Academic Representation Coordinator on a regular basis to discuss academic affairs, share best practice, and raise any issues that may need escalating. They are also invited to attend strategic Department meetings such as the Annual Programme Review meeting, and a discussion on the outcomes of the National Student Survey at the beginning of the year.

To become a School President, you must have previously been a Course Rep or School President. This is to ensure that you have a good understanding of academic representation and how the scheme works.

Responsibilities

- Lead, motivate and support your Course Rep team to effectively work alongside your Department
- Build strong relationships with senior members of staff in the Department
- Represent the views of undergraduate students in your Department (and postgraduate if your School doesn't have a PGT School President)
- Co-chair Student-Staff Liaison Committee (SSLC) meetings alongside your Department's SSLC Chair (don't worry there is lots of support for this)
- Deliver university level student feedback to the Education Executive Officer and work on university wide campaigns
- Organise pre-SSLC meetings with Course Reps to prepare for SSLC meetings
- Promote the Course Rep applications at the start of the academic year to students
- Act as a key communication link between the Students' Union, University and students
- Attend your Department's Annual Programme Review meeting (Jan/Feb)
- Assist with the promotion of the National Student Survey (NSS) Feb – Apr
- Collaborate with senior education volunteers; Department Chair and Peer Support Student Coordinator

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- Prepare a handover for your successor at the end of the academic year

Role Requirements

- You must have previously been a Course Rep or School President
- Be a good listener
- Able to speak up on behalf of others
- Be motivated and driven
- Have good organisation and time management skills

Time Commitment

- We only ask that the Course Rep role takes approximately 1-2 hours per week so that this is manageable alongside your degree and any other responsibilities that you may have.

Benefits to you

- A unique insight into how the University works
- It will put you in a good position to run for Education Executive Officer and other Union Executive positions
- Develop your transferable skills, such as problem-solving, negotiation, diplomacy, and time-management
- Receive recognition from the University at events such as the annual Loughborough Academic Awards, including 'School President of the Year'

Application and Appointment Process

Once the closing date and time has passed, all applications will be anonymised and reviewed by a panel of two staff and one executive member. School Presidents will only be appointed where their application demonstrates they are suitable for the role based on the role description above. Where there are more applicants than positions available, appointment will be made based on strength of application.

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For the academic year 2021-2022, we will be appointing one UG School President for each of the following Schools/Departments:

- Aero/Auto
- Chemical Engineering
- Materials
- Bioengineering
- ABCE
- Creative Arts
- Design
- Business
- Economics
- Chemistry
- Computer Science
- Maths
- Physics
- Natural Sciences
- Psychology
- Biosciences
- Sport
- CMSPS
- English
- Geography & Environment
- POLIS
- Electronic & Electrical
- Mechanical & Manufacturing

Applications Timescale

- Applications are **open** from Monday 1st March 2021 at 9am
- Applications **close** on Thursday 18th March 2021 at 4pm

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Previous School President Testimonials

"I am now notably more confident when interacting with academic staff, especially those in senior positions in the University."

"I feel my leadership skills have benefitted from my time in this role and I am comfortable chairing meetings and passing on feedback, both positive and constructive, to both students and members of staff."

"I think I have greatly improved my communication and diplomacy skills and am much more comfortable presenting and leading a team."

"For me, being a School President has opened my eyes to the 'other side' of education where I can see staff and lecturers really trying their best to act upon student feedback and make the student experience as best as it can be for the University as a whole."

"I have learnt how to build rapport with a Rep team through regular communication and showing a genuine concern for their welfare. I also gained a level of satisfaction and pride I never thought I would gain from a voluntary LSU position; I am so proud of the Rep team and how hard they have worked this year."

"It's motivated me for the future to keep finding opportunities that will help improve education for students and improve communication between staff and students."

"You will meet some of the best people, who may be the complete opposite to you, which really brings you out of your comfort zone or 'shell' and widens your perspective."

"I wanted to be able to instigate change within my Department and be able to have an active say in the shape and progression of my own degree."

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"The School President position was amazing at developing my transferable skills and helping to prepare me for placement and jobs after university."

"You are guaranteed to have a great time and it's a fantastic opportunity to get involved no matter how much previous experience you have."

"Having a unique perspective on the inner workings of the University truly interested me and being a part of it was even better."

"I've been able to network with potential future employees and have had the opportunity to make positive changes for future students."

"I was very anxious to start as School President, but it has turned out to be a fantastic year and something that has been a highlight of my time at Loughborough."

"I'm going to miss being part of such a great and passionate group of people."

"It's a role that pushes you and helps to build confidence in your capabilities in formalised educational situations".

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