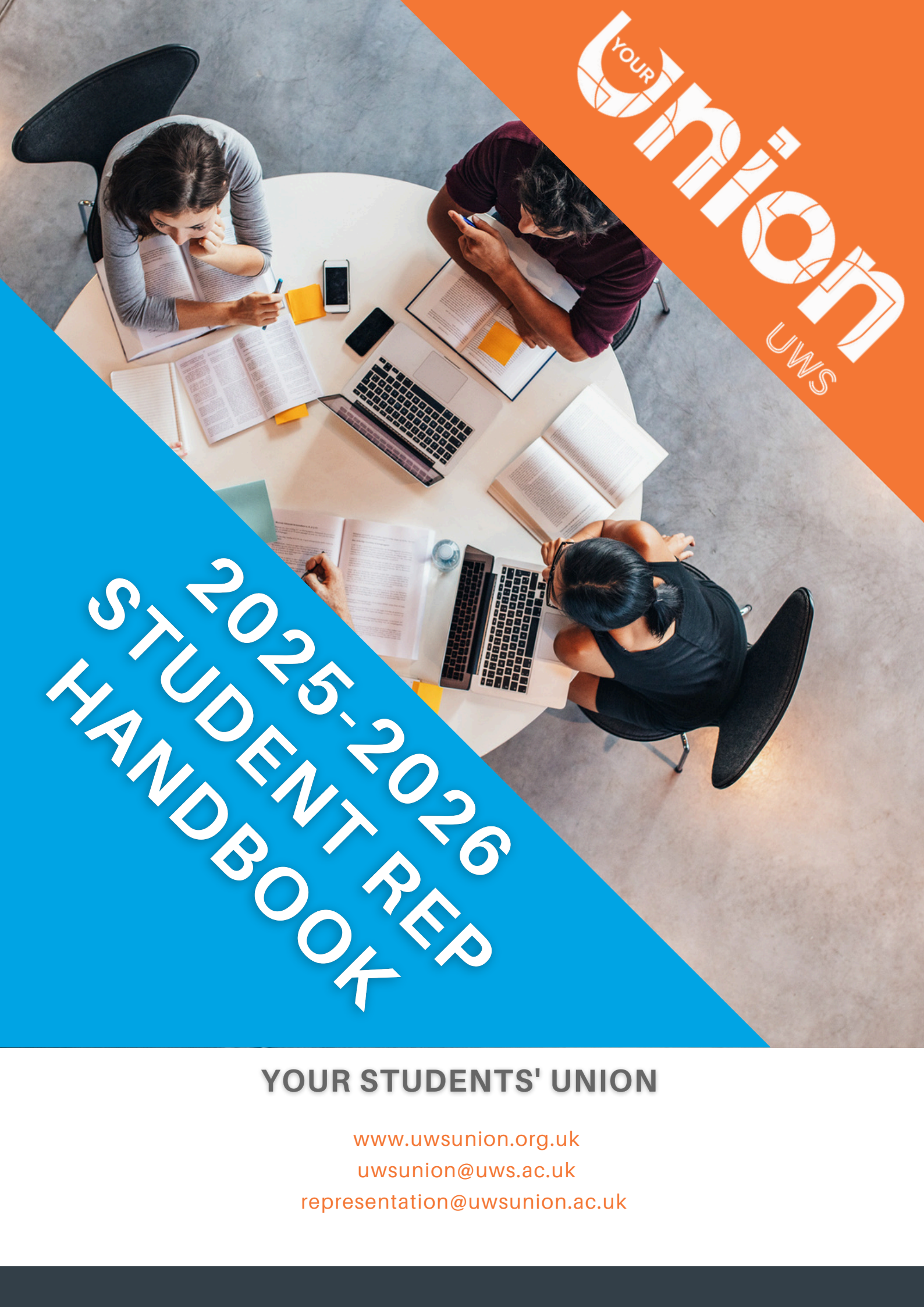




YOUR
Union
UWS

2025-2026 STUDENT REP HANDBOOK

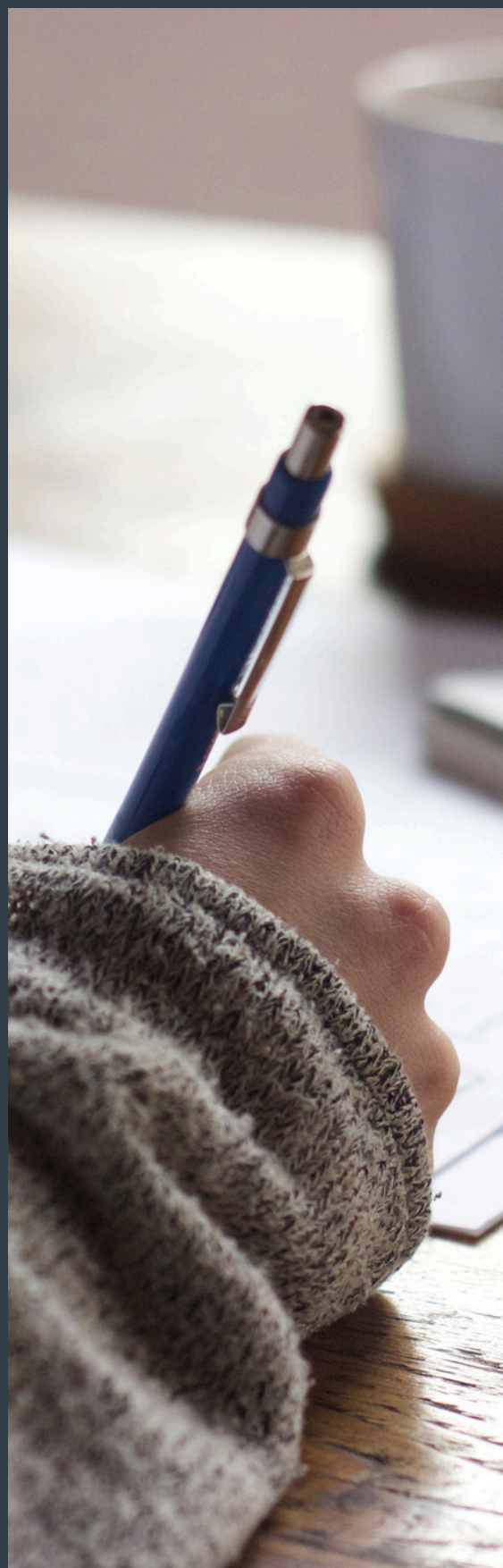
YOUR STUDENTS' UNION

www.uwsunion.org.uk

uwsunion@uws.ac.uk

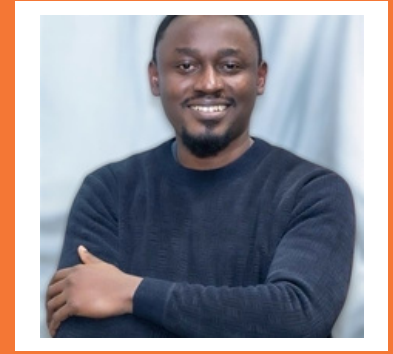
representation@uwsunion.ac.uk

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WELCOME FROM YOUR VP EDUCATION



Hello Champs.

A hearty welcome to you all to this grand UWS Representative Community.

Educational Advocacy is what being representative means, and we are the ones who ensure that the voice of every student's voice is heard, as we clear their paths of any obstacle for a successful learning journey in the academic year.

With utmost joy in my heart, I, Timiebi Aghogho Oyinpere, your Vice President Education (VPE) for the academic year, welcome all of you who have embraced this role. I call you champs because your chosen path is one of a higher calling, elevated above your cohorts as active voices.

Before I became your Vice President Education, I was the Student Rep of my Cohort in my MSc Project Management programme, and I must say, "The thrill and deep sense of fulfillment that comes from supporting students is truly unparalleled."

Being a Student Representative is not without its challenges, but that is where the Student Union, Representative team come in with its magic wand, of support, and top notch training, and also the very warm community of UWS Rep Society.

You are not just Student Reps; you're the voice, you're the conduit, through which valuable feedback and insights flow in our UWS student community. Your mission is to bring forth suggestions, concerns, and ideas, with which we shape an academic experience and educational journey that is all about YOU.

As your VPE, I am responsible for keeping the university's educational programmes and related matters under continuous review, and for overseeing academic representation while also gathering student feedback for the university. But guess what? You, dear Student Reps, are esteemed partners in gathering the incredible feedback that shapes our university experiences.

So once again Champs, THANK YOU for embracing this epic role! I'm beyond excited to partner up with you and bring out the academic superstar within every UWS student. Let's make history and write a story of excellence that's unforgettable.

Yours in Service
Timiebi Aghogho Oyinpere

Stay connected! Follow us on social media:
Instagram: @uwsunionvp

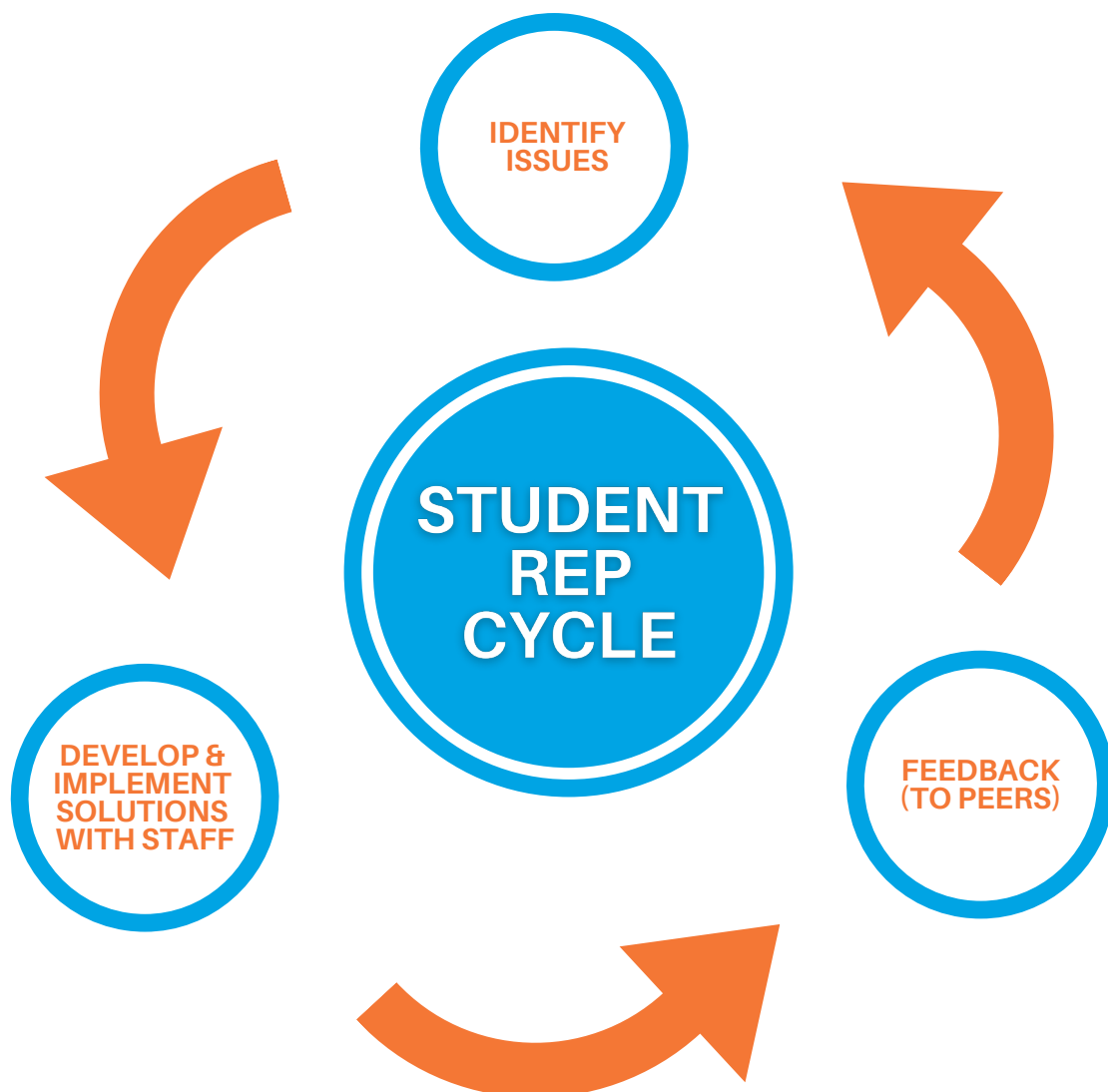
STUDENT REP KEY DATES 2025-2026

15th October	Student Council 1 Policy Deadline
29th October	Student Council 1
19th November	Student Council 2 Policy Deadline
2nd December	Big Awards Nominations Open
3rd December	Student Council 2
21st January	Student Council 3 Policy Deadline
4th February	Student Council 3
February (date TBC)	Students' Union Annual General Meeting (AGM)
9th February	Big Elections Nominations Open @ 9am
25th February	Student Council 4 Policy Deadline
27th February	Big Elections Nominations Close @ 11.59pm
11th March	Student Council 4
13th March	Big Awards Nominations Close
24th March	Big Election Polling Opens @ 9am
26th March	Big Elections Polling Close @ 5pm
27th March	Big Elections Results.
9th April	Big Awards Night

Please note, dates may change due to circumstances outwith our control but we will always keep you informed using the student rep teams page

THE ROLE OF A STUDENT REP

1. To improve the student learning experience in partnership with UWS and Your Students' Union
2. To represent your classmates' views and opinions in relation to learning and teaching
3. To provide both positive and negative feedback to staff
4. To act as a communication channel between students and staff



UWS Representation Structure 25/26

Student Presidents

Presidents and Vice-presidents are paid full time student leaders working at the highest levels of UWS.



University-Level PGR Reps

These students sit on UWS level committees, and gather information from other PGR reps.

- PGR Senate Rep
- Doctoral College Board Reps
- Research Enterprise and Advisory Committee Reps



School Officers

Two school officers per school represent taught students within each school and work together with divisional reps and student presidents.



Divisional Reps

Two divisional reps per division talk to reps to see what's happening in taught courses for their division and keep school officers informed.



Course Reps

The biggest group of reps at UWS, keeping divisional reps informed and gathering opinions from fellow students studying on their course.



PGR Reps

These reps gather information from peers studying similar topics to them and feed up to the university level reps.



Students!

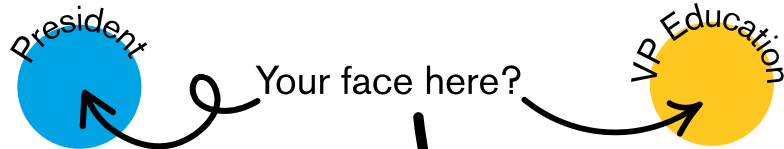
Students of all levels are experts in the learning experience and get involved by informing their reps of their experiences.



UWS Representation Structure 26/27

Student Presidents

Presidents and Vice-presidents are paid full time student leaders working at the highest levels of UWS.



School Officers

One school officer per school, paid part time to represent taught students within each school and work together with divisional reps and student presidents.

Divisional Reps

Two divisional reps per division talk to reps to see what's happening in taught courses for their division and keep school officers informed.

Course Reps

The biggest group of reps at UWS, keeping divisional reps informed and gathering opinions from fellow students studying on their course.

Students!

Students of all levels are experts in the learning experience and get involved by informing their reps of their experiences.

Voted for by students! Roles will be elected in spring 2026

University-Level PGR Reps

These students sit on UWS level committees, and gather information from other PGR reps.

- PGR Senate Rep
- Doctoral College Board Reps
- Research Enterprise and Advisory Committee Reps



PGR Reps

These reps gather information from peers studying similar topics to them and feed up to the university level reps.



REMIT OF A STUDENT REP

- As a student rep, you are concerned with the **academic learning experience** of the students you represent.
- While you may agree that the coffee offerings on campus could be better, as a student rep you are **not** responsible for improving this! BUT please get someone to tell us about it!

Your Union, Your Community,
Your Voice

If you or your classmates have something you want to tell the Union, or have an idea to improve UWS - Tell us!

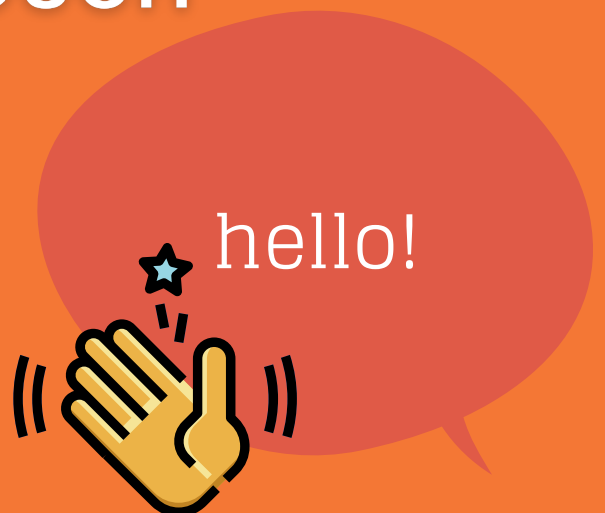


REP TASKS

- Gather student opinion.
- Provide feedback to staff and students.
- Attend meetings with staff.
 - Course reps: staff-student liaison group (SSLG) meetings
 - Division reps: divisional boards
 - School officers: school boards and the Academic Quality Committee
- Present student views at meetings.
- Develop solutions to issues.
- Pass issues on to Your Union.
- Attend Student Council and vote on issues important to students.

GET AND STAY IN TOUCH

- Send a mass email through our website.
- Look out for messages arriving from the students you represent.
- Make use of social media.
- Take time at in-person or online gatherings to remind students you're their rep and to get their feedback.





GATHERING STUDENT OPINIONS

Let your peers know you're available to hear their feedback.

- Send occasional emails throughout the term. Include updates on meetings you've had with staff.
- Take a minute or two at the beginning or end of classes (with your lecturer's permission) to touch base.
- Consider setting up an open-ended survey to use as a digital comments box.
- Consider making yourself available to your peers on social media.

Make sure the opinions you gather are relevant and representative.

- If a small number of students have raised an issue, create a poll or survey to distribute and gauge the level of agreement.
- Remember that the feedback you gather should only be about their *academic experience* at UWS.

PROVIDING FEEDBACK TO STAFF

Staff are here to work with you to improve UWS for everyone.

- Pass opinions you've gathered from your peers to staff in your meetings (SSLGs, divisional boards, or school boards).
- Consider emailing or arranging a meeting with staff if you feel something cannot wait until the next scheduled SSLG or board meeting.
- **Use the following guide on effective feedback to foster positive and productive relationships with staff members.**

STUDENT LEARNING EXPERIENCE

Curriculum

Course content; course design and development; optional and compulsory modules; learning outcomes; placements; study abroad opportunities; inclusive curriculum; sustainability in the curriculum.

Resources, Environment and Technologies

Library; IT; Virtual Learning Environment (VLE); learning spaces; course resources; digital technologies such as equipment and software; external learning environments; study spaces.

Learning and Teaching Delivery

Teaching methods; mode of study; independent and group work; contact time; class sizes; staff development; inclusive learning and teaching practices; peer learning.

Progression and Achievement

Induction; support between levels of study; individual academic progress; personal and professional development; employability; transitions to further study; articulation; recognition of achievement.

Assessment and Feedback

Assessment methods; frequency of assessments; marking criteria; consistency of marking; formative assessment and feedback; authentic assessment; quality and timeliness of feedback; assessment and feedback support.

Community and Belonging

Learning community; social opportunities; peer support; sense of belonging; community spaces; inclusive communities; student-led communities; local community engagement.

Student Partnership

Student representation system; student partnership in decision making; students' association; course evaluations; student surveys; student voice policies; student engagement in quality processes; hearing diverse student voices; student-led projects and initiatives.

Support and Guidance

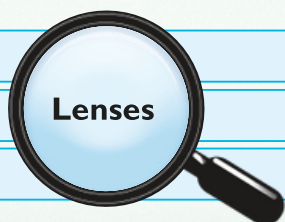
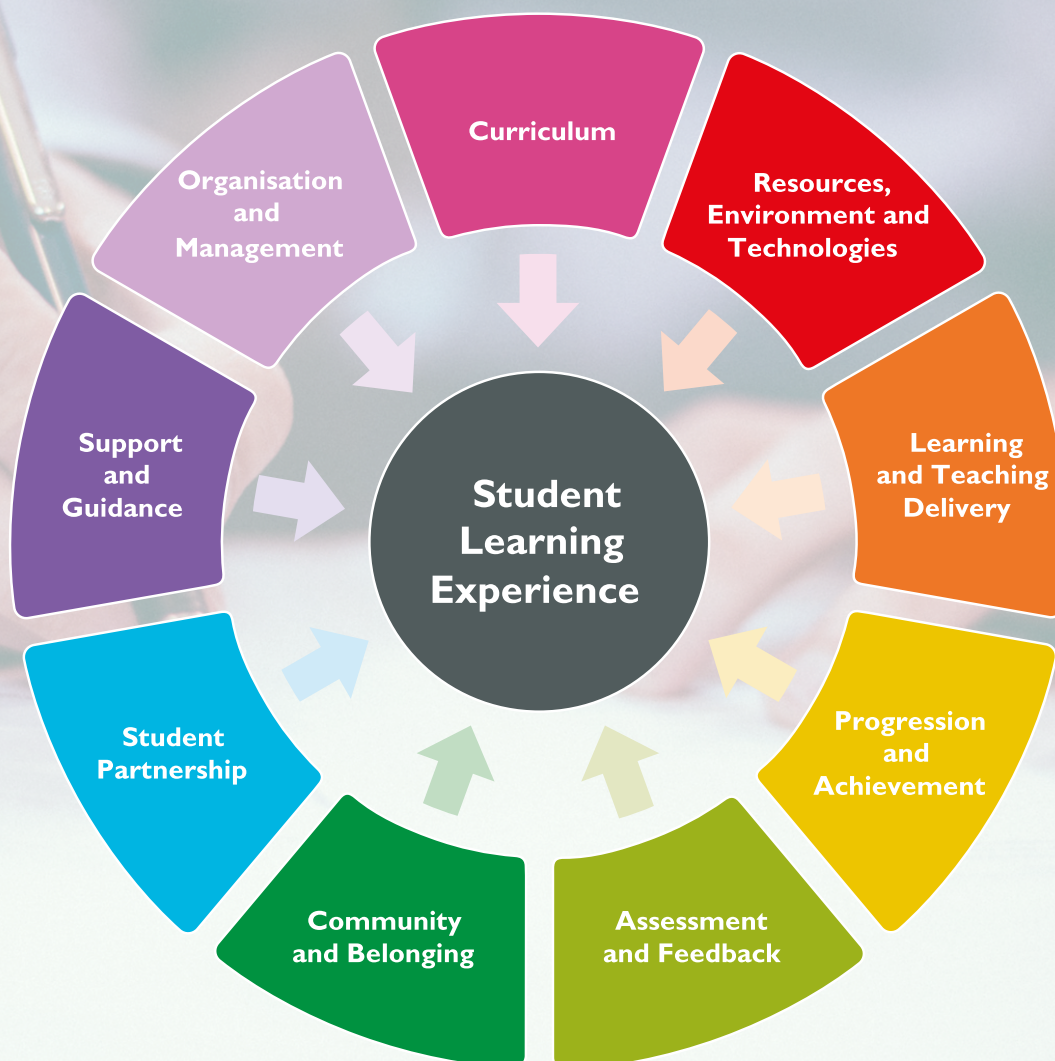
Academic support; personal support; disability services; mental health and wellbeing services; support for diverse student groups; financial support; support for students with additional needs for learning.

Organisation and Management

Admissions processes; communication; timetabling; student administration; governance; transport; accommodation; complaints and concerns; equality, diversity and inclusion processes and policies; equality monitoring.

TALKING ABOUT YOUR LEARNING EXPERIENCE

Our partners at SPARQS (Student Partnerships in Quality Scotland) have created this diagram to help you formulate questions to ask your course mates and articulate your experiences in meetings with staff. These seven categories capture the elements that make up your learning experience; use them to identify and communicate positives, problems, and solutions.



Equality, Diversity and Inclusion

Mental Health and Wellbeing

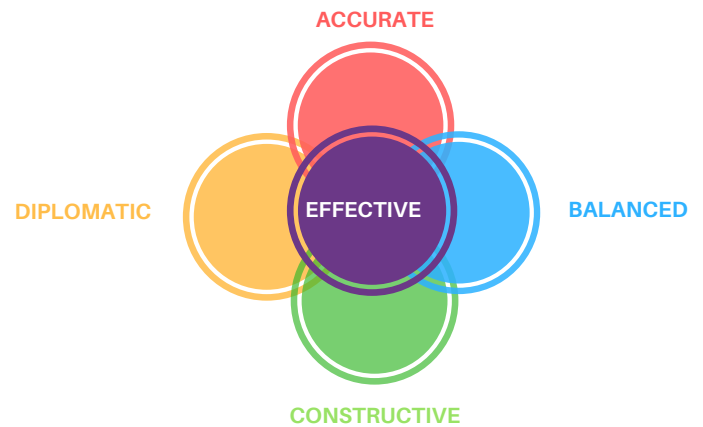
Sustainable Development

You can find out more about using this model on the SPARQS website

[Student Learning Experience Model](#)

THE A, B, C, D OF EFFECTIVE FEEDBACK

Provided by Student Partnerships in Quality
Scotland (sparqs)



A is for Accurate

- Include objectively verifiable information.
- Use facts and figures to support your points.

X I have spoken to some of my class, and we think that there is not enough practical work on the x module.

✓ I have had a discussion with my class group, and we agreed by show of hands that 18/21 feel that there is not enough practical work on the x module.

C is for Constructive

- Present possible solutions to problems.

X As a class, we never know what we are supposed to be doing from week to week in our x module classes.

✓ The class is keen to have a plan of work and assessments given to us at the beginning of each semester in our x module classes.

B is for Balanced

- Remember to include the positive with the negative.
- Pay attention to how you present criticism.

X The whole course is really not well put together and the assessments don't fit well with the teaching.

✓ The theory elements of the course are taught well, are interesting and understandable to the majority (17/20) of the class. However, the same number would like more practical assessments to help us feel confident that we can perform the tasks well.

D is for Diplomatic

- Avoid personal attacks.
- Be specific about modules instead of naming staff members.

X Mr Smith is a terrible lecturer who never gives assessments back on time.

✓ The return of assessments in our x module classes is always too late for us to learn from our mistakes for the next assessment.



PARTICIPATING IN MEETINGS

There are three stages to participating in meetings: **before**, **during** and **after**.

BEFORE A MEETING

- Find out when, where, and how meetings are going to take place. Check out page 18 for helpful contacts in your school.
- Find out what your classmates think about their learning experience.
- Speak to other reps to get their perspectives and share information.
- Ask for items to be put on the agenda. Get in touch with the chair or secretary and let them know what topic you want to discuss.
- Read any papers that have been sent around as well as the previous meeting's minutes. They will remind you if you need to follow up on anything.

DURING A MEETING

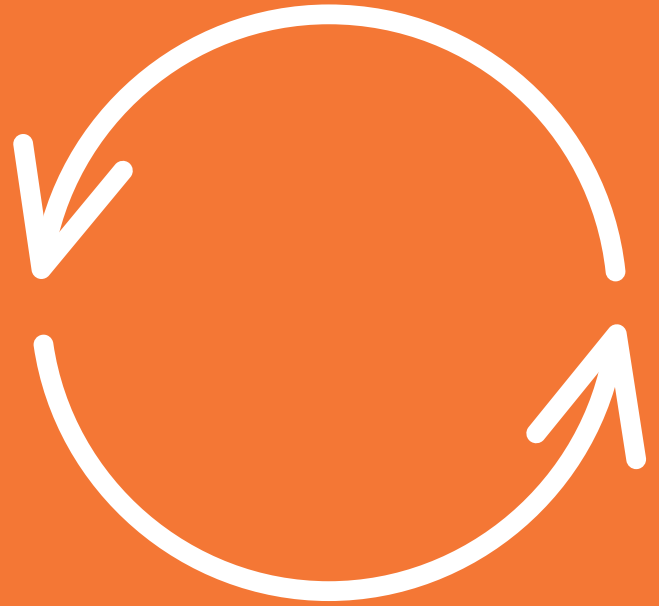
- Take notes. This will help you to follow up later.
- Remember the A, B, C, D of effective feedback.
- Ask questions if you don't understand something.
- Support other reps in the meeting.

AFTER A MEETING

- Report back to your peers.
- Check over the minutes.
- Do any actions that you are responsible for.
- Follow up on any areas of concern.
- Ask yourself: did you achieve what you wanted to achieve? If not, what are you going to do about it?

CLOSING THE FEEDBACK LOOP

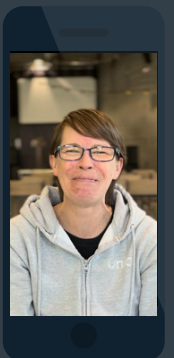
Remember to report back to your peers after meetings. You are the link between them and staff, so always communicate the outcomes of meetings. You can do this in person, by email, or on social media forums.



PASSING ISSUES ON TO YOUR UNION

If you are unsure what to do about something, need advice, or think that something is bigger than you as a rep can deal with, contact Claire or Katie, our Representation Coordinators at claire.lumsden@uws.ac.uk or katie.ogorman@uws.ac.uk

CLAIRE



KATIE



STUDENT COUNCIL & SCHOOL ASSEMBLIES



Student council is a gathering of student reps, and other students by invitation, that guide the actions and work of the union. Council votes to pass new policy, and has the opportunity to meet and ask questions of the UWS senior leadership team. This year some of the meetings will have school-specific sections to trial the new School Assemblies.

Attendees include:

- Course, divisional, and school reps
 - Sabbatical Officers
 - Union Chair
 - Union staff support
 - UWS senior managers
 - Academic Society
- Members will be invited for the first time in 2025/2026

Meeting structure:

- Meetings take place on Teams
- Senior Manager question time
- Sabbatical Officer progress reports
- Sabbatical officer question time
- Policy debates
- Important Updates



STUDENT UNION POLICY

What is a policy?

- A clear, simple statement of a change you'd like to see or action the Union should take
- A guiding principle for decision-making and action

A policy **articulates a problem or issue, express a view on the issue** that the union should endorse, and **suggest specific action** to take on the basis of that position.

Our policies should ensure the union is democratic and continues to be student-led, working on the things that are important to you.

Policies can relate to the union, UWS, or external issues relevant to students.

Policies passed by previous students include:

- Campaigning for free graduation
- Supporting trade union strike action
- Getting care leavers recognised as a disadvantaged and under-represented group

If you have an idea for a policy, you can find the submission form and further guidance at <https://www.uwsunion.org.uk/representation/student-council/>

VOTING ON POLICY

Each policy submission is debated at the next available student council meeting. The Union Chair will keep discussion free and fair before taking the policy idea to a vote.

A policy needs a simple majority to pass: 50% + 1 of the vote.

What makes a good policy?

- It is a principle for action going forward
- It is relevant to students and representative of their views
- It is well-supported by evidence

CHANGES COMING SOON? IT'S UP TO YOU!

Come to the first student council meeting to find out more!

WHAT YOU'LL DO AT STUDENT COUNCIL

ASK



Question the student presidents and UWS senior managers.

DEBATE



Discuss new Union policy submissions.

VOTE

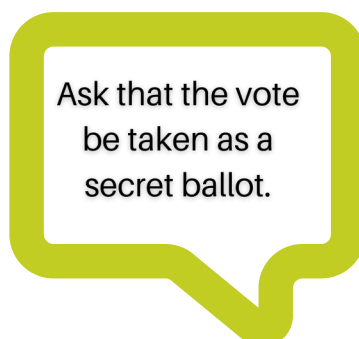


Have your say on whether a policy is passed

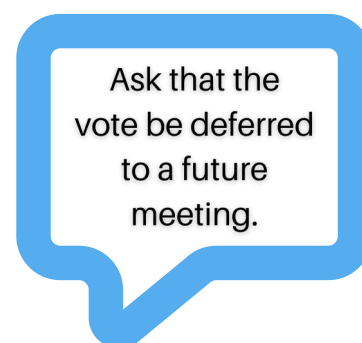
You also have the right to...



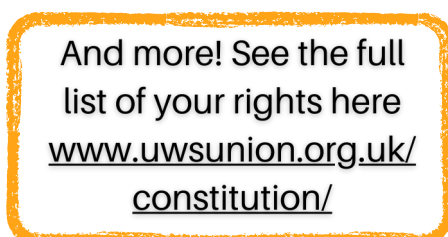
Ask that the meeting overturn a decision of the Chair.



Ask that the vote be taken as a secret ballot.



Ask that the vote be deferred to a future meeting.



And more! See the full list of your rights here www.uwsunion.org.uk/constitution/

KEY CONTACTS AND PARTNERS

Your Students' Union is here to support and represent students and is responsible for student rep training, systems, and support. Your Union is made up of elected officers and support staff. The membership team and the sabbatical officers are those you are most likely to engage with or contact.

MEMBERSHIP TEAM



Representation Team

Your representation team supports reps, especially regarding training, student council and policy creation. They work to ensure the representation systems run smoothly.

You can contact them at representation@uwsunion.org.uk



Student Opportunities Team

Your student opportunities team is there for anything student clubs, societies, and volunteering related!

Scottish students can contact jamie.mcdowall@uws.ac.uk.

For similar queries, London students can contact nathan.price@uws.ac.uk



Advice Service

Our advice workers provide information, advice, representation and advocacy to students. They deal with issues of extenuating circumstances and appeals, complaints, plagiarism and disciplinary issues, fitness to practice, hardship, personal issues and hate crime, student health, and accommodation advice. You may want to refer students to an advice worker if they are having individual issues which are not your responsibility as a student rep.

You can contact the team at advice@uwsunion.org.uk



STUDENT PRESIDENTS

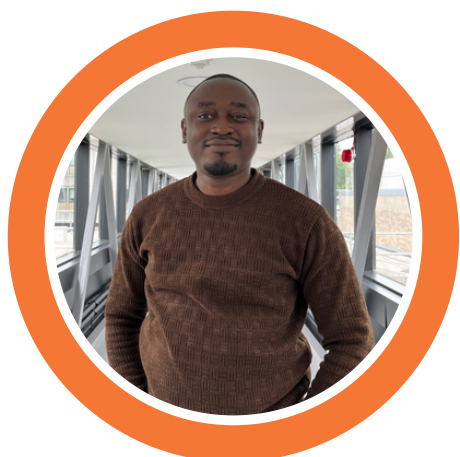
The Student Presidents are students who are elected to serve the student body. They take a full year out of their studies and work paid, and full time, to represent you. They each have different roles and responsibilities, but VP Education has the most responsibility for the student rep system.



Omowaleola Adebayo - President

The President is the senior student representative at UWS and is ultimately responsible for the actions of Your Students' Union jointly with the Board of Trustees. They lead the team of sabbatical officers.

You can contact her at UnionPresident@uws.ac.uk.



Timiebi Oyinpere - VP Education

The Vice President Education is the primary representative on all matters related to education and the learning experience at UWS. Their role is to ensure the continued quality improvement of the curriculum at UWS and that the feedback from student reps is acted on.

You can contact him at UnionVPE@uws.ac.uk.



Shahan Nazir - VP Welfare and Wellbeing

The Vice President of Welfare & Wellbeing is the primary representative on matters of welfare and wellbeing. Their role is to make sure that students are looked after while they are at university.

You can contact him at UnionVPWW@uws.ac.uk.

UNION CHAIR

Currently Vacant!

The Union Chair's role is to hold the sabbatical officers to account. Sabbatical officers are elected by students and for students, and as such can only be held accountable by students – led by the Union Chair. The Union Chair asks questions of the sabbatical officers, sits in on meetings at the union, and chairs the student council which sets union policy.

If you would like to find out more about becoming the Union Chair, or the role they play please contact representation@uwsunion.org.uk.

SCHOOL OFFICERS

School officers bridge the gap between divisional reps and the sabbatical officers. School officers gather information from divisional reps, sit on school boards, keep students informed, and work with Your Union to improve life for UWS students within their schools. There are two school officers per school at UWS, and you can see the 2025/26 team below along with its vacancies. Byelections will be held early in academic year 2025/2026 to fill the remaining vacancies so get in touch if you think that it could be you!

HEALTH AND LIFE SCIENCES

Vacant

Vacant

COMPUTING ENGINEERING AND PHYSICAL SCIENCES

Obashola Obisesan

Vacant

EDUCATION AND SOCIAL SCIENCES

Vacant

Vacant

BUSINESS AND CREATIVE INDUSTRIES

Vacant

Vacant



IN SPRING 2026 WE WILL ELECT OUR FIRST PAID SCHOOL OFFICERS AS VOTED FOR BY STUDENTS AS PART OF THE DEMOCRACY REVIEW - WATCH THIS SPACE!





SCHOOL CONTACT POINTS

If you have a problem or a query within your school, there are people that you can contact.

COURSE LEADERS AND PERSONAL TUTORS

In every school, your course leaders are those who deliver your courses, so they are your key partners in improving the courses and dealing with any issues. However, they also want to hear what they're doing well so they can keep doing it! You can get in touch with them any time in your role as a rep.

If you don't feel you can approach a course leader about something, you can also speak to your personal tutor or one of the school contacts listed below, who all work closely with Your Students' Union to support reps.

BUSINESS AND CREATIVE INDUSTRIES

Fiona Gibson-Green: School Enhancement Developer.

Fiona.Gibson-Green@uws.ac.uk

COMPUTING ENGINEERING AND PHYSICAL SCIENCES

CEPS School Reception

ceps@uws.ac.uk

EDUCATION AND SOCIAL SCIENCE

Sarah Black: School Enhancement Developer

sarah.black@uws.ac.uk

HEALTH AND LIFE SCIENCES

Liz Richmond: School Enhancement Developer

elizabeth.richmond@uws.ac.uk



STUDENT REP TRAINING

Your main source of information and communication with other reps throughout the year will be the Student Rep 2025-26 Teams group. This is where you can talk to other reps, keep up to date on all things Rep related and create a community of Reps to support each other.

All training info and resources will also be available on the Teams group. Training takes place at various points during the year with an online module available all year round, the first live sessions will be held in October 2024 with more to follow.

The training provides an introduction to the role of course rep and is designed to help you perform that role well.

There are 2 parts to the Training

- Part 1 - Is an online study module, in which you can learn the core material independently (you'll be enrolled onto this upon election)
- Part 2 - Is an in person workshop facilitated by the Union's Representation Team to put what you learn from the online module into practice.

This year, Part 2 training will be included in the Student Rep Conference as well as live Online sessions for those who can't make the Conference. Once you've completed Part 1, you can register for Part 2 (look out for an email inviting you to register)

Due to the changes we've introduced this year, we are encouraging all reps, including reps who've undertaken training in previous years, to complete Part 2 training again.

If you have any questions about the training, please get in touch with a member of the Union Rep Team via representation@uwsunion.org.uk

REWARDS FOR BEING A STUDENT REP

Being a rep is great experience.

You could gain CV-worthy experience in:

- communicating with peers and staff
- negotiating
- problem solving
- research
- networking
- organisation
- time management.

There are also ways that you and your achievements as a rep can be formally recognised.

UWS Union Certificate of Participation

The Certificate of Participation is one way we can recognise the work you do as a Rep which you can show employers.

To gain a certificate you must meet the following criteria:

1. Complete student rep training. This is situated on the Rep Teams site, with a live follow-up session that you will need to sign up to.
2. Participate in student council and meetings with staff, either in person or engaging in absentia by providing written feedback to the Chair.
3. Complete a reflective survey on your experience as a Rep. The link to this will be sent to all Reps at the end of the Academic Year.

Student Rep of the Year Award

Every year the union recognises the excellent work of staff and students at our Big Awards ceremony. You can be nominated by your peers or even nominate yourself. Our shortlist last year had first-time student reps on it, so even if you've just started, why not aim big? Maybe we'll see you collecting an award in March!

UWS Volunteer Recognition Award (VRA)

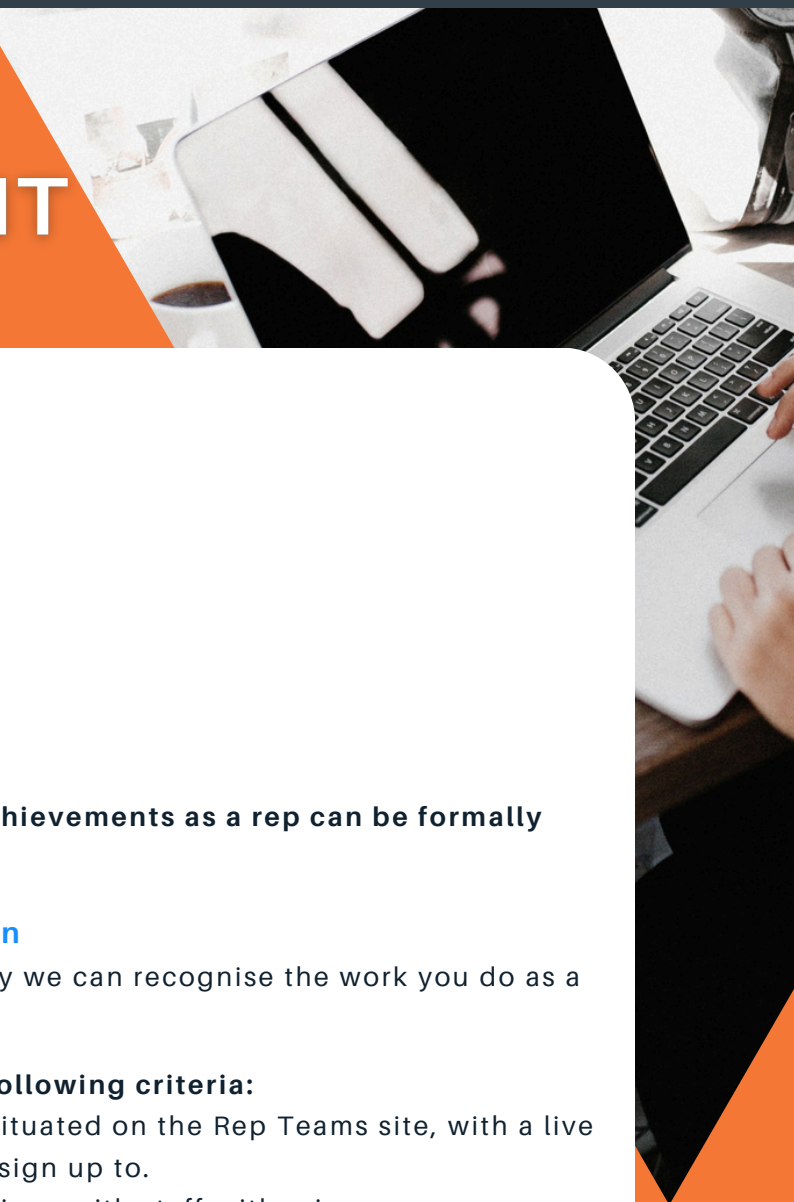
The UWS Volunteer Recognition Award is an initiative to recognise volunteering activity undertaken by students in addition to their studies, this can include being a Rep.

To find out more about this award, please visit - [VRA information](#)

The UWS Award

The UWS Award is designed to boost your employability and provide recognition for the activities you participate in outside of your studies, this includes being a Rep.

To find out more about this award and to register your interest, please visit the UWS Careers Website here - [UWS Award](#)



WHERE TO GO FOR HELP

Sometimes, your peers may come to you with problems or situations that are not related to your role as a rep. In these situations, you shouldn't try to give advice yourself. Instead, refer people on to other support services in the university.

Plagiarism and disciplinary issues
Extenuating circumstances
Financial difficulties
Fitness to practice issues
Emergency financial hardship needed
Personal issues and hate crime
Raising a formal complaint

Students' Union Advice Workers

advice@uwsunion.org.uk

Careers advice
Counselling
Study Skills support
Disability services
Financial Advice
International or EU student issues (such as visa or Brexit queries, settling into life in the UK, trips and tours, work during and after study)

UWS Hub Services

hub@uws.ac.uk

Urgent issues that can't wait until the next SSLG meeting with staff.

If you feel comfortable, get in touch with your course leader or personal tutor and talk to them directly. If you don't feel comfortable, then contact the union at uwsunion@uws.ac.uk

Any other issues

If you're not sure what to do or need extra help, email representation@uwsunion.org.uk