

Academic Representatives Role Description

This document outlines the key elements of the role, the expectations associated with the role, and how the role supports academic representation across the university.

Academic Representatives are appointed every October, via a panel comprising of one Students' Union staff member, and two students. The time commitment is around 1-2 hours per week on average. The term for Academic Representatives is November 2026 to July 2027.

Academic Representatives will have the chance to receive an honorarium of £100 in recognition of the time, contribution and expertise they bring to the role. The honorarium is intended to acknowledge participation in agreed activities as set out in the 'key tasks' section below. You will receive more information about this when you commence the role.

The list of Academic Representatives is as follows:

- Undergraduate Law Representative
- Apprenticeships Representative
- Postgraduate Law (Academic) Representative
- Postgraduate Law (Vocational) Representative
- Undergraduate Business Representative
- Postgraduate Business Representative
- Undergraduate Technology and Applied Sciences Representative
- Postgraduate Technology and Applied Sciences Representative
- Foundation Year Representative

Role Purpose

Academic Representatives are an important part of the academic experience at the university. They work in partnership with the Students' Union and the University to ensure that the student academic experience is the best that it can be.

Key Tasks

- Check in regularly with Class Representatives across your school
- Maintain contact with other relevant appointed Representatives
- Attend regular programme or department meetings (as decided by your School or Faculty), and be prepared to report back to the SU
- Work with relevant staff members to create positive change for students
- Help to promote the Academic Representation system
- Attend SU Education Council meetings (at least three times per year)
- You might also be invited to attend ad-hoc meetings by the SU.

Training

You will be invited to attend training in person at the Birmingham campus, on Saturday 31st October. Travel expenses will be paid.

The training is essential – if you cannot attend, you must arrange a time to complete online training.

You will also be provided with ongoing support for your role from the Students' Union.

Benefits

- The chance to be awarded a £100 honorarium payment each term, subject to submitting a report detailing activities associated with the role
- Skills development – particularly communication skills, organisational skills, negotiation skills and public speaking – all very transferable to the workplace
- A FREE CPD accredited Negotiation Skills course with The Negotiation Club, paid for by the SU
- Access to Rep-only prize draws to win vouchers
- The chance to win SU Representative of the Month, or SU Representative of the Year prizes
- A University of Law Students' Union hoodie with your role on, plus a badge
- Access to a range of opportunities not offered to other students
- Priority access to events and opportunities run by the Students' Union

Eligibility for Roles

Role	Eligibility
Undergraduate Law Representative	Any student studying the LLB Bachelor of Laws degree in any capacity – full-time or part-time. Also includes LLB Senior Status, and students studying an ‘LLB with...’ course, but not students studying for an UG Apprenticeship
Apprenticeships Representative	Any student on a Legal Apprenticeship, to include Undergraduate, Postgraduate, Paralegals and Solicitors
Postgraduate Law (Academic) Representative	Students studying any stand-alone LLM or AMIL course, or MSc Legal Technology in any capacity – full-time or part-time
Postgraduate Law (Vocational) Representative	Students studying the Bar Practice Course, the MA Conversion, the Postgraduate Diploma in Law, the LLM Legal Practice (SQE 1&2), or any standalone SQE courses in any capacity – full-time or part-time
Undergraduate Business Representative	Students studying on any of the BSc Business courses, including Accounting/Finance in any capacity – full-time or part-time
Postgraduate Business Representative	Students studying on any MSc courses which are delivered by the Business School, as well as the MBA Leadership in any capacity – full-time or part-time
Undergraduate Technology and Applied Science Representative	Students on any non-Law or non-Business Undergraduate course, including Computer Science, Criminology, Policing, and Psychology, in any capacity – full-time or part-time
Postgraduate Technology and Applied Science Representative	Students on any non-Law or non-Business Postgraduate course, including Computer Science, Criminology, Policing, and Psychology, in any capacity – full-time or part-time
Foundation Year Representative	Students studying on the Foundation Year of any Undergraduate programme

To apply for this role, please fill out the application form here:

<https://forms.cloud.microsoft/e/8zZNJ6tx2U>