



Div Rep Handbook

Your Guide to Academic Representation



Welcome!

Thanks for your interest in becoming a Divisional Representative, it's your chance to create real change for students across Oxford while gaining valuable leadership and advocacy experience.

You'll be joining a community of passionate student representatives working across the University to shape what the Oxford experience looks like. As a Divisional Rep, you'll collaborate with division and university staff to improve how education is delivered and how students are supported. Whether it's representing academic interests at key committees, gathering insights from course reps, or helping to drive new initiatives, your voice will make a difference.

This role is an opportunity to develop practical skills in communication, leadership, and problem-solving all while helping ensure that student voices are heard at every level of the University.

To help you get started, our Divisional Rep Handbook is packed with practical guidance and advice from previous reps. It's designed to make things easy, useful, and empowering. And if you ever need support, the Oxford SU team is just an email away.

We can't wait to work with you to make positive, lasting change at Oxford. Apply now using the link to the [application form attached](#), applications close on Friday, 17th October.

Best wishes,
Oxford SU

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01

About the role!





1.1 Role Description

This volunteer position allows you to advocate on behalf of fellow students while developing valuable career skills. Your input ensures student perspectives are integrated into decision-making processes within your department and across the University.

By collaborating with Oxford SU, faculty, staff, and course representatives, you'll help implement changes that enhance the academic experience for current and future Oxford students.

The position accommodates your academic schedule and requires no prior experience. The Oxford Students' Union provides comprehensive training and support throughout your tenure.

As part of your role, you need to fill out termly form to keep us updated on your work!



1.2 Key Responsibilities

As a Divisional Representative, you will:

- Attend training sessions held by the Students' Union
- Introduce yourself to students, teaching staff, and other representatives on your course/department/division to establish visibility and accessibility
- Gather balanced feedback (both positive and negative) about student experiences on your course and/or in your school/department
- Participate in Academic Representation Working Group, Divisional Committees, Combined Divisional Rep Meetings, Oxford SU Focus Groups/ Studies, and to present feedback and raise important issues to staff
- Report actions and outcomes back to the students you represent and to the Students' Union
- Appropriately direct and signpost students to relevant staff or services when issues are personal or not feedback-related



1.3 Skills Development

Through this role, you'll build competencies in:

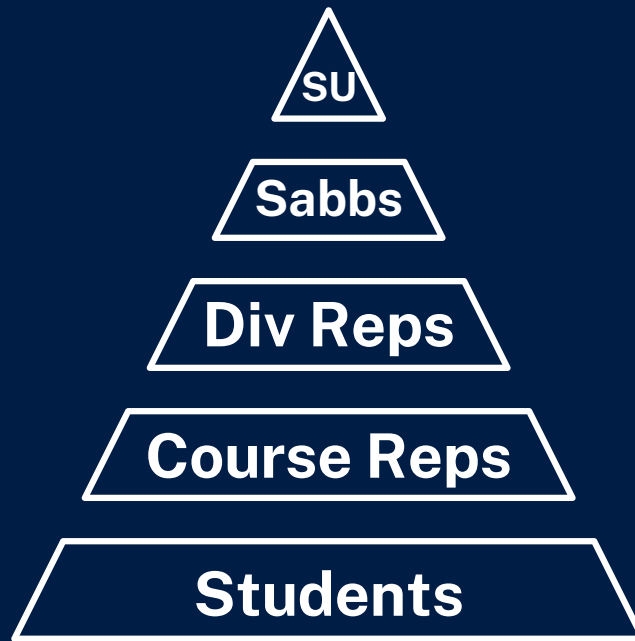
- Leading Committees
- Policy Evaluation and Analysis
- Stakeholder engagement and relationship building
- Survey Methodologies, feedback collection and analysis
- Strategic communication
- Problem-solving and time management
- Representation, accountability and advocacy



1.4 Our Commitment to You

In return, Oxford SU will:

- Provide training and resources to professionally develop and support you in your role
- Be a source of support and advice where needed
- Provide opportunity to build a social and professional network with other representatives
- Give you adequate notice of Students' Union organised meetings we'd like you to attend
- Keep you informed with regular updates throughout the academic year
- Ensure your contribution to the academic experience is recognized by providing you:
 1. Certificate of Completion documenting your year's service
 2. LinkedIn Recommendation
 3. Networking opportunities with University staff, fellow representatives, and SU officers
 4. Complimentary refreshments at SU-organized events and meetings



1.5 How do you fit in?

Oxford SU's representation structure creates clear pathways for student feedback to flow between academic levels. Divisional Representatives gather and communicate student perspectives to their divisions/department/faculties. They collect feedback from course representatives and feed it into divisional committees and SU channels.

This multi-level system is supported by a structured meeting framework:

- Course-level meetings where Course Representatives present collected feedback
- Divisional Boards and Committees where Divisional Representatives advocate for broader student concerns with the support of Course Reps
- Education Committees where Sabbatical Officers address university-wide academic matters

Each committee level is designed to address issues at the appropriate point in the academic structure, with escalation paths for matters requiring higher-level attention.

Throughout the academic year, Oxford SU facilitates collaborative sessions such as RepComs bringing together representatives from all levels. These gatherings provide valuable opportunities for networking, sharing best practices, and developing strategic initiatives to enhance the Oxford academic experience.

02

Committees & Boards





2.1 Committees & Boards

The Structure of Student Representation

Oxford has a clear structure for academic representation, from individual course student representatives to senior university leadership.

Each department has at least one student-staff forum or joint consultative committee (JCC) comprised of elected course representatives and key departmental staff. Student representation is also present on key department committees.

Individual JCCs feed into termly Divisional Student Representative Boards: one for undergraduates and one for graduates. These Boards serve as forums where course representatives from across the respective divisions can discuss items of common interest and concern, and share best practices with other representatives and divisional leadership. These meetings are chaired by Divisional Representatives.

Student representation is integrated into University governance in several ways:

- Student Representative Boards report to Divisional Undergraduate Studies Committees (USC) and Graduate Studies Committees (GSC)
- Representatives attend Divisional Boards, Divisional Quality Assurance Committees (QAC), and either Divisional USC or GSC
- Representatives may be invited to attend other divisional committees or working groups as needed by their divisions and/or the SU.



2.2 Divisional Board

The Divisional Board in each division operates under University Statute with comprehensive oversight of budgetary matters, space allocation, staffing decisions, curriculum development, educational quality assurance, and research initiatives across all departmental units.

Composition: Chaired by the Head of Division with membership including Departmental Heads, Associate Division Heads, rotating departmental representatives, college delegates, specialised unit representatives (such as relevant libraries), and Oxford Students' Union appointed student members.

The Board's governance functions are supported by several specialised subcommittees:

- QUALITY ASSURANCE COMMITTEE
- UNDERGRADUATE STUDIES COMMITTEE
- GRADUATE STUDIES COMMITTEE
- PLANNING & RESOURCES COMMITTEE
- COMMITTEE ON LIBRARY PROVISION (CLiPS)
- UG STUDENT REPRESENTATIVE BOARD
- PG STUDENT REPRESENTATIVE BOARD
- ANY SCHOLARSHIP MANAGEMENT BOARD



2.3 Committees & Boards

Quality Assurance Committee

This committee oversees educational policy implementation and quality standards maintenance across divisional departments.

Composition: Chaired by the Associate Head (Education) with rotating academic staff from various departments and the three Divisional Board student representatives.

Undergraduate Studies Committee

Addresses undergraduate-focused academic policy, teaching methodologies, admissions processes, quality standards, and student assessment data.

Composition: Chaired by the Associate Head (Education) with Directors of Undergraduate Studies, college representation, and the undergraduate Divisional Board student member.

Graduate Studies Committee

Focuses on graduate-level academic policy, including admissions strategies, researcher development, funding opportunities, teaching quality, and student feedback analysis.

Composition: Chaired by the Associate Head (Education) alongside the Associate Head (Doctoral and Research Training), Directors of Graduate Studies, and postgraduate student representatives from the Divisional Board.



2.4 Committees & Boards

Student Representative Boards

Each Division facilitates two termly Student Representative Boards — undergraduate and postgraduate — chaired by Divisional Student Representatives to gather insights from departmental course representatives.

Participants: Course Reps, Oxford SU representatives, the Associate Head (Education), and Divisional education team members also attend these meetings.

Core Functions

- Enhance teaching and learning experiences through collaborative improvement
- Facilitate division-wide dialogue between students and academic staff
- Strengthen communication channels on educational matters
- Provide feedback on University-wide academic initiatives
- Evaluate physical and digital learning resources
- Analyse student survey results
- Exchange effective practices between departments
- Review representation structures annually

Meeting Format

Sessions follow a structured agenda including:

- Welcome and participant introductions
- Oxford SU updates (3-4 minutes)
- Action item follow-ups
- Departmental representative roundtable



2.5 Committees & Boards

Discussion Scope

Representatives are encouraged to raise any teaching, learning, or academic experience concerns. Previous meetings have addressed assessment frameworks, library resources, information technology systems, financial support programs, career development services, teaching opportunities (PG), workspace allocation (PG), and specialised research training (PG). Agenda items may be sourced through departmental representatives, survey analysis, social media engagement, or consultation with Oxford SU and divisional administrators. Final meeting agendas are distributed one week in advance.

As a Divisional Representative, you will chair the JCCs and serve as the voice of your peers in academic matters. This position requires dedication to several key areas:

Proactive Engagement: Take initiative to introduce yourself to students, actively collect their academic feedback, present these perspectives in appropriate meetings, and communicate results through established channels.

Reliable Representation: Commit to attending scheduled meetings, arranging substitutes when needed, and coming prepared by reviewing all materials. Participate in offered training sessions and recognise when issues fall outside your scope, directing students to appropriate resources.

Effective Communication: Listen carefully to understand student concerns and maintain open communication with departmental staff and Oxford SU representatives. Should you find the responsibilities becoming overwhelming, reach out for help early rather than allowing your representative duties or personal wellbeing to be compromised.

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Key Contacts



Our Sabbatical Officers



Seun Sowunmi

SU President for Undergraduates

Represents the Undergraduate student community at the University of Oxford.

Course: History at Wadham College

Contact: supresidentug@oxfordsu.ox.ac.uk



Wantoe T. Wantoe

SU President for Postgraduates

Represents the Postgraduate student community at the University of Oxford.

Course: MSc Public Policy at Pembroke College & MSc Comparative and International Education at Somerville College.

Contact: supresidentpg@oxfordsu.ox.ac.uk



Alisa Brown

SU President for Welfare, Equity & Inclusion

Advocates on issues that affect the physical and mental health of the student body, and represents students from marginalised backgrounds.

Course: MSc Evidence-Based Social Intervention and Policy Evaluation at Linacre College.

Contact: supresidentwei@oxfordsu.ox.ac.uk



Shermar Pryce

SU President for Communities & Common Rooms

Champions JCRs, MCRs and community groups at every level of the University and Conference of Colleges, chair of Conference of Common Rooms.

Course: Philosophy, Politics and Economics (PPE) at University College (Univ).

Contact: supresidentccr@oxfordsu.ox.ac.uk

Our Staff Team Contact:



Devanshi Ranjan

Policy & Representation Coordinator (Education)

Empowers academic representatives to advocate for students by providing training, building relationships, and working with the university to drive meaningful change.

Contact: devanshi.ranjan@oxfordsu.ox.ac.uk



03 Key Contacts

Humanities:

- Joe O'Connor (Academic Administrator) joe.oconnor@humanities.ox.ac.uk
- Guilherme Lopes (UG Divisional Rep) guilherme.lopes@sjc.ox.ac.uk

Social Sciences:

- Jonny Barnes (Quality Assurance & Enhancement Officer)
jonathon.barnes@socsci.ox.ac.uk
- Dorothy Budd (UG Divisional Rep) dorothy.budd@hertford.ox.ac.uk

MPLS:

- Bulvinder Gurm (Head of Policy for taught courses)
bulvinder.gurm@mpls.ox.ac.uk

Medical Sciences:

- Lauren Wild (Graduate School Officer) lauren.wild@medsci.ox.ac.uk
- Elena Martin (Taught Degrees Support Assistant; Secretary to Undergraduate Student Forum) elena.martin@medsci.ox.ac.uk

Department of Continuing Education:

- Joaquin J. Perea (Executive Assistant) joaquin.jacintoperea@conted.ox.ac.uk

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Useful Links





04 Useful Links

Oxford SU

Webpage:

<https://www.oxfordsu.org/>

Oxford SU Academic Representation:

<https://www.oxfordsu.org/studentvoice/representation/academic-representation/>

SU Advice Service:

<https://www.oxfordsu.org/advice-wellbeing/contact-advice/>

University

Policy & Guidance on Student Engagement and Representation:

<https://academic.admin.ox.ac.uk/student-engagement-and-representation>

Academic matters webpages:

<https://www.ox.ac.uk/students/academic>

Student Welfare & Wellbeing:

<https://www.ox.ac.uk/students/welfare>

University Access and Participation Plan:

<https://academic.admin.ox.ac.uk/app>

External resources:

Wonkhe: <https://wonkhe.com/>

05

Oxford Speak



05 Oxford Speak

APP – The University Access and Participation Plan sets out the University's plan to reduce gaps in access and attainment between students with different characteristics (e.g. by gender/disability/ethnicity/socio-economic background).

EdC – Education Committee. The University Education Committee has overall responsibility for the definition and ongoing review of the educational philosophy, policy and standards of the collegiate University. It is a committee of Council.

(G)JCC - (Graduate) Joint Consultative Committee

GSC - Graduate Studies Committee

NSS - National Student Survey (for final year UG students)

OXFORD SU - Oxford Students' Union

PGT/PGR - Postgraduate-taught/ Postgraduate-research

PTES/PRES - Postgraduate Taught Experience Survey/ Postgraduate Research Experience Survey are national student experience surveys.

PRC –Planning and Resources Committee. A subcommittee of Division Board.

PVC - Pro-Vice-Chancellor, e.g. PVC Education

QAC - Quality Assurance Committee

QASC - Quality Assurance Subcommittee. QASC supports the work of the University Education Committee, focussing on matters related to quality and standards.





Thank You

We're so excited to have you in our team!

Reminder: Please fill out the following application form by Friday, 17th October.

Form: <https://forms.office.com/e/6tMz3ApvGZ>

For any comments, compliments or concerns, feel free to contact us with the information below:

Contact Information

Website <https://www.oxfordsu.org/>

Email devanshi.ranjan@oxfordsu.ox.ac.uk
studentengagement@oxfordsu.ox.ac.uk

Social Media [Instagram](#) [LinkedIn](#)

Address Oxford University Student Union (OUSU), 4 Worcester St, Oxford OX1 2BX
