

UWE Champions: Guidelines

By volunteering as a UWE Champion you will help us deliver our Strategy 2020. Part of that strategy is a promise to all students that they will experience engaging and outstanding learning, teaching and support services throughout their time here.

A range of services at UWE would like to know the experiences of students. As a UWE Champion we will invite you to share your views and opinions on a variety of topics, and you will be providing us with important feedback.

As a UWE Champion, we may ask you to complete online surveys, or perhaps join in some focus groups or discussions. In return, if you're an undergraduate student, your time will go towards your UWE Futures award. And we'll do an end-of-term prize draw.

However, before you participate in any way, we would like you to read the following Guidelines. We have compiled the Guidelines to make sure you understand what is required of you once you become a UWE Champion, and also to let you know what is required of us.

UWE Champions Guidelines

1. The UWE Champions scheme is run by the Student Communications Team at UWE Bristol. They can be contacted at studentcomms@uwe.ac.uk.
2. Being a UWE Champion is open to all students studying at UWE Bristol. Online application for membership is available via studentcomms@uwe.ac.uk.
3. Being a UWE Champion is personal to you and is not transferable to a third party.
4. Participation in online surveys and focus groups is by e-mail invitation only and invitation to participate will be sent to your UWE e-mail address. We will only contact you by e-mail - you will not be contacted by any other method.
5. Members are not obliged to take part in any activity undertaken. Participation is voluntary at all times.
6. We will e-mail you online surveys as required and focus groups on an as needed basis.
7. Ceasing membership: You can stop being a UWE Champion at any time by sending an e-mail to studentcomms@uwe.ac.uk asking to be removed from the address books.

UWE Bristol Futures Award (undergraduate students only):

1. Your time spent completing surveys or participating in focus groups will count towards your [UWE Bristol Futures Award](#). You must complete 25 hours of activities over your time at UWE Bristol to get the award.
 - a. If you would like to discuss the award further, ask a question through Infohub via '[My Questions](#)' or [book an appointment](#) with UWE Careers.
 - b. Visit the [Award homepage](#) on infohub for the [Award activity list](#), [How to Complete the Award Guide](#) and other helpful resources.
2. Your invitation e-mail will detail how much time will count towards your award.

Personal Privacy and Data Protection:

1. By becoming a UWE Champion you consent to the Student Communications Team holding, storing, processing and using the information you submit for the review of services at UWE Bristol. UWE's e-mail privacy notice is available [online](#).
2. We guarantee that any personal information you provide will remain private and confidential and will not be passed to a third party.
3. We will only use the feedback we collect to enhance and improve UWE Bristol service provision.
4. Information you supply in response to surveys will be aggregated with other replies before being reported and responses will remain anonymous.
5. You have the right to ask for a copy of the information which we hold on you and which is subject to the Data Protection Act 1998 and to correct any inaccuracies in your information. The personal information we hold on members includes name, student number, course, mode of study, starting year and campus.

If you have any questions regarding the Guidelines for being a UWE Champion, please contact:

Alyssa Willis - Student Communications Manager - Student Services

E-mail: alyssa.willis@uwe.ac.uk Telephone: 0117 32 81135



University of the
West of England