



## **STUDENT REPRESENTATIVE STAFF FORUMS**

### **TERMS OF REFERENCE**

#### **Purpose**

Student Rep Staff Forums (SRSFs) are accountable to the relevant Programme Management Committee and provide an opportunity for dialogue between students and staff on matters relating to the student experience which are within the remit of the programme or programme cluster. They provide a space for creative partnership and play a key role in building and sustaining inclusive learning communities.

#### **Membership**

Programme/Cluster Leader (Chair)

Any elected student rep within each programme/cluster

A maximum of one additional staff representative from each programme/cluster

#### **In attendance**

Staff members as required to discuss specific business, agreed with the chair in advance (e.g. module leaders, technicians)

Students from relevant learning communities (such as Academic Societies or PAL Leaders), as appropriate to the discussion

Members in attendance do not have voting rights.

#### **Responsibility**

Student Rep Staff Forums are responsible for:

- Providing a forum for dialogue between student representatives and student learning communities with staff relating to matters of student experience which are within the remit of that programme or cluster;
- Considering feedback from student representatives on matters they wish to raise with regard to their student experience, to take action where possible, or report or refer issues to the Programme Management Committee and/or relevant School Board of Studies;
- Considering matters and responses related to the student experience raised from outside of the student representation system (e.g. student surveys, departmental action plans, module feedback processes, external examiner reports), taking action or referring to the Programme Management Committee or relevant School Board of Studies as appropriate;

- To act as a consultative forum where future plans relating to changes and the development of modules and programmes can be developed with student input.

### **Accountability**

Student Representative Staff Forums are accountable to the relevant Programme Management Committee and report to it on:

- Programme enhancements and the student experience, including any concerns or issues around programme quality;
- Proposals for changes to their terms of reference, membership or priorities.

### **Administration**

Student Representative Staff Forums will normally meet a minimum of once per programme teaching block. The duration of meetings will be no longer than two hours.

### **Review**

The Terms of Reference for Student Representative Staff Forums will be reviewed annually to ensure they are still relevant, decision-making structures are effective and SRSFs can effectively discharge their duties. As part of the review consideration should be undertaken to how the SRSFs can improve and better integrate practices which support equality, diversity and inclusivity.