

Department Student Partnership Forum: Terms of Reference

Purpose

Department Student Partnership Forum (DSPF) are accountable to the relevant Faculty Academic Standards and Quality Committee (ASQC). The forum is responsible for considering and appropriately actioning matters relating to the student experience at a departmental level jointly between the Head of Department and the Lead Department Rep.

The forum provides an opportunity for the Head of Department (or nominee) and the Lead Department Rep to consider unresolved matters arising within Programme Management Committees (PMC) and their respective Student Rep Staff Forums (SRSF) within their department and take appropriate action to resolve these matters. This forum shall primarily focus on subject/department wide matters and have formal oversight of the student voice in the department. The forum will identify unresolved matters that require escalation or interventions from the faculty.

Membership

Head of Department (or nominee from department executive)
Lead Department Rep

In Attendance

Other staff members where strictly relevant to discussions (technical managers, AHoD for student experience etc)

Responsibility

Departmental Student Partnership Forums are responsible for:

- Considering unresolved matters arising from PMCs and SRSFs within their department and taking appropriate action accordingly to resolve matters at a department level.
- Ensuring PMCs and SRSFs are operating effectively within the department and that the student voice is being effectively captured, actioned and responded to.
- Providing a report to the ASQC, outlining student voice matters within the department and escalating matters to the faculty where required.

Accountability

Department Student Partnership Forum are accountable to the relevant Faculty ASQC and report to it on:

- Student experience related matters and the student voice within the department
- Matters for escalation to the faculty or university

Matters arising from Department Student Partnership Forums may also be considered by the Department Executives.

Administration

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

Review

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