[Insert School/Dept. name and name of LCF]

[Insert Academic Year 20XX/XX]

1. Purpose:
   1. To ensure that the feedback and concerns of students about their courses of study are represented to the academic staff throughout the academic year;
   2. To ensure that the views of students are given proper weight in the processes of course and module review;
   3. To provide a forum for the exchange of ideas and information between the student body and the school, department or division in relation to their education and non-academic welfare.
2. Constitution[[1]](#footnote-1):
   1. Two Co-chairs: One student, One Staff-member
   2. Senior Tutor
   3. Education Representative and/or Lead PGT Representative
   4. All Course Representatives (relevant to level of study)
   5. Other members of School/Dept. staff e.g. Director of Education and Student Experience (ESE), Exams Officer, Laboratory Manager, Disability Liaison Officer, etc.
   6. School/Department Support and Wellbeing Manager/Officer
   7. To be invited as appropriate:
      1. Information Services
      2. Student Services
      3. Learning Technology
      4. University of Nottingham Libraries
   8. Secretary
3. Reports to:
   1. [insert other relevant school Committee names e.g. Staff Committee,
   2. ESE/Teaching Committee
   3. SU Faculty Forum Meetings [via Academic Reps]
4. Remit:
   1. To provide a forum for the exchange of ideas and information between the student body and the School in relation to education and the student experience
   2. To receive feedback from students on the quality of teaching
   3. To consider matters affecting the non-academic welfare of all students.
   4. To discuss the results and feedback from student questionnaires and surveys (e.g. SEM, Course questionnaires, NSS), and provide students with the opportunity to respond to those results.
   5. To consider each year External Examiner reports and discuss the School’s responses, including actions, to them
   6. To consider each year Monitoring reports and discuss the School’s analysis of the data and actions taken or proposed
   7. To consider Educational Enhancement and Assurance Review (EEAR) reports and findings, and those of a similar periodic reviews of Education and Student Experience; to discuss the School’s response to them with a view to co-creating solutions where appropriate.
   8. To discuss and respond appropriately to any other student experience issues raised by students through their representative
5. Communication: the agenda, reports including actions, and other documents or supporting papers, are made available to all students via the Moodle LCF page [give link]
6. Frequency: at least three times in a 12-month period, with at least one meeting in the cohort’s first term.

**LCF Membership**:

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| --- | --- |
| **Name** | **Role** |
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1. [↑](#footnote-ref-1)