**1. Purpose**:

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| Student Staff Forum Terms of Reference & Constitution |

* To ensure that the feedback and concerns of students about their courses of study are represented to the academic staff throughout the academic year;
* To capture the views of students so that they are given proper weight in the processes of course and module review for co-creation and improvement of curriculum;
* To provide a forum for the exchange of ideas and information between the student body and the school, department or division in relation to student education, teaching and learning experience and development

**2. Responsibilities**

* Facilitate information sharing, collaborative problem solving, and the closing of the feedback loop between academic staff and course representatives, managed by Student Association and facilitated by School’s Senior Tutor
* Report key discussion and feedback points from the SSF meeting by producing and disseminating the SSF minutes
* Facilitate the closure of the feedback loop for course representatives by encouraging staff to proactively address minor issues1 at its first available opportunity, whilst working collaboratively to address larger areas of concern.

**3. Membership**

* Course representative(s) and/ or Student representatives (required)
* School Senior Tutor (required)
* Director of Teaching and Learning or Director of Studies and/or Programme Director(s) (required)
* Head of School (Optional)
* Key staff members from the relevant department, faculty, or school (where applicable) including SA Representatives (e.g. Education Officer) may be invited to join when necessary
* Ideally, the number of staff attending will normally not be significantly more that the number of student representatives.

1. **Chair & Support**

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Course or School representative will chair the meeting and facilitated by School Senior Tutor.

1. **Frequency of Meetings**

A Student Staff Forum (SSF) must meet at least three times per academic cycle1, with at least one meeting each Autumn Semester. School and Chair can call for extra meetings on needs basis.

* Foundation unit(s) may have one SSF meeting in each semester per academic year
* It is recommended that undergraduate and/or postgraduate taught course students hold two LCF meetings during each of the autumn and spring semesters

1. **Terms of Office**

The term of office for the course and/or school representatives recruited by Student Association will normally follow their tenure outlined in the Student Association’s constitution, and Senior Tutor of a given School will normally be by academic cycle.

1. **Reports & Post Forum:**

The SSF minutes actions must be disseminated such as the School’s Moodle page (or its equivalent), Student Education Network, Faculty Teaching and Learning Committee into the relevant committee in the school, usually a Teaching and Learning Committee. Where applicable, dissemination to Student Experience committee. SSF minutes must be taken into consideration in the school's annual monitoring processes.

1. **Glossary**

\*Minor issues1 refers to issues that can be addressed immediately. For example, slides provision, font size, speak too fast in class, cannot hear the lecture, etc.

\*Academic cycle2 refers to the commencement of the first semester to the last semester in a twelve-month period. Foundation academic cycle starts in April and ends in March the next year. UG and PGT academic cycles start in September and end in August the next year.