



GUIDANCE ON THE OPERATION OF STUDENT PARTNERSHIP FORUMS

The operation of Student Partnership Forums should be as follows:

- Student Partnership Forums are required by Programme Boards to meet at least once per trimester, in an informal environment. Meetings can be arranged to best suit local needs: forums may be established which cover whole programmes, or a single level or levels of a programme. In some cases, forums may be established which cover combinations or suites of programmes with close academic links.
- The **Programme Leader**, acting on behalf of the Programme Board, will in the first instance make arrangements for the establishment of the Forum. Members should agree in advance of the first meeting who will act as Chair; it may be appropriate for the Programme Leader and a nominated student representative to co-chair meetings.
- **The Programme Leader and Student Chair/Co-Chair**, in consultation with other group members, will provide an agenda for each meeting, primarily based on the shell agenda below. This should be agreed in advance and circulated to all members ahead of each meeting. The Programme Leader and Student Chair/Co-Chair should work together to promote the Student Partnership Forum to the wider student cohort; encourage students to provide feedback to their student representative; summarise pertinent student feedback points received ahead of the meeting; communicate meeting outcomes to the wider student cohort as soon as is practicable afterwards.
- The **Programme Co-ordinator** will be responsible for convening meetings of the Student Partnership Forum in liaison with the Programme Leader. Meetings can be face-to-face, online or hybrid. Care should be taken to schedule meetings at a time that is suitable for the majority of student representatives.

- In the case of programmes delivered at a distance, or in exceptional cases where student representatives either cannot be recruited or do not attend meetings, the Programme Leader on behalf of the Programme Board should make alternative appropriate arrangements, for example the use of online or face-to-face consultation with the wider student cohort.
- Student Partnership Forums are required to keep formal minutes (normally by the Programme Coordinator) and should produce a record of actions arising from the discussions. Minutes should identify the role of staff and students present at the meeting. To enable ongoing monitoring and enhancement of student engagement processes, they should also record how many student representatives were invited to the meeting and how many attended.
- Any issues referring to modules should be passed to the Module Leader for action in the first instance. Programme, School, and/or University matters should be passed to the relevant Head of Department, Programme Board, and/or School Board and, if appropriate, with the relevant University department.
- The draft minutes and record of actions will be forwarded to the Programme Board (and any other relevant bodies) for information or action as appropriate. The draft minutes must contain sufficient detail for the Programme Board to consider and effect any corresponding action noted by the Student Partnership Forum.
- School Boards should also receive and consider a summary of points raised at Student Partnership Forums each Trimester to enable School/Department level monitoring of the effectiveness of feedback to students on any issues that they have raised.

Composition

The Student Partnership Forum should normally have a majority of student members. The composition of the Forum should be:

- elected students representing all levels and programmes constituting the group (it is the Programme Leader(s) responsibility to make sure elections are conducted and the outcomes recorded among all relevant student cohorts at the start of each academic year)
- the Programme Leader(s) or equivalent
- students, staff, and other individuals, such as employers associated with the programme, who are not members of the group, may be invited to attend and to participate in discussions.

The information above represents a template for the operation of Student Partnership Forums. It is recognised that, particularly with part-time programmes or for programmes delivered online, some further flexibility may be required. However, all levels of each programme must have representation on a group. The composition of a Student Partnership Forum should normally contain more students than staff.

The Programme Leader should arrange for nominated reps to attend induction for class representatives at the start of each academic year in collaboration with the Students' Association who will facilitate the rep training. The Students' Association can be contacted for advice and support when recruiting and engaging with class representatives.

Agenda

The following outlines a shell agenda for Student Partnership Forums:

- Welcome and apologies
- Purpose of the Student Partnership Forum
- Any matters arising from previous meeting(s)
- Summary of student feedback (what is going well and what could be improved) under the following headings, including discussion and agreed actions:
 - Learning & Teaching
 - Student Partnership & Student Voice
 - Learning Resources, Environment & Technologies
 - Assessment & Feedback
 - Support & Guidance
 - Organisation & Management
- Any matters to be referred
- Consultation plans on any upcoming Programme Review, ELISR, PSRB or external review
- Any other business raised by students or staff