

THE UNIVERSITY OF LEEDS

Student Staff Forum (Terms of Reference)

- each School must have a Student Staff Forum which meets at least twice a semester;
- the membership of the Forum should represent all staff and students on taught programmes;
- the Forum should be the primary means by which the student body within the School is consulted on issues relating to the development of the School and in particular its taught provision;
- the Forum should consider annually the implementation, at the School level, of the Partnership Agreement;
- the Forum should report regularly to all staff and students;
- action taken in response to Forum discussions should be clearly reported;
- the Forum should formally report to the School Taught Student Education Committee and other appropriate School bodies;
- the minutes of the Forum should be made available to the University Academic Representatives for the Faculty;
- the contact details of members of each Staff Student Forum should be made available to the LUU by mid October each year.

A Role of the Forum

- i) academic matters will form the main business of the Forum but it should also consider domestic arrangements, such as location of coffee machines and social events, where appropriate.
- ii) the Forum should consider the outcomes of a Department's/School's programme review process.
- iii) the Chair of the Forum should report to the School Taught Student Education Committee and to other Departmental/School meetings as appropriate. Where the Chair of the Forum is a student member they should be invited to the meetings for the item concerned.
- iv) each Department/School should identify a staff member to liaise with the Student Engagement Coordinator in LUU on issues relating to the Forum when necessary.

B Membership and Elections

- i) Student membership on the Forum should include:

Students representing each year of each programme of study, including postgraduate programmes;
Students representing Joint Honours and part-time programmes, as appropriate;
Students from the electives provision, where appropriate.

Students should be consulted regularly on the appropriateness of the representation.

- ii) It may be appropriate for some Departments/Schools to have a separate undergraduate and postgraduate Forum but where this is the case there should be some mechanism in place for sharing information e.g. cross membership.

- iii) Staff membership of the Forum should include:
- Head of School;
 - Director of Student Education;
 - At least one representative member of teaching staff.

It may be appropriate to include year tutors and/or programme leaders but the staff membership should not outnumber the student membership.

- iv) The most appropriate time for level 1 student elections is the beginning of the academic year whilst for returning level 2 and 3 student elections the end of the previous session may be more appropriate. Specific time should be set aside during intro week to explain the importance of the Forum and the role of the student representatives.
- v) Nominations should close at the end of week 3 and elections should take place in week 4. It may be more appropriate for the elections to take place at other times of the year and this should be arranged in consultation with the students.
- vi) Specific time should be set aside by the Department/School for the elections and hustings. The responsibility for running a fair election should rest with the Head of Department/School or his nominee.
- vii) New members of the Forum should be provided with a copy of the minutes of the previous session.
- viii) The names of student representatives should be forwarded to the University Union as soon as possible after the elections to enable training events to be organised by the end of week 5.
- ix) The Chair may be either a member of staff or a student representative. The Forum may be co-chaired by a member of staff and a student representative. The Chair(s) should be elected at the first meeting of each session.
- x) The secretary of the Forum need not be a member of the committee and can come from the staff of the Department/School.
- xi) One student member of the Forum should write an annual, brief report for the University Union and this should be copied to the Head of Department/School and to the QA Team.
- xii) The Forum should ensure that the views of other individual students, who are not representatives, are considered by the committee as appropriate.

C Meetings

- i) The Forum should meet at least twice each semester.
- ii) Items for the agenda can be submitted by both students and staff.
- iii) The dates of the meetings should be publicised at the start of the year throughout the Department/School. The papers for each meeting should be circulated at least 10 days in advance of the meeting to allow the representatives to consult as necessary.
- iv) Meetings can be held more often as the need arises and can be called by a group of either staff or student members. At least 2 weeks notice should be given for

any additional meetings.

- v) Responsibility for ensuring that meetings are held should lie with the Head of Department/School or his/her nominee.

D Facilities

- i) Students should be given reasonable access to Departmental/School facilities for representative requirements, including photocopiers and room space for Student Representative Surgeries.
- ii) Student representatives should be given access to email lists for contacting students.
- iii) There should be an adequate notice board in a prominent position within the Department/School

E. Communications

- i) The Forum should be invited to comment on:
 - any significant changes to the curriculum or delivery of teaching;
 - implementation of the Partnership Agreement;
 - procedures for obtaining student feedback;
 - issues arising from student feedback;
 - the outcome of programme reviews.
- ii) The Head of Department/School or his/her nominee(s) is responsible for feeding back business and decisions from the School Taught Student Education Committee or other School committees to the Forum as appropriate.
- iii) Minutes of the Forum should be made widely available to staff and students available either on a dedicated notice board or electronically
- iv) The Minutes should be written in such a way as to ensure that no student or member of staff can be identified from them
- v) Action taken in response to Forum business should be reported to the members at the next meeting and fully recorded in the minutes.

F Arbitration

- i) Students may seek advice and representation from the University Union if they feel the guidelines have been unreasonably broken or if they are unable to resolve a problem through the Forum.
- ii) The University Union will attempt to resolve the problem within the Department/School. If this does not prove successful approaches will be made to the relevant Pro Dean for Student Education.
- iii) The University Union will monitor the effectiveness of the Forum and make recommendations to the Taught Student Education Board as necessary.