

# Student Rep Staff Forums (SRSFs)

## Purpose

The forum provides an opportunity for dialogue between students and staff on matters relating to the student experience which are within the remit of the programme or programme cluster.

## Composition

Programme/Programme Cluster Leaders (Chair/Officer to normally be shared with a Student Rep)

Any elected student rep within each programme/programme cluster

A maximum of one additional staff representative from each programme/programme cluster

(Note: Student reps and the process of their selection must be identified through a recognised process that ensures representation across all elements of a programme. The process of selection should be identified to UWESU and Academic Services alongside their names)

## In attendance

Staff members required to discuss specific items of business notified to the Chair in advance (eg module leaders, technicians)

## Terms of Reference

1. to provide a forum for dialogue between student representatives and staff relating to matters of student experience which are within the remit of that programme or cluster;
2. to consider feedback from student representatives on matters they wish to raise with regard to their student experience, to take action where possible, or report or refer issues to the Departmental Committee/ASQC as appropriate;
3. to consider matters and responses related to the student experience raised from outside of the student representation system (eg student surveys, departmental action plans, module feedback processes, external examiner reports), taking action or referring to the Departmental Committee/ASQC as appropriate;
4. to act as a consultative forum where future plans relating to changes and the development of modules and programmes can be developed with student input;

### **Minimum number of members that must be present to constitute a valid meeting (Quorum):**

Normally a minimum ratio of one student to every staff member present.

### **Frequency of meetings:**

A minimum of four per year

### **For more information please contact:**

[academicgovernance@uwe.ac.uk](mailto:academicgovernance@uwe.ac.uk)