# Click here to enter Forum title (e.g. Chemistry Postgraduate Research SSF)

# Terms of Reference

These are the terms of reference for the Click here to enter Forum title. This Forum forms part of the Student Representation System and is a Staff Student Forum (SSF) for postgraduate researchers.

[Guidance only – to be deleted] Each Staff Student Forum has the flexibility to operate slightly differently in order to meet the needs of its PGR Representative(s). However, the Terms of Reference below outline that the general expectations of all Staff Student Forums representing postgraduate researchers.

## Scope

The Click here to enter Forum title supports the postgraduate research representation provision of the following courses/programmes: Click here to enter courses/programmes.

## Membership

[Guidance only – to be deleted] The membership of a SSF (or equivalent) will mainly consist of the Staff Liaison Contact, Senior PGR Rep (the co-chair) and PGR Reps that represent the cohort of programmes/research areas that SSF is in place to cover. The amount of PGR Reps that sit on the Forum will depend largely on the amount of programmes the SSF covers and the amount of postgraduate researchers on those programmes.

Membership of this Forum for Click here to enter academic year (Format yyyy-yyyy).

|  |  |  |
| --- | --- | --- |
|  | Members Name | Members Title |
| Co-Chair | Click here to enter Staff Liaison Contact’s Name | Staff Liaison Contact (SLC) and Click here to enter SLCs Job Title |
| Co-Chair | Click here to enter Senior PGR Representative’s Name | Senior PGR Representative (Postgraduate Research) |
|  |  |  |

The Secretary for this SSF is Click here to enter secretary’s name (Click here to enter secretary’s email)

## Terms of Reference

1. To discuss topics relating to the learning, teaching, research and overall academic experience of the SSFs constituency. Topics may include but are not limited to:
   1. Researcher opinion on the assessment undertaken and feedback provided
   2. Researcher opinion on the content and quality of academic programmes and/or modules
   3. Research resources, facilities and events
   4. Postgraduates that teach, as well as wider Human Resources and Employability matters related to Postgraduate researchers
   5. Postgraduate research Community/Culture
   6. Welfare and support services for Postgraduate Researchers
2. The SSF is responsible for providing feedback to its constituency on the work it is undertaking and the issues it has discussed.
3. SSF members to raise any views, questions and experiences, gathered from their constituency, which relate to the academic experience of their constituency members. These will be discussed and explored to find ways to address or resolve any issues raised.
4. The SSF may ask PGR representatives to gather the views of their constituency members on relevant University matters.
5. At least once per year, the Forum will discuss;
   1. a summary of the outcomes of the **PGR annual review**
   2. where relevant, any **Professional, Statutory and Regulatory Body (PSRB) reports** for programmes represented by the SSF
   3. the subject-specific report of **Postgraduate Research Experience Survey (PRES)** together with the Choose an item action plans
6. The Forum must not engage in unduly personal discussion of Individual staff members or postgraduate researchers. The Forum also must not discuss Personal complaints/Grievances, should these topics arise the SLC must inform postgraduate researchers of the appropriate mechanisms through which to raise these issues.

## Reporting

1. Reports to the School/College Research Committee and/or Graduate School Committee, on any recommendations or issues raised in this Forum
2. Reports to the School/College Quality Assurance Lead, providing these leads with minutes from these meetings, and uploading to the SSF SharePoint.
3. Reports to the Student Representation System Advisory Board (SRSAB) through the submission of a mid-year evaluation at the end of the Autumn Term, and completion of an annual SSF Review Form in the Summer Term.
4. Reports to postgraduate researchers on the outcomes of any actions, recommendations or matters resolved at the Forum, through PGR Representatives and the sharing of SSF minutes/discussion notes actions.

## Frequency of Forums

A minimum of three formal meetings per year, ideally once per term.