# Click here to enter Forum title (e.g. Chemistry Undergraduate 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 Choose an item Staff Student Forum (SSF).

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

## Scope

The Click here to enter Forum title supports the student 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 Rep (co-chair) and Student Reps that represent the cohort of programmes that SSF is in place to cover. The amount of Student Reps that sit on the Forum will depend largely on the amount of programmes the SSF covers and the amount of students 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 Student Representative’s Name | Senior Student Representative and Click here to enter their Student Representative Position (e.g. Law First Year Student Rep) |
|  |  |  |

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 and overall academic experience of the SSFs constituency. Topics may include but are not limited to:
	1. Student opinion on their learning and teaching provision and supervision
	2. Student opinion on the assessment undertaken and feedback provided
	3. Student opinions on the content and quality of academic programmes and/or modules
	4. Support structures for constituency members
	5. Learning resources, facilities and events
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 an explored to find ways to address or resolve and issues raised.
4. The SSF may ask student representatives to gather the views of their constituency members on relevant University matters.
5. At least once per year, the Forum will discuss;
	1. the **External Examiner reports and School responses** relevant to the constituency represented by the SSF
	2. **School Education Plan** arising from Annual Programme Review
	3. where relevant, any **Professional, Statutory and Regulatory Body (PSRB) reports** for programmes represented by the SSF
	4. the subject-specific report of **Student Survey results and action plans** (NSS/PTES)
6. The Forum must not engage in unduly personal discussion of Individual staff members or students. The Forum also must not discuss Personal complaints/Grievances, should these topics arise the SLC must inform students of the appropriate mechanisms through which to raise these issues.

## Reporting

1. Reports to the School/College Education 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 students on the outcomes of any actions, recommendations or matters resolved at the Forum, through student representatives and the sharing of SSF minutes/discussion notes and actions.

## Frequency of Forums

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