

**Student-Staff Committees**

**Terms of Reference**

Programme-level (or cohort-level, as appropriate\*) Student-Staff Committees will:

1. Meet at least once per semester/term, a minimum of three times per year plus extraordinary meetings as needed.
2. Be chaired by a nominated student representative, with support from a staff sub-chair and committee secretary.
3. Receive feedback from student representatives who will collect feedback from students enrolled on the programme
4. To discuss relevant matters relating to the programme and the wider student experience.
5. Identify areas of good practice that are working well.
6. Identify matters that could be addressed to improve the student experience, including coming to a shared understanding of the matters through discussion, desired outcomes and actions (short and long term) that address the matter.
7. To record and track actions relating to matters arising using a provided template.
8. To receive updates on progress of actions identified from the previous meeting.
9. To report and make recommendations to:
   1. The Course Committee on matters relating to the programme
   2. The Student Experience team on matters relating to the wider University student experience.
10. Receive student survey results (NSS, SES, PTES and SOLTS) and discuss general themes from the results to obtain perspectives and recommendations for action, and report these to the Course Committee and Student Experience team.
11. To close the feedback loop with all students enrolled on the programme by sharing the approved minutes from meetings and the action tracking template with students via Canvas or other platform as appropriate. These should also be shared with the Student Voice Officer.

\* For some programmes where timings of meetings need to be flexible to account for cohort-specific activity (eg clinical years and placements) then programmes may run separate Student-Staff committees for different cohorts as appropriate. Each separate committee must meet as outlined as above.

**Membership**

The membership of a programme’s Student-Staff Committee should include the following:

*Chair*

Nominated student representative (with support from the Student Voice Officer and St George’s Students’ Union (SGSU))

*Sub-chair*

Course Director or other nominated staff member

*Members*

Course Director (if not the sub-chair)

Course Year Leads (or other academic staff, as appropriate\*\*)

Student representatives for each year cohort

*Secretary*

Course Administrator

*Ex-officio members*

Student Voice Officer

SU President of Education

SU President of Welfare

\*\* Where there are relevant agenda items, the chair and sub-chair can invite additional members of the course team or other University representative to present an item for discussion. It is important that these meetings are led by student representatives and students are not outnumbered by staff.