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| Partnership with Students in the Management of  Quality and Standards: B – Student-Staff Forums | |
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| Partnership with Students in the Management of  Quality and Standards: B – Student-Staff Forums |

# Introduction

* 1. The University has a formal commitment to partner with students as a means of ensuring that it provides an outstanding student experience and places students at the heart of the University. Student participation in the management of quality and standards is an important aspect of the success of this partnership.
  2. Students are active participants in their own education, with an important role to play in shaping the academic direction of the University. Through active participation, and forging closer relationships with the University, we believe that students are more likely to engage with their academic studies. All members of the University, staff and students alike, have a responsibility to make a reality of this vision.
  3. This Code of Practice sets out the joint commitment of the University and Hull University Students Union (HUSU) to partnership in the management of quality and standards, including an effective and coherent system of academic representation at all levels of the institution, founded on good practice.
  4. This Code of Practice replaces the previous Code of Practice (Partnership with Students in the Management of Quality and Standards) and is updated annually to ensure the continuous engagement of the HUSU’s academic representation system and the current and incoming President Team.

## Scope

* 1. This Code of Practice sets out the formal arrangements for the partnership with students in the management of quality and standards. This code applies to undergraduate, postgraduate taught and postgraduate research students.
  2. The responsibility of the University is discharged through its Faculties and Departments and is overseen by the Teaching Excellence Academy (TEA).
  3. The arrangements for partnership with HUSU should be understood in the context of HUSU’s own democratic structures. The President of Education has responsibility for academic representation and represents the views of HUSU regarding academic matters on a variety of university committees, the most significant of which is the Education Student Experience Committee.
  4. The Education Student Experience Committee is the final arbiter of the application and interpretation of this Code of Practice.

# Application to Collaborative Provision

* 1. This Code of Practice is provided to partner institutions for information as an example of good practice which may be applicable to their provision.

# Application

* 1. This Code of Practice applies to partnership with students in the management of quality and standards for Student-Staff Forums (SSF’s).

# Definitions

* 1. **Course Representative** (Rep): a self-nominated HUSU volunteer.
  2. **Faculty Representative** (Faculty Rep): a HUSU volunteer appointed by interview process. One role per faculty.
  3. **President of Education**: a full-time elected officer who is the lead academic representative for all students.
  4. **Education Coordinator**: a member of HUSU staff responsible for the training and support of Course Representatives.

# Establishing the Student Staff Forums

* 1. Each Faculty **must** establish a series of Forums to cover all programmes:

1. The organisation of SSFs **must** be approved by the Faculty’s Associate Dean of Student Experience (ADSE) and communicated to the Education Coordinator prior to the start of the academic year.
   1. Each Faculty **must** designate a member of staff (hereinafter referred to as ‘the Administrator’) to coordinate Forums and who will act as the primary contact for the Education Coordinator.
2. The Education Coordinator will provide support and guidance to the Administrator regarding the organisation of the Forum.

# Purpose and Function

* 1. Forums are an integral part of each Department’s quality assurance and quality enhancement processes. As such, the Forum **must** be free to discuss any academic or non-academic business relating to the overall student experience.
  2. Conversely, the Forum **must not** discuss:

1. Any personal complaints or grievances.
2. The conduct of an individual student, Rep or member of staff.
3. In these instances, Reps **must** be signposted to the services through which such matters can be raised including, but not limited to, contacting HUSU’s Education Coordinators on [husu-representation@hull.ac.uk](mailto:husu-representation@hull.ac.uk) and engaging in the complaints processes of the University and HUSU.

# Membership

* 1. The Forums **must** have in attendance:

1. Chair - the Chair **should** be elected from among Reps present at the first meeting of the Forum.
2. Co-chair - the Co-chair **should** be appointed from among staff present at the first meeting of the Forum.
3. Secretary - the Secretary **must** be appointed by the Faculty prior to the first meeting of the Forum.
4. Academic staff.
5. Reps - Reps **must not** receive remunerations, financial or other, for serving as a member of the Forum.
   1. Any member not in attendance, without prior apologies, will be recorded absent.
   2. Optional members of the Forum include:
6. Additional University staff, as agreed by members of the Forum.
7. HUSU staff.
8. Faculty Rep.
9. President of Education.
10. Course Reps who are on joint honours programmes **may** attend any forum relevant to their degree. These Reps **must** be invited to each series of SSFs that pertain to their studies.

# Scheduling

* 1. The Administrator is responsible for the scheduling of the Forum.
  2. Meetings **must** be scheduled at a time and date suitable for all members of the Forum, in accordance with the following:

1. There **must** be two meetings of the Forum per trimester.
2. An Extraordinary Meeting **may** be called by the Chair, at the request of at least half of the Reps members of the Forum.
3. Each meeting **should not** exceed 90 minutes.
   1. The Forum **may** be hosted online, in-person or blended.
4. Any online meetings **must** be conducted via Microsoft Teams.
   1. Once scheduled, the date, time and venue of the Forum **should not** be changed, unless necessary.
   2. If the Forum needs to be cancelled or postponed, or there is a change to either the timing or venue, the Administrator **must** inform the Education Coordinator, in addition to all expected attendees, as soon as possible.

# Agenda

* 1. The Secretary is responsible for the production and circulation of the agenda.
  2. The agenda **should** be circulated at least 3-5 working days prior to the meeting.
  3. The first meeting of the Forum **must** include the following items on its agenda:

1. An item to enable discussion of students’ experience of induction and encourage constructive comments for improvements.
2. A review of the previous year’s Action Register—a copy of which **must** be circulated to all members prior to the meeting.
3. An item to discuss student feedback and key items from survey season (NSS, HSS, PTES etc.).
4. Any outstanding action(s) from the previous year **must** be revisited.
   1. Time **must** be allocated for members of the Forum to discuss any business not included on the agenda.

# Action Register

* 1. The Secretary **must** record any actions raised at each meeting. These are recorded on the Action Register.
  2. The Secretary **must** circulate the Action Register to the Education Coordinator and all members of the Forum.

1. The Action Register **should** be circulated within 3-5 working days of the meeting.
2. The Action Register **must** be circulated to any staff assigned an action
   1. The Action Register **must** be made available to students via the HUSU website.

**Version Control**

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| **Version** | **Author** | **Date approved** | **Relevant sections** |
| 4 01 | Lisa Tees, Quality Manager, Quality Support Service | Sept 2023, Housekeeping | Updates committee structure. |
| 4 00 | Peace Igi-Ehon, HUSU President | 12 May 2022 | Version 3 09, dated April 2019, has been separated into two codes (Parts A and B).  The rationale behind this is to ensure that the roles and responsibilities in relation to academic representation are clearly delineated between HUSU representatives, HUSU staff, University academic staff members, University professional services staff and students. |
| 3 09 | HUSU President | April 2019, University Learning Teaching Committee (ULTC) | * Amendment to post title HUU Education Officer to HUU President of Education. * Amendment to title Student Officer Team to Student President Team. * Amendment to title Schools to Academic Units. * Amendment to title Subject Representative to Course Rep Leader. * Amendment to elect Course Rep Leaders. * Amendment to committee title Course Rep Forum to Education Zone Open Meeting. * Updated operational processes for Education Zone Open Meetings. * Separated postgraduate representation from undergraduate representation. * Introduced Postgraduate Faculty Open Forums for postgraduate representation per faculty. * Introduced PGT and PGR Faculty Representatives for each faculty. * Introduced Deputy Faculty Rep position appointed by interview process. * Updated operational processes for Student Staff Forums. |
| 3 08 | Hull University Union | April 2018, University Learning Teaching Committee (ULTC) | * Updated the Course Representative and Subject Representative nomination process. * Updated the faculty representative appointment process. * Amendment to post and committee titles – for example School Representative is replaced with Subject Representative. * Clarified minimum target number of Course Representatives per programme or cluster of programmes.   Clarified the joint responsibility between HUU and UoH for promotion of course representative opportunities. |
| 3 07 | Hull University Union | Sept 2017, University Learning Teaching Committee (ULTC) | * Clarified reporting lines and operational process for Student Staff Forums. * Amendments to post and committee titles, for example ‘VP (Education)’ is replaced with ‘Education Officer’; ‘staff student committee’ is replaced with ‘Student Staff Forum’. * Removes references to Scarborough campus. |
| 3 06 | Hull University Union | April 2016, University Learning Teaching and Assessment Committee (ULTAC) | * Revised arrangements for the nomination and election of Course Representatives. * Amendments to post titles for example ‘Faculty Co-ordinator’ is replaced by ‘Faculty Representative’. * Addition to reflect the inclusion of a student representative on teams which review Faculty Quality Enhancement Reports. * Makes explicit that University Validation Panels must include a student representative. * Replaces department with school. * Replaces semester with trimester. |
| 3 05 | Hull University Union | Feb 2015, Housekeeping | Revised arrangements for faculty and University oversight of actions taken in response to issues raised at the staff student committee (paras 29 & 34). |
| 3 04 | Hull University Union | May 2014, Housekeeping | Mandatory requirement to include induction on the agenda of the first meeting of the staff-student committee (para 25). |
| 3 03 | Hull University Union | Sept 2013, Housekeeping | Introduces the Annual Student Written Submission (para 47-48). |
| 3 02 | Hull University Union | Aug 2012, University Learning Teaching and Assessment Committee (ULTAC) |  |
| 3 01 | Hull University Union | May 2012 |  |
| 3 00 | Hull University Union | July 2011 |  |
| 2 04 | Hull University Union | Feb 2011, Housekeeping | Updates the code with reference to the new committee structure. |
| 2 03 | Hull University Union | Oct 2010 |  |
| 2 02 | Hull University Union | Sept 2009 |  |
| 2 01 | Hull University Union | May 2007, Housekeeping | Involves a change from ‘should’ to ‘must’ in para 14 and minor reformatting. |
| 2 00 | Hull University Union | May 2005, Academic Board |  |
| 1 00 | Hull University Union | Jan 2004, University Learning Teaching and Assessment Committee (ULTAC) |  |