

Student Voice Forum Terms of Reference 2022-23

The Student Voice Forum is a sub-committee of Academic Council. Its primary focus is to receive and respond to feedback from student representatives.

Specifically, the Student Voice Forum is required to:

1. Work in partnership with students to provide opportunities for student representatives to provide feedback to the University on key strategic projects related to the student experience or as a result of the student voice.
2. Provide a forum for student representatives to raise feedback related to the student experience with Colleges and Professional Service departments.
3. To take action and enter into dialogue as a result of feedback raised.
4. To report back to the Forum on the action taken as a result of feedback raised.
5. To provide an update to members on student voice activities across the University.
6. Promote a sense of community and wellbeing for all University of Westminster students, based on respect for equal opportunities and diversity, and help to identify the needs of specific groups of students.

Membership

Ex-officio - colleagues (10)

Deputy Vice-Chancellor for Education (DVCE) (Co-Chair) (1)
University Secretary and Chief Operating Officer (Deputy Co-Chair) (1)
Director, Global Recruitment, Admissions, Marketing and Communications (1)
Academic Registrar (1)
Director, Estates and Planning and Services (1)
Director, Information Systems and Support (1)
Director, Student and Academic Services (1)
Associate Heads of College (Education and Students) (3)

Ex-officio – Students' Union (53)

President, University of Westminster Students' Union (Co-Chair UWSU) (1)
UWSU Vice-Presidents (one of whom the UWSU President will nominate as Deputy Co-Chair) (4)
School Representatives from each School (48)

Nominated¹ (6)

Senior Tutor nominated by the Co-Chair (DVCE) (1)
Disability Tutor nominated by the Co-Chair (DVCE) (1)
Course Leader nominated by the Co-Chair (DVCE) (1)

¹ The Co-Chair (DVCE) in nominating colleagues to join the Forum will consider the balance of experiences from across the University.

² The Co-Chair (UWSU) in nominating Student Leaders to join the Forum will consider the balance of voices from across the student groups.

Three Student Leaders² nominated by the Co-Chair (UWSU) (3)

Attendees

Voice and Representation Manager UWSU (1)

Advice and Wellbeing Manager UWSU (1)

Secretariat

Nominee of the Deputy Registrar (Quality and Standards).

Quorum

A quorum of the Student Voice Forum shall comprise a minimum of 40% of the members, including either both the Co-Chairs or one Co-Chair and the absent Co-Chair's Deputy.

Meetings

The Student Voice Forum shall meet at least four times a year. Additional meetings may be called by the Co-Chairs as deemed necessary to execute the business of the Forum.

Terms of office

Nominated members shall serve a term of office not exceeding three years commencing 1 August in the year of appointment and may serve a maximum of two consecutive terms of office.

Former nominated members cannot re-join the Student Voice Forum as a nominated member until after a period of absence of no less than one year.

Task and Finish Groups

Where necessary, the Student Voice Forum will establish Task and Finish groups to examine specific items of business and report back with proposals on how these could be addressed.

Reporting to other Committees

The Student Voice Forum will provide its minutes to the Teaching Committee for information and to allow Teaching Committee members to be informed of key student voice issues.

² Defined as Part-time Officers, Campus Liaison Officers and Liberation Officers