

1.6. These Good Practice Staff Student Committee Guidelines should be

Panel reports from periodic reviews and reports from the subsequent follow up by the appropriate Faculty Education Committee (FEC) or Postgraduate Research Quality Committee (PRQC)

Communicating trends / developments within the department and what decisions have been made

Issues affecting the wellbeing of students related to their course: e.g. workload, pastoral support in the department, mitigating circumstances policy

Initiatives to increase the staff/student community in the department

Matters related to Equality, Diversity and Inclusion

Quality assurance arrangements, for example annual monitoring reports

Any other matters relating to the students' experience, such as problems with individual modules, welfare and pastoral care and social facilities and provisions

Summary reports from the relevant FEC and the PRQC as well as summary reports from Departmental Teaching Committees.

3. Student Membership

- 3.1. UG and PG student representatives are to be elected in a democratic process by their cohort; Imperial College Union is ultimately responsible for ensuring that the process is ultimately fair and equitable.

they represent, and that Academic and Wellbeing Reps must also attend ICU/Constituent Union representation committees, such as the Education and Representation Board, Community and Welfare Board, Academic Representation Forums or Faculty Representation Committees.

4. Staff membership

- 4.1. Staff representation on SSCs should be the minimum to ensure the inclusion of the senior key figures responsible for the programme of study:
 - 4.1.1. For UG SSCs this is the Head of Department¹, Director of Undergraduate Studies (DUGS) and Senior Tutor (UG). Other staff such as year and academic tutors could be included, but care should be taken not to have too many staff on the committee as that may be considered intimidating by some students.
 - 4.1.2. For PG SSCs this is the Head of Department², Director(s) of Postgraduate Studies (DPS), Senior Tutors (PGT and PGR), and Programme Directors/Organiser(s).
- 4.2. A list of the members of the committee should be publicised by one or more

- 6.4. Minutes should usually be prepared within ten working days of the SSC meeting and made widely available to staff and students, by one or more of the following means: a dedicated notice board/s visible to staff and students; the departmental website or other appropriate medium. Any papers discussed at the meeting, or appropriate summaries, should also be made available. These documents should also be shared with the ICU Representation Team (repstaff@imperial.ac.uk) who will upload them to the Union website.
- 6.5. Action taken in response to SSC business should be reported to members at the next meeting and recorded in the minutes. The Secretary will keep an action log. The Chair and Deputy Chair should work with the other student representatives on the committee to ensure that departmental responses to issues raised at SSC and through surveys are communicated to all students (for example, via cohort specific emails). The year representatives should also meet with the students to communicate the outcomes and discuss any issues the students might have.
- 6.6. SSCs should report to other departmental meetings, as appropriate.
- 6.7. Departments should review the format and conduct of their SSCs on an annual basis in consultation with student representatives, to see if they take account of these guidelines. Should departments wish to propose amendments to these guidelines then suggestions should be sent to the ICU Deputy President (Education) – dpeducation@imperial.ac.uk

7. Arbitration

- 7.1. Students may seek advice and representation from the Imperial College Union if they feel these guidelines have been unreasonably broken or if they are unable to resolve a problem through the SSC.

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