

## Student Voice Forum Terms of Reference 2024-25

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, Education & Provost (Co-Chair) (1)  
 University Secretary and Chief Operating Officer (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)  
 Pro Vice-Chancellor (Teaching Excellence and Student Experience) (1)

#### *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)

#### *Nominated<sup>1</sup> (16)*

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)  
 BME Colleague Network (1)  
 EDI Student Champions (12)

#### *Attendees (7)*

Voice and Representation Manager UWSU (1)  
 Partnerships Project Manager UWSU (1)  
 Advice and Wellbeing Manager UWSU (1)  
 College Coordinators UWSU (3)  
 Director of Membership Services UWSU (1)

#### *Secretariat*

Nominee of the Deputy Registrar (Quality and Standards).

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

### **Quorum**

The Student Voice Forum does not have a quorum, for a meeting to go ahead one of the Co-Chairs or their nominated Deputies must be present.

### **Meetings**

The Student Voice Forum shall meet at least four times a year. Informal forums shall be arranged throughout the year, as deemed necessary by the Co-chairs. 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.

**Student Voice Forum 2024/2025 Membership**

***Ex-officio - Colleagues***

|  |                       |
|--|-----------------------|
| Deputy Vice-Chancellor, Education & Provost ( <b>Co-Chair</b> )        | Sal Jarvis            |
| University Secretary and Chief Operating Officer                       | Ian Wilmot            |
| Director, Global Recruitment, Admissions, Marketing and Communications | Caroline Benyon       |
| Academic Registrar   | David Burt            |
| Director, Estates and Planning and Services                            | Steve Ford            |
| Director, Information Systems and Support                              | Russell Poole         |
| Director, Student and Academic Services                                | Caroline Lloyd        |
| Associate Head of College (Education and Students) DCDI                | Michaela O'Brien      |
| Associate Head of College (Education and Students) WBS                 | Felicity Hardley      |
| Associate Head of College (Education and Students) LAS                 | Thomas Moore          |
| Pro Vice-Chancellor (Teaching Excellence and Student Experience)       | Christos Kalantaridis |

***Ex-officio – Students' Union***

|   |                     |
|---|---------------------|
| President, University of Westminster Students' Union ( <b>Co-Chair UWSU</b> ) | Divanshu Airan      |
| UWSU Vice-Presidents  | Suhavee Sethi       |
| UWSU Vice-Presidents  | Chidambar Dhapatkar |
| UWSU Vice-Presidents  | Adil Musani         |
| UWSU Vice-Presidents  | Vivian Barton       |
| School Representatives from each School (48)                                  | -                   |

***Nominated***

|   |                 |
|---|-----------------|
| Senior Tutor nominated by the Co-Chair (DVCE)     | Peter Speiser   |
| Disability Tutor nominated by the Co-Chair (DVCE) | Matthew Linfoot |
| Course Leader nominated by the Co-Chair (DVCE)    | Ali Baig        |
| BME Colleague Network                             | Samir Pandya    |
| EDI Student Champions                             | -               |

***Attendees***

|                                       |              |
|---------------------------------------|--------------|
| Voice and Representation Manager UWSU | Rosa Tully   |
| Partnerships Project Manager UWSU     | Nima Takodra |
| Advice and Wellbeing Manager UWSU     | Andita Ward  |
| College Coordinator UWSU              | Saadah Osman |
| College Coordinator UWSU              | Maya Ismail  |
| College Coordinator UWSU              | Adnan Rahman |
| Director of Membership Services       | Steve Owen   |

***Secretariat***

|   |                         |
|---|-------------------------|
| Quality Assurance Officer (Student Voice) | Raquel Oliveira Marques |
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