

Student Voice Forum:

A guide for Student Representatives



Student Voice Forums are operated for all University of Suffolk courses, playing a pivotal role in the collection of student feedback and ensuring this feedback is considered and acted on.

Role

As a student rep you are a full member of your course's student voice forum. It is your responsibility to liaise with your student experience ambassador to collate a report that accurately represents the views of your fellow students. This is to the benefit of your own cohort, future students, and the course as a whole. There are 2 meetings of the each course's student voice forum in each academic year where feedback, issues and concerns are formally shared, recorded and actioned.

Preparation

When preparing for student voice forum, your responsibility is to:

- ⇒ Collate your fellow students' views and concerns. Remember you are representing all your cohort, not just those you know well or those you agree with. As usual, all information should be directed via SOFIA.
- ⇒ Look at the last meeting's minutes and action plan to identify any items that your fellow students may wish to provide further feedback on.
- ⇒ Work with your student experience ambassador to collaboratively produce a report for the meeting, picking up on common trends of feedback in relationship to previous surveys. This should be provided at least 2 weeks before the meeting takes place.

If you know you will be unable to attend a meeting, you are should:

- i. Nominate one of your peers to attend in your place; if possible it would be helpful to inform your student experience ambassador.
- ii. Still work with the student experience ambassador to create a report that ensures your cohort's views are presented.

Suggestions

The following suggestions may help you get ready for student voice forum:

- Ask your course team for a short time with your peers in a scheduled teaching session before the student voice forum. Use this time to collate feedback and seek opinions.
- To assist the feedback collection process, consider asking your peers for 3 things they LOVE about the course, 3 things that need improving and 3 things they would like to start.
- Consider what method of communication you can use to let your peers know about the discussions and decisions made at the meeting. The student experience ambassador will be preparing a poster summarising the key points of the meeting and putting this on BrightSpace and you should promote this to your peers.
- Work with other student reps to share feedback and find common views on issues.