**Annex L: Student Evaluation**

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Note: Where the text states ‘School’ this should be understood to refer to ‘School’ or ’Department’ at the sub-divisional level, as appropriate.

# Overview

The University will ensure that there are mechanisms in place to collect, review and, where appropriate, respond to feedback from all concerned with postgraduate research courses. There will be arrangements for feedback to be considered openly and constructively and for the results to be communicated appropriately.

# Standard Evaluation

Schools should seek the views of students on the course they have taken via questionnaires or another agreed form of evaluation. Schools should also establish one or more Student Voice Forums**.**

# Other Forms of Evaluation and Feedback

Research students will be requested by the Graduate and Researcher College to complete a Postgraduate Research Experience Survey (PRES[[1]](#footnote-1)).

# Student Voice Forums

## Role of Student Voice Forums

Student Voice Forums should be regarded by Schools and Divisions as a forum for engaging students in the quality management and enhancement of their courses of study. Student Voice Forums should be seen as an opportunity for staff members to consult with students on all aspects of their student learning experience and involve them in discussions with regard to future developments in the School.

## Number of Student Voice Forums

Each School should establish one or more Student Voice Forum. It is for Schools to decide whether it is appropriate to have a single such Forum or whether, for example, there should be a Forum corresponding to each subject or course grouping.

## Minimum Student Voice Forum Membership

The membership of the Student Voice Forum should include at least one student from each stage of each course or group of courses falling within the remit of the Forum and, for each course or group of courses, at least one member of staff who has a detailed knowledge of the course(s).

## Minimum Number of Meetings

Student Voice Forums should meet at least once per term. Dates of meetings should be widely publicised within the School and students and staff should be invited to submit, through their representatives, items of business for consideration by the Forum.

## Meeting Provision for Student Representatives

Forum meetings should be arranged, as far as is possible, for times and dates when the student representatives are able to attend.

## Agenda-setting Meetings

Prior to the Student Voice Forum meeting an agenda-setting meeting should take place between the Chair and the student representatives. The agenda-setting meeting should include an opportunity for the student representatives to bring to the attention of the Chair any matters that they wish to raise at the meeting. This will ensure such matters are included in the agenda and allow them to be properly addressed.

## Student Representative Expectations

Student representatives are expected to attend all relevant Student Voice Forum meetings. If, exceptionally, a student representative is not in a position to attend a meeting they are encouraged to send a written submission to the meeting instead. The student representative may also send a written submission to a meeting if there is a matter that the representative feels should be raised anonymously. Any written submissions should be sent to the Chair by the date of the agenda-setting meeting.

## Agenda Notification

Agendas for meetings and associated papers should be sent to all members in advance of meetings.

## Scope of Student Voice Forum Agendas

Agendas for Student Voice Forum meetings should include any matters raised by student representatives and should ensure that there is opportunity for consideration of suggestions from staff or from students for enhancement of courses. Agendas should be comprehensive and provide scope for discussions of all aspects of the student research experience including, for example, courses of study, student support, learning resources, disability support and curriculum development.

## Specific Agenda Items

Specific agenda items to be discussed by Student Voice Forums include

* Matters raised by student representatives;
* internal student survey results;
* Proposed course specifications (both new and major revisions to existing specifications) prior to the specifications being submitted for Divisional approval (see note).

Student representatives must be given the opportunity to be explicitly involved in discussions at the Student Voice Forum. Student comments and School responses should be recorded in the minutes.

Note: Discussion on course specifications should focus on what the students might see as attractive about the course, and what they would want to learn and experience while studying for it. The relevant extract of the minutes will be included in the documentation submitted to the Course Approval Sub-committee (as per [Annex B: Approval and Withdrawal of Research Courses](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-research-courses#annex-b)).

## Publication of Meeting Minutes

Minutes of meetings should be made available to all students taking the course(s) falling within the remit of the Forum and to all staff teaching on the course(s)

## Reporting and Recommendations

Student Voice Forums should report to and make recommendations to the appropriate Divisional Graduate Studies and PG Student Experience Committee.

Students should be informed of how their views have been considered in a timely fashion following each Student Voice Forum meeting.

## Monitoring Student Representative Attendance

Schools should monitor the attendance of student representatives at Student Voice Forums and the secretary should advise Kent Union as soon as possible of any non-attendance. Secretaries are recommended to maintain attendance lists (for both staff and students), which will allow any non-engagement to be easily identified.

1. Research students will be requested by the Graduate and Researcher College to complete a Postgraduate Research Experience Survey (PRES1) [↑](#footnote-ref-1)