Annex M

Appendix B: Recommended Agenda Template

# Student Voice Forum Agenda

1. Welcome and apologies for absence
2. Introduction (by the Chair)
3. Matter arising/actions from previous meeting
4. Matters raised by student representatives
5. Other items relevant to School/Division, for example:

* NSS and other internal survey results;
* Recommendations from External Examiners

1. Proposed course specifications (both new and major revisions to existing specifications prior to the specifications being submitted for Divisional approval)
2. Assessment and feedback
3. Student Voice: agreed summary of key points to feedback to all students about issues raised or discussed by student reps above, noting any actions taken (or reasons why not) at the meeting
4. Any other business
5. Date/time of next meeting