### Programme Voice Group Terms of Reference and Membership 2024-25

### Terms of reference

The Group will allow students and staff in partnership to engage, discuss, provide feedback, and the opportunity to action change on programmes that will improve the experience at Middlesex. The Group will;

* Consider, discuss and respond to feedback from students and staff as well as employers where applicable (apprenticeships).
* Consider, discuss and develop actions based on feedback to the programmes including survey results, External Examiner reports, and feedback from previous meetings.
* Consult on the curriculum and programme developments.
* Consider and discuss the provision of facilities and resources (both academic and non-academic, physical and electronic) in the Faculty, campus or University for feedback to the relevant department.
* Promote effective systems of quality assurance and enhancement within the programme(s) and disseminate good practice.
* Facilitate class-based feedback and discussion to programme cohorts on the agreed actions.

**Meetings**

2 Programme Voice Groups meetings are expected to take place per year (for the relevant semesters).

**Reporting**

Programme Voice Groups report to Faculty Learning and Teaching Enhancement Committees. Minutes from the meetings will be reported to Centre for Academic Practice Enhancement (CAPE), MDXSU and Centre for Apprenticeships & Skills (apprenticeship programmes only).

#### Membership PVG meeting

The meeting will be held online or via a hybrid method (with some members joining in person and some via online) in order to maximise attendance.

The membership is as follows with one acting as elected chair (a Student Voice Leader (SVL):

* The elected Student Voice Leaders for the programme(s)
* Programme Leader(s) of the programme(s) represented
* Director of Programmes or the Head of Department

The following are *ex-officio* members

* Academic Dean of Faculty/Deputy Dean, if appropriate
* Relevant MDXSU representative

The following is in attendance:

* Officer (normally a Programme Administrator)

The following may be invited to participate based on the agreed content of the meeting agenda (to be decided at the pre-meeting);

* Relevant Programme Staff
* Library and Student Support representative
* CCSS Representative
* Technical representative
* Clinical/professional representatives
* Employability and Careers representative
* Representatives from Student Engagement & Marketing
* Representatives from Fees and Finance
* University Link Tutor *(Collaborative programmes only)*
* Partner Institution Programme Leader/Link Tutor *(Collaborative programmes only)*
* Centre for Apprenticeships & Skills representative *(apprenticeship programmes only)*
* Representatives from Student Engagement & Enhancement