**Student Involvement in Course Committees – policy statement**

**Introduction**

St George’s seeks to involve students fully in its quality assurance arrangements. This is done as a matter of principle – as learners, students are integral to the St George’s community - and the feedback that students provide about the quality of our courses and the overall student experience at St George’s is invaluable.

Effective student consultation requires the active and enthusiastic participation of students. Where students are fully engaged, consultation can be effective and successful and make students feel part of the St George’s community. It is therefore very important for students to take the time to provide thoughtful and constructive feedback on St George’s and its courses.

It may not be possible for teaching staff to respond to all issues raised by students. Where this is the case, the reasons why action may not be possible or might be inappropriate must be explained to students.

**Formal methods for consulting students**

One of the formal methods for consulting students about their courses is through the course committee. This policy statement explains what the Course Committee is for, and describes how it operates. It should be stressed that the Course Committee is one of a number of methods – formal and informal - for consulting with students. For example, students will be asked to complete evaluation questionnaires at different points in their course. More information about student involvement in quality assurance matters can be found in [the St George’s Quality Manual which is published on the web](https://www.sgul.ac.uk/about/our-professional-services/quality-and-partnerships-directorate/quality-assurance-at-st-georges/quality-manual).

Alongside the formal methods, informal consultation takes place continuously. Officers of the Students’ Union and course and year reps meet frequently with staff to discuss issues as they arise on behalf of students – there is no need to wait until the next committee meeting for issues to be discussed. Also, not everything needs to be channelled through course and year reps – individual students can raise issues directly with staff as and when they arise.

**Course Committees**

The Course Committee is a forum in which staff and students are able to discuss issues about the general health of a programme and share ideas about ways in which the programme might be improved. Committees are for considering larger issues, day-to-day issues can usually be sorted out straightaway. Key features are:

* All staff involved in teaching the course are members of the Course Committee;
* Students are represented on the Committee and are full and equal members;
* Course Committees hold formal meetings and agendas are published and minutes kept;
* A senior member of staff chairs the Committee. In specify academic year, the Course Committee will be chaired by specify chair. The secretary to the Committee is specify clerk;
* The Committee meets specify the timing and frequency of meetings.

*In addition to the overall Course Committee, there are also list the other committees e.g. module, year, cycle etc. Students are also represented on these committees.*

**Conduct of meetings**

The agenda for all Course Committees must include a section in which students are invited to raise issues that are of interest or concern to students. Students are also free to comment on any other issue raised at the Course Committee.

There may be occasions when Year Representatives are asked to withdraw from a meeting, for example when the progress of individuals or the topics of examination papers are to be discussed. These sessions will be presented as reserved business on the agenda papers and in the minutes.

# Student representatives

The Year Representatives elected through the Students Union will represent their fellow students in course committee meetings. (If this is not true, explain how students are elected/selected to sit on the Course Committee.)