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# STUDENTS' UNION AND UNIVERSITY PARTNERSHIP FORUM

## TERMS OF REFERENCE

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### **Nature and Purpose**

The Students' Union and University Partnership Forum (SUUPF) is where both organisations pursue a shared mission of delivering excellence in higher education; transforming individuals, enriching communities and building a sustainable future.

SUUPF provides an opportunity for strategic discussion on a range of mutual issues, allowing for joint responses as appropriate, and maintaining the relationship between the Students' Union and the University.

The Forum is not part of the formal committee structure and the authority in decision making remains that vested in the senior members of the Forum. SUUPF can recommend items that it has considered and approved to formal committees for consideration.

### **Remit**

Working in partnership the Forum will:

1. Ensure that the shared purpose, Mission, Vision and Values stated in the Student and University Partnership Agreement are espoused in all decisions, actions and behaviours of both institutions
2. Engage in mechanisms to enhance students' education and experiences in line with the University's strategic framework, learning and teaching strategy and equality and diversity objectives.
3. Engage in mechanisms that assist delivery of each organisation's strategic priorities where there is mutual agreement.
4. Respond proactively and timely to student feedback, including from data of surveys and internal service providers and establish mechanisms for effective communication to students and staff.
5. Support students' engagement throughout the student journey, from prospective student to alumnus.
6. Promote opportunities for representation, influence and engagement in decision making at every level of both institutions.
7. Encourage debate and response to a range of citizenship considerations, including those that promote wellbeing and a positive lifestyle.
8. Ensure effective communications to and with students, working together on campaigns and day to day communications.
9. Promote positive engagement within the community, including working with Kent Union, the University of Kent and other Universities and Colleges.

## Membership

- Senior Pro-Vice Chancellor (Education, Enhancement & Student Experience) - Co-Chair
- Students' Union President - Co-Chair
- President (Education & Wellbeing)
- President (Sports)
- President (Student Activities)
- Managing Director of the Students' Union
- Membership Services Manager of the Students' Union
- Director of Academic Administration
- Director of Estates and Facilities
- Director of Marketing and Communications
- Student Communications Manager
- Director of Student Experience
- Equality and Inclusion Manager
- Academic Representative
- Any other University or Union staff member, elected officer, student, trustee or governor may be asked to attend, according to the items to be discussed on the Agenda.

## Resources

- Any management resources necessary to achieve the Forum's objectives.

## Regularity of Meetings

- At least five times per annum. Two meetings shall take place in each semester and one meeting shall be scheduled in the final week of June to coincide with the elected officer handover period.

## Administration

- The Senior Pro-Vice Chancellor (Education, Enhancement & Student Experience) and the Students' Union President shall coordinate setting the Agenda, with assistance from other members.
- Minutes and an Actions Log will be taken and updated by a person appointed by the Forum.
- The topics of discussion, actions and successes that result from the Forum should be communicated via the President to Union Council and all Members.
- The topics of discussion, actions and successes that result from the Forum should be communicated via the Managing Director to the Board of Trustees.
- The topics of discussion, actions and successes that result from the Forum should be communicated via the Senior Pro-Vice Chancellor (Education, Enhancement & Student Experience) to the Senior Management Team of the University.

## November 2017