

RDM Student Forum Terms of Reference

Composition

- RDM Director of Graduate Studies, Chair (*Ex officio*)
- RDM Graduate Studies Manager (*Ex officio*)
- RDM Graduate Studies Officer (*Ex officio*)
- RDM EDI Student representative (*Ex officio*)
- RDM Researcher Association Student representative (*Ex officio*)
- RDM Peer Supporter (*Ex officio*)
- Representatives from each of the RDM divisions¹

¹ Term limited to the duration of their student status

Terms of Reference

1. To act as a two-way channel of communication between the department and its students on all aspects of their educational experience in RDM and its divisions.
2. To refer matters raised through the Student Forum to the relevant department committee.
3. To receive and comment on any changes planned by the department and its divisions with respect to admissions, induction, teaching, and assessment as referred to them by any department committee.
4. To comment on physical resources within or related to the department and its divisions, for example, computer facilities, laboratory provision, library provision etc. and online resources.
5. To comment upon safety within the department and its divisions.
6. To receive and consider analyses of and department responses to: the outcomes of course evaluation mechanisms, National Student Survey and the Student Barometer; student performance and outcomes.
7. To receive and consider reports from department reviews, course reviews and professional, statutory and regulatory bodies (PSRBs) (as relevant and when allowed by PSRBs).
8. To review on an annual basis the effectiveness of the student representation system in the department including identifying any changes to the system.
9. To discuss follow-up action resulting from previous Forum meetings, in particular any matter which was referred to other department committees.
10. To elect two Forum members to represent the RDM Forum on the Divisional Graduate Joint Consultative Committee (GJCC) and to communicate the key updates from the GJCC.
11. To report to the RDM Graduate Studies Committee by submission of notes/summary of each meeting of the Forum.

Course representatives should:

12. regularly seek out the views and opinions of the students they represent on all matters concerning their student experience.
13. bring course-level issues and concerns raised by the students they represent to meetings of the JCC/GJCC or equivalent.
14. attend and contribute, as far as possible, to any other meetings with staff to which they are invited.
15. ensure that they are prepared for meetings by reading papers and consulting with the students they represent on the issues to be discussed.
16. provide feedback back to the students they represent on the outcomes of meetings.
17. liaise with other course representatives to form a picture of the views of the department student body.
18. advice for course representatives is provided by [Oxford SU](#).

The Department should:

19. identify a lead administrative contact who is responsible for effective administration of the student representation system, including the following

responsibilities:

- acting as first point of contact for student representatives for all administrative matters, for example, meeting arrangements, communicating with the student body etc.
 - administration of Forum meetings including the preparation and distribution of papers and minutes.
20. identify a lead academic responsible for the effective operation of the student representation system including the following responsibilities:
- acting as first point of contact with course representatives regarding any issues or concerns they wish to raise through the Forum or other mechanisms as appropriate.
 - acting as first point of contact for students and staff regarding the operation of the student representation system, including any complaints regarding course representatives.
 - chairing, co-chairing or supporting course representatives in setting the agenda for the Forum, as appropriate.

Current Membership 2023-24

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|---------------------------|--|
| Marella de Bruijn | RDM Director of Graduate Studies, Chair |
| Jill Walker | RDM Graduate Studies Manager, Secretary |
| Sarah Califano | RDM Graduate Studies Officer |
| To be filled | RDM EDI representative |
| Laura Bailey | RDM Researcher Association representative, OCDEM |
| Tom Wilson | RDM Peer Supporter, WIMM-NDCLS |
| Emily Cresswell | OCDEM |
| Mary-Anne Durin | WIMM-NDCLS |
| Gerissa Fowler | WIMM-IMD |
| Rosemary Kirk | CVM |
| Tafadzwa Kufazvinei | CVM (RDM GJCC representative) |
| Naeema Mehmood | WIMM-NDCLS |
| Andrea Rodriguez Delherbe | WIMM-NDCLS |
| Antonio Rodriguez-Romera | WIMM-NDCLS (RDM GJCC representative) |
| Gavin Turnbull | NDCLS (MSDTC) |

Secretary: Graduate Studies Manager with assistance from the Graduate Studies Officer.

Attendance: Members should normally attend all meetings. Should a member not be able to attend a meeting, apologies should be sent to the chair and secretary. In the event that the chair is not able to attend the meeting, a local Director of Graduate Studies will be asked to chair instead.

Conflict of interest: attendees should declare any interest that could give rise to a conflict in relation to any item on the agenda at the beginning of the item in question. All interests so disclosed will be recorded in the minutes. If the chair deems it appropriate, such attendee(s) shall absent themselves from all or part of the Forum’s discussion of the relevant item.

Business falling between meetings: matters which fall within the Forum’s terms of reference may be transacted between meetings by correspondence with members and/or by chair’s action, as needed. Chair’s actions will be reported to the next meeting of the Forum.

Frequency of meetings: three times a year in March, June, and November. An additional meeting may be called in the Long Vacation if required.

Format of meetings: meetings will be held in-person and in core hours as far as possible.

Length: 1 hour