

# Student

**Consultation Framework**

V2 Revised 21 December 2018

**STUDENT CONSULTATION FRAMEWORK**

## WHAT IS THE FRAMEWORK?

The Leeds Beckett Student Consultation Framework is a set of guidelines which have been agreed by the University and Students’ Union. The framework supports the implementation of the University’s Academic Regulations relating to student engagement and partnership, consultation and consent for change.

The framework supports Leeds Beckett University’s approach to working in partnership with our students and to ensuring that they are at the heart of decision‐making processes.

## WHAT IS MEANT BY CONSULTATION?

In accordance with the University’s Academic Regulations, proposals relating to changes to validated courses require institutional consent for change. Appropriate consultation with students likely to be affected by any change to the validated or published course specification and material information is required. This enables our University to manage change effectively in accordance with consumer legislation and Competitions and Market Authority guidance.

Consultation may relate to any level of a course or other matters when at any time a decision needs to be made that is likely to have an impact on validated and contracted students’ experience at Leeds Beckett or on the material course information which has been published for prospective students.

The University has a number of mechanisms to engage students and listen to student feedback, such as via School Forums, Course Representatives, module feedback, and through the various course monitoring and review processes that exist. The University also has in place a Student Protection Plan, approved by the Office for Students, and a Student Transfer Plan, to manage and mitigate risk affecting students in the event of major change.

## WHEN AND ABOUT WHAT SHOULD STUDENTS EXPECT TO BE CONSULTED?

The University involves students and seeks feedback regularly from students on their student experience through direct consultation, student focus groups, School forums and via surveys, to inform the continuous improvement of the education we provide and wider institutional decision‐making. Students are represented on University Committees, Academic Board and the Board of Governors via the Students’ Union members. Course representatives facilitate feedback from their course peers and via School Forums. University decision‐making is informed and is shaped by student feedback received and is used to improve the educational experience of our students.

Decisions taken in the University can impact on the student experience – from a decision to change the time or location of a lecture, through a change in the modules available on a course, to a major building project that might transform an area of the campus. The University has mechanisms in place to engage and consult students and from time to time will seek feedback on specific proposals or developments.

Proposals can range from strategic developments which affect the whole student body through to small changes to a module or assessment. The type and extent of consultation with students will vary. The nature of the proposals or decisions to be taken and the likely impact on students informs the way in which students should be involved in the process at each level. We have broken down the various types or levels of consultation that might exist into three clear categories.

## STRATEGIC CONSULTATION

The University’s strategic decisions are taken by the University’s Executive Team, by the University’s Academic Board and the Board of Governors. Consultation on strategic developments, decisions or proposals that affect the wider student body is undertaken via Students’ Union membership on the Boards and via meetings between the University’s and the Students’ Union’s Executive Teams and the Senior Management and Students’ Union Liaison Group. This may include for example, consultation on estates or education strategy, changes in our academic regulations or University name, substantial investment or financial decisions which directly affect the student experience or development of the University’s strategic plan. Where appropriate the Students’ Union may also conduct independent consultation with students on major development proposals or matters which have a significant impact on the student experience which will feed into the University’s strategic consultation mechanisms with students.

## FOCUSED CONSULTATION

The University will undertake focused consultation with students on matters which relate to a specific module, course, subject or School, change proposals for validated or published course specifications, material information or consent for change and consultation required under the University’s Student Protection Plan. This level of consultation normally will involve students who are directly affected by proposals for change or where consent for change is needed and may involve prospective students where a proposed change will affect them.

At this level consultation on proposals for change normally will relate to matters which need student feedback prior to implementing decisions that carry a more significant impact for students, for example moving teaching permanently to a new location on campus, or proposed modifications to material information for your course. Consultation also may involve student or course representatives where specific student feedback is sought as part of the University’s course monitoring and annual review and enhancement process to inform continuous improvement of students’ education and experience.

Usually consultation will be undertaken via the use of established systems, mechanisms and structures within a School. Consultation may involve a focus group, forum or meeting with students or their representatives, a written communication to students via their University email or by letter. For some proposals, students’ consent for change may be requested and in other cases, the change may be important or necessary in the best interests of students, as indicated in the University’s Student Contract.

## INFORMING

Some changes or decisions which relate to the everyday running of a module, course, subject or School may be necessary. Normally these would be communicated to students via the agreed process for informing students for the module or course. Usually at this level, this may relate to minor changes with a short‐term impact, such as a change in time or location of a lecture or any approved non‐material information modifications to your course. This may include course or module announcements relating to your student experience.

Consultation at this level may also relate to proposed developments being explored by the course team or school leadership team for modules, courses, subjects or matters relating to the School that will not affect you directly but are proposed for future years and upon which your feedback is sought.

## FURTHER INFORMATION

Further information on the Student Consultation Framework is provided for students in a factsheet for Students.

