Faculty of Arts and Humanities  
Graduate School Student Forum  

Terms of reference  
Section 1: The Graduate School Student Forum (GSSF)  

1. The Forum committee is composed of Student Representatives, as well as relevant Academic and University Staff.  
2. The Forum committee discusses all matters relating to Postgraduate Research (PGR) students, including student-led research initiatives, facilities for PGR students and School management.  
3. The Forum meets 3-4 times a year, usually with refreshments.  
4. Minutes taken during Forum meetings are distributed to individual Schools by the Student Representatives and are included on the agenda for the Graduate School Board and Graduate School Executive, thus influencing Graduate School direction and policy.  
5. Student Representatives take turns to chair the Forum (see section 3a).  

Section 2a: Selection of Student Representatives  
1. The Forum has at least one Student Representative from each School of the Faculty, and also one Representative for each of the Study Centres (Arts 01.13 and Arts 0.66/68).  
2. The Representative is chosen from within the School by their peers or, more commonly, volunteers to undertake the role.  
3. Once selected, the Representative should serve for a complete calendar year (3-4 meetings) after which they will either stand down or volunteer for the next academic year.  
4. The Representative is partially responsible for ensuring that arrangements are made within their School for a new Representative to be selected should they stand down at the end of the year, or if they decide to stand down early. Calls for a new Student Representative should also be sent out by the secretary of the School. The old Representative should then provide details of their replacement to the future Chair of the Forum.  
5. Acting as a Student Representative and the experiences it brings can be reflected in Personal and Professional Development (PPD) Plans.  

Section 2b: Duties and Responsibilities of School Student Representatives  
1. To liaise and communicate as appropriate with their respective PGR communities on issues that may be raised between meetings (e.g. by attending student-led seminars and communicating with peers via email and on social media sites).  
2. To place items for discussion on the agenda prior to each meeting.  
3. To suggest invited representatives of departments or entities internal or external to the University for consideration by the Chair.
4. To communicate any issues or decisions taken by the Forum to their PGR communities following each meeting (e.g. by sending an email update to the PGR mailing list for the School).

5. To attend a Student Representative training session organised by the Union of UEA Students, and to liaise with the Postgraduate Education Officer on issues where appropriate.

Section 2c: Duties and Responsibilities of Study Centre Student Representatives

1. To implement the key principle of PGR responsibility for their own workspaces in the following ways:
   i) Maintain up-to-date records of who is occupying which desks
   ii) Gather information about who wishes to change desk
   iii) Inform the Graduate School where appropriate action needs to be taken (e.g. changing a campus card access location if someone changes rooms).

2. To liaise and communicate as appropriate with people in their respective Study Spaces on issues that may be raised between meetings.

3. To place items for discussion on the agenda prior to each meeting.

4. To suggest invited representatives of departments or entities internal or external to the University for consideration by the Chair.

5. To communicate any issues or decisions taken by the Forum to their Study Spaces following each meeting.

6. To attend a Student Representative training session organised by the Union of UEA Students, and to liaise with the Postgraduate Education Officer on issues where appropriate.

7. Duties exclude:
   i) issuing contracts to Study Centre users – these will be issued by the Graduate School (via humgrad.enquiry@uea.ac.uk) as a condition of campus card activation
   ii) resolving personal disputes between Study Centre users (see Study Centre Terms of Use)
   iii) activating / removing campus card access to study centres or denying / allowing PGRs’ access to any other facilities

Section 3a: Selection of the Chair

1. Student Representatives should take turns to chair the Forum. At the beginning of each meeting, one Student Representative should volunteer to take Minutes. This Representative will automatically become the Chair of the following meeting unless there are extenuating circumstances. This procedure will ensure that at least 3 Student Representatives per academic year will take the responsibility for writing Minutes and chairing.
2. If the designated Chair is unavailable for the meeting, (s)he has a duty to let other Forum committee members know as soon as possible. Other Forum committee members may then volunteer to become Chair. If no one volunteers, the designated Chair is at liberty to select the replacement Chair.

3. A Chair may not serve for more than one meeting unless no one else is available to chair.

Section 3b: Duties and Responsibilities of the Chair

1. In accordance with the procedure outlined above (3a), the Chair should have taken Minutes prior to taking on the role.

2. The Chair will be responsible for drawing up an agenda for each meeting in liaison with the Student Representatives of each School, the Associate Dean of the Faculty, the PGR Office and the Training Director.

3. To review and approve suggestions for invited representatives of departments or entities internal or external to the University. The Chair will be responsible for ensuring that the agenda for each meeting is circulated to all Forum members a minimum of 24 hours before each meeting.

4. Where necessary, the Chair will circulate any other relevant documentation to all Forum members prior to and at least 24 hours before each meeting.

5. The Chair will be responsible for running each meeting in a timely and efficient manner.

6. In the event that the Forum committee opts to take a decision by vote and that vote is tied, the Chair will exercise a casting vote.

February 2015 (updated December 2018)