

# Pilot Brief

## Faculty Forums - Lent Term wk6

### Background

The Student Engagement Partnership (TSEP) was established in 2013 and is jointly funded by Higher Education Funding Council for England (HEFCE) and by the National Union of Students (NUS). They offer expert training and consultancy to those working in student engagement and work across the sector to share new ideas and practice through their website and specific targeted projects.

### The Current Pilot

They are currently supporting Lancaster University Students Union (LUSU) in a Pilot Project (along with a number of other institutions) to explore methods for effective student engagement. The project is also being supported by senior university staff. Two methods being tested are:

- Structured meetings
- Student Written Submissions

LUSU is already in good standing for this pilot as we already conduct student –led structured meetings (Faculty/ Research Forums) and were planning on submitting our own condensed version of a student written submission this year (following on from our QAA audit submission last year).

TSEP have provided us with Facilitation training for students to assist with gaining effective feedback via the forums. All Faculty reps and a number of Gold reps were invited to attend the training and they will facilitate discussions at the next Faculty Forums. We will also employ additional staff to help keep notes and transcribe the discussions.

### Faculty Forums

TSEP will come to observe the forums taking place w/c 20 February 2017 and we are required to ensure that student taking part in the pilot both sign consent forms and fill in diversity monitoring forms when they arrive for the forum.

**Please see additional info from TSEP below.**

Additional Resources have been granted to provide Pizza to the Faculty forums and Lunch to the Research forum to encourage attendance and engagement. The meetings have also been extended to allow more space for discussion and eating!

The students invited to the forum have received the questions a week in advance and have been encouraged to talk to fellow students about the various themes.

### More info

If you have any questions about the Pilot please contact your Faculty Rep or [reps@lancaster.ac.uk](mailto:reps@lancaster.ac.uk)



**LANCASTER UNIVERSITY  
STUDENTS' UNION**

# Information and Consent Sheet

## TSEP and Lancaster University Annual Provider Review Pilot Project

The main purpose of this Information Sheet is to provide participants with a plain language statement that clearly describes the aims of the project and the nature of involvement of participants. We wish to ensure participants are clearly informed of their rights and any risks associated with participation. *At all times the researcher must observe the welfare of the participants and respect the dignity and personal privacy of the individual.*

### Aims of the Project

To evaluate how student voice can be incorporated into new quality assurance processes for higher education providers through the trail of different mechanisms. To improve student engagement in higher education providers' internal quality assurance and enhancement arrangements.

### Objectives

- Better understand how institutions and students' unions currently engage students in internal quality assurance and enhancement processes and to stimulate new and innovative practice.
- Better understand students' views on quality assurance and enhancement within their provider.

### What will be required of participants?

You will be required to take part in a facilitated structured meeting (1 – 1.5hrs) with the APR Pilot Programme Team from your provider. This structured meeting will focus on how internal quality processes work within higher education providers and how students can be better engaged in these processes. It will also focus on participants' experiences and perceptions of particular thematic topics related to quality and enhancement, as set by each provider.

Participation in the research is completely voluntary, participants are at liberty to withdraw at any time without prejudice or negative consequences, that non-participation will not affect an individual's rights or access to services from TSEP or their provider. Participants have the right to request any information collected about them as part of the study.

### Confidentiality and Security of Information

Structured meetings will be recorded and deleted after transcription. Transcription will be used by Lancaster University Students Union (LUSU), after which transcriptions will be stored securely and confidentially in a secured online folder. LUSU may use them as a source for future comparative research, if you would prefer this is not the case please let us know and we will ensure this is duly noted and followed. We will anonymise contributions, however, we may wish to use specific examples or quotations. In this case we will contact you directly to ensure you are happy for the example case study to be used and we will not publish material that identifies you without your consent.

### Potential risks, harms and benefits to participants

We do not anticipate any risks and hope that participating in this research will be an opportunity to reflect and explore your organisation's internal quality processes, as well as contributing to improved information and guidance on how these operate across the sector.

**Contact Details for Interviewer:** [reps@lancaster.ac.uk](mailto:reps@lancaster.ac.uk)

**Contact details of TSEP Project Manager should participants wish to seek further information on the project at any time, or if you are unhappy and wish to make a complaint:**

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