**Student feedback and belonging**

Ensuring that students can feedback to their institution is an important part of promoting identity and belonging. Setting up a student voice committee is one way of enabling students to contribute to the shape and direction of their course. Such a group needs to review its own operation annually to ensure it remains relevant and valued. Below is a proforma for use in evaluating a Student Voice Committee’s operations at the end of each year.

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|  |  Review of Student Voice Committee  |
| 1 | Please consider how the committee has engaged with the terms of reference during the year. Is the remit of the committee right? |
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| 2 | Please consider if the criteria for membership of the committee require any revision and confirm whether or not you wish to continue your involvement next year. |
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| 3 | Please provide your reflections on what we have achieved as a committee this year. |
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| 4 | What have we not achieved as a committee that we expected to? |
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| 5 | Is the format of the meetings right (e.g. workshop style, the level of formality)? |
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| 6 | Have you felt appropriately involved in each meeting and that you have had the opportunity to make an effective contribution to the discussions? Could anything else be done to further improve effectiveness and involvement? |
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| 7 | Do you have any suggestions for agenda items for the next academic year? |
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| 8 | Please feel welcome to provide any other feedback. |
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