1. The University and Newcastle University Students’ Union (NUSU) work together to engage students as full team members of the institution’s Learning and Teaching Reviews (LTRs). The role of the student LTR team member is highly valued by the University, and they will have an important role in providing a student perspective to the review, particularly but not exclusively when it comes to commenting on the student experience.

Criteria

2. All current academic student representatives are eligible to participate in LTR. As current students at Newcastle University, elected or appointed to represent the student body, they will have experience of representing the interests of students at programme, School, and/or Faculty level. They will also have a general awareness of the broad range of activities taking place within the University and of its arrangements for quality management.

3. There will be one student member per review team. The student must come from outside the subject area being reviewed but may come from within the same Faculty. In the case of LTRs that are scheduled out of term-time or during an assessment period, the University will meet the cost of travel expenses should a student representative agree to take part. Where it is otherwise not possible to field a student member from the pool of course representatives, a current NUSU sabbatical officer may deputise.

4. LTR student team members will be recruited on an annual basis. The Learning and Teaching Development Service (LTDS) will advise the NUSU Education Officer, via the administration office, as to the LTRs scheduled for each academic year one year in advance. At the beginning of the academic year, the NUSU will then invite academic student representatives to take part in the LTRs.

Appointment

5. Interested students may be given a brief interview to assess their suitability for the role; students who have previously participated in an LTR will not need to interview a second time. The interviews will be conducted by the NUSU Education Officer, supported by staff from LTDS. Successful students will then be allocated to a forthcoming LTR. The LTDS secretary takes forward the further preparations for the LTR, including communication with the student panel member.

Briefing

6. NUSU will brief students about the role at academic student representation training and through academic student representation communication channels. Students allocated to LTRs will be expected to attend a training event for LTR team members. Further briefing will be provided as part of the standard arrangements for LTR team members. Further information will be made available on the NUSU and LTDS webpages.
‘What’s in it for me?’

7. There is a lot to gain from being a student member of an LTR review team. The hard work put in by preparing for the visit, speaking to students, attending meetings, and interacting with the other members of the team will give student panel members:
   a. Enhanced employability, as their CV will benefit from gaining Communication, Team Working, Decision Making, and Governance Awareness skills, which are part of ncl+ and the Graduate Skills Framework
   b. A chance to influence University decisions
   c. The opportunity to gain new perspectives on the student experience and University life by working alongside experienced academic staff and meeting students on other courses
   d. A letter of thanks signed by the Pro-Vice-Chancellor Learning and Teaching. A copy will be sent to their Personal Tutor and Head of School.

Role and duties

8. The student will be a full member of the review team. They will have input into all aspects of the review and would be expected to lead on specific questions during the review visit.

9. The duties of the reviewer are:
   a) Approximately one month before the review visit: to engage thoroughly with the documentation provided and prepare potential lines of enquiry for the review visit
   b) Approximately 2 weeks before the review visit: to attend an initial team briefing to discuss potential themes and avenues of enquiry emerging from the subject area’s SWOT analysis and other documentation
   c) To participate fully in the review visit (approximately one day), contribute to team discussions, highlight any issues of concern or particular examples of good practice, and help to summarise the key items to be included in the review report;
   d) To comment on and indicate their approval of the draft review report;
   e) To comment on any factual corrections to the report requested by the relevant subject area.

Last modified September 2016.

This document is primarily intended for:  

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<th>Student LTR team members</th>
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<tr>
<td>Chairs of Boards of Studies</td>
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Contact:  

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<th><a href="mailto:ltds@ncl.ac.uk">ltds@ncl.ac.uk</a> 0191 208 8491/3978</th>
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