



# **Students as Partners in ITLR: Review Leads**

Guidance to Departments

**2022-2023**



# Foreword

**This guidance is aimed at academic departments to support the selection of a Departmental Student Lead to participate in their ITLR review. This document should be used internally by the ITLR Senior Lead, Admin Lead, student representatives, and others involved in the consultation and nomination of this student role. Additionally, this document clearly outlines the roles' responsibilities, duties, and expectations.**



# INTRODUCTION

**ITLR is Warwick's five-yearly review with academic departments and professional services to improve the student educational experience.**

**As part of this process, 33 departments and 6 professional services clusters will participate in review meetings with internal staff members, external reviewers, and student panellists.**

This platform is especially meaningful as it allows students and staff to come together to collaborate, share best practice, and participate in an institution-wide discussion of how much we have travelled since the last ITLR and where we want to go next.

For more information, please direct students to our website at [warwick.ac.uk/itlr](http://warwick.ac.uk/itlr).

# ITLR

## Ready, Set, Review

Are you an independent thinker looking to engage in meaningful dialogue about education at Warwick? Do you have ideas that could shape the strategic future of students' experiences at Warwick? Your role will involve drawing on your overall experiences of education at Warwick, to co-create a better educational experience for everyone.

WARWICK UNIVERSITY

OCTOBER 2022

Recruitment for Student Panellists and Student Review Leads begins

Panellists Appointed and Review Leads confirmed

NOVEMBER 2022

Departments submit a Self-Evaluation Document and Panellists undergo Training

DECEMBER 2022

JANUARY 2023

Students meet with review panel for the first time

FEBRUARY 2023

Review panel meets with department for the first time

MARCH 2023

Student recruits meet with the review panel for the second time

APRIL 2023

Student Panellists help write the final report

Department responses to draft review report received and Review Sponsor review and sign off.

SEPTEMBER 2023

Project Conclusion



STUDENT REVIEW LEAD





# THE ROLE

Act as the primary contact between the department and Education Policy and Quality regarding queries during the review.

Work within their own department to prepare for the review and ensure the student voice is represented.

Contribute to the Self-Evaluation Document from the student perspective.

Coordinate meetings between students and the review panel as part of the review visit.

Work with the Senior Lead and Administrative Lead to evaluate the draft review report for any factual inaccuracies.

Participate in review panel meetings on behalf of the departments' students.

We anticipate that this role will take approximately 15-20 hours from December 2022-April 2023.



# PURPOSE

Be the voice of students in their home department to ensure that they are represented in the Self-Evaluation Document.

Lead and coordinate student engagement in review visits with the review panel.

This role differs from the panellist as the Student Lead works with their home department to coordinate the delivery of the department's ITLR review. Student Panellists review departments outside of their own and are full members of the review panel.



# NOMINATING PROCESS

This role will be nominated by the ITLR Senior Lead on behalf of the Head of Department.

To accommodate departments who may wish to select a student representative, the deadline to submit the name of the Student Lead is 11 November 2022.

While it is ultimately up to the department to determine what student is best-placed to represent their cohorts, we anticipate that the Student Lead will most likely be a member of the department's Student Staff Liaison Committee, a course or academic representative, or the student representative from the departmental Education Committee.





# BENEFITS

Student Review Leads receive a flat fee of £300 and will receive 4 points towards the Warwick Award. It's also an opportunity to enhance their CV.

Student Leads will network directly with academic contacts. If appointed Student Leads are already known to the department, then they will have the opportunity to expand this networking further.

This role is highly flexible, which will enable enhancement of time management skills. It will complement the work they may already do as an academic representative in other groups or committees. We anticipate that departments will work with their Student Lead to agree how to best work together in the ITLR.

The ITLR Co-Creation Officers intend to incorporate Student Leads into the Teams site for student panellists, meaning they'll have the opportunity to network with other students.



# FAQs

**Working in Education Quality is completely new to me. I'm worried I might be intimidated in my role or not know what to do. Is there pastoral support or someone I can go to?**

If you ever feel intimidated or worried, please feel free to contact a staff member in your department, the ITLR Student Co-Creation Officers or Katie Berlin, Student Engagement Officer in Education Quality and Policy, for support. The ITLR Student Co-Creation Officers will be the most immediate contacts. All contact information can be found below.

**I have some mitigating circumstances. What do I do to explain that I can't work?**

If an unforeseen mitigating circumstance arises, please contact Katie Berlin as soon as possible so that arrangements can be made.

**I know a little bit about Education Quality and have heard of TEG. How is this different?**

The Teaching Excellence Group (TEG) is an annual departmental review that was put in place to provide quality review in the four years between ITLRs. As such, departments won't be undertaking a TEG meeting this year, instead solely focusing on ITLR.

**Does this mean I am a part of the SSLC? How is this role different?**

There could certainly be overlaps in the duties and responsibilities of a student panellist with that of an SSLC. The difference lies solely in the scope or the breadth of the work you will be reviewing. As an SSLC, one collects feedback from peers in their course and takes it to the department. As a student panellist, you review the work of a department as a whole and within the context of the Evaluation Framework of the ITLR rather than in silos of course-specific nuances.

**How is this different from the NSS?**

The ITLR is different from the NSS in that the ITLR is a university-operated review of departmental teaching and learning strategies, while the NSS is a national survey for finalist students to reflect on their university experience overall. The ITLR focuses primarily on teaching quality and how we can enhance it across departments and professional services, while the NSS encompasses a broader range of experiential topics. Unlike the NSS, involvement in the ITLR is open to all students, not just finalists. Both are great opportunities for sharing your perspective and getting your voice heard.

# CONTACT US



We strive to be an equal-opportunity employer. If your students are interested in the role but are not sure about the kind of support we offer and wish to discuss any specific needs or concerns, please get in touch!

***Please scan the QR code above to visit our website, where you can also book MS Teams sessions with the Student Co-Creators or the Student Engagement Officer to informally discuss roles and responsibilities.***

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## **Student Co-creation Leads**

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