

TSEP-QAA Collaborative Project Introduction

Student engagement in internal quality processes

Background

The aim of this project is to improve student engagement in higher education providers' internal quality assurance and enhancement arrangements. In order to do this we want to:

- Better understand how institutions and students' unions currently engage students in internal quality assurance and enhancement processes and stimulate new and innovative practice.
- Provide practical support for institutions and students' unions to engage students in programme monitoring processes, including periodic review and validation.

Institution visits

To help us better understand current practice, challenges and opportunities for engaging students in internal quality processes, we would like to conduct qualitative interviews and focus groups with a range of English HE institutions. These interviews and focus groups will be conducted by a TSEP Consultant or project partner (see below for more information) during a one-day visit and will cover a range of topics relating to student engagement in quality.

We would like to speak to a range of relevant post-holders within the institution and students' union during the visit, either through one-to-one interviews or a focus group. We would also like to record the interviews and focus groups to support our analysis and development of guidance and training materials. Recordings will be deleted after transcription and transcription will be by a third party organisation, after which they will be stored securely and confidentially in the TSEP archive. We will anonymise contributions for publication, however, we may wish to use specific best practice examples. In this case we will contact individuals directly to ensure they are happy for the example case study to be used and we will not publish material that identifies individuals or the institution/students' union without their consent.

As well as contributing to insight and guidance that will be disseminated across the sector, this should also be a useful reflective exercise for your institution and students' union. If you are interested in inviting us to visit your institution between 25th April- 27th May 2016, please email tsep@nus.org.uk **17.00 on Monday 18th April 2016.**

Project partners

We would like to recruit students, student officers and staff working in English HE institutions and students' unions to help us to understand current practice and challenges and to co-design solutions by becoming project partners. This will help us ensure we have a variety of perspectives and experiences contributing to the development of effective resources for the sector, but it should also be a useful development opportunity for the individuals involved. You'll have an opportunity to gain a better understanding of approaches to engaging students in quality processes, improve your research and team-working skills and collaborate with other people with similar roles and professional interests.

We hope that project partners will be able to arrange for their institutions to take part in the research through an institution visit, although this is not compulsory. Project partners will visit a different institution to their place of work or study.

We envisage being a project partner will involve approximately 3 full days between April- June. Project partners will need to be able to commit to the following:

- A two-hour introductory webinar on **Friday 22nd April 2016** at 12.30 (if you're not able to attend the webinar on this date please let us know when you submit your application and we will try to arrange an alternative date)
- Conducting one institution visit between 25th April- 27th May 2016
- Completing a brief form to record your key reflections on the visit
- Attending a one-day co-design workshop with other project partners on **Thursday 9th June 2016** in London

To support your involvement, project partners will receive:

- £300 honorarium paid in two instalments: £150 on completion of the institution visit and £150 following attendance at the co-design workshop
- All travel and subsistence will be covered for the institution visit and co-design workshop, including accommodation if required
- Support from TSEP staff and an external consultant to prepare for your visit through a two-hour webinar and ad-hoc email and phone support as required
- A detailed handbook covering all aspects of the role

In order to apply to be a project partner, please complete this short survey by **17.00 on Monday 18th April 2016** <https://www.surveymonkey.co.uk/r/2THF2L5>

You will be asked to provide the following information in the survey:

- Personal information and contact details
- A brief summary of why you would like to be a project partner and how this role will benefit your personal and professional development
- A brief summary of your skills and experience in the following areas:
 - Undertaking qualitative research (e.g. conducting interviews and focus groups)
 - Collaboration and team working
 - Developing guidance materials and training
- Your availability for the webinar and co-design workshop
- Whether your institution will arrange an institution visit for a project partner and a key contact to arrange this with