

Expectations and Responsibilities for Graduate School Programme Leaders collaborating with Student Programme Partners (SPP)

Student Programme Partners (SPP) are doctoral students who engage with the Graduate School to represent their peers and to help shape the professional development provision offered to master's students and doctoral researchers at Imperial. The SPP scheme is designed to increase student engagement and representation at all levels of our provision. Students participate in this scheme as a development opportunity and they are funded by a bursary. The scheme is managed through the [StudentShapers initiative](#).

Note: This roles and responsibilities document is intended to provide clarity around how to work with Student Programme Partners. Programme Leaders should also follow the Graduate School [procedures for the approval and review](#) of new and existing professional development courses.

Summary of duties:

Graduate School Programme Leaders will collaborate with SPPs in the following areas:

- **Co-commission:** to co-commission the programme - identifying gaps in provision, looking at priorities, reviewing existing provision, helping to develop business cases for new provision and advising on the removal of existing courses, where appropriate.
- Develop business cases for new provision and advising on the removal of existing courses, where appropriate.
- **Co-design:** to co-design courses – designing course material, workshops and other associated workshop and teaching activities. The SPP will be expected to consult with peers to seek further ideas and input. The level of contribution to the co-design would depend on the level of expertise of the SPP and time they have available.
- **Co-assess:** to co-assess the programme as part of the annual programme review and to make recommendations for changes to the programme. Note: student feedback on individual tutors will not form part of the material reviewed by SPPs.
- **Co-lead:** to co-lead on the recruitment of and handover to SPP successors.
- Manage poor performance and termination of appointment of Student Programme Partners, should it be necessary (note guidance on this process will be provided)

Recruitment

- Review expressions of interest and appoint a SPP in consultation with the Head of Postgraduate Professional Development
- Informal interviews might be necessary

Key Responsibilities:

The key responsibility of a programme leader is to support the SPL in their development opportunity by:

- Arranging regular meetings with their SPP.
- Support the SPP's development and their application for Associate Fellowship of the HEA / AdvanceHE (if applicable).
- Arranging for the SPP to attend meetings of the Course Quality and Strategic Development committee (CQSD), when relevant.

Additional Opportunities for SPPs - Support

There is also the additional opportunity to co-deliver courses. This is paid at the casual worker rate and is in addition to the bursary scheme.

- **Co-delivery:** to co-deliver typically 4 workshops (in part or in full, depending on the expertise of the SPP). Student Programme Partners would be paid for their teaching in line with GTA teaching rates.
 - Further information on [employment as a GTA](#).
 - GTAs must register with the College as Casual Workers. N.B: GTAs who hold a Tier 4 visa must also complete a Tier 4 declaration form.

Important information - SPP Requirements

The College requires that any doctoral student wishing to undertake SPP work must have:

- permission from their supervisor(s) prior to applying for the role.
- completed or registered on the Graduate School training aligned with Descriptor 1 of the UKPSF, as appropriate to their needs.
- at least a term's experience of GTA work (or equivalent experience).
- a demonstrable interest in the programme they are applying to. All SPPs will be expected to have completed the Graduate School's core GTAP courses:
 - Introduction to Learning and Teaching
 - Introduction to Assessment and Feedback for Learning

N.B.: SPPs should not apply to more than two programmes.

We will appoint one SPP for each programme and the length of appointment will be one year. The maximum term is one year.

SPP Commitment

This section provides guidance on the time commitment expected from SPPs:

- It is expected they will contribute approximately six hours per month over 10 months. The allocation should be negotiated as to whether this is broken into 1-2 hour meetings or 1 day per month (as an example).

Bursary

A bursary of £1000 will be available to Student Programme Partners as recompense for their contribution.

This will be paid in instalments over the course of the appointment (10 payments of £100 each). These payments will be processed by the [StudentShapers](#) team. This procedure will be managed by the Deputy Manager of the Graduate School.

Performance Management Procedure

Part of the commitment made by the SPP is to work and collaborate with the GS Programme Leader.

If the SPP is unable to fulfil their responsibilities for whatever reason, the SPP should discuss how to proceed with the GS Programme Lead or contact the Deputy Manager of the Graduate School, Bethan Ritchie.

In the event that the GS Programme Leader is dissatisfied with the level of commitment displayed by the SPP, the following steps will be taken,

- Informal conversation between GS Programme Lead & SPP outlining areas for progress and a plan of implementation
- If the implementation plan is not realised, a formal conversation between the GS Programme Leader and the SPP will take place and if necessary, the bursary will be stopped, and the partnership terminated