

EXPECTATIONS AND RESPONSIBILITIES

Student Programme Partner (SPP)

This document outlines the scope of this development opportunity, which is part of a scheme managed through the [StudentShapers initiative](#). Student Programme Partners 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 and doctoral researchers at Imperial.

Typical duties within this development opportunity are listed below. Descriptions cannot be exhaustive and further activities may be discussed, although these will be broadly in line with the key responsibilities listed. Some of these obligations may also be subject to change.

Scope:

Successful applicants will be asked to collaborate with the corresponding Graduate School Programme Leader in the following ways:

- **Co-commission:** to co-commission the programme - identifying gaps in provision, looking at priorities, reviewing existing provision, as appropriate, helping to 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 teaching activities. 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 the time they have available.
- Recommending other students who could also assist with co-delivery, if appropriate.
- **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.

**Please note that any doctoral student registered at Imperial College may apply to become a SPP. All SPPs will be expected to have completed the core GTA modules.*

1. Key Responsibilities:

The key responsibility of an SPP is to develop and engage with their programme. An SPP will complete the following related tasks:

- Have regular meetings with the Graduate School Programme Leader to fulfil the tasks above. The frequency and format of these meetings is to be mutually agreed with the Programme Leader.
- Engage with postgraduate students who attend the programme (e.g. by running focus groups and other engagement methods)
- Attend meetings of the Course Quality and Strategic Development committee (CQSD) when relevant.

2. 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.

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

One SPP will be appointed for each programme and the length of that appointment will be one year. The maximum term is one year.

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

3. Allocating Time

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

- It is expected SPPs will contribute approximately six hours per month over 10-12 months.
- The Graduate School Programme Lead and SPP should discuss and mutually agree how best time should be given to the SPP role e.g. 1-2 hour weekly meetings might work best for some partnerships, whilst others might prefer to allocate 1 day per month.

4. Training and Support

The SPP will be expected to have already undertaken the GTA core programme. The SPP will be fully supported by the Graduate School Programme Leader in this development opportunity. SPPs are encouraged to use their experiences during the year to apply for Associate Fellowship of the Higher Education Academy /AdvanceHE (AFHEA).

5. Bursary

Student Programme Partners will be supported for their contribution via a bursary of £1000. Bursaries will be administered via the StudentShapers team, using the central college bursary process and will be paid in instalments over the course of the appointment (10 payments of £100 each).

6. 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

7. Additional Opportunity

There is also the additional opportunity to co-deliver typically four workshops (in part or in full, depending on the expertise of the SPP). For this, Student Programme Partners would be paid for their teaching in line with GTA teaching rates – this is a separate task to the bursary.

- For information on employment as a GTA please see https://www.imperial.ac.uk/media/imperial-college/study/graduate-school/public/gta-website/GTA-Roles-&-Responsibilities_FINAL.pdf
- 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