

LLM Student Feedback Policy

Purpose of this Policy	To detail how LLM students may contribute feedback including the role of a Student Representative and the purpose of the Staff-Student Forum
Dated	17 July 2025
Contact	Steve Proudlove
Next Review Date	July 2026

This policy should be read in conjunction with the diocesan LLM Student Concerns Policy and the St Hild Student Complaints Policy.

LLM Student Feedback

The voice of LLM students is important and valued, contributing to effective delivery and optimal development of formational programmes. There are several ways in which student feedback is sought.

Feedback on the Academic aspects of training is gathered in the following ways:

- via anonymous Module Evaluation Questionnaires which students are invited to complete at the end of each module.
- via the student representative for the St Hild Online Centre, who provides feedback to the St Hild Formation and Academic Affairs Committee which meets 3 times a year
- via the anonymous Common Awards Student Survey (CASS) which is sent out by Durham annually.

Feedback on the Formational aspects of training is gathered by LLM Student

Representatives (Reps) who play a key role in ensuring student perspectives, comments and suggestions are conveyed to LLM Training Pathway staff and given due consideration. The primary mechanism for this is the Staff-Student Forum, a biannual meeting between Student reps and the LLM Training Pathway Staff. This Forum provides an opportunity for dialogue between LLM students and staff on matters relating to student experience which are within the remit of the programme. Forum meetings are informed by the views of the cohort of LLM students represented by each student rep and by the perspectives offered by staff. They provide a space for creative partnership in building and sustaining inclusive learning communities. Provision is made in the study day timetable for LLM students to confer with their student rep.

In order to facilitate the sharing of feedback across both St Hild and Leeds Diocese, the Leeds Director of Formation attends meetings of the St Hild Formation and Academic Affairs Committee and the St Hild Director of Reader Training attends the Leeds Diocese Staff-Student Forum.

Student Representative – Terms of Reference

LLM Student Reps speak on behalf of LLM students and influence decision-making for the LLM Training Pathway. They also report back to LLM students about matters raised on their behalf. A good student rep will:

- be able to listen to and represent diverse viewpoints, without bias
- be committed to improving formational programmes
- have a collaborative style
- communicate clearly
- be willing to understand the practical and organisational constraints of a university-validated diocesan formational programme.

Induction is provided for Student reps. Their responsibilities include the following:

- Create opportunities for regular consultation with LLM students in their cohort, to gather feedback or concerns related to their training, either in person or online.
- Collate feedback and concerns ahead of bi-annual meetings with the Staff-Student Forum and present it to the Forum.
- Contribute to discussions on topics raised by staff at the Staff-Student Forum
- Report back to LLM students about the discussions around their feedback and concerns, and any decisions taken by the Forum to address these.
- Support LLM students in discerning the nature of their concerns (eg pastoral, educational, organisational), gathering appropriate feedback for the Staff-Student Forum and signposting LLM students to alternative ways of raising concerns, when appropriate, such as with: the Formational Mentor; the Honorary Hub Host for practical issues which are urgent or could be addressed without needing to be raised at the Staff-Student Forum; the Module Tutor for issues concerning session content.
- Alert either the Director of Reader Training at St Hild (ben.leighton@sthild.org) or the Director of Formation (steve.proudlove@leeds.anglican.org) to critical student concerns which may need addressing in advance of the next Staff-Student Forum.
[See Student/Student Concerns Policy for LLMT/ St Hild.]

Staff-Student Forum – Terms of Reference

The biannual Staff-Student Forum takes place in January and June, with meetings lasting no more than two hours.

The conduct of the Forum should reflect the diocesan values of *Loving, Living, Learning*:

- A courteous, constructive and attentive approach to concerns and perspectives of both LLM students and staff (Loving)
- A commitment to the flourishing of LLM students and staff and the ‘whole person’ dimension of formation (Living)
- A willingness to understand the rationale for existing arrangements and an openness to suggestions for potential improvements, considering feedback sympathetically, imaginatively and critically (Learning).

The Forum provides an opportunity for dialogue between Student reps and their cohorts and LLM Training Pathway staff, on matters relating to student experience, which are within the remit of that programme or cohort. This includes:

- Considering feedback from Student reps on matters they wish to raise with regard to student experience and concerns, leading to action or enlarged perspective, as appropriate, with relevant issues referred where applicable to the YTEP Student Forum.
- Considering matters and responses related to student experience raised outside of the student representation system (surveys, module feedback processes, external examiner reports etc), leading to action or enlarged perspective, as appropriate, with relevant issues referred where applicable to the YTEP Student Forum.
- Acting as a consultative forum where plans relating to changes and the development of modules and programmes can be developed with student input; and where understanding about the rationale and scope of such changes can be facilitated.

Review

The Terms of Reference for Student Representatives and Staff-Student Forums will be reviewed annually by the LLMTTP group and the student reps themselves to ensure student representation is functioning effectively. As part of the review, consideration should be given to ensuring feedback arrangements support equality, diversity and inclusivity.

APPENDIX – Feedback Form for 2025-26

Note: There is more space for answering the questions on the actual form

LLM Student Representative Feedback Form for 2025-26 <i>This feedback will be seen by the Leeds Diocesan LLMTP Group</i>	
LLM Student Rep Name	
Date	
Hub	
<p>1. What has worked well <i>(You may wish to comment on: the Formational Programme teaching and learning, communications and distribution of information, teaching venues and facilities, pastoral support, worship that takes place as part of the course, any academic feedback not already addressed with your St Hild teaching centre student rep.)</i></p>	
<p>2. What, if any, issues or concerns have arisen <i>(Again, you may wish to comment on: the Formational Programme teaching and learning, communications and distribution of information, teaching venues and facilities, pastoral support, worship that takes place as part of the course, any academic feedback not already addressed with your St Hild teaching centre student rep.)</i></p>	
<p>3. If these concerns have already been raised, how adequately do you feel they are being dealt with?</p>	
<p>4. Do you have any suggestions or recommendations arising from student feedback?</p>	