

**Imperial College Union
Union Council / 7th December 2023**

**Amending the Terms of Reference for Research and Academic Representation Forum
(RARF)**

Author(s): Yi Yang (Deputy President (Education))

Seconder(s): Jordon Millward (PGR Representation Chair)

Guoxuan Cui (PG Engineering Council Representative)

Nan Victoria Fletcher-Lloyd (PGR AWO Medicine)

Decision(s): To approve

Union Notes

1. RARF is a non-decision making termly meeting for all PGR representatives and the Graduate School to gather collective student feedback and form PG level resolutions.
2. RARF has represented PGR community voice and had positive impact on the PGR community.
3. RARF is a sub-committee of Union Council.
4. The terms of references help direct the work of RARF.
5. According to the current updated representation training system and expectation of RARF, the current terms of reference could improve on the following to better represent the PG community.
 - 5.1. The current Terms of Reference are lacking an introduction and do not provide a clear structure for the forum.
 - 5.2. The current version does not clearly explain how representatives could raise concerns and how College-wide research policy can be influenced through RARF.
6. After discussion with the Graduate School, the new meeting structure contains the first part which is discussion with the Graduate School and different policy holders, and the second part will be a closed meeting with only student representatives and Union staff support in attendance.
7. The amendment to the Terms of Reference has been discussed with Laura Lane (Head of Strategy and Operations of the Graduate School).

Union Believes

1. The Terms of Reference for the Research and Academic Representation Forum (RARF) should be amended.
2. The amendments should include an introduction to the function, purpose, remit, membership, format and structure of the meeting.

Union Resolves

1. To accept the proposed amendments to the RARF Terms of Reference in the attached appendix.