



**BUCKS
STUDENTS'
UNION**

Coffee Session Sheet

Term 1

Tips for your Coffee Session meeting:

This Coffee Session sheet helps you to plan your goals for the year ahead to discuss with your Course Leader.

Plan your points to ensure a smooth discussion and note any questions you have.

Collect a free Hot Drinks Voucher from the SU for the meeting.

Conclude the meeting by allowing time for any final comments or questions from all parties.

Introductions/expectations

Introduce yourself and discuss expectations of how you would like to work together this year.

1. What positive changes have been made to the course in the past year based on student feedback?

2. What academic and pastoral support resources are available to students to support their learning and remain on the course?

3. Have all students been assigned a personal tutor? If not, is there a place where students can find this?

4. Are there any opportunities to aid student rep feedback collection ahead of PCMs?

e.g. blackboard announcements, in class discussion



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5. Are you aware of any issues that need to be tackled urgently? E.g. timetabling, accessibility, facilities?

Note to the Student Reps: please escalate any issues to the Representation team if relevant.

6. Are there any staff members going above and beyond and deserving recognition through the Union's Staff Celebration?

If yes, please note who they are, why they deserve to be nominated, and fill in the form via **bucksstudentsunion.org/activities/celebration-station**

* Staff Celebration is an opportunity for the Students' Union to celebrate members of staff who have gone above and beyond, inspired us, and deserve recognition. Nominations can be submitted at **bucksstudentsunion.org/activities/celebration-station**.

Remember to email **surepresentation@bnu.ac.uk** to confirm your coffee session took place and for further support on any issues or queries.