

Staff Guidelines

Student-Staff Partnerships Voice



The Student-Staff Partnerships Voice initiative supports staff members who are looking for student feedback to inform their work at UQ. This may be through focus groups, interviews, or any activity which elicits the student voice. Such activities must clearly demonstrate that students are respected as equal members of the UQ community.

To be eligible to receive assistance from the Student-Staff Partnerships team, Voice activity leaders are required to:

- demonstrate the reciprocal benefits of the activity to students
- notify students how their contributions impacted the project / initiative
- ensure that activities are a minimum of 30 minutes long and involve two-way communication and feedback between students and staff, in order to ensure that authentic engagements occur*
- ensure that activities are a maximum of 3 hours long**

What the Student-Staff Partnerships team can do for you

The Student-Staff Partnerships' team can assist with the recruitment of students, and can provide activity leaders with financial assistance to compensate participants for their time.

Compensation is usually in the form of 1 x \$10 UQU voucher for each participant:

- Activity leaders collect these vouchers from the Student-Staff Partnerships team
- All vouchers must be signed for by participants

(recording sheet provided)

- Any remaining vouchers are returned, along with the recording sheet

If you would like to provide food or refreshments instead of these vouchers – or provide any other kind of incentive – please contact us to discuss this further.

To successfully advertise your opportunity to as many students as possible, please submit your request to recruit participants at least three weeks before the activity commencement date.

** An online survey by itself would normally not qualify, but online processes might need to be engaged in order to facilitate access for students unable to meet face-to-face. Feel free to get in touch and discuss your design if you are unsure.*

*** If your activity may last longer than this, please let us know as the participants will require catering and / or additional vouchers. This may be something that we can assist with.*

Recruiting Student Representatives

If you are interested in recruiting Voice participants, please follow the 'Recruit Voice Participants' link on the [Student-Staff Partnerships' website](#).

Contact

Dr James Forde, Student Partners Coordinator
Email: jforde@uq.edu.au

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