

International Student Panel: Terms of Reference

Scope

This document provides information about Student Minds' **International Student Panel (ISP)**. The Terms of Reference will outline the purpose, membership and function of the group as well as the role and commitment of individual members.

Purpose of the ISP

At Student Minds, we aim to understand and tackle the inequalities that exist in student mental health. We have recently been successful in securing a grant with a range of partners to focus on international students' experiences. The programme, titled '*International Student Mental Health – Good Practice Guidance and Intervention Case Studies*', seeks to discover what works in improving international students' mental health; how institutions can effectively co-produce with international students and how we can establish more culturally competent services. This best practice guidance will then be shared across the UK and beyond.

The ISP will be a group of current international students, who will bring their personal and lived experiences to lead on some of the aspects of this project as well as to shape the work we do at Student Minds.

Functions of the ISP

The core functions of the ISP involve:

- **Provide scrutiny and support to programme activities for international students**
 - Informing and scrutinising the case study initiatives at partner institutions, which will include: health promotion and training staff, specialist service staff, funding for international student societies to pilot small scale, localised initiatives and activities via their students' unions.
 - Assisting with the delivery of student engagement events for international students.
 - Supporting the collation and documentation of student experiences with these interventions.
- **Co-authoring a new Good Practice Guide** following the local project phase, for distribution to sector and internationally.

- **Inform the overall project management and sustainability of the programme**
 - Work closely with the Project Manager employed by the University of Nottingham to co-facilitate planning meetings and workshops with the wider project team.
 - Inform the development of an impact measurement and evaluation framework for the Programme.
 - Work with Student Minds colleagues and the project team to identify programme sustainability beyond the funding life span.

Additional functions across the whole of the ISP include:

- **Public speaking**
 - Speaking publicly at events and conferences for international students and practitioners.
- **Content development**
 - Writing blogs and/ or web resources.
- **Coordination of research**
 - Engaging with the existing evidence base, data and literature, relating to international students to build your expertise.
 - Working closely with the lead researcher on appropriate question design and analysis.
 - Engaging students and clinicians in the purpose and design of the survey (Student Minds Student Advisory Committee, Clinical Advisory Group, and student groups at partner universities)
 - Liaising with Student Minds colleagues on the dissemination of research findings.
 - Building on and informing policy recommendations in this area, working with the wider programme team and Student Minds' Policy Manager.
 - Co-delivering an event to share learning across relevant sectors.

Please note that this work will be divided between all of the members of the ISP. We anticipate that each of the members will have different interests and strengths to bring to this project and we'll allocate the work accordingly.

Membership of the ISP

Membership will consist of current international students. Around ten members will be appointed.

Student Minds will appoint individuals who are enthusiastic, passionate about student mental health and committed to volunteering their time. Student Minds will also be careful to select a diverse group ensuring a range of lived experiences, nationalities, academic courses and institutions are represented.

The ISP will operate until the end of the 2020-2021 academic year.

Members' commitment

We hope members will be able to fully commit to the role and will support them to the best of our ability to contribute as much as possible. But it is understood that members may sometimes be unable to contribute. We expect the following commitment from all members:

- To attend as many of the meetings over the year(s) as possible. This may include a mixture of in-person meetings and digital conferencing meetings, depending on the capacity of the volunteers to travel and Student Minds to host.
- Given the current context we're operating in, we anticipate that most of this work will be done digitally & remotely.
- To be prepared for all meetings. Including reading the materials in advance of meetings.
- To give advance notice if they are unable to attend a meeting. Should a member be unable to attend a meeting, they are expected to send their thoughts on their papers over by email.
- To treat discussions with discretion and confidentiality, not sharing anything discussed or shared in the meeting outside of the meeting unless otherwise agreed.
- To contribute to delivering the objectives of the ISP.
- To act in accordance with Student Minds' policies, where relevant. Members will be informed about what this entails at the first meeting of the ISP.
- To bring attention to the Student Voice and Equality Lead if any conflicts of interests that may arise.

Student Minds' commitment

We recognise that partnership is essential for the group to be successful and impactful. As such, we commit to:

- Emailing out copies of all relevant documents and materials, where possible, a week before each meeting. Physical copies will also be provided at meetings, where necessary.
- Supporting members in their role. Members will be supported throughout their role by the Student Voice and Equality Lead.
- Cover travel expenses, in line with our Volunteer Expenses Policy.
- Provide lunch and refreshments at each in-person meeting.
- To provide remuneration for the additional pieces of work that will be offered to the ISP as opportunities. While being an advisory group for the project is voluntary, there is opportunity for paid work for conducting research, developing content, speaking at events, etc.