

# PCM FEEDBACK YOUR VOICE

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**Programme Committee Meetings (PCMs) are the main forum in which you can give feedback gathered from your peers directly to the staff within your department. Collecting and submitting feedback for PCMs is one of the most important parts of your role as Student Rep.**

**The feedback you submit can create real, meaningful change for your course, so it's important you understand this fully. You should make sure this feedback is as detailed and clear as possible. Below is a list of top tips from previous Student Reps for writing up feedback for PCMs.**

- 1.** Make sure you aren't only submitting your own views, speak to your peers and make sure their voices are being heard.
- 2.** Don't copy and paste the feedback you receive from your peers – read it through, understand it, and write detailed responses based on this.
- 3.** Check your feedback before you submit it – make sure it is clear and easy to understand – if you are unable to attend your PCM, or your tutors want to refer back to this feedback, they should be able to get everything they need from reading your response.
- 4.** Make sure you are highlighting positive practice, not just negatives. This helps academics know what students like and what is working well, so they can continue to do this.
- 5.** Include as much detail as you can – one-word responses are difficult to learn from.
- 6.** Avoid naming tutors in negative feedback – use module names or codes instead.
- 7.** Try to use module names and/or codes to make your feedback more specific. This helps tutors know specifically where improvements need to be made.
- 8.** Give yourself enough time to collect and type up the feedback – if you leave it until the last minute, you may not get many responses, and you will be under a lot of pressure to meet the deadline.
- 9.** If you don't understand something one of your peers has said, speak to them about it and try to understand what they mean – you will be the one explaining the feedback, so it's best you know what you're talking about.
- 10.** Make sure you have a copy of the feedback you are submitting – this is great to keep on hand for your PCMs to make sure you are prepared.