Student Experience Committee/Forum Terms of Reference and Composition

Regulation

Responsibilities

The Student Experience Committee/Forum is responsible to the Board of Studies for the discussion and provision of advice on matters concerning the broader student experience. Collated issues arising from Student Experience Committees will also be reported to the University Executive Committee and Students’ Union Executive to inform institutional planning and management actions.

Specific Duties

i. To oversee the broad student experience and to identify areas for development

ii. To act as a forum for discussion of non-academic student-related matters, including services and resources provided to support the student experience.

iii. To advise the Board of Studies on the strategic direction of student support.

iv. To contribute to the development of the student community.

v. To make recommendations to enhance the student experience and to ensure that students are aware of actions being taken.

vi. To develop the School's relationship with the Students’ Union in relation to the social experience of students and matters of student representation.

Composition

Equality and Diversity statement

City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Diverse membership of all committees is expected. Wherever possible membership will consist of at least 30% women and 30% men and representation of other protected groups will be actively considered. Where this has not been met, committees should be able to demonstrate what action has been taken to achieve this target.

i. Chair/Lead – Dean or Associate Dean Education or any other senior academic with School responsibilities in the area to be approved by the Chair of the Board of Studies and Deputy Vice-Chancellor

ii. Members of academic staff by reason of their role as determined by the Board of Studies. This will normally include academic staff with strategic and/or management responsibilities to support responsiveness to issues raised by students.

iii. Students by category of representation to be determined by the Board of
Studies. Student representatives will normally outweigh staff representation.
iv. Students’ Union President or Vice-President (Education).
v. Director of Services for Students or nominee.
vi. Director of Academic Services or nominee

Central University support service members under v and vi, will integrate issues raised in Schools into support for the wider student experience.

Boards of Studies may wish to establish a formal committee or a wider-based forum depending on the organisational structure of the School and the most appropriate approach to management of the student experience within this context. Should a committee be formed, the Board of Studies must also appoint a Committee Secretary. Should a forum be formed, a senior member of staff must be assigned to report to the Board of Studies.

The Committee has the authority to invite other members of staff to meetings for discussions of specific matters to support development of the student experience. This may include colleagues from other Schools or from Professional Services or external guests.

**Frequency of Meetings**
Three times per year, or more frequently as determined by the Board of Studies.

**Standing Orders**
Student Experience Committees operate in accordance with the Standing Orders for Boards of Studies and their Sub-Committees.