

**Student Experience Committee**  
**Terms of Reference and Membership**  
**Draft 4: 5 November 2020**

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**MEMBERS**

Appointed

One nominated external member of Council as Chair (Vib Baxi)  
2 x FASS UG student representatives  
2 x FEPS UG student representatives  
2 x FHMS UG student representatives  
3 x PG students (including PGT and PGR)

Ex officio

Pro Vice-Chancellor, Education  
Chief Operating Officer  
Chief Student Officer  
President of the Students' Union  
The three Associate Deans Education (representing the Faculties)  
Director of Strategy and Senior Executive Officer

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**IN ATTENDANCE**

Secretary to the Committee

The Committee can co-opt internal members as required for specific purposes for a specific period.

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**TERMS OF APPOINTMENT**

Ex officio members remain a member for the term of their appointments.

The external member of Council will remain as Chair for the period of their Council term.

The Faculty student representatives will have a term of one academic year.

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**TERMS OF REFERENCE**

The Student Experience Committee (SEC) is a consultative and advisory body which provides a channel for communication between the University and its student community on matters affecting the academic and social wellbeing of students.

The Committee/Board is responsible for:

- i. Providing a forum for discussion where students can share ideas and concerns.
- ii. Actively contributing the student perspective to help inform University decision-making to promote a positive student experience by:

- i. Informing the University's management team about emerging issues for students.
  - ii. Providing input to the development of policies and services that support students and advance the quality of learning and research activities.
  - iii. Encouraging student feedback and sharing University initiatives resulting from student feedback.
- iii. Making recommendations or referring matters to appropriate bodies or individuals such as Senate or Executive Board for further action and reporting to Council on progress against agreed management actions.

## **PROCEDURES**

### **Quorum**

The quorum shall be half of current members. In the case of an equal vote, the Chair shall have a casting vote.

### **Frequency of Meetings**

Four meetings per year, in advance of Council meetings

### **Delegated Powers**

SEC is a sub-committee of Council and reports regularly to Council.

### **Reporting Arrangements**

It will formally report to Council. Reports will be sent to Senate.

### **Decision making outside of meetings**

Decisions may exceptionally be taken by Chair's action. At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

The date of the decision shall be the date upon which the Secretary confirms to all members that it has been passed. The Secretary shall be responsible for ensuring that decisions made by email are reported to the next meeting and for retaining an appropriate record.