

## **Appendix 4 - Student Experience Sub-committee**

### ***Terms of reference***

1. To advise the University Education Committee (UEC) on all matters related to the student experience.
2. To give strategic leadership to the student experience in areas including access, progression, student attainment and outcomes.
3. To be responsible to UEC for the ongoing development of support for students in areas including wellbeing and welfare, learning resources and employability.
4. To review, monitor and report to UEC on the quality of the student experience, using as appropriate, national benchmarks such as the NSS, PTES and i-graduate, and internal benchmarks such as MEQs.
5. To consider proposals for amendments to the Regulations and Codes of Practice relating to student support and the student experience and to make recommendations for change as necessary to UEC.
6. To review, monitor and report to UEC the effectiveness of student services as a mechanism of enhancing and supporting the student experience.
7. To prepare regular reports on the work and progress of the Sub-committee to UEC.

### ***Membership***

#### Chair

Chief Student Officer

#### Vice-Chair

Associate Dean, Education as nominated by the Chief Student Officer

#### Ex-officio members

- Vice-Chair of Council
- Pro-Vice-Chancellor, Education
- Academic Lead for Employability
- Director of Student Life
- Head of Learning Development
- President, Students' Union
- Vice-President Voice, Students' Union
- Vice-President Support, Students' Union
- Deputy Director of Estates or nominee
- Head of Digital Learning, SloE or nominee
- Head of Student Technologies, IT Services Director of Marketing and Communications
- Director of University Sport, Surrey Sports Park
- International Mobility Manager, International Engagement Office

#### Nominated members

- Faculty representative, FABSS
- Faculty representative, FEPS
- Faculty representative, FHMS
- Doctoral College representative

- Seven student course representatives: 1x undergraduate and 1x postgraduate taught from each Faculty plus 1x postgraduate researcher to represent the Doctoral College as nominated by the Students' Union through a competitive process
- 1-2 student mentors

#### In attendance

A member of staff from the Directorate of Academic Performance, Quality and Governance  
(*to act as Committee Secretary*)

The Sub-committee can co-opt additional members as required for specific purposes.

#### Period of appointment

Ex-officio members remain as members of the Sub-committee for the term of their appointment in their role.

Nominated members are appointed for three years and are eligible for re-nomination for one further year. In any event a maximum of four years may be served. Appointments for student representatives may vary based on the terms of selection for representative positions.

Co-opted members remain as members for as long as their purpose on the Sub-committee is required.

### ***Operation***

#### Quoracy

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

#### Frequency of meetings

Meetings are held at least four times a year or more frequently as business dictates.

#### 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 that all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% of the membership 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.

#### Reports to

University Education Committee