Staff Student Committees

To be read in conjunction with the University’s Student Representation Handbook and Policy

CONSTITUTION

1) A student chairperson.

2) A student secretary.

3) A named staff facilitator appointed by the Head of School.

4) Elected student representatives, as appropriate, to cover all programmes (undergraduate, taught postgraduate and research postgraduate) and as many stages as is practical. Student representatives should make up the majority of the committee.

5) Members of academic staff, as appropriate, to cover all programmes (undergraduate, taught postgraduate and research postgraduate). Staff members to be appointed by the Head of School.

6) Representatives from the Library Service, ISS and the Careers Service to be invited as appropriate.

TERMS OF REFERENCE

1) To meet at least four times per academic year.*

2) To consider any business relating to the student learning experience** including matters raised by student representatives and matters on which the academic unit wishes to seek student views including:

- teaching, learning and assessment (including feedback on assessed work)
- student support and guidance (academic and pastoral)
- career development (graduate skills & employability)
- teaching and learning resources (e.g. IT, teaching space/estates)
- the development of new programmes and review of existing modules and programmes (e.g. Internal Subject Review)
- accreditation by professional, statutory and regulatory bodies
- issues arising from student surveys and other feedback mechanisms
- any matters referred to the SSC by the relevant Board of Studies
3) To consider any other matter referred by the Faculty Student Representatives, Union Society Education Officer, Head of School, Deans of Undergraduate and Postgraduate Studies and PVC Teaching and Learning.

4) To receive, for information, relevant external examiner reports and Board of Studies’ responses.

5) To identify and disseminate examples of good practice relating to the student learning experience.

6) To report to the relevant Boards of Studies, and other appropriate School committees, via the Chair.

7) To report to the relevant Faculty Student Forum via the Chair.

8) To submit an annual report of business to relevant Boards of Studies and other appropriate School committees.

* For students following flexible, part-time, distance learning, collaborative or overseas programmes, consideration should be given to the ways in which those students can have access to mechanisms for providing feedback, for example, through virtual SSCs or web forum.

**The committee must not discuss personal matters relating to individual students or members of staff.

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<tr>
<th>Intended for use by:</th>
<th>Heads of School</th>
<th>Staff Facilitators</th>
<th>Student Representatives</th>
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<tbody>
<tr>
<td>Contact:</td>
<td>Simon Meacher, Quality in Learning and Teaching, T: 3969</td>
<td>E: <a href="mailto:simon.meacher@ncl.ac.uk">simon.meacher@ncl.ac.uk</a></td>
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