

Student Voice Committee: Membership and Terms of Reference

Membership

The Student Voice Committees shall consist of:

Undergraduate Student Voice Committee (UG SVC)

Two elected student representatives from each undergraduate cohort. One student representative from each cohort shall act as Lead Representative, and one shall act as Deputy Representative. One Representative shall act as co-Chair of the Committee, as elected by their fellow student members of the UG SVC.

- i. The Registrar (or nominee)
- ii. Chief Operating Officer
- iii. BASc Programme Director (or nominee)
- iv. Head of Academic Services
- v. Wellbeing Manager
- vi. Quality Manager (Chair, Secretary)
- vii. Student & Alumni Engagement Coordinator

Postgraduate Student Voice Committee (PG SVC)

One elected student representative from each postgraduate cohort. One student representative from each cohort shall act as Lead Representative, and one shall act as Deputy Representative. One Representative shall act as co-Chair of the Committee, as elected by their fellow student members of the PG SVC.

- i. The Registrar (or nominee)
- ii. Chief Operating Officer
- iii. MASc Programme Director (or nominee)
- iv. MBA Programme Director (or nominee)
- v. Head of Academic Services
- vi. Wellbeing Manager
- vii. Quality Manager (Chair, Secretary)
- viii. Student & Alumni Engagement Coordinator

Governance Committee Representation

From within their membership, student representatives shall nominate one representative to sit on:

1. the Equality, Diversity and Inclusion Committee (EDIC)
2. the Academic Council
3. the Board of Directors

These nominations shall normally be agreed at the first meeting of the academic year. The Lead Representative will normally act as the Representative for their respective Governance Committee. There will be one postgraduate and one undergraduate representative per governance committee.

Frequency

Each Committee will meet three times a year.

Quorum

At least five members, of whom at least three must be elected student members

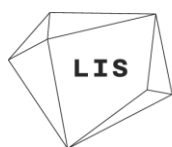
Secretary

The committee shall be serviced by a secretary appointed by the Registrar.

Terms of Reference

The Student Voice Committee will:

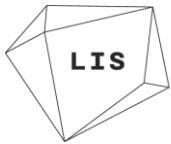
- i. provide a community of practice for student representatives
- ii. create a forum where students can review:
 - a. the extent to which student members feel that their voices are being heard
 - b. the effectiveness of student feedback mechanisms
 - c. the responses to student feedback provided by the School
- iii. report on the effectiveness of student training for membership roles
- iv. propose/amend student voice strategies in line with requests by the Academic Council
- v. provide a forum for consultation on policies, regulations, programmes and other major initiatives with student representatives
- vi. report formally to the Academic Council and the Board on at least an annual basis



Version Control

Name of policy/procedure:	Student Voice Committee: Membership and Terms of Reference
Document owner:	Registrar
Date Originally Created:	02/2020
Related documents: (eg associated forms, underpinning processes, related policies or overarching policies)	Student Engagement Framework Academic Council Membership and Terms of reference Board of Directors Membership and Terms of Reference Programme/Module Review and Approval Panel Membership and Terms of Reference

Version Control			
Version	Author	Date & Approval	Brief summary of changes
1	Dr. Michael Englard (Director of Widening Participation)	20/02/2019	Original draft
2	Academic Council	16/03/2020	Approved
3	Dr Andrew Redford (Head of Quality) Approved by AC Chair's action	08/2021	Minor changes of job titles and membership
4	A. Redford	Academic Council 13/09/2022	Inclusion of Programme Representatives
5	A. Redford	Academic Council 14/09/2023	Change in membership: inclusion of Head of Digital and Communities Manager
6	A. Redford	Academic Council 14/09/2023	Change in membership: removal of Chief Experience Officer and change in titles.
7	Brett Cuming, Quality Manager	Academic Council 17/09/2025	Structural change: creation of separate UG and PG Committees; removal of Policy & Regulatory Committee; new cohort-based representation model; revised meeting frequency; annual joint UG/PG meeting; explicit nomination of reps to EDIC, Academic Council and Board. Removal of Dean as member, addition of BASc PD as member.
8	Brett Cuming, Quality Manager	Academic Council	Creation of lead and deputy reps and instruction that lead rep sits on governance



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			committees. Removal of annual all reps meeting in response to student feedback. Rewording of terms of reference statements.
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