Policy and Guidance on student engagement and representation

Education Committee

Valid from Michaelmas term 2015

Contents

Version history

1.0	July 2015	Original publication	Approved by Education Committee
1.1	September 2016	Minor updates	Updates to Annex A and correction of policy review date. Approved on behalf of the PVC (Education)
1.2	August 2017	Minor updates	Updates to Annex A, insertion of requirement for departments to discuss fee change proposals with students via JCCs in para 4.2 and addition of para 9.2 re departmental reviews. Approved by the PVC (Education).

1.3	September 2018	Minor updates	Addition of para. 10.6 to clarify that committees responsible for joint schools should consider student evaluation and feedback specific to the joint school. All references to OUSU changed to Oxford SU. Approved by the PVC (Education).

1. Background

1.1. This document sets out the Education Committee policy on student engagement and representation and provides guidance for students and staff on supporting engagement and representation at all levels. It incorporates sector expectations in the form of the UK Quality Code, in particular *Chapter B5: Student engagement*.

1.2. This document is developed from the recommendations of the Student Representation Working Group which reported to Education Committee in Trinity Term 2013 and the subsequent work done by the Quality Assurance Subcommittee on department student representation. This document identifies the key policy aims which underpin the recommendations and sets the recommendations within the wider policy framework of student engagement and representation at division and University level.

1.3. In this document all references to department should be read as also referring to faculties. All references to students refer to student members of the University.

1.4. This document does not cover student representation in colleges. Where issues about college provision arise through student representative structures in departments, departments should make clear to students the various routes by which these may be taken forward (e.g. by students directly with the relevant college, or, for matters across colleges in general, by the department via the Conference of Colleges' Senior Tutors' Committee or Graduate Committee).
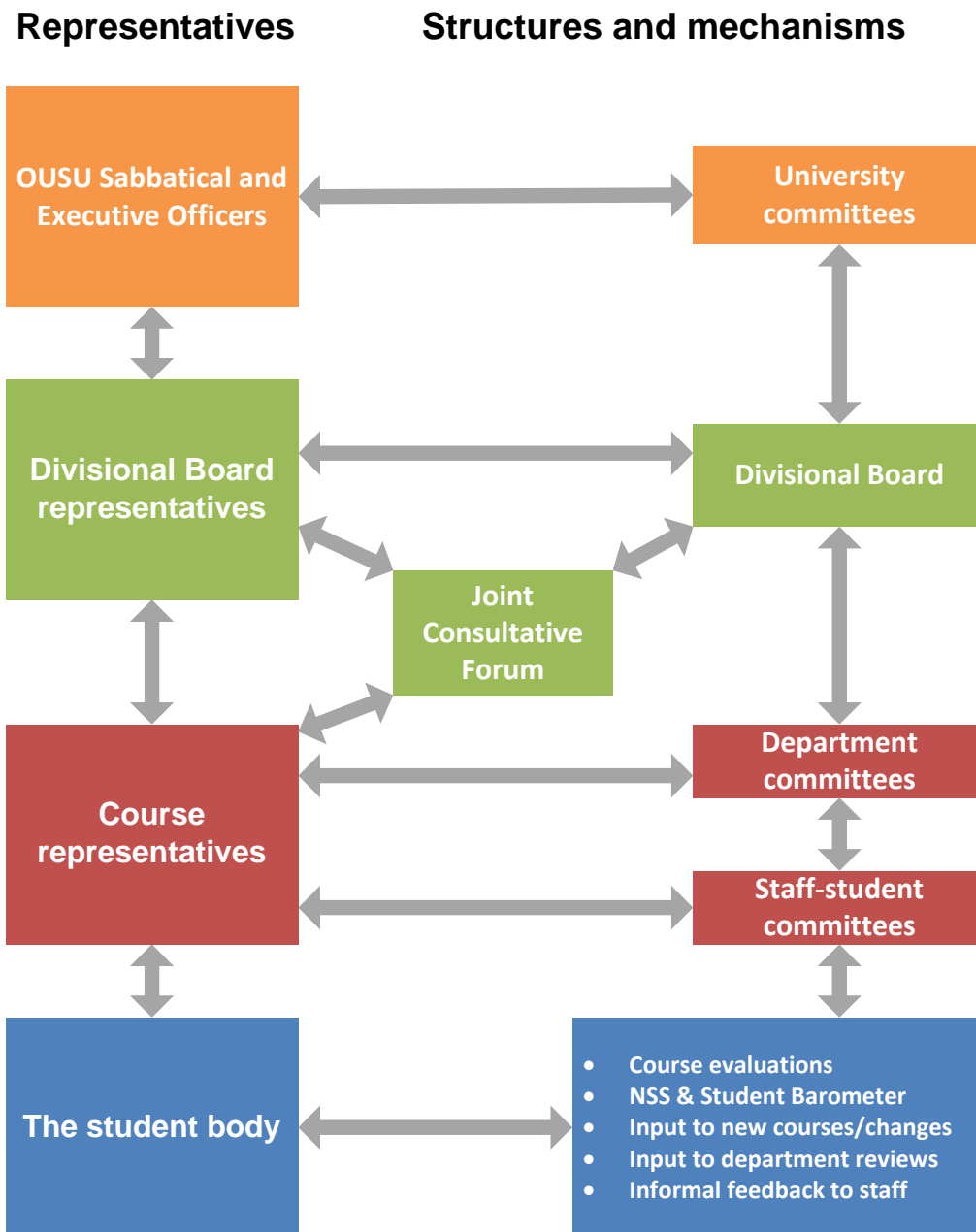
2. Policy aims

2.1. Education Committee and Oxford University Student Union (Oxford SU) together are committed to engaging students in the improvement of their educational experience.

2.2. Students can engage in a number of ways:
- as course representatives and representatives on department, division and University committees, or by interacting with their student representatives;
- by providing individual and collective feedback on their learning and wider student experience through surveys and other means (including consultation exercises);
- through engagement in key quality assurance and enhancement processes including reviews and course approval.

2.3. Through this document Education Committee and Oxford SU aim to ensure that:

- every student at every level of every course will have access to representation, and as a result, will be able to influence their learning and wider experience through their representatives;
- student representatives and staff working with them are aware of their responsibilities;
- student representatives are supported and trained in their roles;
- staff-student committees are forums for two way dialogue and consultation;
- student representatives on all committees are empowered to raise issues and make meaningful contributions to discussions;

- every student has a chance to provide feedback individually and anonymously on their learning and wider experience at relevant points in their course of study;
- feedback is analysed and any issues raised are addressed through department, division and University processes in a timely and effective way, always ensuring that the outcomes are fed back to the student body;
- students are empowered to engage meaningfully with key quality assurance and enhancement processes.

3.   Overview of student representation

3.1.   The student representation system has been developed in partnership by the University and Oxford SU. Partnership means that students should be involved in decisions affecting them and opportunities should be available for students and staff to work together to enhance the educational experience.

Representatives

Structures and mechanisms

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┌──────────────────────┐                    ┌──────────────────────┐
│  OUSU Sabbatical and │ ◄────────────────► │     University        │
│  Executive Officers  │                    │     committees        │
└──────────────────────┘                    └──────────────────────┘
          ▲                                             ▲
          │                                             │
          ▼                                             ▼
┌──────────────────────┐                    ┌──────────────────────┐
│   Divisional Board   │ ◄────────────────► │   Divisional Board    │
│   representatives    │                    │                       │
└──────────────────────┘       ┌─────────┐  └──────────────────────┘
          ▲          ◄──────►  │  Joint  │ ◄──────►        ▲
          │                    │Consultat.│                │
          │                    │  Forum  │                 │
          ▼          ◄──────►  └─────────┘         ▼
┌──────────────────────┐                    ┌──────────────────────┐
│       Course         │ ◄────────────────► │    Department         │
│   representatives     │                    │    committees         │
│                      │                    └──────────────────────┘
│                      │ ◄────────────────► ┌──────────────────────┐
│                      │                    │   Staff-student       │
└──────────────────────┘                    │   committees          │
          ▲                                 └──────────────────────┘
          │                                             ▲
          ▼                                             ▼
┌──────────────────────┐                    ┌──────────────────────┐
│                      │                    │ • Course evaluations  │
│  The student body    │ ◄────────────────► │ • NSS & Student Barom.│
│                      │                    │ • Input to new courses│
│                      │                    │ • Input to dept revws │
│                      │                    │ • Informal feedback   │
└──────────────────────┘                    └──────────────────────┘
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3.2. The broad pattern of representation, shown in the diagram above, is in place across the University. Student representative structures in individual departments, however, may vary, reflecting the diversity of organisational structures and the different size and composition of student bodies. This policy is intended to set a flexible framework, and allowing local representation structures to be tailored to the student body they serves.

3.3. Oversight of the University's system of student representation is the responsibility of the Pro-Vice-Chancellor (Education) on behalf of Education Committee and Oxford SU's Vice-President Access and Academic Affairs and Vice-President Graduates on behalf of Oxford SU Council.

4. Departmental student representation

4.1. Every department should have in place a system of student representation agreed with their student body.

4.2. The exact details of the system that a department agrees with its student body will vary according to local circumstances (for example, the proportion of a department's students on joint schools). The features of the system should normally include the following:

- a staff-student committee, normally a Joint Consultative Committee (JCC) and a Graduate Joint Consultative Committee (GJCC);
- a number of 'course representatives' based either upon cohorts, courses, colleges, or a combination, as is appropriate. These students will be the members of the department staff-student committee (JCC and GJCC or equivalent);
- undergraduate and graduate course representatives at both department board and academic committee levels. This is with an understanding that some business will need to be 'reserved';
- graduate representation will be arranged to ensure adequate representation of both postgraduate research and postgraduate taught students;
- adequate representation arrangements for joint school students where relevant, for example, by dedicated course representative(s) or through the establishment of a specific forum;
- representation arrangements for part-time students.

4.3. Course representatives should also be included on other relevant department committees, including course committees where in place, whose remit is of direct relevance to the student experience.

4.4. Designated course representatives might also be considered in relation to other specific student groups, such as disabled students, mature students, international students or functions, such as access and outreach, where appropriate.

Selection of course representatives

4.5. Course representatives should be democratically elected on an annual basis by the student body. Department staff should assist with the publicity and administration of elections.

4.6. In some cases it may not be feasible for course representatives to be elected and an alternative system may need to be put in place, for instance, a system of open nomination. Where this is the case the process of nomination should be publicised as widely as possible by department staff to ensure all students are aware of the opportunity to participate. Course representatives should not be selected by staff.

4.7. Once course representatives are selected, their contact details should be passed to Oxford SU (ARO@oxfordsu.ox.ac.uk) along with details of the constituency they represent, for example, first year undergraduate students, joint school students etc.

Administration and communication

4.8. Departments will need to maintain a record of current course representatives, and publicise their details through the department Weblearn site or website as appropriate. Any changes in representatives through the year should be communicated to Oxford SU (ARO@oxfordsu.ox.ac.uk).

4.9. Information about the student representation system in place should be provided by departments as part of student induction and should be included in course handbooks. New staff joining the department should also be introduced to the student representation system as part of their induction.

4.10. Departments should provide course representatives with access to email lists for, or other electronic means of communicating with, students in their department, enabling them to contact their constituents regularly. This may be indirect, via a department administrator.

Responsibilities

Course representatives

4.11. Course representatives should:

- regularly seek out the views and opinions of the students they represent on all matters concerning their student experience;
- bring course-level issues and concerns raised by the students they represent to meetings of the JCC/GJCC or equivalent;
- attend and contribute, as far as possible, to any other meetings with staff to which they are invited;
- ensure that they are prepared for meetings by reading papers and consulting with the students they represent on the issues to be discussed;
- provide feedback back to the students they represent on the outcomes of meetings;
- liaise with other course representatives to form a picture of the views of the department student body;
- attend training for course representatives provided by Oxford SU.

4.12. From amongst the departmental cohort of course representatives the following specific responsibilities should be distributed:

- the chairs or co-chairs of the JCC and GJCC, or the course representatives involved in the agenda setting for these bodies;
- the link to the divisional board representatives (see section 5) and Oxford SU;
- the co-ordination of communication with the student body of key updates from the JCC/GJCC or equivalent and matters passed on by the Divisional Board representatives;
- representation on other departmental committees.

4.13. How these responsibilities are allocated may vary depending on the size and complexity of the department, and in some cases a lead department student representative may be identified to take on several of these responsibilities.

Department staff

4.14. Departments should identify a lead administrative contact who is responsible for effective administration of the student representation system, including the following responsibilities:

- acting as first point of contact for student representatives for all administrative matters, for example, meeting arrangements, communicating with the student body etc.;
- administration of JCC/GJCC meetings including the preparation and distribution of papers and publication of minutes;
- communicating with Oxford SU regarding the names and contact details of course representatives.

4.15. Departments should identify a lead academic or academics (it may be more likely to have separate leads for undergraduate and graduate matters where these are operated through a JCC and GJCC) responsible for the effective operation of the student representation system including the following responsibilities:

- acting as first point of contact with course representatives regarding any issues or concerns they wish to raise through the JCC/GJCC or other mechanisms as appropriate.
- acting as first point of contact for students and staff regarding the operation of the student representation system, including any complaints regarding course representatives.
- chairing, co-chairing or supporting course representatives in setting the agenda for the JCC/GJCC, as appropriate.

Support and training

For course representatives

4.16. Oxford SU offers training and support to all new and returning course representatives on an annual basis. They are also provide support and guidance to course representatives in relation to specific issues.

4.17. The relevant Director of Studies and chair of the JCC/GJCC (if these are not the same person) should meet with all new course representatives after their selection, along with the relevant department administrator. Alternate forms of induction should be in place for part-time students where necessary.

4.18. Wherever possible, departments should encourage and facilitate a direct handover process between cohorts of course representatives.

For staff

4.19. Oxford SU have developed guidance for staff on supporting effective student representation.[1]

Department student-staff committees (JCC/GJCC)

4.20. Department staff-student committees have a dual purpose. They are a forum for students to be proactively consulted on matters related to their educational experience and for students to raise issues they wish to be discussed. They are a venue for two-way dialogue between students and staff.

4.21. Staff-student committees are normally expected to take the form of a Joint Consultative Committee (JCC) and a Graduate Joint Consultative Committee (GJCC) and their membership should consist of all course representatives in the department. These should meet at least termly. The lead academic (see paragraph 4.14) should attend along with any other relevant staff.

4.22. In order to ensure full and effective student involvement in the JCC/GJCC one of the following three options should be in place: a student chair, a student co-chair, or a close working relationship between a designated student representative and staff chair. This student should be selected by agreement amongst the course representatives in the department (see paragraph 4.11).

4.23. Small departments may choose to operate a single JCC for all students or offer all-student meetings, but these should be organised in a way that still enables them to meet the substance of the terms of reference given below. Informal, ad hoc meetings are unlikely to be able to fulfil this requirement.

4.24. Secretarial support should be provided by the department, i.e. organisation of meeting room, preparation of the agenda with the Chair, taking notes and circulation of notes and actions. The agenda and notes from each meeting should be made available to all students through the department WebLearn site or website as appropriate.

4.25. JCCs should have clear reporting lines to relevant departmental committees and a transparent system should be in place to monitor matters referred and report back any action taken. Reporting mechanisms should be arranged to ensure the provisions of Statute XIII are taken into account relating to the right to consultation.[2]

Terms of reference

4.26. The following items should be incorporated into the terms of reference for all JCCs/GJCCs or equivalent.

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[1] www.admin.ox.ac.uk/edc/policiesandguidance/pandgstudentengageandrep/

[2] *Statute XIII: Student Members: Other Provisions* - 'No recommendation from a joint committee with student members, or other body for consultation with student members, established under any statute or regulation or otherwise, shall be rejected without the student members of the committee or body having been given an opportunity of discussion with the body with which it is a joint committee or consultative body.' http://www.admin.ox.ac.uk/statutes/787-121.shtml

- To act as a two-way channel of communication between the department and its students on all aspects of their educational experience in the department.
- To refer matters raised through the representation system to the relevant department committee.
- To receive and comment on any changes planned by the department with respect to admissions, induction, teaching, and assessment as referred to them by any department committee.
- To comment on physical resources within or related to the department, for example, computer facilities, laboratory provision, library provision etc. and online resources.
- To comment upon safety within the department.
- To receive and consider analyses of and department responses to: the outcomes of course evaluation mechanisms, National Student Survey and the Student Barometer; student performance and outcomes; and annual reports of the Chairs of boards of examiners, external examiners reports.
- To receive and consider reports from department reviews, course reviews and professional, statutory and regulatory bodies (as relevant and when allowed by PSRBs).
- To receive and comment on proposals by the department for fees to be charged to future student cohorts.
- To review on an annual basis the effectiveness of the student representation system in the department including identifying any changes to the system.
- To discuss follow-up action resulting from previous JCC meetings, in particular any matter which was referred to other department committees
- To report to the [agreed committee (s)] by submission of notes/summary of each meeting of the JCC.

4.27. Additional terms of reference may be added as agreed by individual JCC/GJCCs.

5.   Divisional representation

Joint Consultative Forums (JCFs)

5.1.   Divisions may consider operating their own staff-student committee in the form of a Joint Consultative Forum. Their terms of reference should be informed by that given for departmental staff-student committees (paragraph 4.26).

Divisional Board representatives

5.2.   Council Regulations 17 of 2002 'Regulations for Divisional Boards' includes provisions for the representation of students at Divisional Board meetings – one representative for undergraduate students and one for graduate students, who are entitled to speak but not vote. Responsibility for selecting Divisional Board representatives rests with Oxford SU Council. Divisional Board representatives serve a one year term and can stand for re-election if still eligible. Details of the selection process are published annually on the Oxford SU website.

5.3. Divisions should also invite Divisional Board representatives to attend other relevant divisional committees.

Responsibilities

5.4. Oxford SU expects that Divisional Board representatives should:

- consult with students within their division, via or in consultation with course representatives, to canvass opinion on proposed changes or alterations within the division;
- consult with students within their division, via or in consultation with course representatives, to discuss issues or matters arising relating to their educational experience to bring to the meeting;
- contribute to meetings, relaying the views of the students they represent during discussion and decision making;
- submit a report on their activities to Oxford SU Council and attend Oxford SU Council meetings;
- meet regularly with the Oxford SU VP Access and Academic Affairs to discuss University wide undergraduate issues and meet regularly with the VP Graduates for University wide graduate issues as appropriate.
- attend other relevant divisional committees when invited, providing their timetable and workload allows.

Training and support

5.5. Oxford SU offers training and support to all new and continuing Divisional Board representatives on an annual basis.

5.6. Oxford SU provides all Divisional Board representatives with the contact details of the course representatives in the relevant departments.

5.7. Divisional officers arrange introductory meetings for new and returning Divisional Board representatives with the Head of Division and other key staff.

6. Continuing Education Board

6.1. Council Regulations 15 of 2002, 'Part 16: Continuing Education Board' includes provisions for the representation of students on the Continuing Education Board. Representatives are nominated from amongst student representatives on the academic committees of the Department for Continuing Education.

7. Representation relating to services

7.1. Student representatives should be involved in all committees which relate to student-facing services. Most services operate University level committees with student representatives (see Annex A). Committees for Library Provision and Strategy (CLiPS) operate at a divisional level, and also at department level or relate to a specific library.

8.   University representation

8.1.   Representation at the University level is provided for through direct election of the officers of Oxford SU. This is provided for within Statute XIII and takes into account the University's obligations under the Education Act 1994.

8.2.   Any formal committee of the University which has direct relevance to the student experience should have appropriate student representation. The nature of that representation should be discussed with Oxford SU. Student representatives are in attendance at Council and are entitled to speak but not vote.[3] Student representatives are members of relevant subcommittees of Council and are entitled to speak but not vote in accordance with Council Regulations 14 of 2002, part 2.3.[4] Current representation arrangements are listed in Annex A.

9.   Review and evaluation of the representative system

9.1.   The review of the overall operation and effectiveness of the student representation system is a joint responsibility of Education Committee and Oxford SU. This is undertaken through an annual report to Education Committee and Oxford SU Council.

9.2.   Education Committee expects that the effectiveness of arrangements for student representation in a department should be considered specifically in the six-yearly review of each department.

10. Student engagement in evaluation and feedback

10.1. The student representation system allows the student body to engage collectively with the evaluation and enhancement of their educational experience. The University also recognises individual student evaluation as an essential component of its systems and processes for the quality assurance and enhancement of the University's education provision.

Opportunities for students to provide evaluation and feedback

10.2. Every department should provide regular opportunities for all students – undergraduate and graduate - to provide individual feedback on their educational experience. At a minimum this should take place on an annual basis. For one-year courses it is good practice to provide an early opportunity for students to provide feedback on their experience. Student evaluation gives departments vital feedback on their teaching and course organisation, and how and where it could be improved.

10.3. The form this evaluation takes will vary between departments. It might for example, be through local course questionnaires, focus groups, or informal meetings with opportunities for one to one discussion. Departments should consult with their student body, through the JCC/GJCC, on the form and timing that student evaluation and feedback should take.

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[3] Council Regulations 13 of 2002 - www.admin.ox.ac.uk/statutes/regulations/1101-120.shtml
[4] Council Regulations 14 of 2002 - http://www.admin.ox.ac.uk/statutes/regulations/519-122.shtml

10.4. Departments should ensure that students are informed of the outcomes of evaluations and are informed of the changes made as a result of the information they have provided. This should be in addition to consideration of the results and proposed actions at the JCC/GJCC.

10.5. The University gives students the opportunity to provide feedback individually and anonymously through the National Student Survey (NSS) and Student Barometer.

10.6. Committees responsible for joint schools (e.g. joint standing committees) should consider student evaluation and feedback specific to the joint school. This should include feedback through the NSS and Student Barometer where possible (the opportunity to do this may be limited for smaller joint schools, because small joint schools are typically combined with cognate subjects in student surveys to increase the likelihood of reaching reporting thresholds).

Use of student evaluation and feedback data in quality assurance and enhancement

10.7. The information gathered through student evaluation and feedback exercises is used in a number of quality assurance and enhancement processes:

- Annual monitoring processes (see the *Procedure for the annual monitoring of courses*[5]);
- A multi-year analysis of NSS and Student Barometer data is included in the self-evaluation document of all department reviews; and
- Other reviews, for example, course reviews.

11. Student engagement in quality assurance and enhancement

11.1. The University's *Policy and Guidance on new courses and major changes to courses (including closure)* requires that students are involved in the process of developing new courses or making major changes to courses.

11.2. The University's process for the review of departments and faculties involves a student member of the review team. Current students are also engaged in the process through meetings with the review panel.

12. Review of this policy

12.1. Education Policy Support, officers from the divisions and the Department for Continuing Education, and Oxford SU will review this policy on a biennial basis, drawing on the annual report to Education Committee and Oxford SU (see paragraph 9.1). The next review is due to take place during 2018-19.

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[5] www.admin.ox.ac.uk/edc/qa/pamc/

Annex A Student membership details for University-level committees, and for Conference of Colleges committees

See table overleaf.

Annex A Student membership details for University-level committees, and for Conference of Colleges committees

University Committee	S/c of	No.	Status	Identity	Link
Council, main committees of Council and other committees reporting to Council					
Council	N/A	3	In attendance	(1) the President of the Oxford University Student Union; (2) the Vice-President (Graduates) of the Oxford University Student Union; (3) the Vice-President (Access & Academic Affairs) of the Oxford University Student Union;	http://www.admin.ox.ac.uk/statutes/regulations/1101-120.shtml
Education Committee (EdC)	Council	1	Member	(19), (20) the Vice-President (Access and Academic Affairs) and the Vice-President (Graduates) of the Oxford University Student Union.	http://www.admin.ox.ac.uk/statutes/regulations/520-122aa.shtml
General Purposes Committee (GPC)	Council	1	Member	(13) President of the Oxford University Student Union	http://www.admin.ox.ac.uk/statutes/regulations/520-122g.shtml
Planning and Resource Allocation Committee (PRAC)	Council	1	Member	one student member representative, selected by the Council of the Oxford University Student Union from among the student member representatives on [University] Council.	http://www.admin.ox.ac.uk/statutes/regulations/520-122t.shtml
Research and Innovation Committee	Council	2	Member	two graduate student member representatives, appointed by the Graduate Committee of the Oxford University Student Union, one from the Medical Sciences Division or Mathematical, Physical and Life Sciences Division and one from the Humanities Division or Social Sciences Division.	http://www.admin.ox.ac.uk/statutes/regulations/520-122z.shtml
Committee for Development and Alumni Relations	Council	1	Member	one student member representative appointed by the Executive of the Oxford University Student Union from among their own number	http://www.admin.ox.ac.uk/statutes/regulations/520-122gg.shtml
Continuing Education Board	Council	1	Member	one student member working for an award under the aegis of the board (nominated from among ContEd Student reps)	http://www.admin.ox.ac.uk/statutes/regulations/520-122h.shtml
Curators of the University Libraries	Council	2	Member	(17) a student member appointed by the Executive of the Oxford University Student Union; (18) a student member appointed by the Graduate Committee of the Oxford University Student Union.	http://www.admin.ox.ac.uk/statutes/regulations/520-122o.shtml
Information Technology (IT) Committee	Council	1	Member	(11) one member of the Council of the Oxford University Student Union elected by that Council	http://www.admin.ox.ac.uk/statutes/regulations/520-122m.shtml
Museums Board	Council	1	Member	One member of the Council of the Oxford University Student Union chosen by that Council	http://www.admin.ox.ac.uk/statutes/regulations/520-122p.shtml
Socially Responsible Investment Review Committee	Council	1	Member	a student member appointed by the Executive of the Oxford University Student Union from among their own number	http://www.admin.ox.ac.uk/statutes/regulations/520-122bb.shtml
Subcommittees of Education Committee (including those with joint reporting lines and sub-panels/groups)					
Equality and Diversity Panel	EdC and PersC	1	Member	Two representatives of Oxford University Student Union	https://www.admin.ox.ac.uk/eop/
Gender Equality Advisory Group	E&D Panel	2	Member	The OUSU's VP Women and either the Graduate Women's Officer or one of the four divisional graduate reps	https://www1.admin.ox.ac.uk/eop/gender/athenaswan/athenaswanandgenderadvisorygroup/#d.en.112775
Graduate Admissions Committee	EdC	1	Member	the Vice-President (Graduates) of the Oxford University Student Union	
Graduate Student Administration & Procedures Group		1	Member	the Vice-President (Graduates) of the Oxford University Student Union.	
Joint Fees & Student Support Advisory Group	PRAC, EdC and Conf	2	In attendance	Vice President (Access & Academic Affairs) and one other OUSU sabbatical trustee **NOTE: this is a change to previous description, agreed by correspondence July 2017.**	http://www.admin.ox.ac.uk/pras/committees/jointbodies/jointfeesandstudentsupportadvisorygroup
Joint Student Number Planning Sub-Committee	PRAC, EdC and Conf	1	In attendance	Student representative (nominated by OUSU)	http://www.admin.ox.ac.uk/pras/committees/jointbodies/jsnpsc
Joint Subcommittee of the Education Committee with Student Members	EdC	6	Member	(8) the President of the Oxford University Student Union; (9) the Vice-President (Graduates) of the Oxford University Student Union; (10) the Vice-President (Access and Academic Affairs) of the Oxford University Student Union; (11) one student member appointed by the Executive of the Oxford University Student Union from among their own number; (12), (13) two student members elected by the Council of the Oxford University Student Union, of whom one shall be a student member who is a graduate.	http://www.admin.ox.ac.uk/statutes/regulations/520-122x.shtml

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University Committee	S/c of	No.	Status	Identity	Link
Joint Supervisory Committee for Visiting Students	EdC	1	Member	(10) One person from the President and Vice-Presidents of Oxford University Student Union as may be agreed between them	https://weblearn.ox.ac.uk/access/content/group/9ab65f1a-a9db-461c-a6db-fb88eb474e0b/home%20pages/JSCVS%20home%20page
LGBT Advisory Group	E&D Panel	1	Member	LGBTQ Officer (appointed by OUSU) LGBTQ Society member (appointed by LGBTQ soc)	https://www1.admin.ox.ac.uk/eop/sexualorientation/lgbtadvisorygroup
Permanent Private Hall Supervisory Committee	EdC	1	Member	(10) the Vice-President (Access and Academic Affairs) or the Vice-President (Graduates) of the Oxford University Student Union, as may be agreed between them. **NOTE: this is correct as at 31 July 2017. Alterations to this to be sought in MT17.**	http://www.admin.ox.ac.uk/statutes/regulations/520-122ll.shtml
Quality Assurance Subcommittee	EdC	2	Member	(15) the Vice-President (Access and Academic Affairs) of the Oxford University Student Union; (16) the Vice-President (Graduates) of the Oxford University Student Union.	http://www.admin.ox.ac.uk/statutes/regulations/520-122kk.shtml
Race Equality Working Group	E&D Panel	2	Member	Vice President (Welfare & Equal Opportunities) Co-Chairs of the Campaign for Racial Awareness and Equality (CRAE) Two postgraduate students	https://www1.admin.ox.ac.uk/eop/race/raceequalityworkinggroup/
Research Degrees Panel	EdC & ResC	1	Member	OUSU Vice-President (Graduates)	
Student Attainment Gap Working Group		2	Member	OUSU Vice-President (Women) OUSU Vice-President (Access & Academic Affairs)	
Student Wellbeing Subcommittee	EdC	1	Member	(14) the Vice-President (Welfare and Equal Opportunities), Oxford University Student Union; (15) the Vice-President (Women), Oxford University Student Union; (16) the Vice-President (Graduates), Oxford University Student Union or their nominee;	http://www.admin.ox.ac.uk/statutes/regulations/520-122w.shtml
Taught Degrees Panel	EdC	2	Member	OUSU Vice-President (Access & Academic Affairs) OUSU Vice-President (Graduates)	
University Sports Strategic Subcommittee	EdC	1	Member	(14) a sabbatical officer of the Oxford University Student Union, nominated by that body.	http://www.admin.ox.ac.uk/statutes/regulations/520-122s.shtml
Subcommittees of PRAC					
Buildings and Estates Subcommittee	PRAC	1	Member	(11) one student member representative, selected by the Council of the Oxford University Student Union (OUSU) from among its Executive.	http://www.admin.ox.ac.uk/statutes/regulations/520-122d.shtml
Property Management Subcommittee	PRAC	1	Member	the Vice-President (Graduates) of the Oxford University Student Union	http://www.admin.ox.ac.uk/statutes/regulations/520-122dd.shtml
Sustainability Steering Group	PRAC	1	Observer	(h) a student observer, appointed by the OUSU Executive from among their own number or from the membership of the OUSU Ethics and Environment Committee	http://www.admin.ox.ac.uk/estates/aboutus/managingtheestate/environmentalsustainabilitytravel/sustainabilitysteeringgroup/
Subcommittees of GPC or committees reporting through GPC					
Security Subcommittee	GPC	1	Member	(16) one member of the Council of the Oxford University Student Union elected by that Council.	http://www.admin.ox.ac.uk/statutes/regulations/520-122mm.shtml
Clubs Committee	GPC	1	Member	(5) a resident student member appointed by the Graduate Committee of the Oxford University Student Union; (6) a resident student member appointed by the Executive Committee of the Oxford University Student Union; (7), (8) two resident student members, being the secretary of a non-sports club or publication registered with the Proctors, appointed by the Clubs Committee	http://www.admin.ox.ac.uk/statutes/regulations/181-084.shtml
Committee for the Proctors Office	GPC	1	Member	(8) one student member representative appointed by the Executive of the Oxford University Student Union from among their own number.	http://www.admin.ox.ac.uk/statutes/regulations/181-084.shtml
Subcommittees of Research Committee					
Intellectual Property Advisory Group (IPAG)	ResC	1	Member	Student representative	https://www.admin.ox.ac.uk/researchsupport/researchcommittees/scworkgroups/ipag/
Subcommittees of IT Committee					
Education IT Board	IT Cttee	1	Member	One member from OUSU, nominated by the President of OUSU.	
Innovation IT Board	IT Cttee	1	Member	the President of the Oxford University Student Union;	
Subcommittees of Personnel Committee					

University Committee	S/c of	No.	Status	Identity	Link
Childcare Steering Group	PersCttee	1	Member	Vice President (Women) Student Parents and Carers Officer	https://www.admin.ox.ac.uk/childcare/childcaresteeringgroup/
Subcommittees of the Health and Safety Management Subcommittee of GPC					
Consultative Committee for Health and Safety	H&S Man Cttee	2	Member	(19) the Vice-President (Welfare [and Equal Opportunities]) of Oxford University Student Union (20) a postgraduate student from one of the Science or Medical Science departments, who shall be appointed by Oxford University Student Union	http://www.admin.ox.ac.uk/safety/policy-statements/upss213/upss13sr2/
Other					
Rules Committee		6	Member	(7), (8) two student members (who must at the time they take up office have been matriculated for at least three terms) elected by the Council of the Oxford University Student Union from among its members; (9), (10) two student members (who must at the time they take up office have been matriculated for at least three terms) appointed by the Executive of the Oxford University Student Union not necessarily from among its members; (11), (12) two graduate student members appointed by the Executive of the Oxford University Student Union not necessarily from among its members	https://www.admin.ox.ac.uk/statutes/regulations/244-062.shtml

Conference of Colleges Committee	S/c of	No.	Status	Identity	Link
NB does not include Forums					
Conference of Colleges	N/A	1	In attendance	an officer of the Oxford University Students Union (OUSU)	https://weblearn.ox.ac.uk/portal/hierarchy/colleges/confcoll/conference
Admissions Committee	Steering Cttee	1	Non-voting member	Vice President (Access & Academic Affairs)	https://weblearn.ox.ac.uk/portal/hierarchy/colleges/confcoll/ac
Admissions Executive	ADCOM	1	Member	Junior Member	https://weblearn.ox.ac.uk/portal/hierarchy/colleges/confcoll/ac
College Librarians' Committee	STC	1	Non-voting member	an officer of the Oxford University Students Union (OUSU) (normally the Vice President (Access & Academic Affairs))	https://weblearn.ox.ac.uk/portal/hierarchy/colleges/confcoll/ccl
Domestic Bursars' Committee	Steering Cttee	1	Non-voting member	an officer of the Oxford University Students Union (OUSU)	https://weblearn.ox.ac.uk/portal/hierarchy/colleges/confcoll/db
Estates Bursars' Committee	Steering Cttee	1	In attendance	an officer of the Oxford University Students Union (OUSU)	https://weblearn.ox.ac.uk/portal/hierarchy/colleges/confcoll/ebc
Graduate Committee	Steering Cttee	2	In attendance	Two student representatives, one of whom shall be a representative of the Oxford University Student Union (normally be the Vice President (Graduates)), and the other a representative chosen from the MCR Presidents' Committee	https://weblearn.ox.ac.uk/portal/hierarchy/colleges/confcoll/gc
ICT Steering Committee	Steering Cttee	1	In attendance	(c) a representative nominated by the President of OUSU.	https://weblearn.ox.ac.uk/portal/hierarchy/colleges/confcoll/cict
Senior Tutors' Committee (STC)	Steering Cttee	2	In attendance	Two student representatives, one of whom shall be a representative of the Oxford University Student Union (normally be the Vice President (Access and Academic Affairs)), and the other a representative chosen from the JCR Presidents' Committee.	https://weblearn.ox.ac.uk/portal/hierarchy/colleges/confcoll/seniortutors
Quality Assurance Working Group (QAWG)	STC / GradC	2	In attendance	Two officers of the Oxford University Students' Union (normally the Vice-Presidents for Access & Academic Affairs and for Graduates).	

Annex B Glossary of terms and acronyms

Course representatives	The generic term to refer to student representatives at the department level; departments may use other terms locally (see para 4.2).
Divisional Board representatives	The student representatives selected to sit on the Divisional Board (see para 5.2ff)
GJCC	Graduate Joint Consultative Committee, a form of staff-student committee
JCC	Joint Consultative Committee, a form of staff-student committee
Oxford SU	Oxford University Student Union
Staff-student committee	A dedicated committee for the dialogue between staff and students within a department, normally takes the form of a JCC/GJCC (see para 4.20)
Student representative	The collective term used to mean any student selected to represent a group of students. This includes: **course representatives**, **Divisional Board representatives** and **Oxford SU Sabbatical Trustees**