

## **Common responsibilities for School Education Committee (or equivalent title)**

### **Notes:**

- The terms of reference allow the committee to convene separately to consider undergraduate and taught postgraduate matters.
- The Committee may convene at the departmental or programme-level, if appropriate.
- The Committee may delegate one or more of its responsibilities to a separate School subcommittee or group.
- The Committee may have reserved and unreserved business.

### **Purpose**

The main purposes of the Committee within the School are:

- (a) To have oversight of taught education provision in the School;
- (b) To enhance the student learning experience in the School;
- (c) To ensure that the School's policies and procedures aligns with the University's policy framework;
- (d) To engage with and address school-level matters raised through quality mechanisms or by students directly;
- (e) To act as a conduit for communications.

### **Terms of Reference**

#### *Oversight of taught education provision and the student experience*

1. Provide educational leadership within the School and act in an advisory capacity to the Head of School and School Education Director in relation to the management of education and the student learning experience.
2. Have oversight of student feedback for the school, including from student surveys and Student-Staff Liaison Committees, and take any relevant action.
3. Receive, review and make decisions on proposals for programmes and units, in accordance with University policy.
4. Have oversight of practice and processes that sustains the academic operation of the School, ensuring a common approach that accords with the Faculty and University, such as in examinations, the provision of feedback, suspension or extension to studies, transfers, academic misconduct and student academic support.

#### *Policies and procedures*

5. Oversee policy and procedure covering taught programmes in the School and routinely review such policies and monitor their implementation, ensuring a consistent approach and continued alignment with the University's policy framework.

### *Quality considerations*

6. Engage with and address school-level matters raised through quality assurance mechanisms, interacting with the University Quality Team as necessary.
7. Contribute to any visits or matters relating to the accreditation of programmes in the School.
8. Reporting to the Faculty, ensure that relevant Education Action Plans are up-to-date, the actions are appropriate, and progress is being made against them.
9. Consider school-level student data and discuss any trends that emerge with regards to: student progression, degree classifications, numbers of transfers, suspensions, withdrawals, etc.

### *Communication*

10. Act as a conduit for the communication and dissemination of new or revised Faculty or University educational initiatives and policies.
11. Consider and respond to any requests for feedback on proposed Faculty or University educational initiatives or policies or any other education matters that are referred to it.
12. Provide a forum for any education issues within the School that would benefit from a wider perspective. Accordingly, any such matter can subsequently be raised with the relevant Faculty committee.

### **Membership**

The membership of the Committee will normally include:

- School Education Director (or equivalent) (Chair)
- Programme Directors and/or Directors of Years of Study, as appropriate
- Other relevant education leads (determined by the Chair)
- Student Administration Manager / Graduate Administration Manager
- Student Representative/s – as nominated by the School SSLC
- Head of School (ex officio), to attend as appropriate
- The relevant Faculty Education Director/s (ex officio), to attend as appropriate
- Senior Tutor

By invitation:

- Other school officers with a responsibility in education

In attendance:

- A member of the School Office (Secretary)