



Policy and Guidance on student engagement and representation

Education Committee

Valid from Trinity term 2024

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Version history

1.0	July 2015	Original publication	Approved by Education Committee
1.1	September 2016	Minor updates	<p>Updates to Annex A and correction of policy review date.</p> <p>Approved on behalf of the PVC (Education)</p>
1.2	August 2017	Minor updates	<p>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.</p> <p>Approved by the PVC (Education).</p>
1.3	September 2018	Minor updates	<p>Addition of para. 10.6 to clarify that committees responsible for joint schools should consider student evaluation and feedback specific to the joint school.</p> <p>All references to OUSU changed to Oxford SU.</p> <p>Approved by the PVC (Education).</p>
1.4	June 2019	Minor updates	<p>Amendment to para 4.24 to support the sharing of (G)JCC meeting notes with Oxford SU.</p> <p>Weblinks reviewed and updated.</p> <p>Approved by the chair of QASC.</p>
2.0	March 2023	Review of policy	<p>Amendments made throughout policy to encourage student-staff partnerships</p> <p>References to Oxford SU sabbatical officer positions updated to reflect changes in those positions. Weblinks reviewed and updated.</p> <p>Approved by Quality Assurance Subcommittee</p>

2.1	February 2024 for implementation from Trinity term 2024	Minor updates	<p>Amendment to para 5.1 and 6.1 to reflect change from one to two postgraduate divisional representatives</p> <p>Diagram in para 3.2 updated</p> <p>Weblinks reviewed and updated.</p> <p>Annex A updated.</p>
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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 takes into account the Office for Students Regulatory Framework¹, the Quality Code for Higher Education², and the advice and guidance on Student Engagement published by the QAA³.
- 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 was reviewed in Hilary Term 2023 following an external review of the University's student engagement structures.
- 1.3. This document identifies the key policy aims which underpin the recommendations from the Student Representation Working Group and the external student engagement review and sets the recommendations within the wider policy framework of student engagement and representation at division and University level.
- 1.4. 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.
- 1.5. 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 working in partnership with staff to co-create change within their educational environments;

¹ [Securing student success: Regulatory framework for higher education in England \(officeforstudents.org.uk\)](https://officeforstudents.org.uk)

² [The UK Quality Code for Higher Education \(qaa.ac.uk\)](https://qaa.ac.uk)

³ [UK Quality Code, Advice and Guidance: Student Engagement \(qaa.ac.uk\)](https://qaa.ac.uk)

- 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.

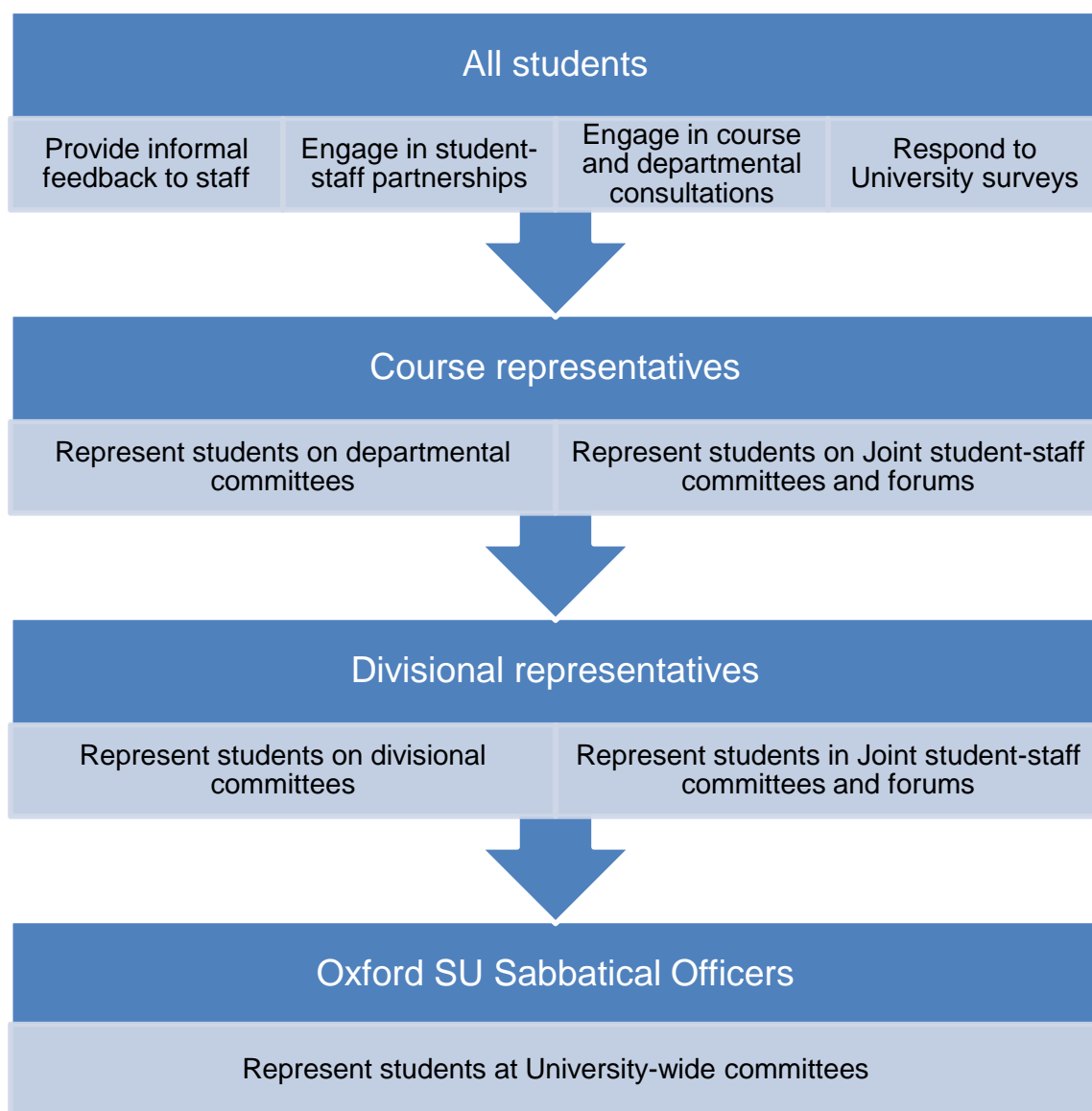
2.3. Through this document Education Committee and Oxford SU aim to ensure that:

- 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, consultation and co-construction of solutions;
- 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;
- students have opportunities to work in partnership with staff to improve their educational experiences.

3. Overview of student representation

3.1. The student representation system has been developed in partnership by the University and Oxford SU. Partnership means taking an approach where students and staff share responsibility for making decisions affecting them and that opportunities should be available for students and staff to work together to enhance the educational experience⁴.

⁴ The [Student-Staff Partnerships Toolkit](#) developed by the Centre for Teaching and Learning is a useful resource for understanding and using partnership approaches.



- 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 serve.
- 3.3. Students (including course and divisional representatives) are encouraged to link discussions happening at departmental, divisional and university levels by communicating with student representatives in place at each level of representation.
- 3.4. 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 Undergraduate Education & Access and Vice-President Postgraduate Education & Access on behalf of Oxford SU Council.

4. Departmental student representation

- 4.1. Every department should have in place a system of student representation that has been developed in partnership with students and 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 number of 'course representatives' based either upon cohorts, courses, colleges, or a combination, as is appropriate;
 - joint staff-student committee(s), normally a Joint Consultative Committee (JCC) and a Graduate Joint Consultative Committee (GJCC), where course representatives and staff work together to discuss and address student-facing matters;
 - membership of 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';
 - membership of undergraduate and graduate course representatives at other relevant departments committees, including course committees where in place, whose remit is of direct relevance to students' experiences. This is with an understanding that some business will need to be 'reserved';
- 4.3. The number and make-up of course representatives in each department will vary according to local circumstances. This decision should be made with the following in mind:
- graduate representation arrangements should ensure adequate representation of both postgraduate research and postgraduate taught students;
 - adequate representation arrangements should be made for joint school students where relevant, for example, by dedicated course representative(s) or through the establishment of a specific forum;
 - adequate representation arrangements should be made for part-time students;
 - different representation arrangements for one-year postgraduate taught programmes and other programmes where students face particular time constraints may be necessary to ensure student representatives are able to take part in committee meetings and meet their responsibilities;
 - designated course representatives might also be considered in relation to other specific student groups, such as disabled students, mature students, international students or for specific functions, such as access and outreach, where appropriate.

Selection of course representatives

- 4.4. Course representatives should be democratically elected on an annual basis by the student body. Students on multi-year courses may run for re-election if they would like to do so.
- 4.5. 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.
- 4.6. Once course representatives are selected, their contact details should be passed to Oxford SU (studentengagement@oxfordsu.ox.ac.uk) along with details of the constituency they represent, for example, first year undergraduate students, joint school students, etc. The Oxford SU should provide divisional representatives with details of the course representatives within their division at the appropriate level of study.

Administration and communication

- 4.7. Departments will need to maintain a record of current course representatives, and publicise their details through the department Canvas site/VLE or website as appropriate. Any changes in representatives through the year should be communicated to Oxford SU (studentengagement@oxfordsu.ox.ac.uk). Oxford SU should ensure that divisional representatives are informed of any relevant changes to course representatives.
- 4.8. Information about the student representation system in place, for example committee structure maps and example JCC/GJCC agendas, 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.
- 4.9. 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 related to course representatives

Course representatives

4.10. 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;
- maintain an open dialogue with staff outside of committee meetings, such as at termly catch-ups with JCC/GJCC staff (see 4.18);
- 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.

4.11. 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 with a member of staff and being involved in the agenda setting for these bodies;
- the linking of department-level discussions to the divisional board representatives and Oxford SU (see 3.3);
- 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.

4.12. 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 or a responsibility may be shared between more than one course representative.

Department staff

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

- assisting with the publicity and administration of course representative elections;
- 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 (see 4.28);
- communicating with Oxford SU regarding the names and contact details of course representatives;
- liaising with Oxford SU and divisional student representatives on other student representation matters as appropriate.

4.14. 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:

- welcoming course representatives into their roles alongside the relevant Director of Studies (see 4.16);
- ensuring course representatives are familiar with the student representation system and how to navigate it as course representatives;
- co-chairing JCC/GJCC meetings with a student representative or supporting the student representative who is chairing the meeting;
- supporting course representatives in setting the agenda for the JCC/GJCC, with support from departmental administrative staff as appropriate;
- acting as first point of contact with course representatives regarding any issues or concerns they wish to raise through the JCC/GJCC, departmental committees, or other mechanisms as appropriate;
- maintaining consistent open dialogue with student representatives outside of committees, such as by organising termly catch-ups with course representatives (see 4.18);
- focusing on facilitating opportunities for informal interactions to take place outside of committee meetings between course representatives and staff to help foster positive working relationships;
- acting as first point of contact for students and staff regarding the operation of the student representation system, including any complaints regarding course representatives;

- monitoring the committee workload of course representatives to ensure that it does not exceed an agreed number of hours per week;
- working with course representatives to amend their department's student representation policy, as necessary, if it arises that additional course representatives or course representatives with different remits would be beneficial (see 4.3)

Induction and support

For course representatives

- 4.15. Oxford SU offers induction and ongoing support to all new and returning course representatives on an annual basis. This support should include on-boarding sessions that focus on how to engage in and balance partnership work with representative work. It should also include learning about the University's decision-making structures as a course representative and support and guidance for course representatives in relation to specific issues.
- 4.16. 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.
- 4.17. Wherever possible, departments should encourage and facilitate a direct handover process between cohorts of course representatives. When this is not possible, for example for one-year taught postgraduate student representatives, departments should offer additional support. This support could include meeting with the student representatives to review the agendas and minutes of previous JCC/GJCC or other committee meetings or facilitating a meeting between the new course representative and a previous undergraduate or postgraduate research student representative.
- 4.18. Departments are encouraged to build and provide example JCC/GJCC agendas that can guide student representatives to include constructive agenda points and utilise student-staff meetings as effectively as possible.

For staff

- 4.19. Oxford SU have developed guidance for staff on supporting effective student representation.⁵ This guidance should focus on how to engage in and balance effective staff-student partnership working with representative work.

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

⁵ academic.admin.ox.ac.uk/student-engagement-and-representation

student representatives and staff to have a two-way dialogue about students' educational experiences aimed at co-creating potential solutions to any issues raised.

- 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 committees 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 two options should be in place: a student chair or a student co-chair. This student should be selected by agreement amongst the course representatives in the department (see paragraph 4.11).
- 4.23. Meeting agenda should be set in consultation between the student (co-)chair and the staff co-chair/lead staff member. Student representatives' items should normally be considered at the start of the meeting.
- 4.24. 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.
- 4.25. 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 Canvas site/VLE, website, or via email communication as appropriate. Departments are encouraged to send meeting notes or a summary of the meeting to Oxford SU (studentengagement@oxfordsu.ox.ac.uk), unless the JCC/GJCC has decided that this is not appropriate, for example because of concerns about the impact on open discussion.
- 4.26. 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.⁶ Staff are encouraged to communicate when matters brought to JCC/GJCCs need to be referred to other committees and to be transparent if issues might take time to address.

⁶ *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.' <https://governance.admin.ox.ac.uk/legislation/statute-xiii-student-members-other-provisions>

Terms of reference

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

- 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 enable students and staff to co-construct solutions, as appropriate, to issues which have been raised.
- 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 consider proposals for changes to courses and proposals for new courses to support the approval of such proposals by divisional committees and Education Committee (where relevant).
- 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.

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

Other departmental committees with student representation

- 4.29. Undergraduate and graduate course representatives are expected to be members of department board committees, academic committees, and other relevant department committees, including course committees where in place, whose remit is of direct relevance to students' experiences.
- 4.30. It is recommended that student representatives should be present for as much of these meetings as possible. This is with an understanding that some business will need to be 'reserved'.

5. Divisional representation

- 5.1. Council Regulations 17 of 2002⁷ 'Regulations for Divisional Boards' includes provisions for the representation of students at Divisional Board meetings – one representative for undergraduate students and two for graduate students (one taught postgraduate student and one research postgraduate student), who are entitled to speak but not vote.
- 5.2. Divisions should also invite Divisional Board representatives to attend other relevant divisional committees.
- 5.3. Divisions may consider operating their own student-staff committees in the form of a Joint Consultative Forum. Their terms of reference and mode of operation should be informed by that given for departmental student-staff committees (see 4.20 - 4.27).

Selection of divisional representatives

- 5.4. Responsibility for selecting Divisional Board representatives rests with Oxford SU Council. Divisional Board representatives serve a one-year term and can stand for re-selection if still eligible. Details of the selection process are published annually on the Oxford SU website.

Responsibilities related to divisional representatives

- 5.5. 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;

⁷ <https://governance.admin.ox.ac.uk/legislation/council-regulations-17-of-2002>

- submit a report on their activities to Oxford SU Council and attend Oxford SU Council meetings;
- meet regularly with the Oxford SU Vice-President Undergraduate Education & Access to discuss University wide undergraduate issues and meet regularly with the Vice-President Postgraduate Education & Access for University wide graduate issues as appropriate.
- attend other relevant divisional committees when invited, providing their timetable and workload allows.

Induction and support

For students

- 5.6. Oxford SU offers training and support to all new and continuing Divisional Board representatives on an annual basis, similar to (albeit expanded upon) the training and support offered to course representatives
- 5.7. Oxford SU provides all Divisional Board representatives with the contact details of the course representatives in the relevant departments.
- 5.8. Divisional officers should arrange introductory meetings for new and returning Divisional Board representatives with the Head of Division and other key staff.

For staff

- 5.9. See 4.19 for information on the support available for staff.

6. Continuing Education Strategic Management Board

- 6.1. Council Regulations 15 of 2002⁸, 'Part 16: Continuing Education Strategic Management Board' includes provisions for the representation of students on the Continuing Education Strategic Management Board. Representatives are usually 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 <https://governance.admin.ox.ac.uk/legislation/part-16-continuing-education-strategic-management-board>

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.⁹ 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 2.3.¹⁰ 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.

⁹ Council Regulations 13 of 2002 - <https://governance.admin.ox.ac.uk/legislation/council-regulations-13-of-2002>

¹⁰ Council Regulations 14 of 2002 - <https://governance.admin.ox.ac.uk/legislation/council-regulations-14-of-2002>

- 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. Regular open forums, co-chaired by students and staff, to listen to students' issues and hold discussions on constructive solutions, are encouraged.
- 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, with transparency around why some issues may take additional time to address. 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), Student Barometer and other appropriate national surveys.
- 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 courses¹¹);
 - 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)*¹² requires that students are involved in the process of developing new courses or making major changes to courses.

¹¹ <https://academic.admin.ox.ac.uk/quality-assurance/annual-monitoring-of-courses>

¹² <https://academic.admin.ox.ac.uk/new-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. Student engagement in co-designing educational experiences

- 12.1. In addition to opportunities to be consulted on various matters, students can work in partnership with staff to co-design within teaching, learning, assessment, and educational services experiences as appropriate.

13. Review of this policy

- 13.1. Education Policy Support, officers from the divisions and the Department for Continuing Education, and Oxford SU will review this policy on a four-yearly 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 2028-29.

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 Vice-President Postgraduate Education and Access; (3) the Vice-President Undergraduate Education and Access;	https://governance.admin.ox.ac.uk/legislation/council-regulations-13-of-2002
Education Committee (EdC)	Council	1	Member	(22), (23) two sabbatical trustees of Oxford University Student Union as may be agreed between them.	https://governance.admin.ox.ac.uk/legislation/part-2-education-committee-of-council-regulations-15-of-2002
General Purposes Committee (GPC)	Council	1	Member	(13) the President of the Oxford University Student Union	https://governance.admin.ox.ac.uk/legislation/part-3-general-purposes-committee
Planning and Resource Allocation Committee (PRAC)	Council	1	Member	(19) one sabbatical trustee of Oxford University Student Union from among the student member representatives in attendance at University Council, as may be agreed between them.	https://governance.admin.ox.ac.uk/legislation/part-5-planning-and-resource-allocation-committee
Research and Innovation Committee	Council	2	Member	(22), (23) 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	https://governance.admin.ox.ac.uk/legislation/part-6-research-and-innovation-committee

				Division and one from the Humanities Division or Social Sciences Division.	
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	https://governance.admin.ox.ac.uk/committe-for-development-and-alumni-relations
Continuing Education Strategic Management Board	Council	1	Non-voting member	Student representative	https://governance.web.ox.ac.uk/continuing-education-strategic-management-board
Curators of the University Libraries	Council	2	Member	(18), (19) two sabbatical trustees of Oxford University Student Union.	https://governance.admin.ox.ac.uk/legislation/part-24-curators-of-the-university-libraries
Information and Digital Committee	Council	1	Member	(17) one student member representative, selected by the Council of the Oxford University Student Union from among the student member representatives on Council.	https://governance.admin.ox.ac.uk/legislation/part-22-information-technology-it-committee

Subcommittees of Education Committee (including those with joint reporting lines and sub-panels/groups)

Equality and Diversity Panel	Joint EDI, People, EdC	1	Member	Two representatives of Oxford University Student Union	https://edu.admin.ox.ac.uk/equality-and-diversity-panel
Gender Equality Advisory Group	E&D Panel	2	Member	The Oxford SU'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	https://sharepoint.nexus.ox.ac.uk/sites/gafliason/gac/SitePages/Home.aspx

Joint Fees & Student Support Advisory Group	PRAC, EdC and Conf	2	In attendance	Oxford SU VP PG Education and Access	https://governance.admin.ox.ac.uk/joint-fees-and-student-support-advisory-group-jfssag
				Oxford SU VP UG Education and Access	
Joint Student Mental Health Committee	EdC and Conf	2	Member	(4)-(5) two of the Oxford University Student Union sabbatical trustees as may be agreed between them	https://unioxfordnexus.sharepoint.com/sites/ADMN-JointStudentMentalHealthCommittee
Joint Student Number Planning Sub-Committee	PRAC, EdC and Conf	1	In attendance	Student representative (nominated by Oxford SU)	https://governance.admin.ox.ac.uk/joint-student-number-planning-sub-committee
Joint Supervisory Committee for Visiting Students	EdC and Conf	1	Member	(10) One person from the President and Vice-Presidents of Oxford University Student Union as may be agreed between them	https://unioxfordnexus.sharepoint.com/sites/ADMN-JointSupervisoryCommitteeforVisitingStudents
LGBT Advisory Group	E&D Panel	1	Member	LGBTQ Society member (appointed by LGBTQ soc)	https://edu.admin.ox.ac.uk/lgbt-advisory-group
Permanent Private Halls Supervisory Committee	EdC	1	Member	(10) one of the sabbatical trustees of the Oxford University Student Union as may be agreed between them.	https://governance.admin.ox.ac.uk/legislation/part-35-permanent-private-hall-supervisory-committee-subcommittee-of-the-education-commi
Quality Assurance Subcommittee	EdC	2	Member	(15)-(16) two sabbatical officers of the Oxford University Student Union being usually the Vice-President (Undergraduate Education and Access) and the Vice-President (Postgraduate Education and Access)	https://governance.admin.ox.ac.uk/legislation/part-34-quality-assurance-subcommittee-of-the-education-committee
Research Degrees Panel	EdC & ResC	1	Member	Oxford SU Vice-President (Postgraduate Education and Access)	https://unioxfordnexus.sharepoint.com/sites/ADMN-ResearchDegreesPanel

Taught Degrees and Awards Panel	EdC	2	Member	Oxford SU Vice-President (Postgraduate Education and Access)	https://unioxfordnexus.sharepoint.com/sites/ADMN-TaughtDegreesPanel
				Oxford SU Vice-President (Undergraduate Education and Access)	
Student Life Subcommittee of the Education Committee	EdC	4	Member	(14) the President of Oxford SU;	https://governance.web.ox.ac.uk/part-38-student-life-subcommittee-of-the-education-committee
				(15)-(17) three other student representatives appointed by Oxford SU;	
University Sports Strategic Subcommittee	EdC	1	Member	(14) one sabbatical trustee of Oxford University Student Union.	https://governance.admin.ox.ac.uk/legislation/part-30-university-sports-strategic-subcommittee-of-the-education-committee

Subcommittees of PRAC

Buildings and Estates Subcommittee	PRAC	1	Member	one student member representative selected by the sabbatical officers of the Oxford University Student Union from among their own number	https://governance.admin.ox.ac.uk/buildings-and-estates-subcommittee
Property Management Subcommittee	PRAC	1	Member	The Vice President (Activities and Community) of the Oxford University Student Union	https://governance.admin.ox.ac.uk/property-management-subcommittee
Environmental Sustainability Subcommittee	PRAC	1	Member	<u>One sabbatical trustee of the Oxford University Student Union</u>	https://governance.admin.ox.ac.uk/environmental-sustainability-subcommittee

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.	https://governance.admin.ox.ac.uk/security-subcommittee
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Clubs Committee	GPC	1	Member	(5) a student member representative appointed by the Oxford University Student Union	https://governance.admin.ox.ac.uk/legislation/council-regulations-2-of-2004#collapse1425661
				(6), (7) two resident student members, being the president, secretary or treasurer of two different non-sports clubs or publications registered with the Proctors, appointed by the Clubs Committee.	
Committee for the Proctors Office	GPC	1	Member	(8) one sabbatical trustee of the Oxford University Student Union.	https://governance.admin.ox.ac.uk/legislation/council-regulations-2-of-2004#collapse1425821

Subcommittees of Research and Innovation Committee

Intellectual Property Advisory Group (IPAG)	ResC	1	Member	Student representative	https://researchsupport.admin.ox.ac.uk/intellectual-property-advisory-group
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Subcommittees of Information and Digital Committee

Education Portfolio Committee	EdC and IDC	2	Member	Two Student Members of the University with neither registered for study in the same Division as the other: One shall be registered for an undergraduate degree of the University One shall be registered for a postgraduate degree of the University;	https://unioxfordnexus.sharepoint.com/sites/DIGITAL-EducationPortfolioCommittee
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Subcommittees of Personnel Committee

Childcare Steering Group	PersCtee	1	Member	Student representative (OUSU)	https://childcare.admin.ox.ac.uk/governance
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Subcommittees of the Health and Safety Management Subcommittee of GPC

Consultative Committee for Health and Safety	H&S Man Cttee	2	Member	(13) the Vice-President (Welfare) of Oxford University Student Union	https://governance.web.ox.ac.uk/consultative-committee-for-health-and-safety
				(14) Two postgraduate students and two representatives of the early career research staff, at least one of whom shall be from within the MPLS or Medical Science Divisions and at least one of whom shall be from within the Social Sciences or Humanities Divisions. The student members shall be appointed by Oxford University Student Union and the early career research staff shall be appointed by the Oxford Research Staff Society.	

Other

Rules Committee		6	Member	(7) one sabbatical trustee of Oxford University Student Union;	https://governance.admin.ox.ac.uk/legislation/council-regulations-42-of-2002
				(8)-(12) five student member representatives elected by the Oxford University Student Union, two of whom will ordinarily be graduates.	

Conference of Colleges Committees	S/c of	No.	Status	Identity	Link
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NB does not include Forums

Conference of Colleges	N/A	1	In attendance	an officer of the Oxford University Students Union (Oxford SU)	https://unioxfordnexus.sharepoint.com/sites/ADMN-Conference
Admissions Committee	Steering Cttee	1	Non-voting member	Vice President (Access & Academic Affairs)	https://unioxfordnexus.sharepoint.com/sites/ADMN-AdmissionsCommittee
Admissions Executive	ADCOM	1	Member	Junior Member - Vice-President (Access and Academic Affairs)	https://unioxfordnexus.sharepoint.com/sites/ADMN-AdmissionsCommittee

Committee for College Librarians	STC	1	Non-voting member	A representative of the Oxford University Student Union (normally the Vice-President (Access and Academic Affairs)) shall be a non-voting member of the Committee, for unreserved business	https://unioxfordnexus.sharepoint.com/sites/ADMN-CommitteeforCollegeLibrarians
Domestic Bursars' Committee	Steering Cttee	1	Non-voting member	an officer of the Oxford University Students Union (Oxford SU)	https://unioxfordnexus.sharepoint.com/sites/ADMN-DomesticBursarsCommittee
Estates Bursars' Committee	Steering Cttee	1	In attendance	an officer of the Oxford University Students Union (Oxford SU)	https://unioxfordnexus.sharepoint.com/sites/ADMN-EstatesBursarsCommittee
Graduate Committee	Steering Cttee	2	In attendance	Two student representatives, one of whom shall be a representative of the Oxford University Student Union (normally the Vice President (Graduates)), and the other a representative chosen from the Graduate Common Room Presidents' Executive shall be non-voting members of the Committee for unreserved business: (1) Vice-President (PG Education and Access) Oxford SU and (2) Graduate Common Room Presidents' Committee Representative	https://unioxfordnexus.sharepoint.com/sites/ADMN-GraduateCommittee
ICT Steering Committee	Steering Cttee	1	In attendance	(d) a representative nominated by the President of the Oxford University Student Union (Oxford SU).	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 the Vice President (Access and Academic Affairs)), and the other a representative chosen from the JCR Presidents' Committee for unreserved business:	https://unioxfordnexus.sharepoint.com/sites/ADMN-SeniorTutorsCommittee
Quality Assurance Working Group (QAWG)	STC / GradC	2	In attendance	Two officers of the Oxford University Student Union (normally the Vice-Presidents for UG Education and Access and PG Education and Access).	https://unioxfordnexus.sharepoint.com/sites/ADMN-QualityAssurance

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