



UCFB*

Student Representation Policy

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*UCFB is a trading name of University Campus of Football Business Limited

1. Purpose & Scope

- 1.1 This Policy explains how UCFB and the Students' Union (SU) work together to make sure students have a voice in shaping their higher education experience. It outlines the different ways students can share their views and help influence decision-making, including through Course Committees, Student Council and academic committees. The Policy also explains the roles and responsibilities of the people involved in making student representation effective and meaningful.
- 1.2 This Policy applies to all Student Representatives, the UCFB Students' Union (SU) and its Officers, UCFB Committee and Board officers, chairs and members, as well as academic and professional services colleagues across the institution.
- 1.4 This Policy is informed by the:
 - [UEL Student Engagement in Quality Assurance Policy](#);
 - [Wonkhe/Pearson Building Belonging in Higher Education Report](#);
 - [QAA UK Quality Code for Higher Education Advice and Guidance: Student Engagement](#)
 - [Office for Students, Conditions of Registration](#)

2. Aims

- 2.1 This Policy sets out UCFB's commitment to student engagement and representation as a core part of its academic governance, delivered in partnership with the UCFB SU, and the Academic Quality Team.
- 2.2 The Policy aims to ensure that students have a voice within decision-making structures and are able to contribute effectively to the assurance and enhancement of teaching, learning and the wider student experience.
- 2.3 The Policy supports a collaborative approach between students and colleagues, with shared responsibility for raising issues, considering feedback and delivering constructive change.
- 2.4 Student representation gives students the chance to share their views and help shape their learning experience. It ensures that all students have a voice, no matter how or where they study, whether that is on-campus, on-line, part-time, flexible, or distance learning. By working with colleagues and taking part in meetings and decision-making groups, students can help improve many aspects of the student experience, including:
 - admissions and enrolment processes;
 - course content and structure (the curriculum);
 - how courses are taught and organised;
 - course feedback and reviews;
 - learning spaces, resources and facilities;
 - assessment and feedback methods; and
 - student support and guidance services.
- 2.5 Our shared value of '*one team united around sport education*' is central to the UCFB community. By working together, students and colleagues contribute to positive change and the ongoing enhancement of learning, teaching and the

wider student experience. Everyone shares responsibility for contributing ideas, making decisions, and achieving good outcomes for the UCFB community.

- 2.6 Student feedback is gathered in a number of different ways, formally and informally. Formal bodies, such as Course Committees and the Student Council, are used alongside a range of feedback tools, student surveys (such as the Module Evaluation Questionnaires (MEQs), and informal conversations with students.
- 2.7 Course Committees and Student Council have different purposes within the student representation system. Course Committees focus mainly on academic matters related to courses, teaching, learning, assessment and student support. Student Council focuses on wider non-academic matters affecting the student experience, such as campus life, wellbeing, facilities, societies and SU activities. Together, these groups help ensure that students can share feedback and contribute to positive change across all areas of UCFB life.

3. Guiding Principles

- 3.1 Representation
By listening and talking to students, Student Representatives will gather collective views to present to UCFB, avoiding any assumptions made about the student opinion and experience.
- 3.2 Feedback
UCFB provides different ways for students to share their views and feedback. Some methods are consultative, which means asking a wide range of students for their opinions, experiences, and ideas through surveys, focus groups, and/or other feedback activities. Some methods are representative, which involves students being elected or appointed to speak on behalf of a wider group of students, rather than providing feedback only about their own individual experiences.
- 3.3 Communication
Student Representatives do more than just share student views with UCFB. They also make sure students know what has happened as a result of the feedback they have provided. Working with Academic Centres, Student Representatives should keep their fellow students informed about any actions or improvements that have been agreed. This might include sharing updates through social media, student emails, the Online Hub, or other communication channels, so that students can see how their feedback is helping to make a difference.
- 3.4 Engagement
Student Representatives act as a link between students, the SU, Academic Centres, UCFB and its awarding partner(s). They help make sure that students know how to share their views and feedback and understand the different ways they can get involved in student life.
- 3.5 Support and Signposting
Student Representatives will be familiar with the support services available to students so they can help signpost their peers to the right support when needed. They should also encourage other students to get involved in representation and student voice activities, including promoting opportunities to become a Student Representative at the start of each academic year.

3.6 Collaboration

Student Representatives play an important role in helping to shape the student experience. Rather than simply raising concerns, they work in partnership with UCFB and the SU to identify issues, suggest improvements, and develop solutions together. This can happen in a variety of ways, including through informal discussions with colleagues, participation in Course Committees and Student Council meetings, and/or by contributing to committees, boards, and working groups. By working collaboratively, Student Representatives help ensure that students have a meaningful voice in decisions that affect their experience throughout the student journey.

3.7 Accountability

Student Representatives are responsible for representing the views and interests of the students who elected them. They should listen to and gather feedback from their peers, communicate this feedback accurately, and keep students informed about any actions or outcomes. Student Representatives are expected to act professionally and respectfully at all times. They must follow the [UCFB student codes of conduct](#) and uphold the principles set out in this guidance while carrying out their role.

4. Roles and responsibilities

4.1 Student Representatives

4.1.1 Student Representatives from each course play an important role in sharing student feedback, raising ideas, and working with colleagues to improve the student experience at UCFB.

4.1.2 Student Representatives are expected to:

- Gather feedback from students;
- Share student views fairly and respectfully;
- Attend meetings and training, where possible;
- Communicate updates and outcomes back to students; and
- Work in partnership with colleagues and the SU to support positive change.

4.2 UCFB Responsibilities

4.2.1 The SU, academic, and professional services teams value the representation of students at all levels of the institution to ensure that UCFB works in the best interest of students. UCFB is committed to supporting effective student representation and ensuring student feedback helps shape decision-making.

4.2.2 UCFB will:

- Be approachable and receptive to the views of Student Representatives and encourage appropriate action in response to student feedback;
- Provide opportunities for all students to take part in formal and informal decision-making structures, including committees and meetings;
- Provide training and support for Student Representatives;
- Support Student Representatives through guidance and communication;

- Share the Curriculum Map with the SU to support the collaborative identification and allocation of Student Representatives, helping to ensure that all courses and modules are appropriately represented;
- Share meeting details (e.g. Course Committee and Student Council meeting dates and times), actions, and outcomes in a timely way; and
- Promote a culture of partnership between students and colleagues.

4.3 SU Responsibilities

4.3.1 The SU supports Student Representatives and helps them to engage with formal and informal opportunities to share feedback and create change.

4.3.2 The SU will:

- Provide support for Student Representatives, and help shape training in collaboration with the awarding partner;
- Promote Student Council and other representation opportunities;
- Provide suitable materials through digital media to assist Student Representatives in the execution of their duties;
- Signpost appropriate financial support to Student Representatives for costs incurred through their duties;
- Work with UCFB to ensure students receive recognition for their work as a Student Representatives;
- Support communication between students and UCFB, including consulting students for their views on the operation of this policy; and
- Encourage student engagement throughout the UCFB community.

5. **Becoming a Student Representative**

5.1 The process for selecting Student Representatives is based on fairness, openness, and inclusivity.

5.2 Opportunities to become a Student Representative will be promoted to all students through [JobTeaser](#), the SU, and Academic Centres at the beginning of each academic year.

5.3 Students may express an interest in becoming Student Representatives through their Course Leader. Once confirmed by the Course Leader, Student Representatives will be invited to complete training and onboarding activities to help them prepare for the role.

5.4 Students will only be selected as Student Representatives upon completion of the requisite training.

5.5 Student Representatives are normally appointed for one academic year, but may continue in the role in future years if re-nominated.

6. **Code of Conduct for Student Representatives**

6.1 Student Representatives recognise the value and impact of their role, and commit to it by undertaking training, participating in representative activities, and attending relevant meetings. They proactively engage with all students they have committed to represent, to seek their views and represent those views fairly at

module, course, Academic Centre, and institutional level, as appropriate. Student Representatives feed back and close the feedback loop regarding both good practice and areas for improvement.

- 6.2 Student Representatives, when formally expressing an interest in the role, should appreciate the importance and the time needed to undertake the role effectively.
- 6.3 Student Representatives should attend all mandatory training to ensure they are prepared for the role to participate in meetings and other related activities.
- 6.4 Student Representatives should prepare for meetings by gathering feedback from the students they were nominated to represent.
- 6.5 Student Representatives should attend all meetings expected of the Student Representative role. Attendance could be in person or facilitated remotely. If the Student Representative is unable to attend for any reason, it is expected that they will notify key contacts and arrange for an appropriate Student Representative to attend in their place. Student Representatives should therefore ensure they are still able to contribute (for example by providing feedback in writing in advance and/or via the Student Representatives attending in their place).
- 6.6 If a Student Representative feels they can no longer fulfil the responsibilities of the role, they should notify the Course Leader and/or the Academic Quality Team by emailing student.voice@ucfb.ac.uk. The Academic Quality Team will inform relevant colleagues and make arrangements to fill the vacancy, where required.
- 6.4 Where there are concerns that a Student Representative is not fulfilling the expectations of the role, including persistent non-attendance, lack of engagement, or conduct inconsistent with this Policy, the Academic Centre and Academic Quality Team (with support from the SU, if appropriate) will seek to address the concerns informally with the Student Representative in the first instance. Where sufficient improvement is not demonstrated, or where a Student Representative is unable to continue in the role, they may be removed from their position following consultation between the Academic Centre, the Academic Quality Team, and the SU (if appropriate).
- 6.4.3 Where a vacancy arises through resignation, removal, or withdrawal from study, the Academic Centre, Academic Quality Team and SU (if appropriate) will work together to identify and appoint a replacement Student Representative in accordance with the procedures set out in this Policy.

7. Course Committees

- 7.1 Course Committees help students take an active role in improving the quality of their courses. They follow the membership, meeting schedule, quorum and Terms of Reference set out in Annex A (below).
- 7.2 All Course Committees are guided by the following principles, to ensure they:
 - a. Provide an open and accessible forum where Student Representatives can raise and discuss issues affecting the students they represent. These may include matters relating to teaching, learning, assessment, academic support, or any other aspect of their academic experience.

- b. Encourage the timely resolution of issues and co-creation of solutions that support continuous improvements within Academic Centres. Issues raised through Course Committees should be considered promptly and, where necessary, no later than the next scheduled Course Committee and/or other relevant committee or board meeting.
- c. Ensure that discussions, decisions, and resulting actions are clearly documented and communicated to the students represented by the Course Committee. Effective communication is essential to the success of the Course Committee process.
- d. Ensure that issues, which cannot be resolved at Academic-Centre level are escalated to the appropriate senior/line manager and/or committee/board for wider consideration and action, where necessary.
- e. Operate transparently through the publication of timely Course Committee Minutes to the Student Representatives and the SU.

7.2 Course Committee Meetings:

- 7.2.1 Course Committees must be established, per campus, for each course, or an appropriate group of courses (for example, all courses within a particular Academic Centre), to oversee matters relating to course delivery. The membership and terms of reference for Course Committees are set out in Annex A (below).
- 7.2.2 Each Course Committee will meet in line with awarding partner requirements, usually once per semester.
- 7.2.3 Course Committees will follow the standard agenda provided in Annex B (below). Additional agenda items may be included with the agreement of the Chair in advance of the meeting.
- 7.2.4 The Academic Quality Team will:
 - a. Provide administrative support for meetings, including preparing agendas, compiling and distributing meeting papers, producing and sharing Minutes and action plans;
 - b. Maintain a central record of Course Committee Minutes and share these with relevant internal teams/departments as well as external bodies such as the awarding partner(s) and PSRBs.
 - c. Maintain a central action log and share the actions with Course Teams and the Student Representatives for sharing with the groups they represent.
- 7.2.5 Meetings should be scheduled with student availability in mind and sufficient time should be allocated to allow for meaningful discussion. Meetings will normally take place towards the end of each semester.
- 7.2.6 The Chair(s) of the Course Committee can call extraordinary meetings, where specific issues require urgent consideration. Focus groups involving Course Committee Members may also be established to explore particular topics in greater detail.
- 7.2.7 Course Committees details must be shared with all students within each Academic Centre so that students can provide their Student Representatives with any issues, topics, and/or lines of enquiry.

- 7.2.8 A meeting will be quorate if at least one of the Student Representatives is present along with a Chair, an Officer, and the greater of either:
- 40% of UCFB colleagues (rounded to the nearest whole number); or
 - Six UCFB colleagues.
- 7.2.9 If a meeting is not quorate, discussions may still be progressed by the Chair, however decisions will be reserved for either: Chair's Action subsequent to submission of adequate evidence of student and colleague consultation or the next scheduled quorate meeting.

8. Student Council

- 8.1 The Student Council provides a formal mechanism through which students, the SU and UCFB colleagues work in partnership to discuss and enhance the wider non-academic student experience. This includes topics such as campus life, student wellbeing and support, SU activities, societies, and student led-initiatives. The detailed membership, reporting arrangements and Terms of Reference are set out in Annex C (below).
- 8.2 All Student Representatives are members of the Student Council. Student Representatives from each course should seek to ensure that at least one Representative attends meetings to represent the views of their course cohort. Attendance may be in person or facilitated remotely. If the Student Representative is unable to attend for any reason, it is expected that they will notify key contacts and arrange for an appropriate Student Representative to attend in their place. Student Representatives should therefore ensure they are still able to contribute (for example by providing feedback in writing in advance and/or via the Student Representatives attending in their place).
- 8.3 All Student Council meetings are guided by the following principles, to ensure they:
- a. Provide an inclusive, student-led space where Student Representatives can raise and discuss non-academic matters affecting the wider student experience, including campus life, wellbeing, facilities, societies and SU activity.
 - b. Promote partnership working between students, the SU and UCFB in encouraging open dialogue and collaborative solutions.
 - c. Support timely action and constructive follow-up, ensuring good practice and areas for improvement are considered promptly and, where appropriate progressed to the relevant senior leader/line manager, committee and/or board.
 - d. Operate transparently with clear documentation of discussions, decisions and actions and ensure these are communicated to Student Representatives for sharing with the wider student body in an accessible way.
 - e. Escalate any matters that cannot be resolved at Student Council to the appropriate senior leader/line manager, committee and/or board for consideration and action, where necessary.
 - f. Remain distinct from Course Committees by focusing on non-academic aspects of the student experience, complementing the academic focus of Course Committees and allowing for a holistic view of the student experience at UCFB.

- 8.4 The membership and Terms of Reference for the Student Council are provided in Annex C (below). A template agenda is also provided in Annex D (below).
- 8.5 The Student Council will be organised by campus, with distance learners able to join either campus, and meet formally at least once per semester. The formal meetings will be Chaired by the SU and feature representation from UCFB colleagues from across the institution.
- 8.5.1 The Academic Quality Team will:
- a. Provide administrative support for meetings, including preparing agendas, compiling and distributing meeting papers, producing and sharing Minutes and action plans;
 - b. Maintain a central record of Student Council Minutes and share these with relevant internal teams/departments as well as external bodies such as the awarding partner and PSRBs; and
 - c. Maintain a central action log and share the actions with Course Teams and the Student Representatives for sharing with the students they represent.
- 8.5.2 The Student Council will be Chaired by the elected SU Education Officers. If there are no SU Education Officers, the SU Presidents will assume the role of Chair and Deputy Chair. If neither the Chair nor Deputy-Chair are available, the Council may elect a Student Representative to Chair the meeting for that session.
- 8.5.3 The SU and Academic Quality Team are jointly responsible for planning and administering the Student Council meetings, and will work collaboratively to set agendas as well as to track and complete actions.
- 8.5.4 In order to be deemed quorate, a minimum number of Members must be in attendance at a meeting in order for its business to be conducted with sufficient authority. Unless otherwise determined by the Student Council, quorum shall be the greater of either:
- a. 40% of its members (the arithmetical half being rounded up or down to the nearest whole number), not counting vacant places; or
 - b. Six Members.
- 8.5.5 Where a Member occupies multiple places within the Student Council, the Member will only be included once in the count of those present. The additional place(s) occupied by the Member will be treated as vacancies and excluded from the total attendance of the Council.
- 8.5.6 If a meeting is not quorate, discussions may still be progressed by the Chair, however decisions will be reserved for either: Chair's Action subsequent to submission of adequate evidence of student and colleague consultation or the next scheduled quorate meeting.
- 8.5.7 Minutes of each meeting will be circulated to all Student Council Members following approval by the Chair so that they can be shared with the students that they represent.

9. Role of the Students' Union (SU)

- 9.1 The SU remit and responsibilities are set out in the [UCFB Community Charter](#) (see pages 8-9).
- 9.2 SU Presidents and Officers are usually elected annually through a cross-campus ballot held during Semester B each year. The SU Presidents from both campuses are members of the UCFB Academic Board and the Academic Advisory Body (see Annex E (below)). SU Officers and Student Representatives also serve on other academic committees, across UCFB with the exception of the Research Ethics Committee and the Board of Directors, where the student voice is represented by a Co-Opted Director, and all Board of Directors sub-committees.
- 9.3 SU Presidents, SU Officers, and Student Representatives may also be invited to participate in UCFB focus, working, project, and steering groups from time to time, as student input is essential.
- 9.4 SU Presidents and SU Officers, supported by the Student Voice and Student Union Liaison, work in partnership with the senior academic leadership team (SALT) and other key UCFB colleagues, to:
 - a. Promote the student representation system and encourage participation from students across UCFB's diverse student community;
 - b. Promote the student representative nomination period and SU Officer election periods;
 - c. Promote and support training and development opportunities for Student Representatives, and provide ongoing guidance throughout their term of office;
 - d. Foster a strong and supportive community of Student Representatives across campuses and modes of study;
 - e. Collaborate with the Academic Quality Team to review the effectiveness of student representation arrangements;
 - f. Facilitate effective communication between Student Representatives, the SU and key UCFB colleagues, including the Academic Quality Officer; and
 - g. Ensure student feedback, suggestions, and recommendations are shared with relevant colleagues to be considered within institutional decision-making processes.

10. Policy Review

- 10.1 This Policy will be reviewed annually by the Academic Board on behalf of the University Campus of Football Business Limited Board of Directors to ensure it remains fit for purpose and continues to meet the needs of students, the institution, and the SU effectively.
- 10.2 The SU will actively consult Student Representatives for their views on the approach so they can raise issues and seek appropriate changes and support.
- 10.3 The relevant UCFB and SU bodies shall ensure that issues are captured effectively to support the regular review of the student representation approach and related policies. This Policy will be monitored by agreed performance indicators between the SU and UCFB to ensure continuous improvement.

- 10.4 The SU will monitor and report on its impact as part of the institutional academic quality cycle.
- 10.5 The Academic Board will receive a report on the annual review of this Policy in advance of making a recommendation to the University Campus of Football Business Limited Board of Directors.

11. Links to other policies, procedures, and sources of support

- [UCFB Governance Structure](#)
- [UCFB academic policies, including](#)
 - Student Code of Conduct
 - Athletic Union Code of Conduct
 - CARM Stakeholder Consultation Policy
- [UEL academic policies](#)
- [UCFB Community Charter](#)
- [UCFB SU](#) (contact information)
- [JobTeaser](#)

Course Committee (CC)

- Reports to:** Academic Development and Standard Committee
- UEL Quality Assurance & Enhancement as part of Collaborative Annual Monitoring
- Frequency:** As required, a minimum of twice per year
- Quorum:** A meeting will be quorate if **at least one** Student Representative is present, along with a Chair, an Officer, and the greater of either:
- 40% of UCFB colleagues (rounded to the nearest whole number);
 - Six UCFB colleagues.
- Composition:** Course Committees normally cover a group of related courses within an Academic Centre. A separate meeting will be held for each campus and will include all Student Representatives, including representatives of students studying via the Distance (without attendance) mode of study.
- Chair:** Associate Dean or nominee
- Ex Officio** (*i.e. Members as a result of the position they hold*):
- Student Representatives or nominees from each course and level within the Academic Centre and at least one part-time student, and one student where applicable
 - Relevant Course Leaders for the Manchester* or Wembley* campus (depending on the meeting being held);
 - Module Leaders for all core modules
 - Student Voice & Student Union Liaison
 - Library and Learning Development Representative
 - Student Support Representative
 - Employability & Career Planning Representative
 - Student Administration Representative
- Officer:** Member of the Academic Quality Team
- In attendance:** UEL Academic Link Tutor (to attend at least one per year)

The Chair or nominee may invite individual Module Leaders for optional modules to attend Course Committee meetings to discuss items included on the agenda.

Terms of Reference

Course Committees will:

1. Support the effective quality assurance and enhancement of the student experience and the development of academic standards for all courses considered.
2. Act as a forum for students to express their views about the management, content, and delivery of the course(s), including the delivery and assessment of modules (including distance learning).
3. Facilitate the partnership between UEL, UCFB, and the student body in developing proposals for enhancing the student experience based on outcomes from all student feedback mechanisms, External Examiner comments and external factors such as professional body requirements and [QAA Benchmark Statements](#). This includes, but is not limited to, activity in relation to course modifications, objectives in the Collaborative Annual Monitoring Process (or equivalent) and action planning in response to student survey outcomes.
4. Identify appropriate actions to be taken in response to issues raised and to ensure that the implementation of these are tracked and closed in a timely manner, escalating as appropriate.
5. Oversee the provision of timely, accurate and consistent course-related information for students, including updates on any proposed course modifications, changes to relevant academic policies and course-relevant updates provided by professional bodies.
6. Consider issues raised in External Examiner Annual Reports.
7. Be responsible for supporting the process for the nomination of Student Representatives.

***N.B.** To include Distance (with Attendance) and Distance (without Attendance)..

Standard Agenda – Course Committees

Before the meeting, Course Committee Members should familiarise themselves with the Terms of Reference, Minutes of the previous meeting, and seek feedback from the **students that they represent.**

1. **WELCOME, INTRODUCTIONS, AND APOLOGIES**

What is this? The Chair will welcome everyone to the meeting and note those who cannot attend. This may include a full round of introductions, where Members are asked to introduce themselves, sharing their name, course, and level (e.g. (Level 4, Level 5, etc).

What do I need to do? If you are unable to attend for any reason, please contact the Officer to let them know and/or decline the meeting invitation. In this case, you should arrange for an appropriate Student Representative to attend in your place and/or provide a report to the Officer in writing in advance of the meeting. You should also review the Minutes from the meeting to ensure that you keep up-to-date with Committee activity and agreed actions.

2. **MINUTES AND ACTIONS FROM PREVIOUS MEETINGS**

What is this? The meeting will look at the Minutes to check everyone thinks they are an accurate record of the last meeting.

What do I need to do? Review the Minutes in advance of the next meeting and, if you see anything in the document that you think is incorrect, share this information with the Chair*.

3. **TERMS OF REFERENCE (SEMESTER A ONLY)**

What is this? This is a document that lists who is a part of this committee and what sort of topics the committee is responsible for.

What do I need to do? Review the Terms in advance of the first meeting and let the Officer and/or Chair know if you have any questions.

4. **CONTINUOUS FEEDBACK AND ACTION LOG**

What is this? This is a document that lists agreed actions from previous meetings and where they are up to.

What do I need to do? If you had any actions assigned to you at the last meeting, update the spreadsheet in advance of the next meeting. You may also be asked to give an update on these actions during the meeting, however, you will always know about this in advance.

5. **STUDENT REPRESENTATIVE REPORTS**

What is this? The Chair will ask you directly for feedback on your course, specifically on: Assessment and feedback, Teaching, Resources (including Library and IT), Organisation and management (including timetabling), Academic support, Student and learning support, Employability/careers, and any other topic specific to your course.

What do I need to do? In advance of the meeting, proactively engage with all students you have committed to represent, to both close the feedback loop by communicating information back to them letting them know what action has been promised in line with their previous feedback and collate additional comments and queries, including good practice and areas for improvement. You will be asked to share this information during the meeting either verbally or in writing.

6. CONTINUOUS MONITORING PROCESS

What is this? Course Leaders have to undertake a process of reviewing courses in order to check that standards are being met, identify good practice, and to see where improvements could be made. Any business relating to that will be discussed here.

What do I need to do? Review the reports and proposals in advance of the meeting and proactively engage with all students you have committed to represent for their views. The Chair may directly ask you for your opinion on something, however you are also welcome to proactively share any feedback you may have with the Chair*.

7. EXTERNAL EXAMINER ANNUAL REPORTS

What is this? Higher education providers hire independent academics and/or industry experts to look at the contents and assessment of each module to ensure that everything is fair, consistent, and in line with sector practices. Every year they have to produce a written report on their findings. Those reports will be looked at here.

What do I need to do? Review the External Examiner Annual Reports in advance of the meeting and proactively engage with all students you have committed to represent for their views. The Chair may directly ask you for your opinion on something, however you are also welcome to proactively share any feedback you may have with the Chair*.

8. UPDATES ON PROPOSALS FOR COURSE ACCREDITATION, APPROVAL, REVALIDATION, REVIEW, AND (MAJOR AND MINOR) MODIFICATION (CARM)

What is this? CARM refers to the processes we use to monitor and make changes to courses – for example, this could be a new module or a change to the name and content of an existing one. Any business relating to that will be discussed here.

What do I need to do? Review the CARM proposals in advance of the meeting and proactively engage with all students you have committed to represent for their views. The Chair may directly ask you for your opinion on something, however you are also welcome to proactively share any feedback you may have with the Chair*.

9. LEARNING RESOURCES

What is this? Updates and proposals relating to learning resources may be considered, including topics such as: library reading lists; the On-Line Hub; specialist equipment such as laptops, software, and sports kit; and Study Skills Advisors; just to name a few.

What do I need to do? Review the updates/proposals in advance of the meeting and proactively engage with all students you have committed to represent for their views. The Chair may directly ask you for your opinion on something,

however you are also welcome to proactively share any feedback you may have with the Chair*.

10. **EMPLOYABILITY AND CAREER PLANNING (ECP)**

What is this? Updates and proposals relating to employability may be considered, including topics such as: signposting, providing updates on engagement with, and requesting feedback from events and resources; identifying new events/resources; and embedding employability skills into the curriculum; just to name a few.

What do I need to do? Review the updates/proposals in advance of the meeting and proactively engage with all students you have committed to represent for their views. The Chair may directly ask you for your opinion on something, however you are also welcome to proactively share any feedback you may have with the Chair*.

11. **STUDENT SURVEYS**

What is this? Over the course of each academic year, students are asked for their opinions on a range of topics, including learning resources, ECP, course content, assessments, etc. Updates and proposals regarding new surveys and survey outcomes may be considered and actions may be agreed in response.

What do I need to do? Review the updates/proposals in advance of the meeting and proactively engage with all students you have committed to represent for their views. The Chair may directly ask you for your opinion on something, however you are also welcome to proactively share any feedback you may have with the Chair*.

12. **ANY OTHER BUSINESS**

What is this? This is a chance for Members of the Committee to bring up anything they think the Committee should know or that they would like to ask but was not on the agenda.

What do I need to do? Write to the Officer to let them know that there is something that you would like to have considered under Any Other Business at least 24 hours in advance of the meeting**. They will liaise with the Chair to seek approval for the addition and let you know what has been agreed.

13. **DATE OF NEXT MEETING**

What is this? The meeting dates are agreed and published at the start of the year. The Officer will remind Committee Members of the date of the next meeting.

What do I need to do? Note down the date in your diary, and let your peers know so they can gather and provide feedback to you in time for consideration at the next meeting.

***N.B.** You can do this by using the raise hand function in MS Teams or physically raising your hand with your camera on.

****N.B.** This enables the Chair to determine the appropriateness of the item, ensures members are adequately informed, and supports effective, transparent, and well-governed decision-making.

Student Council (SC)

Reports to:	Academic Board UEL Quality Assurance & Enhancement as part of Collaborative Annual Monitoring
Frequency:	The Student Council will meet formally in person at least once per year. An additional online meeting for each campus should be held at least once per semester. Every effort will be made to organise meetings at times that will not disadvantage or prevent participation due to lectures, study periods, student activities, or assessments as per the academic and assessment calendar.
Quorum:	In order to be deemed quorate, a minimum number of Members must be in attendance at a meeting in order for its business to be conducted with sufficient authority. Unless otherwise determined by the Student Council, quorum shall be the greater of either: a. 40% of its members (the arithmetical half being rounded up or down to the nearest whole number), not counting vacant places; or b. Six Members.
Composition:	A separate Student Council meeting will normally be held for each campus*.
Chair:	SU Education Officer for the relevant campus or nominee. The SU Education Officer for the other campus will act as Deputy Chair. In the event that the SU Education Officer post is vacant, the SU President for the relevant campus or nominee will act as Chair and the SU President for the other campus will act as Deputy Chair. If neither the Chair nor Deputy-Chair is available, the Council may elect a Student Representative to Chair the meeting for that session.
Ex Officio	<u><i>(i.e. Members as a result of the position they hold):</i></u> Student Voice and Student Union Liaison Student Representatives for the relevant campus*
Officer:	Academic Quality Officer
In attendance:	Academic and professional services colleagues may be invited to attend Student Council meetings as contributing Members, particularly where agenda items relate to their areas of responsibility. This could include: • Relevant Deputy Dean for the Manchester* or Wembley* campus (depending on the meeting being held); • Relevant Dean(s) of Education • Student Support Representative • Employability & Career Planning Representative

- Student Administration Representative
- Sports & Active Lifestyles Representative
- Facilities Representative
- Transformation & Technology Representative
- Student Administration Representative
- Student Support Representative
- Access & Widening Participation Representative
- Marketing & Admissions Representative
- Events Representative

Terms of Reference

The Student Council will:

1. Represent and promote the interests of the student body on non-academic matters affecting the student experience.
2. Provide a forum for students to raise, discuss, and prioritise issues relating to campus life, facilities, services, and the broader student environment.
3. Consider matters relating to student wellbeing, welfare, inclusion, belonging, and support services, identifying opportunities to improve the student experience.
4. Receive updates from the SU and provide feedback on its activities, campaigns, events, and priorities.
5. Support and promote student engagement in clubs, societies, volunteering opportunities, events, and other co-curricular activities.
6. Encourage and consider student-led initiatives, ideas, and projects that contribute positively to the student community and student experience.
7. Facilitate communication between students, the SU and UCFB, ensuring that student views are heard and that feedback is communicated effectively.
8. Monitor progress on actions arising from student feedback and receive updates on initiatives undertaken to improve the student experience.
9. Promote an inclusive, respectful, and supportive student community, ensuring that the views of diverse student groups are represented and considered.
10. Make recommendations to the SU and UCFB on matters relating to the enhancement of the wider student experience.

Matters relating to academic quality, curriculum delivery, teaching, learning, assessment, and academic support should normally be considered through the Course Committees and are outside the primary remit of the Student Councils.

*N.B. To include Distance (with Attendance) and Distance (without Attendance).

Standard Agenda – Student Council

Before the meeting, Student Council Members should familiarise themselves with the Terms of Reference, Minutes of the previous meeting, and seek feedback from the **students that they represent**.

1. **WELCOME, INTRODUCTIONS AND APOLOGIES**

What is this? The Chair will welcome everyone to the meeting and note those who cannot attend. This may include a full round of introductions, where Members are asked to introduce themselves, sharing their name, course, and level (e.g. (Level 4, Level 5, etc).

What do I need to do? If you are unable to attend for any reason, please contact the Officer to let them know and/or decline the meeting invitation. In this case, you should arrange for an appropriate Student Representative to attend in your place and/or provide a report to the Officer in writing in advance of the meeting. You should also review the Minutes from the meeting to ensure that you keep up-to-date with Committee activity and agreed actions.

2. **MINUTES FROM PREVIOUS MEETINGS**

What is this? The meeting will look at the Minutes to check everyone thinks they are an accurate record of the last meeting.

What do I need to do? Review the Minutes in advance of the next meeting and, if you see anything in the document that you think is incorrect, share this information with the Chair*.

3. **TERMS OF REFERENCE (SEMESTER A ONLY)**

What is this? This is a document that lists who is a part of this committee and what sort of topics the committee is responsible for.

What do I need to do? Review the Terms in advance of the first meeting and let the Officer and/or Chair know if you have any questions.

4. **STUDENTS' UNION AND INSTITUTIONAL UPDATES**

What is this? Updates and proposals from the SU and/or UCFB on institutional developments, strategic priorities, student initiatives, and matters being discussed at the Academic Board and/or other committees may be considered.

What do I need to do? Review the updates/proposals in advance of the meeting and proactively engage with all students you have committed to represent for their views. The Chair may directly ask you for your opinion on something, however you are also welcome to proactively share any feedback you may have with the Chair*.

5. **STUDENT FEEDBACK, ACTIONS, AND “YOU SAID WE DID” UPDATES**

What is this? This is a review of feedback and actions raised at previous meetings or through student feedback channels. The committee will look at progress made, actions completed and any issues that may need further discussion or escalation.

What do I need to do? If you had any actions assigned to you at the last meeting, update the spreadsheet in advance of the next meeting. You may also be asked to give an update on these actions during the meeting, however, you will always know about this in advance.

6. **STUDENT WELLBEING AND SUPPORT**

What is this? Updates and proposals relating to student wellbeing, welfare, inclusion, accessibility, and support services across UCFB may be considered. Members may discuss themes affecting student wellbeing and identify both good practice and areas for improvement.

What do I need to do? Review the updates/proposals in advance of the meeting and proactively engage with all students you have committed to represent for their views. The Chair may directly ask you for your opinion on something, however you are also welcome to proactively share any feedback you may have with the Chair*.

7. **STUDENT COMMUNITY, ENGAGEMENT, AND COMMUNICATIONS**

What is this? Updates and proposals relating to student engagement activities, communications, social events, online groups, inclusion initiatives, and opportunities to strengthen the student community may be considered.

What do I need to do? Review the updates/proposals in advance of the meeting and proactively engage with all students you have committed to represent for their views. Share ideas, feedback from students, and suggestions to improve communication, participation and belonging across the student body. The Chair may directly ask you for your opinion on something, however you are also welcome to proactively share any feedback you may have with the Chair*.

8. **SOCIETIES, EVENTS, AND STUDENT-LED INITIATIVES**

What is this? Updates and proposals relating to societies, social events, campaigns, volunteering, and student-led activities. It is also an opportunity to discuss ideas that help strengthen student engagement and community may be considered.

What do I need to do? Review the updates/proposals in advance of the meeting and proactively engage with all students you have committed to represent for their views. Share updates on current activities, promote ideas from students, identify opportunities for new events or societies, and raise any support needed to improve student participation. The Chair may directly ask you for your opinion on something, however you are also welcome to proactively share any feedback you may have with the Chair*.

9. **FACILITIES, SPORTS & ACTIVE LIFESTYLE, AND ATHLETIC UNION**

What is this? Updates and proposals relating to campus facilities and student resources such as study spaces, IT, library access, online systems, social spaces, and the wider campus environment may be considered.

What do I need to do? Review the updates/proposals in advance of the meeting and proactively engage with all students you have committed to represent for their views. Raise feedback gathered from students about facilities or resources, identify any recurring concerns, and suggest improvements that may enhance the student experience. The Chair may directly ask you for your opinion on something, however you are also welcome to proactively share any feedback you may have with the Chair*.

10. **STUDENT REPRESENTATIVE UPDATES AND REPORTS**

What is this? Student Representatives will share feedback, ideas, and identify good practice and areas for improvement gathered from the students that they represent. This may include matters relating to wellbeing, inclusion, communication, facilities, student support, engagement, and the wider student experience.

What do I need to do? Review the updates/proposals in advance of the meeting and proactively engage with all students you have committed to represent for their views. Gather feedback from the students you represent before the meeting and present the key themes, concerns, suggestions, and examples of good practice during the discussion. The Chair may directly ask you for your opinion on something, however you are also welcome to proactively share any feedback you may have with the Chair*.

11. **POLICY CONSULTATIONS AND STUDENT INPUT (OPTIONAL ITEM)**

What is this? The Student Council may need to review policies, institutional changes or consultations, where student feedback is particularly valuable.

What do I need to do? Review the policies/proposed changes in advance of the meeting and proactively engage with all students you have committed to represent for their views. Provide student perspectives and feedback gathered from your cohort. The Chair may directly ask you for your opinion on something, however you are also welcome to proactively share any feedback you may have with the Chair*.

12. **STUDENT SURVEYS AND FEEDBACK MECHANISMS**

What is this? Over the course of each academic year, students are asked for their opinions on a range of non-academic matters affecting the student experience, including campus life, student wellbeing and support, SU activities, societies, and student-led initiatives. Updates and proposals regarding new surveys and survey outcomes may be considered and actions may be agreed in response.

What do I need to do? Review the updates/proposals in advance of the meeting and proactively engage with all students you have committed to represent for their views. The Chair may directly ask you for your opinion on something, however you are also welcome to proactively share any feedback you may have with the Chair*.

13. **ANY OTHER BUSINESS**

What is this? This is a chance for Members of the Committee to bring up anything they think the Committee should know or that they would like to ask but was not on the agenda.

What do I need to do? Write to the Officer to let them know that there is something that you would like to have considered under Any Other Business at least 24 hours in advance of the meeting**. They will liaise with the Chair to seek approval for the addition and let you know what has been agreed.

14. **DATE OF NEXT MEETING**

What is this? The meeting dates are agreed and published at the start of the year. The Officer will remind Committee Members of the date of the next meeting.

What do I need to do? Note down the date in your diary, and let your peers know so they can gather and provide feedback to you in time for consideration at the next meeting.

***N.B.** You can do this by using the raise hand function in MS Teams or physically raising your hand with your camera on.

****N.B.** This enables the Chair to determine the appropriateness of the item, ensures members are adequately informed, and supports effective, transparent, and well-governed decision-making.