



Student Committee Member

Quick Guide 2026/27

UCFB
UNIVERSITY CAMPUS OF FOOTBALL BUSINESS

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Why Your Role Matters

As a student committee member, you are much more than an attendee. You are a full committee member, bringing the student perspective into decision-making across UCFB.

Your role is to:

- Represent the views and experiences of students.
- Highlight emerging issues and opportunities.
- Challenge constructively and ask questions.
- Help shape decisions affecting the student experience.
- Communicate outcomes back to students and close the feedback loop.
- Ensure student voices are heard at every level of the academic governance structure.

Expectations of Student Committee Members

All student members are expected to:

Before Meetings

- Complete mandatory Student Rep training
- Read the agenda and papers
- Gather feedback from the students they were nominated to represent
- Speak with Student Reps and SU Officers about current issues
- Consider whether student concerns align with committee business

During Meetings

- Speak confidently and constructively
- Provide examples of collective student experiences, as opposed to individual experiences
- Ask for clarification if terminology or data is unclear
- Raise both concerns and positive feedback
- Contribute to decision-making and voting

After Meetings

- Share non-confidential outcomes with students.
- Follow up on agreed actions.
- Update Student Reps and SU communication channels.
- Encourage students to engage with consultation opportunities.

A Useful Mindset for Every Meeting

Students do not need to be experts in academic regulations or committee processes.

Your value comes from bringing three things:

Student Evidence	Student Impact	Student Solution
<i>"Students have told us..."</i>	<i>"This is affecting students because..."</i>	<i>"Students would like the committee to consider..."</i>

When those three elements come together, Student Reps become **some of the most influential voices in the room.**



Student Voice Across Committees – Summary

Committee	Student Contribution
Academic Advisory Body (AAB)	Independent academic oversight informed by student experience
Academic Board (AB)	Strategic academic issues, student success, retention, regulations
Academic Development & Standards Committee (ADSC)	Curriculum development, assessment, quality assurance, learning enhancement
Course Committees (CC)	Day-to-day course issues, module delivery and student feedback
Diversity, Equity & Inclusivity Committee (DEIC)	Inclusion, belonging, accessibility, belonging and student outcomes
Education & Student Experience Committee (ESEC)	Student wellbeing, engagement, support services and experience
Marketing, Admissions and Recruitment Committee (MRAC)	Recruitment, admissions, outreach and applicant experience
Student Council (SC)	Wider student life, facilities, activities and wellbeing

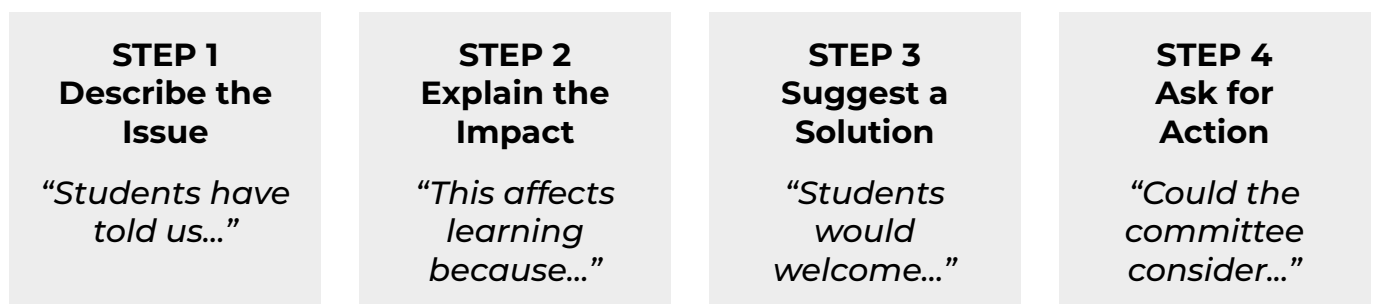
The Governance Structure

This is a simple diagram which visually maps the hierarchy, reporting lines, and relationships between UCFB's key decision-making bodies.

Click here: [Governance Structure Framework](#)

Getting Your Voice Heard

A simple framework to use in meetings:



This approach helps move discussions from concerns to solutions.

Top Tip

The most influential Student Reps do not just bring problems—they bring evidence, examples and possible solutions.

Ask yourself before every meeting:

"What do students need this committee to know that nobody else in the room can tell them?"

"If I were speaking on behalf of every student on my course, what is the one thing I would want UCFB and the SU to improve?"

This is your unique value as a Student Rep.

Committees You May be Required to Attend

1. Academic Advisory Body (AAB):

Student members are: SU Presidents

What is it?

The AAB provides independent external academic oversight and advice to UCFB. It offers strategic academic challenge, scrutiny and sector-wide perspective to support academic quality, standards and institutional development before matters progress through the wider governance structure.

Why it Matters to Students

- Discussions influence:
- Academic quality across UCFB
- Future course developments
- Student outcomes and success
- Regulatory expectations
- Strategic enhancement of learning and teaching
- UCFB's academic reputation

What SU Presidents can Influence

- Student perspectives on academic quality
- Emerging issues affecting learning and teaching
- Student preparedness for employment
- Student engagement trends
- Strategic priorities affecting the student experience

Student Voice Opportunities

Students can provide evidence from:

- Student Council feedback
- NSS and survey feedback
- Student Reps across campuses
- Emerging sector expectations from a student perspective

2. Academic Board (AB)

Student members are: SU Presidents and an elected PG Student Rep

What is it?

The AB is UCFB's highest academic decision-making body. It oversees:

- Academic standards.
- Course quality
- Student success and progression
- Academic regulations.
- Student engagement and retention
- Reports from all academic committees

Why it Matters to Students

Decisions made by Academic Board often affect students across the whole institution through changes to regulations, quality assurance, assessment policy and student success initiatives.

What Student Presidents & Elected SU Reps Can Influence

- Student satisfaction and engagement
- Academic regulations and policies
- Academic misconduct processes
- Student retention and success initiatives
- Assessment and feedback concerns
- Matters escalated from lower committees

Questions to Ask

- What does student outcome data tell us?
- What student concerns are emerging across campuses?
- How will proposed changes affect students?
- How are students involved in shaping solutions?



3. Academic Development & Standards Committee (ADSC)

Student members are: SU Presidents and SU Reps UG and PG

What is it?

ADSC oversees academic quality, course development and portfolio planning. It reviews:

- New courses
- Course modifications
- Academic regulations
- External Examiner reports
- Assessment outcomes
- Course performance

Why it Matters to Students

Many decisions considered by ADSC directly affect how students learn, are assessed and experience their courses.

What Student Presidents & Elected SU Reps Can Influence

- Course design and development
- Assessment workload
- Feedback timeliness
- Learning resources
- Accessibility of curriculum
- Digital learning experiences

Student Voice Opportunities

- Assessment design
- Module changes
- Accessibility and inclusivity
- Digital learning
- Employability and industry relevance

Questions to Ask

- Are assessments balanced across the year?
- Do students understand programme changes?
- Which modules are consistently praised or criticised?
- Are students prepared for employment?



4. Course Committees (CC)

Student members are: Student Reps and Student Voice & SU Liaison

What is it?

CCs are the most direct way for students to influence their academic experience.

They bring together students, Course Leaders, professional services teams and the SU to discuss what is working well and where improvements are needed across specific courses and programmes. They are designed to foster a partnership approach between students and staff to enhance learning, teaching and the overall student experience.

Why it Matters to Students

This is often where student feedback creates the quickest and most visible change. Issues raised here can lead to:

- Improvements to teaching and learning
- Changes to assessment approaches
- Better communication with students
- Enhancements to learning resources
- Escalation of significant issues to higher committees



What Student Reps Can Influence

- Module delivery
- Assessment scheduling
- Feedback quality and timeliness
- Learning resources
- Timetabling concerns
- Online learning experience
- Student communications
- Course modifications and enhancements

Student Voice Opportunities

Students should bring feedback on:

Learning and Teaching

- What is working particularly well?
- Are students receiving timely support?
- Are modules engaging and accessible?

Assessment and Feedback

- Are deadlines manageable?
- Is feedback helping students improve?
- Are assessment expectations clear?

Student Experience

- Are students receiving information consistently?
- Are support services meeting needs?
- Are there recurring concerns across modules or year groups?

Questions to Ask

- What are students consistently telling us?
- What improvements would make the greatest difference?
- Have previous student concerns been addressed?
- How can students be involved in developing solutions?



5. Diversity, Equity & Inclusion Committee (DEIC)

Student members are: SU Presidents, Inclusion Officer and Student Reps, nominated by SU Presidents

What is it?

The DEIC leads UCFB's work on equality, diversity, inclusion and access. It oversees:

- Access and Participation Plan (APP)
- Student equality data
- Differential outcomes
- Inclusion initiatives
- Staff and student DEI development plans
- Equality impact and monitoring

Why it Matters to Students

Students are often the first to identify barriers that data alone does not reveal. The Committee needs both:

- Quantitative evidence (data) and
- Qualitative evidence (student experiences)

What SU Presidents, Inclusion Officer and Student Reps Influence

- Belonging and Inclusion
- Accessibility
- Student Success Gaps
- Lived Experience
- Access & Participation Plan Initiatives

Questions to Ask

- Which student groups are experiencing barriers?
- How do students experience inclusion at UCFB?
- Are support mechanisms reaching those who need them?
- What actions would help students feel more represented and included?
- How do we know initiatives are improving student outcomes?



6. Education & Student Experience Committee (ESEC)

Student members are: SU Presidents, Student Voice & SU Liaison, SU Athletic Union Officers, SU Activities Officers, SU Inclusion Officers

What is it?

ESEC oversees the overall student experience. It considers:

- Student engagement
- Student wellbeing
- NSS and student surveys
- Retention and progression
- Complaints and misconduct trends
- Student support services
- Welcome Week, graduation and events
- Reports from Student Council and DEI Committee

Why it Matters to Students

This is arguably the most influential committee for Student Reps because it focuses directly on the student experience.

What Student Members Can Influence

- Wellbeing initiatives
- Induction and Welcome Week
- Library and learning resources
- Academic support
- Campus experience
- Student communications
- Student engagement projects
- Student voice mechanisms

Student Voice Opportunities

- Emerging student concerns
- NSS themes
- Feedback from Student Council
- Student support barriers
- Commuter student challenges
- Sense of belonging and community

Questions to Ask

- What are the biggest student experience concerns currently?
- What are students telling us about wellbeing and support services?
- Which survey themes require action?
- How can student engagement be improved?
- Are students aware of the support available to them?



7. Marketing, Recruitment & Admissions Committee (MRAC)

Student members are: Student Reps UG & PG

What is it?

MRAC oversees how UCFB markets itself, recruits students and manages admissions processes. It reviews:

- Applications and admissions data
- Student recruitment trends
- Outreach activity
- Entry requirements
- Marketing campaigns
- Applicant experience
- Access and Participation Plan commitments relating to recruitment and access

Why it Matters to Students

Students provide an authentic perspective on:

- Why they chose UCFB
- What information was useful during recruitment
- What information was missing
- The admissions experience
- How accurately marketing reflects reality

Student insight can often identify gaps that statistics cannot.



What Student Members Can Influence

- Clarity of course information
- Applicant communications
- Open Days and Applicant Days
- Student ambassador programmes
- Accessibility of admissions processes
- Recruitment messaging
- Representation and inclusivity in marketing materials

Student Voice Opportunities

Students can provide feedback on:

The Applicant Journey

- Was the application process easy?
- Were communications clear?
- Were response times appropriate?

Marketing Materials

- Do websites and prospectuses accurately reflect student life?
- Do students see themselves represented in marketing content?

Access and Participation

- Are there barriers preventing some groups from applying?
- How can outreach better engage underrepresented students?

Open Days and Events

- What questions are prospective students asking?
- What concerns are prospective students raising?
- What helped current students decide to enrol?

Questions to Ask

- What are prospective students most worried about before joining UCFB?
- Are our communications clear and accessible?
- Is the student experience matching what applicants were promised?
- Are we reaching and supporting diverse applicant groups effectively?

8. Student Council (SC)

Student members are: Student Reps, SU Officers and Student Voice & SU Liaison

What is it?

SC is the primary forum for students to discuss and influence the wider student experience outside of academic matters. It provides a space for students to raise issues, share ideas, and work with the SU and UCFB colleagues to improve campus life, student wellbeing, facilities, activities and the overall student experience. It also helps ensure that student feedback is heard and acted upon by both the SU and UCFB.

Why it Matters to Students

If CCs are primarily focused on learning and teaching, Student Council is focused on everything else that shapes student life. This includes:

- Campus facilities
- Student wellbeing
- Student activities
- Clubs and societies
- Inclusion and belonging
- Events and community building
- Student support services
- Student-led initiatives

What Student Members Can Influence

SCs give students an opportunity to influence:

Campus Life

- Study spaces
- Social spaces
- Sports facilities
- Catering and campus services
- Technology and facilities

Student Wellbeing

- Mental health support
- Welfare initiatives
- Student support services
- Sense of community and belonging

Student Activities

- Clubs and societies
- Volunteering opportunities
- Students' Union campaigns
- Sports and recreational activities
- Student events

Student Experience Projects

- New ideas proposed by students
- Campus enhancement initiatives
- Inclusion projects
- Community-building activities

Student Voice Opportunities

Wellbeing and Belonging.

Students can help identify:

- What helps students feel connected to UCFB
- Barriers to engagement
- Opportunities to improve the student community
- Gaps in student support provision

Facilities and Services

Students can provide feedback on:

- Learning and social spaces
- Campus facilities
- Technology provision
- Accessibility
- Student-facing services

SU Activity

Student Council should be a place where students can:

- Receive updates from SU Officers
- Comment on SU priorities
- Suggest new campaigns
- Identify areas for future activity

Student-led Ideas

One of the most valuable functions of Student Council is enabling students to propose improvements and initiatives themselves.

- Examples might include:
- New societies
- Charity projects
- Inclusion campaigns

- Sustainability initiatives
- Community events
- Peer-support activities

What SC Does Not Typically Cover

SC focuses primarily on the wider student experience. Issues relating to:

- Teaching quality
- Assessment
- Academic regulations
- Course content
- Curriculum design
- Academic support within modules

The above would normally be raised through Course Committees (CCs) instead.

Questions to Ask

- What is having the biggest impact on student life right now?
- What would make students feel more connected to the UCFB community?
- Which services are working well and should be celebrated?
- What student-led ideas deserve further support?
- What feedback have we received that requires action?
- Have we communicated previous improvements back to students?



How Student Council Fits into Student Voice

Course Committee	Student Council
<i>"How is my course working?"</i> Focus: Teaching Learning Assessment Academic experience	<i>"How is student life working?"</i> Focus: Facilities Wellbeing Inclusion Events Clubs and societies Community

