

School Taught Student Education Committee (or equivalents)

Terms of Reference 2020/21

1. To review, evaluate and monitor the quality and standard of the School's learning and teaching provision (including collaborative provision);
2. To encourage and disseminate good practice in learning, teaching and assessment, and in the assurance of learning and teaching quality and standards at School level;
3. To consider and recommend new modules, new programmes, major programme amendments, withdrawn/suspended and *ad hoc* programmes for approval by the appropriate Programme Approval Group;
4. To consider and approve programme amendments, module amendments and withdrawn modules for reporting to the Programme Approval Group;
5. To monitor the cumulative effect of incremental module and programme changes on the provision offered by the School;
6. To ensure School policies and procedures are consistent with those of the Faculty and of the University;
7. To nominate internal and external examiners for appointment by the Faculty Taught Student Education Committee;
8. To consider and respond to external examiner reports;
9. To consider and respond to issues raised by student representatives/Student Staff Partnership Forum;
10. To encourage innovation in learning, teaching and assessment and academic developments appropriate to the discipline/s; and
11. To note Faculty and University-level changes to the Code of Practice on Assessment, and endorse School-level amendments for final approval by the Faculty Taught Student Education Committee.

Additional terms of reference may be added for individual School Taught Student Education Committees but those above may not be deleted.

Constitution

- Director of Student Education (Chair);
- Head of School (*ex officio*);
- Pro Dean for Taught Student Education in the Faculty (*ex officio*);
- LUU School Student Representatives;
- Representative Programme Leaders;
- School Education Service Manager; and.
- Further members as appropriate

It is anticipated that the constitution will be significantly wider than the minimum required and will reflect the main areas of taught provision and academic requirements of the School.

Reporting to Faculty Taught Student Education Committee

School Taught Student Education Committee meetings should be scheduled in order to report their business effectively to Faculty Taught Student Education Committee meetings and Programme Approval Group meetings.

School Taught Student Education Committees should also consider all relevant Faculty Taught Student Education Committee papers in order to ensure appropriate dissemination of information/policy regarding learning and teaching.

Operating Procedures

1. School quality assurance procedures are subject to oversight and approval by the FTSEC in accordance with the University's policies and procedures.
2. STSECs are responsible for ensuring timely communication with other Schools where proposed changes to modules/programmes will also impact on wider provision.
3. School documentation. It is important that schools keep accurate formal minutes and up-to-date working files of all Committees. Working files must include the following documents;
 - STSEC minutes and supporting papers, including reports from any sub-groups or sub-committees;
 - Consideration of new/amended programme and module proposals;
 - Module and programme review documentation;
 - Student Staff Partnership Forum minutes and supporting papers;
 - Assessment Board minutes and supporting papers including reports by any sub-groups or sub-committees (i.e. the School Special Circumstances Committee) and signed pass lists;
 - Minutes and supporting papers of any other School committees involved with taught student matters; and
 - Most recent Professional and Statutory Regulatory Body report/response.

Schools should have oversight of the following documents which will also be checked during the Student Academic Experience Review (SAER) process:

- Diagram of the Committee reporting structure;
- Action Plan in response to feedback on the student experience;
- Code of Practice on Assessment;
- Student handbooks;
- Programme and module handbooks (including for Industrial/International variants and Collaborative programmes);
- Module and Programme review documentation;
- Student feedback on modules and programmes;
- Arrangements for the consideration of advanced standing (APL/APEL).

Conventions Governing the Conduct of Committee Meetings

1. Declaration of Personal Interests

In accordance with the policy agreed by Senate and Council in December 1985, members are reminded that they should declare at the outset of any discussion any non-trivial pecuniary or other private interest in a matter which is before the Committee.

2. Confidentiality of Discussions

Members are reminded of the convention whereby the contributions made to debate by individual members are regarded as confidential, as are the details of an individual's decision with regard to voting.

3. Reserved Business

Statute V Procedure states:

- a) Students may be appointed to any authority or committee of the University save those primarily concerned with the personal affairs of individual members of the staff of the University or primarily concerned with the academic assessment of individual students or prospective students.
- b) Reserved areas of business are matters affecting the appointment, promotion and personal affairs of individual University staff members and matters affecting the admission/academic assessment of individual students. All students are expected to withdraw from the meeting when it is declared by the Chair that the meeting is about to discuss an area of reserved business.
- c) Where there are no student representatives on the Committee, reserved items (which appear on blue paper) are taken during the normal course of the meeting in the order in which they appear on the agenda.

4. Quorum of meetings

In accordance with University standard practice Committees shall have a quorum of two-fifths of its voting membership.