

Purpose	The core purpose of the academic representation system, which aligns with the revised UK Quality Code, is to achieve positive change that improves the educational experience of students at Royal Holloway and engages students as partners in the development, assurance and enhancement of their learning.
Reports to	School Education Committee – UG and PGT School Research Student Oversight Committee - PGR
Sub-committees	As relevant per Department
Regular meetings per year	Three times per year
Quorum	3
Route for submission of business	
Agenda and papers	
Approved by/on	

Terms of Reference

The primary duties of the committee are as follows:

- 1. To close the feedback loop within Departments**
 - 1.1 To review actions from previous meetings and escalating any outstanding actions as necessary;
 - 1.2 To track the development of actions in the Department’s Annual Review;
- 2. To facilitate effective communications**
 - 2.1 To receive a verbal update from the Department which reflects on previous weeks as well as looking ahead to forthcoming weeks. It may include updates on resources, assessment and feedback, learning and teaching methods, activity updates, opportunities, and any wider College information;
 - 2.2 To receive a verbal update collated by the Department Rep. It may include positive feedback on what is working well, resource issues, assessment and feedback, learning and teaching methods;
- 3. To secure positive change**
 - 3.1 To provide an explicit opportunity for staff and students to make suggestions for improvement to Departmental life.

Membership

Role	Names	Appointed by	Name
Chair	Senior Course Representative (volunteer student)		
Members	Course Representative (volunteer students)	Ex officio	
	Head of Department	Ex officio	
	Course Leads (as relevant)	Ex officio	
	Heads of Years (if applicable)	Ex officio	

Role	Names	Appointed by	Name
Other Members	Where relevant, in accordance with submitted agenda items, representatives from College professional services (e.g. Library, I.T., etc.)		
Co-option	Where relevant, representatives from departmental societies. Departments may also wish to co-opt certain representatives at the discretion of the Chair.		
In Attendance	-		
Secretary	School Manager (or Nominated Member of Administrative Staff by the SM)		
Minutes*		Chair	

* In attendance

Devolved Powers

To be confirmed

Circulation of Papers

The full set of committee papers will be circulated to members in advance of a meeting.

Arrangements for Publication of Minutes

To be confirmed

Effectiveness review

To be confirmed