Policy and Guidance on student engagement and representation

Education Committee

Valid from Michaelmas term 2026

Contents

Version history 3

1. Background 5
2. Policy aims 6
3. Overview of student representation 7
4. Departmental student representation 8
   - Selection of course representatives 9
   - Administration and communication 10
   - Responsibilities related to course representatives 10
   - Induction and support 13
   - Department student-staff committees (JCC/GJCC) 13
   - Other departmental committees with student representation 15
5. Divisional student representation 16
   - Divisional student-staff committees 16
   - Divisional Board representation 16
   - Selection of Divisional Board Representatives 17
   - Responsibilities related to divisional representatives 17
   - Induction and support 18
6. Continuing Education Strategic Management Board 18
7. Representation relating to services 18
8. Conference of Common Rooms 19
9. University representation 19
10. Review and evaluation of the representative system 19
11. Student engagement in evaluation and feedback 20
    - Opportunities for students to provide evaluation and feedback 20
    - Use of student evaluation and feedback data in quality assurance and enhancement 21
12. Student engagement in quality assurance and enhancement 21
13. Student engagement in co-designing educational experiences 21
14. Review of this policy 21

Annex A Student membership details for University-level committees, and for Conference of Colleges committees 22

Annex B Glossary of terms and acronyms 29

Version history

3.0	October 2026 for implementation from Michaelmas term 2026	Review of policy	Amendments made throughout policy following review and approval by Quality Assurance Subcommittee. Incorporates changes made to Oxford SU structures and amendments to better reflect department and divisional student representation arrangements.
2.1	February 2024 for implementation from Trinity term 2024	Minor updates	Amendment to para 5.1 and 6.1 to reflect change from one to two postgraduate Divisional Board Representatives Diagram in para 3.2 updated Weblinks reviewed and updated. Annex A updated.
2.0	March 2023	Review of policy	Amendments made throughout policy to encourage student-staff partnerships References to Oxford SU sabbatical officer positions updated to reflect changes in those positions. Weblinks reviewed and updated. Approved by Quality Assurance Subcommittee
1.4	June 2019	Minor updates	Amendment to para 4.24 to support the sharing of (G)JCC meeting notes with Oxford SU. Weblinks reviewed and updated. Approved by the chair of QASC.
1.3	September 2018	Minor updates	Addition of para. 10.6 to clarify that committees responsible for joint schools should consider student evaluation and feedback specific to the joint school. All references to OUSU changed to Oxford SU.

			Approved by the PVC (Education).
1.2	August 2017	Minor updates	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. Approved by the PVC (Education).
1.1	September 2016	Minor updates	Updates to Annex A and correction of policy review date. Approved on behalf of the PVC (Education)
1.0	July 2015	Original publication	Approved by Education Committee

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 Framework[1], the Quality Code for Higher Education[2], and the advice and guidance on Student Engagement published by the QAA[3].

1.2. This document was developed from the recommendations of the Student Representation Working Group which reported to Education Committee in Trinity Term 2013 and subsequent work completed by the Quality Assurance Subcommittee on department student representation. In Hilary Term 2023 an external review of the University's student engagement structures was undertaken and the document was updated afterwards to reflect the outcomes. Major changes to structure and operation of Oxford SU were introduced in Michaelmas term 2025 and the document has been further updated to align with this.

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 those studying for an award-bearing qualification of the University.

1.5. Oxford's collegiate structure means that students have two distinct channels through which they can raise academic concerns: through their college, via their tutor or college advisor, and through their department, via their Course Representative and JCC. These channels are complementary.

1.6. 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).

[1] Securing student success: Regulatory framework for higher education in England (officeforstudents.org.uk)
[2] The UK Quality Code for Higher Education (qaa.ac.uk)
[3] The UK Quality Code for Higher Education - Advice and Guidance: Principle 2 Engaging students as partners

2. Policy aims

2.1. Education Committee and Oxford University Students' Union (Oxford SU)[4] 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, divisional and University committees, or by interacting with their representatives in these roles;
- through their college Common Room President, who attends Conference of Common Rooms (CCR) twice a term, or via a Common Room SU Representative where the President is unable to attend;
- by raising issues and contributing to discussions through Conference of Common Rooms (CCR), which feeds directly into SU decision-making and policy positions;
- through engagement with Representative Committees (RepComs), including those chaired by SU Equity Officers representing marginalised communities;
- by standing for election as or working with Sabbatical Officers, Part-Time Officers and Divisional Board Representatives to shape SU priorities and representation at divisional and University level;
- by working in partnership with staff to co-create change within their educational environments;
- 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;

[4] Note on terminology: in day-to-day use either 'Oxford University Students' Union' or 'Oxford SU' are the preferred terms. The legal name for Oxford SU is 'Oxford University Student Union' and hence this term is used in formal contexts e.g. Terms of Reference for committees.

- 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 experience[5].

3.2. The broad pattern of representation, shown in the diagram below, 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 therefore intended to provide a flexible framework for representation 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 CEO on behalf of the Oxford SU Sabbatical Officers and staff team.

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

All students		Whole student body
Provide feedback to staff	Engage in student–staff partnerships	Interact with their student representatives at course, department and divisional level
Respond to surveys and feedback requests from University, Oxford SU and locally	Engage in course and departmental consultations	

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Course representatives	Department level
Represent students on departmental committees, joint student–staff committees and forums	Share departmental-level feedback with divisional representatives
Represent their cohort in University and Oxford SU surveys, focus groups and consultations	Submit termly reports to Oxford SU for support and oversight throughout their term

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Divisional representatives	Division level
Represent students on divisional committees, joint student–staff committees and forums	Meet course representatives in person or online and advocate for them in divisional-level committees
Represent divisional interests at the Student Voice Strategic Forum, UG/PGT/PGR Committees and Conference of Common Rooms	Submit termly reports to Oxford SU for support and oversight throughout their term

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Part-time officers		University-wide
Equity and Community Officers represent students from marginalised student communities	Work on policy, campaigning and lobbying with other Officers on equality and community issues at the University	As Chair of a RepCom, a space for marginalised or specific communities to organise and propose policy, they represent their group and spearhead change

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Oxford SU sabbatical officers		University-wide
Work on key issues and attend University meetings, committees and the Student Voice Strategic Forum (SVSF)	Chair Oxford SU-level student committees: the UG Committee, PGT Committee, PGR Committee	Collaborate and build stakeholder relationships with colleges and divisions
Meet and consult with course representatives, divisional representatives and part-time officers to advocate for them in university spaces	Support the network of Common Room representatives from JCRs and MCRs, coordinated through the Conference of Common Rooms (CCR)	Work with Student Associates on ad hoc projects to support policy and insight work for students

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 department 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. Where it is genuinely not feasible to hold an election, an alternative transparent and democratic process such as an open call for nominations may be used. In such cases,

the opportunity must be widely publicised to all eligible students, and the selection process must be clearly communicated. Under no circumstances should course representatives be appointed or selected solely by department staff.

4.6. Once course representatives are elected (no later than Week 3 of Michaelmas term to ensure they are able to sit on all relevant committees), their names, contact details, and constituency information (e.g., first-year undergraduate, joint school student, postgraduate taught) must be provided to Oxford SU (studentvoice@oxfordsu.ox.ac.uk) and to the relevant Divisional Administrators; this should be done by department administrators or through other platforms as might be agreed between Oxford SU and divisions. Divisional Administrators/Oxford SU must in turn share the details of course representatives with the appropriate Divisional Board Representatives (see section 5) at the relevant level of study.

Administration and communication

4.7. Departments will need to maintain a record of current course representatives, and publicise their details to students and departmental staff through the department Canvas site/VLE or website as appropriate. Any changes in representatives through the year should be communicated to Divisional Administrators and Oxford SU (studentvoice@oxfordsu.ox.ac.uk). Oxford SU/Divisional Administrators should ensure that Divisional Board 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 course/department JCC/GJCC or equivalent;

- attend and contribute to any other departmental meetings with staff where these are relevant to their role, such as Graduate Studies Committee;
- 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 and contribute to divisional JCC/GJCC or Joint Consultative Forum bringing forward any course-level issues and concerns raised by the students they represent;
- feed relevant insights, themes, and concerns into Divisional Board Representatives to inform divisional-level representation and policy discussions;
- contribute to Oxford SU termly reporting summarising key issues raised, actions taken, and ongoing priorities to support transparency and continuity in student representation.
- attend training for course representatives provided by Oxford SU
- submit a termly report on their activities, priorities, and outcomes to Oxford SU.

4.11. The following specific responsibilities should be distributed amongst the departmental cohort of course representatives:

- the chairs or co-chairs (with a member of course staff, see 4.14) of the JCC and GJCC and involvement 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 4.25);
- communicating with Oxford SU (studentvoice@oxfordsu.ox.ac.uk) and divisional administrators regarding the names and contact details of course representatives;
- liaising with Oxford SU and divisional student representatives on other student representation matters.

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;
- 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 the recommended number of hours per term as agreed by the Student Voice Strategic Forum of Oxford SU;
- 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 includes on-boarding sessions that focus on how to engage in and balance partnership work with representative work. It also includes 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.[6] This guidance focusses 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

[6] https://www.oxfordsu.org/studentvoice/representation/academic-representation/

and for students to raise issues they wish to be discussed. They are a venue for 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 agendas 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. The agenda should include a means to ensure that progress is monitored on actions agreed at previous meetings.

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 (studentvoice@oxfordsu.ox.ac.uk).

4.26. JCCs should have clear reporting lines to other relevant departmental committees, e,g, Graduate Studies Committee, as well as divisional JCC/GJCC 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.[7] 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.

[7] *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://www.ox.ac.uk/about/how-we-are-run/governance-finance/legislation/statutes#statute-xiii

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 student representation

Divisional student-staff committees

5.1. In addition to student-staff committees at department level, Divisions should operate their own student-staff committees to bring together matters from across the departments and faculties within a Division. These divisional student-staff committees may be termed a divisional JCC/GJCC or Joint Consultative Forum.

5.2. There will be a need to tailor membership to local divisional conditions, however, indicative membership might comprise all course and/or department student representatives from the Division, the student Divisional Board Representatives, senior divisional academic staff e.g. Heads and Associate Heads of Division, and other academic and administrative staff from across the division as appropriate. Appropriate arrangements for reasonable allocation of chairing duties should be made e.g. rotating duties between divisional administrators and student Divisional Board Representatives. Oxford SU officers attend division-level student-staff committees every term to support student representatives and maintain an overview of matters brought forward via this channel.

5.3. Divisional staff-student committees frequently proceed with divisions announcing any new developments in the division for discussion with student representatives. This is followed by an opportunity for course representatives to bring forwards, one by one, matters from their own departments.

5.4. The terms of reference and mode of operation for divisional staff-student committees should be informed by that given for departmental student-staff committees (see paragraphs 4.20 – 4.28).

5.5. Divisional administrators/leads attend the Oxford SU Student Voice Strategic Forum meetings each term to contribute to coordination and development of academic representation practice with Oxford SU and student Divisional Board Representatives.

Divisional Board representation

5.6. Council Regulations 17 of 2002[8] '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

[8] https://www.ox.ac.uk/about/how-we-are-run/governance-finance/legislation/council-regulations-17-of-2002

student and one research postgraduate student), who are entitled to speak but not vote.

5.7. Divisions should also invite Divisional Board Representatives to attend other relevant divisional committees.

Selection of Divisional Board Representatives

5.8. Responsibility for appointing Divisional Board Representatives rests with Oxford SU. Divisional Board Representatives serve a one-year term and may reapply if still eligible. Appointments are made through an open recruitment process and interview with full details of the role and selection process published annually on the Oxford SU website.

Responsibilities related to divisional representatives

5.9. 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;
- submit a termly report on their activities, priorities, and outcomes to Oxford SU;
- according to the Divisional Board Representative's particular constituency:
    - attend the Undergraduate Committee and meet at least twice termly with the Oxford SU President for Undergraduates within that forum to discuss University-wide undergraduate matters; OR
    - attend the Postgraduate-Taught Committee and/or Postgraduate-Research Committee (as appropriate), and meet regularly with the Oxford SU President for Postgraduates within those forums to discuss University-wide graduate matters;
- attend the Oxford SU Student Voice Strategic Forum meetings each term to contribute to coordination and development of academic representation practice with Oxford SU and Divisional staff team;
- attend Conference of Common Rooms twice per term to represent the interests and perspectives of students across their division;
- meet termly on a 1:1 basis with Oxford SU's Student Voice Coordinator to ensure appropriate oversight, coordination, and support;

- attend other relevant Divisional committees when invited, subject to capacity and workload considerations.

Induction and support

For students

5.10. 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

5.11. Divisional Board Representatives should be provided with the contact details of the course representatives in the relevant division's departments/faculties. Contact details should be provided either via Divisional Officers/Administrators or through such platforms as approved for this purpose by Oxford SU with the agreement of the divisions.

5.12. Divisional Officers should arrange introductory meetings for new and returning Divisional Board Representatives with the Head of Division and other key staff.

For staff

5.13. See 4.19 for information on the support available for staff.

6. Continuing Education Strategic Management Board

6.1. Council Regulations 15 of 2002[9], 'Part 15: Continuing Education Strategic Management Board' includes provisions for the representation of students on the Continuing Education Strategic Management Board. The Terms of Reference state that "The student body shall be represented at the board by one of the sabbatical officers of the Oxford University Student Union".

6.2. There is provision for both a non-matriculated student representative and a matriculated student representative to represent students on committees throughout OUDCE. For purposes of attendance at the Oxford SU Student Voice Strategic Forum and other Oxford SU bodies the roles of these student representatives of OUDCE are deemed to be equivalent to those of student Divisional Board Representatives as described in section 5 of this document.

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)

[9] https://www.ox.ac.uk/about/how-we-are-run/governance-finance/legislation/regulations/council-regulations-15-of-2002/continuing-education-strategic-management-board

operate at a divisional level, and also at department level or in relation to a specific library.

8. Conference of Common Rooms

8.1. Conference of Common Rooms (CCR) is the main Oxford SU forum for students to discuss shared interests and common purpose and input into SU decision-making, representation, and policy development. Each college's Common Room sends one representative (usually the President) to vote on behalf of that Common Room. The membership also includes Part-Time Officers, Divisional Representatives and Sabbatical Officers of Oxford SU. CCR is chaired by the Oxford SU President for Communities and Common Rooms and there are two deputies (one JCR, one MCR) elected from amongst the membership.

8.2. CCR is not formally intended as a method of academic representation, it focusses on setting SU Policy to ensure that this represents a shared stance on issues that students care about; it can also mandate SU Officers to take action on an issue or decide on an action to hold an Officer of the SU or a postholder of CCR accountable for a position that they have taken which does not align with Conference Policy or Mandates. It is possible, nonetheless, for issues arising from academic representation structures to be raised for discussion at CCR.

9. University representation

9.1. 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.

9.2. 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.[10] 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.[11] Current representation arrangements are listed in Annex A.

10. Review and evaluation of the representative system

10.1. 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.

[10] Council Regulations 13 of 2002 - https://www.ox.ac.uk/about/how-we-are-run/governance-finance/legislation/regulations/council-regulations-13-of-2002
[11] Council Regulations 14 of 2002 - https://governance.admin.ox.ac.uk/legislation/council-regulations-14-of-2002

10.2. Education Committee expects that the effectiveness of arrangements for student representation in a department should be considered as part of the regular review procedures for courses and departments.

11. Student engagement in evaluation and feedback

11.1. 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

11.2. 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.

11.3. 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.

11.4. 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.

11.5. 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.

11.6. 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

11.7. 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 *Procedures for the annual monitoring of courses*[12]);
- 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.

12. Student engagement in quality assurance and enhancement

12.1. The University's *Policy and Guidance on new courses and major changes to courses (including closure)*[13] requires that students are involved in the process of developing new courses or making major changes to courses.

12.2. Review of departments and faculties that is undertaken following the University's published process involves a student member of the review team. The process also engages current students through meetings with the review panel.

13. Student engagement in co-designing educational experiences

13.1. 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.

14. Review of this policy

14.1. Education Policy Support, officers from the divisions and the Department for Continuing Education, and Oxford SU will review this policy on a three-yearly basis, drawing on the annual report to Education Committee and Oxford SU (see paragraph 10.1). The next review is due to take place during 2028-29.

[12] Education and Student Support - Procedures for the Annual Monitoring of Courses
[13] https://governance.admin.ox.ac.uk/education-committee/policies/new-courses

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	2	In attendance	(1)-(2) two of the sabbatical officers of the Oxford University Student Union.	https://www.ox.ac.uk/about/how-we-are-run/governance-finance/legislation/regulations/council-regulations-13-of-2002
Education Committee (EdC)	Council	2	Member	(22), (23) two of the sabbatical officers of the Oxford University Student Union.	https://www.ox.ac.uk/about/how-we-are-run/governance-finance/legislation/regulations/council-regulations-15-of-2002/part-2-education-committee-of-council-regulations-15-of-2002
General Purposes Committee (GPC)	Council	1	Member	(13) one of the sabbatical officers of the Oxford University Student Union.	https://www.ox.ac.uk/about/how-we-are-run/governance-finance/legislation/regulations/council-regulations-15-of-2002/part-3-general-purposes-committee
Planning and Resource Allocation Committee (PRAC)	Council	1	Member	(19) one of the sabbatical officers of the Oxford University Student Union from among the student member representatives in attendance at University Council.	https://www.ox.ac.uk/about/how-we-are-run/governance-finance/legislation/regulations/council-regulations-15-of-2002/part-5-planning-and-resource-allocation-committee
Research and Innovation Committee	Council	2	Member	(22), (23) two graduate student member representatives appointed by the Oxford University Student Union, normally one from the Medical Sciences Division or Mathematical, Physical and Life Sciences Division and one from the Humanities Division or Social Sciences Division.	https://www.ox.ac.uk/about/how-we-are-run/governance-finance/legislation/regulations/council-regulations-15-of-2002/part-6-research-and-innovation-committee
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	

Continuing Education Strategic Management Board	Council	1	Non-voting member	(1) The student body shall be represented at the board by one of the sabbatical officers of the Oxford University Student Union.	https://www.ox.ac.uk/about/how-we-are-run/governance-finance/legislation/regulations/council-regulations-15-of-2002/continuing-education-strategic-management-board
Information and Digital Committee	Council	1	Member	(17) one of the sabbatical officers of the Oxford University Student Union from among the student member representatives in attendance at University Council;	https://www.ox.ac.uk/about/how-we-are-run/governance-finance/legislation/regulations/council-regulations-15-of-2002/part-22-information-technology-it-committee
Curators of the University Libraries	Council	2	Member	(18), (19) two of the sabbatical officers of the Oxford University Student Union.	https://www.ox.ac.uk/about/how-we-are-run/governance-finance/legislation/regulations/council-regulations-15-of-2002/part-22-curators-of-the-university-libraries
Joint Committee for Equality, Diversity and Inclusion	Council	2	Member	(18)-(19) two representatives of the Oxford University Student Union;	https://www.ox.ac.uk/about/how-we-are-run/governance-finance/legislation/regulations/council-regulations-15-of-2002/equality-diversity-and-inclusion
Ethical Investment Representations Review Subcommittee	Council	1	Member	(6) one of the sabbatical officers of the Oxford University Student Union.	https://www.ox.ac.uk/about/how-we-are-run/governance-finance/legislation/regulations/council-regulations-15-of-2002/part-26-ethical-investment-representations-review-subcommittee

Subcommittees of Education Committee (including those with joint reporting lines and sub-panels/groups)					
Graduate Admissions Committee	EdC	1	Member	(12) one of the sabbatical officers of the Oxford University Student Union;	https://www.ox.ac.uk/about/how-we-are-run/governance-finance/legislation/regulations/council-regulations-15-of-2002/part-36-graduate-admissions-committee-subcommittee-of-the-education-committee
Joint Fees & Student Support Advisory Group	PRAC, EdC and Conf	2	In attendance	two of the sabbatical officers of the Oxford University Student Union	https://www.ox.ac.uk/about/how-we-are-run/governance-finance/committees/joint-bodies/joint-fees-and-student-support-advisory-group-jfssag
Joint Student Mental Health Committee	EdC and Conference	2	Member	(4)-(5) two of the sabbatical officers of the Oxford University Student Union.	https://unioxfordnexus.sharepoint.com/sites/ADMN-JointStudentMentalHealthCommittee
Joint Student Number Planning Sub-Committee	PRAC, EdC and Conf	1	In attendance	one of the sabbatical officers of the Oxford University Student Union	https://www.ox.ac.uk/about/how-we-are-run/governance-finance/committees/joint-bodies/joint-student-number-planning-sub-committee

Joint Supervisory Committee for Visiting Students	EdC and Conference	1	Member	(10) one of the sabbatical officers of the Oxford University Student Union.	https://unioxfordnexus.sharepoint.com/sites/ADMN-JointSupervisoryCommitteeforVisitingStudents
Permanent Private Hall Supervisory Committee	EdC	1	Member	(10) one of the sabbatical officers of the Oxford University Student Union.	https://www.ox.ac.uk/about/how-we-are-run/governance-finance/legislation/regulations/council-regulations-15-of-2002/part-30-permanent-private-hall-supervisory-committee-subcommittee-of-the-education-commi
Quality Assurance Subcommittee	EdC	2	Member	(15)-(16) two of the sabbatical officers of the Oxford University Student Union.	https://www.ox.ac.uk/about/how-we-are-run/governance-finance/legislation/regulations/council-regulations-15-of-2002/part-29-quality-assurance-subcommittee-of-the-education-committee
Research Degrees Panel	EdC & ResC	1	Member	one of the sabbatical officers of the Oxford University Student Union.	https://unioxfordnexus.sharepoint.com/sites/ADMN-ResearchDegreesPanel
Taught Degrees and Awards Panel	EdC	2	Member	two of the sabbatical officers of the Oxford University Student Union.	https://unioxfordnexus.sharepoint.com/sites/ADMN-TaughtDegreesPanel/SitePages/Home.aspx
Student Life Subcommittee of the Education Committee	EdC	4	Member	(10) one of the sabbatical officers of the Oxford University Student Union; (15)-(17) three other student representatives appointed by the Oxford University Student Union;	https://www.ox.ac.uk/about/how-we-are-run/governance-finance/legislation/regulations/council-regulations-15-of-2002/student-life-subcommittee-of-the-education-committee
University Sports Strategic Subcommittee	EdC	1	Member	(14) one of the sabbatical officers of the Oxford University Student Union.	https://www.ox.ac.uk/about/how-we-are-run/governance-finance/legislation/regulations/council-regulations-15-of-2002/part-27-university-sports-strategic-subcommittee-education-committee
University of Sanctuary Steering Subcommittee	EdC	2	Member	(5) one of the sabbatical officers of the Oxford University Student Union; (14) a student representative current student with lived experience of forced displacement;	https://www.ox.ac.uk/about/how-we-are-run/governance-finance/legislation/regulations/council-regulations-15-of-2002/part-37-the-university-of-sanctuary-steering-subcommittee-of-education-committee
Committee for the Language Centre	EdC	1	Member	(15) a student member appointed by the Council of Oxford University Student Union.	https://www.ox.ac.uk/about/how-we-are-run/governance-finance/legislation/council-regulations-2-of-2004

Graduate Access Subcommittee	EdC	1	Member	(11) one of the sabbatical officers of the Oxford University Student Union.	https://unioxfordnexus.sharepoint.com/sites/oxintranet-education-student-support/SitePages/committees-and-panels.aspx

Subcommittees of PRAC					
Property Management Subcommittee	PRAC	1	Member	one of the sabbatical officers of the Oxford University Student Union	
Environmental Sustainability Subcommittee	PRAC	1	Member	(16) one of the sabbatical officers of the Oxford University Student Union.	https://www.ox.ac.uk/about/how-we-are-run/governance-finance/committees/subcommittees-of-prac/environmental-sustainability-subcommittee
Planning and Housing Strategy Group	PRAC	1	Member	[11] One of the sabbatical officers of the Oxford University Student Union	

Subcommittees of GPC or committees reporting through GPC					
Security Subcommittee	GPC	1	Member	(16) one student member representative of the Oxford University Student Union, ordinarily one of the sabbatical officers.	https://www.ox.ac.uk/about/how-we-are-run/governance-finance/legislation/regulations/council-regulations-15-of-2002/security-subcommittee-of-the-general-purposes-committee
Clubs Committee	GPC	1	Member	(5) a student member representative appointed by the Oxford University Student Union (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.	https://www.ox.ac.uk/about/how-we-are-run/governance-finance/legislation/council-regulations-2-of-2004
Committee for the Proctors Office	GPC	1	Member	(8) one of the sabbatical offiers of the Oxford University Student Union.	https://www.ox.ac.uk/about/how-we-are-run/governance-finance/legislation/council-regulations-2-of-2004
Curators of the University Parks	GPC	1	Member	(9) one of the sabbatical offiers of the Oxford University Student Union;	https://www.ox.ac.uk/about/how-we-are-run/governance-finance/legislation/council-regulations-2-of-2004

Subcommittees of Research and Innovation Committee					
Intellectual Property Advisory Group (IPAG)	ResC	1	Member	Student representative	

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/oxintranet-education-student-support/SitePages/committees-and-panels.aspx

Subcommittees of Personnel Committee					
Childcare Steering Group	People Cttee	1	Member	Student representative (OUSU)	https://www.ox.ac.uk/about/jobs/life-in-oxford/childcare-and-schooling/childcare/about/governance

Subcommittees of the Health and Safety Management Subcommittee of GPC					
Consultative Committee for Health and Safety	H&S Man Cttee	2	Member	(13) one of the sabbatical officers of the Oxford University Student Union (14) One postgraduate student who shall be appointed by Oxford University Student Union	https://www.ox.ac.uk/about/how-we-are-run/governance-finance/committees/consultative-committee-for-health-and-safety

Reporting to the Joint Committee for Equality, Diversity and Incusion/Equality and Diversity Unit					
Equality and Diversity Panel	JEDI	1	Member	One representative of Oxford University Student Union	https://unioxfordnexus.sharepoint.com/sites/OXINTRANET-working-here/SitePages/egality-and-diversity-panel.aspx
LGBT Advisory Group	E&D Panel	1	Member	LGBTQ Society member (appointed by LGBTQ soc)	https://unioxfordnexus.sharepoint.com/sites/OXINTRANET-working-here/SitePages/egality-and-diversity-panel.aspx

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

Conference of Colleges Committees *NB does not include Forums*	**S/c of**	**No.**	**Status**	**Identity**	**Link**
Conference of Colleges	N/A	1	In attendance	one of the sabbatical officers of the Oxford University Student Union	https://unioxfordnexus.sharepoint.com/sites/ADMN-Conference
Admissions Committee	Steering Cttee	1	Non-voting member	one of the sabbatical officers of the Oxford University Student Union	https://unioxfordnexus.sharepoint.com/sites/ADMN-AdmissionsCommittee
Admissions Executive	ADCOM	1	Member	one of the sabbatical officers of the Oxford University Student Union	https://unioxfordnexus.sharepoint.com/sites/ADMN-AdmissionsCommittee

Committee for College Librarians	STC	1	Non-voting member	one of the sabbatical officers of the Oxford University Student Union, who 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	one of the sabbatical officers of the Oxford University Student Union	https://unioxfordnexus.sharepoint.com/sites/ADMN-DomesticBursarsCommittee
Estates Bursars' Committee	Steering Cttee	1	In attendance	one of the sabbatical officers of the Oxford University Student Union	https://unioxfordnexus.sharepoint.com/sites/ADMN-EstatesBursarsCommittee
Graduate Committee	Steering Cttee	2	In attendance	Two student representatives, one of whom shall be a sabbatical officer of the Oxford University Student Union, and the other a representative chosen from the Graduate Common Room Presidents' Executive shall be non-voting members of the Committee for unreserved business.	https://unioxfordnexus.sharepoint.com/sites/ADMN-GraduateCommittee
Senior Tutors' Committee (STC)	Steering Cttee	2	In attendance	Two student representatives, one of whom shall be one of the sabbatical officers of the Oxford University Student Union, 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 of the sabbatical officers of the Oxford University Student Union.	https://unioxfordnexus.sharepoint.com/sites/ADMN-QualityAssurance

Annex B Glossary of terms and acronyms

Conference of Common Rooms (CCR)	Main Oxford SU forum for students to discuss shared interests and common purpose and input into SU decision-making, representation, and policy development. Membership comprised of College Common Room Presidents and Oxford SU Officers to represent the views of their particular constituencies.
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 (Div Reps)	The student representatives selected to sit on the Divisional Board (see para 5.6ff) and fulfil a number of other responsibilities (see para 5.9).
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 Students' Union, see note on terminology at 2.1
Part-Time Officer	Part-Time Officers are elected volunteers within Oxford SU who work to represent equity and community groups at the University of Oxford. Part-Time Officers include e.g. the LGBTQ+ Officer.
Representative Committees (RepComs)	Termly forum within Oxford SU for representatives of specific student communities (e.g. disabled students, international students, suspended students) to deal with matters of shared interest and common purpose.
Sabbatical officer	Sabbatical officers are elected student leaders who work full-time for a year to represent and advocate for Oxford students.
Staff-student committee	A dedicated committee for the dialogue between staff and students within a department or division, normally takes the

	form of a JCC/GJCC (see paras 4.20-4.28 and 5.1-5.4)
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 Officers
Student Voice Strategic Forum	Group bringing together Oxford SU, divisional administrators and Divisional Representatives to monitor progress, discuss cross-cutting issues, and coordinate reform. The Forum provides the primary institutional forum for staff and student representatives to address systemic issues in academic representation at Oxford.