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## **A** AGENDA

This is a list of items due to be covered at a meeting, in the order they are going to be discussed. You should receive this around one week before the meeting is due to take place.

### **ANNUAL MONITORING OF PROGRAMMES**

Every year programmes have to be reviewed. In this process other academics from outside the department, SSLCs, and external regulatory accrediting bodies will review units and programmes to ensure they are relevant and to a high standard.

### **ANY OTHER BUSINESS**

This is at the end of a meeting and is the opportunity to bring up anything you wanted to discuss or inform the meeting that did not fit anywhere else in the agenda. If no one has any other business, the time set aside for this item may also be used to revert back to agenda items where more discussion is needed.

### **APOLOGIES**

Any member who is unable to attend a meeting sends apologies to the committee secretary in advance. The apologies are usually read out or noted at the start of the meeting. If you cannot attend for any reason you should always send your apologies.

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## **B** BOARD OF STUDIES

This is the highest meeting at a faculty level. The Board is responsible for the organisation of education, teaching and research in the Faculty, including approval of awards and progression of students.

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## **C** CHAIR (OF A MEETING)

The Chair of a meeting is responsible for ensuring that the whole thing runs smoothly. They keep the meeting to the agenda and ensure that everyone has a chance to speak by facilitating equal and open discussion.

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**E****EDUCATION QUALITY STANDARDS COMMITTEE (EQSC)**

This is one of the senior academic committees within the university's structures. They develop and oversee the University's Education Strategy, for Senate approval, maintaining academic standards and enhancing our students' learning experience.

**EXTERNAL EXAMINER**

The UK Quality Code requires all degree assessments to be externally examined. External examiners confirm that the university consistently and fairly implements their own policies and procedures to ensure the academic integrity of assessments.

**EXTERNAL EXAMINERS REPORT**

All External Examiners submit an annual report on the academic standards set by each programme, and the impact on student achievement. Staff across the University review these reports, and the Head of Department addresses key points as required.

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**F****FACILITATE**

To make (an action or process) easy or easier.

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**I****IN ATTENDANCE**

When you are categorised as 'in attendance' at a meeting it means that you are present for the meeting, but you are not a member. This means you do not have voting/decision making rights. If you are in attendance you are normally there to either listen or give input on an agenda item that the members may require to make a decision.

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## M

### **MATTERS ARISING**

This is normally a standing item on an agenda which is normally used for updates on progress of actions from previous meetings and is your opportunity to discuss where things are up to, and how to solve any further problems that may have occurred

### **MEMBER**

If you are a member of a meeting/committee, it means you have full voting/decision making rights in a meeting.

### **MINUTES**

The minutes of a meeting should be an accurate record of what was discussed, actions that were agreed and who is responsible for completing them. The minutes of a previous meeting will be checked at the start of the next meeting and any errors will be corrected. Minutes are a useful tool for following up on actions that might not have been completed.

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## N

### **NATIONAL STUDENTS SURVEY (NSS)**

The National Students Survey is a public survey which is taken by all final year students on undergraduate courses. This survey gives them an opportunity to rate their satisfaction and give comments on their experience at university. This data benchmarks universities against each other and informs league tables as well as the Teaching Excellence Framework metrics

### **NATIONAL UNION OF STUDENTS (NUS)**

[The National Union of Students](#) (NUS) is a confederation of around 600 students' unions, amounting to more than 95 per cent of all higher and further education unions in the UK and represents the interests of more than seven million students. NUS is a voluntary membership organisation which aims to make a difference to the lives of students and its member students' unions through a variety of activities.

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## **P**

### **PERIODIC REVIEW**

The University utilises a range of methods to review the quality and effectiveness of its programmes. These provide assurance of the standards and continuing validity of a programme, while also making recommendations on its future enhancement and development.

### **POSTGRADUATE TAUGHT EXPERIENCE SURVEY (PTES)**

[The Postgraduate Taught Experience Survey](#) (PTES) is the only UK higher education sector-wide survey to gain insight from taught postgraduate students about their learning and teaching experience. The survey enables your higher education institution to gather important information about the experience of any taught postgraduate student on a Masters, Postgraduate Certificate or Diploma course.

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## **Q**

### **QA48 STUDENT ENGAGEMENT WITH QUALITY ASSURANCE AND ENHANCEMENT**

[QA48](#) is a Bath University Document which sets out the principles on which the partnership between The SU and the University jointly supports, facilitates, and encourages students engagement in all aspects of the quality enhancement and assurance to further improve the student learning experience.

### **QUORUM**

This is the minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid.

According to the [QA48](#) SSLC's to meet quoracy a meeting must have one third of the academic staff and the Academic Rep membership of the Committee present but the number of academic staff to academic reps should never outnumber the number of Academic Reps.

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## S

### **SABBATICAL OFFICERS**

Your [Sabbatical Officers](#) are a team of five full-time elected officers who lead the direction of the Union. They sit on the highest decision-making meetings in the University, ensuring that student voice is represented. They also campaign and lobby for the changes you want to see in their respective areas.

### **SECRETARY**

The secretary's role in any formal group is to be guardian of the process of meetings. They are usually the person who makes the arrangements for the meetings, including AGMs, and keeps formal records of the group's process and decisions: the minutes of the meeting.

### **SENATE**

Senate is responsible for regulating and directing the academic work of the University. This the most senior academic committee in the University's structure and reports to Council. The SU President, Academic Officer and Postgraduate Officer plus our elected Senate Rep sit on this meeting to represent student views.

### **STANDING ITEM**

Standing items are agenda items that usually appear on the agenda of every regular scheduled meeting. Examples could be: matters arising, library matters, student business etc.

### **STUDENT STAFF LIAISON GROUP (SSLC)**

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## T

### **TEACHING EXCELLENCE FRAMEWORK (TEF)**

The Teaching Excellence and Student Outcomes Framework has been introduced by the Government in England to recognise and encourage excellent teaching in universities and colleges. It is intended to help students choose where to study, by providing clear information about teaching provision and student outcomes.