

STUDENT ADVISORY GROUP

TERMS OF REFERENCE

JUNE 2021

Security marking: PUBLIC

Document owner: Provider Engagement Coordinator

Purpose

The purpose of the Student Advisory Group is to provide UCAS with the student voices.

The Group will:

- > Be advisory in nature, providing advice to UCAS about the student admissions experience.
- > Provide insight and understanding into the impact of any potential changes on students.
- > Suggest areas of improvement from a student experience perspective.
- > Consider and help prioritise proposed changes to UCAS products and services.
- > Represent the interests of students and ensure that the impact of proposed changes are anticipated, given due consideration and appropriately communicated to students in a timely manner.

UCAS' responsibilities toward the Group

- > Consult the Group on changes to UCAS products and services in a timely manner, including prior to making changes and throughout the change process.
- > Consider the recommendations of the Group and respond to its views and guidance.
- > Respond to the Group's feedback including outlining proposed actions.
- > Recognise the Group as the formal channel for student engagement with UCAS.
- > Provide media training in the event there is public attention on Group members.

Membership Composition

- > The Group will be made up of students, or individuals who work (or have worked) closely with students. 'Students' will need to be or have used UCAS' admissions platform in order to be part of the Group.
- > The Group is expected to be made up of 20 members, split between pre-Higher Education, undergraduate and postgraduate students. The Group will also invite representation from other sector bodies which have student representation (QAA and OfS).
- > The Chair of this Group will also sit on the UCAS Council as a student representative.
- > Membership of the Group will seek to reflect the diversity of the student body and be drawn from a range of institution types and including universities and colleges and cover relevant specialisms.

- > Members should normally be appointed for a maximum term of two years (a compulsory first year and the option to extend membership for a second year). However, this can be extended if the member wishes to do so, and circumstances allow.
- > Opportunities for new members will be made available on the UCAS website and communicated through other appropriate channels.

Membership Responsibilities

- > The Groups members would be expected to devote the required time to the role.
- > Members should have an ongoing awareness of the Group and its recent discussions.
- > Members are expected to engage and make a contribution to discussions at the Group meetings and other relevant activities.
- > Members are expected to act as representatives of the student body and to reflect the views of students.
- > Members are expected to feedback to and seek views from their own networks.

Secretariat

UCAS will provide the secretariat to support this meeting who shall endeavor to ensure that:

- > Minutes are circulated four weeks after each meeting and subsequently published on the UCAS website.
- > Agendas and papers are received by all members seven working days prior to meetings.
- > Meetings are scheduled six months in advance.
- > Group members school, college of university will be listed on the Groups & Forums sections of the UCAS web pages, along with terms of reference and meeting minutes.

Proceedings

- > The Group will meet a minimum of three times a year.
- > Meetings will be held virtually, unless there is a need for the Group to meet face-to-face.
- > Meetings will usually be held in February, June and October.
- > Meeting agendas will be set and agreed with the UCAS Group Owner and Chair, members will have the opportunity to submit items for discussion.
- > There will be a standing agenda item to raise any conflicts of interest.

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Proceedings cont.

- > Minutes will be approved by the UCAS Group Owner and then the Group via email prior to them being posted on the UCAS website.
- > Confirmed minutes of meetings will be circulated to the Group and published on the Groups & Forums section of the UCAS website.
- > UCAS will cover travel and subsistence for members of the Group.

A complementary voucher (Love2Shop or Amazon) up to the value of £50 will be provided to each member of the Group upon attendance.