

Terms of Reference for Education Board

Last updated and approved: 27 October 2020 – Student Council

Purpose of the Education Board

The core function of Education Board is to make decisions on education-related issues, defined similarly to the Faculty Vice Presidents' remits, which includes but is not limited to the academic experience, assessment and feedback, learning and teaching, libraries and academic services, IT provision, online learning, quality enhancement, research support and employability. Education Board will consider all policies passed in Student Council relating to these or any other education issues.

Membership

The membership of Education Board will be composed of the School Representatives for the three faculties (including the Allied Course Rep and the Gozo Rep), the Postgraduate Representatives for each campus and the Faculty Vice Presidents. The Co-Chair will be the Faculty Vice Presidents.

- Vice President Barts and the London – Co-Chair
- Vice President Humanities and Social Sciences – Co-Chair
- Vice President Science and Engineering – Co-Chair
- Allied Course Representative
- Gozo Representative
- Postgraduate Research Representative (BL)
- Postgraduate Research Representative (HSS)
- Postgraduate Research Representative (S&E)
- Postgraduate Taught Representative (BL)
- Postgraduate Taught Representative (HSS)
- Postgraduate Taught Representative (S&E)
- School of Biological & Chemical Sciences Representative
- School of Business & Management Representative
- School of Economics & Finance Representative
- School of Electronic Engineering & Computer Sciences Representative
- School of Engineering & Material Sciences Representative
- School of English & Drama Representative
- School of Geography Representative
- School of History Representative
- School of Languages, Linguistics & Film Representative
- School of Law Representative

- School of Mathematical Sciences Representative
- School of Medical and Dental Sciences (Dental) Representative
- School of Medical and Dental Sciences Clinical (Medicine) Representative
- School of Medical and Dental Sciences Pre-Clinical (Medicine) Representative
- School of Physics & Astronomy Representative
- School of Politics and International Relations Representative

In Attendance

- Education Coordinator – Secretary

Responsibilities

- This subcommittee is bound by the Articles of Association of Queen Mary Students' Union and its Bye-Laws there under.
- Education Board is a subcommittee of, and is accountable to, Student Council and its Terms of Reference are set by Student Council.
- Its responsibilities include those listed under Bye-Law 7 – Student Council.
- To discuss education issues and to develop the strategy of the Students' Union on matters of education.
- To pass policy relevant to the area of the Union the subcommittee represents; it is the responsibility of the Executive Officer present to identify any policies which need to go to Student Council instead.
- To make any recommendations for Bye-Law changes to Student Council.
- To report and resolve any common issues or concerns raised by students.
- To escalate any informal complaints not resolved by the subcommittee to the President and any formal complaints to be sent to the President directly as per Bye-Law 21 – Complaints Procedure.

Meetings

- Meetings of Education Board will take place termly, with one meeting in semester 1, one meeting in semester 2 and one meeting in semester 3.
- Quoracy is no less than 1/3rd of members in line with the Bye-Laws for Student Council.
- Meetings shall take place at least 1 week before Student Council not including those taking place in term 3.
- The agenda for the meeting shall be circulated at least 1 week in advance with any member being able to add agenda items at the Chair's discretion.
- The secretary shall take notes of the meetings and send the ratified formal minutes to the next Student Council to note.
- Ratified notes shall be uploaded to the QMSU website no later than a week after ratification.
- Any person not listed above may attend a meeting at the invitation of the Chair.

- Any persons in attendance will not be able to vote on any matter and this power will be reserved for members only.