

STUDENT MEMBERSHIP OF COMMITTEES

APPLICATION PACK FOR UNDERGRADUATES, 2018-19



One of the ways we involve students in our decision making processes is by appointing student members onto our committees and quality review panels. The purpose of student membership is to provide a student perspective on discussions and decisions that take place within the University's governance structure.

We have opportunities for three undergraduates to become a student member of committee. You would also be appointed to the [Student Voice Group \(SVG\)](#). In total, you would be required to attend between six or seven meetings at our offices in London. In this document read about what we look for from student members, the dates for upcoming committee meetings and how you can apply.



"Participating, being heard and being taken seriously within the committees gave me a far greater feeling of belonging to the University"

Tobias Tretter, LLB graduate, former chair of Student Voice Group and former student member of the University's Academic Committee

This opportunity is part of the University's student engagement programme YouEngage.

More information about YouEngage: <https://london.ac.uk/current-students/getting-involved>

Hear from the Student Voice Group: <https://londoninternational-blog.com/category/student-voice-group/>

Undergraduate student membership – opportunities in 2018-19

We have positions open for undergraduate student members on the following committees for the 2017-18 academic year:

Quality, Learning and Teaching Committee	Laws Programme Board (LPB)
Teaching, Learning and Environment (TLE) panel of the Laws Programme Board	

Name of committee/panel	What it does	Meeting dates
Quality, Learning and Teaching Committee	Develops and reviews policies and procedures relating to learning, teaching and assessment in the context of the needs of students and good practice in higher education. The committee also considers matters that impact on the quality of the student experience, advises on general quality assurance requirements and monitors outcomes of annual programme reviews, periodic review and other quality audits.	<ul style="list-style-type: none"> • 28 September 2018, 10am – 12pm • January 2019, date TBC • April 2019, date TBC • June 2019, date TBC
Laws Programme Board	Responsible for the academic management of Undergraduate Laws, operational matters relating to the achievement of annual programme goals set by the Undergraduate Laws Strategic Committee, and the application of quality assurance mechanisms. <i>*note that you must be an Undergraduate Laws student to be eligible for this opportunity</i>	<ul style="list-style-type: none"> • 24 October 2018, 2pm – 4pm • May 2019 (date TBC)
Teaching and Learning Environment (TLE) panel of the Laws Programme Board	Reviews learning and teaching matters in relation to Undergraduate Laws and makes recommendations in areas including learning resources, academic guidance and feedback. <i>*note that you must be an Undergraduate Laws student to be eligible for this opportunity</i>	<ul style="list-style-type: none"> • 10 October 2018, 2pm – 4pm • June 2019 (date TBC)

All student members will be required to attend the following Student Voice Group sessions.

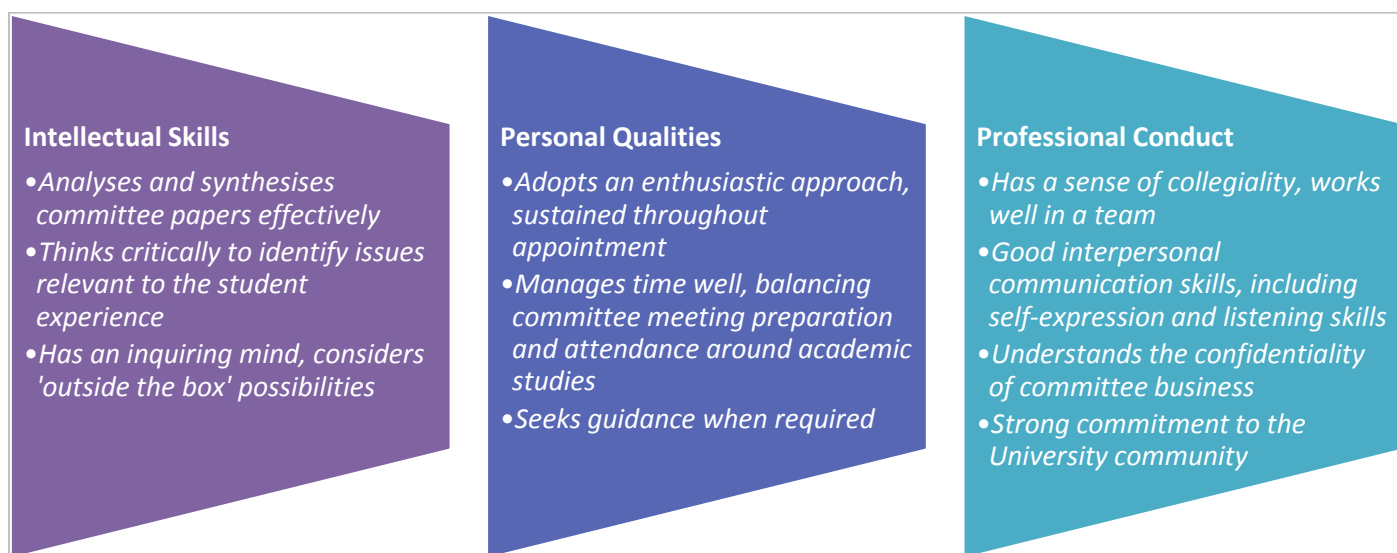
Date	Type of session
17 September 2018, 10am – 4pm	<ul style="list-style-type: none"> • Induction and training day for student members (10am – 2.30pm) • Meeting of Student Voice Group (2.30pm – 4pm)
3 December 2018, 4pm – 6pm	Meeting of Student Voice Group
18 March 2019, 4pm – 6pm	Meeting of Student Voice Group
15 July 2019, 4pm – 6pm (TBC)	Meeting of Student Voice Group

Your responsibilities as a student member

- Reading documents and extracting relevant information from committee papers.
- Attending committee meetings.
- Providing a student perspective on issues raised at committee meetings.
- Contributing to committee discussion and to the production of committee papers.
- Participating in Student Voice Group (SVG) meetings, and inputting to meeting agenda setting where appropriate.
- Sharing your experience of being a student member through writing posts for the University's Official Student Blog, social media, and other channels (*optional*).

Required skills for student membership

In your application, you will be required to give an example to demonstrate competence in three areas. You will be invited to write no more than 100 words about each competency.



Eligibility

- You must be a student with us during your appointment;
- You must have completed and passed one cycle of final assessment with the University (if you haven't received your results yet, you would still be welcome to apply);
- You must be able to attend meetings in London on the dates specified in this application pack. Your travel expenses to attend meetings will be covered by the University. As such, we welcome applications from students who are able to travel to meetings in London in a convenient and cost-effective way. Typically, this applies to students in the UK and other parts of western Europe.

Some of the benefits of student membership

- Enhance your CV and further your professional development.
- Gain experience of decision-making processes at a senior level in a Higher Education organisation.
- Influence the experience of current and future University of London students as a proactive member of the

Application and appointment process

1. Read the information in this document about our committees and the Student Voice Group, as well as eligibility criteria and general responsibilities for student membership.
2. Check you are available on the dates listed for the committee(s) you are applying to join.
3. [Apply online](#). Make sure you give examples of how your experience matches the YouEngage skill blocks for student membership and tell us about any other experience you think is relevant.
4. **The application deadline is 9.00am GMT+1 on Thursday 23 August 2018.**
5. We will acknowledge receipt of your application after the deadline has passed.
6. We will contact you by Monday 3 September 2018 to let you know whether you have been appointed as a student member. If we are not able to appoint you onto a committee this year, you will be given the option to be contacted to provide feedback on University projects when the need arises.

Shortlisted applications will be reviewed by a nominations panel that will make recommendations for nomination to the Chair of the University of London Worldwide's Academic Committee.

Appointments are for a period of one academic year, extendable up to a maximum of two years following an evaluation by the Pro-Vice Chancellor (International) of the University of London.

Questions?

If you have any questions or would like to request the application pack in an alternative format, please email the [Student Affairs Team](#).