**Student Services Committee**

**Purpose and Scope**

Student Services Committee (SSC) is responsible for Amity Executive Team for monitoring and supporting the enhancement of the formative student experience. The Committee is a strategic body, informing priorities and setting the strategic framework for student services provision. Student representatives are members of the Committee but cannot vote on issues with significant financial implications.

SSC meets regularly throughout the academic year and items to be brought before SSC should be notified in advance to the secretary.

**Terms of Reference**

* To regularly and systematically monitor the quality and effectiveness of student

 service areas, including the receipt of annual monitoring reports

* To assess the impact of sector/institutional developments on the overall student

Experience

* To ensure that appropriate mechanisms are in place to obtain feedback from all

 students on their experience of student services

* To recommend initiatives to improve/enhance the quality of the non-academic

 student experience

* To make recommendations on strategy and policy in respect of the non-academic

 student experience. To take any actions considered necessary

* To monitor the performance and efficiency of student services against their strategies and to receive annual reports from them;
* To identify discrete areas of activity which are significant to the non-academic student experience and make recommendation to the Amity Executive Team

Student Service areas covered within the scope of the above terms of reference are:

* Admissions
* Careers including personal development planning (joint with Teaching and Learning Committee)
* E-Learning
* Examinations and Assessments
* Finance
* Information Services
* IT Services
* Learning Services Unit
* Library and Learning Services
* Immigration advice
* International student support
* Student Records
* Residential Accommodation
* University Offices
* Student Services

**Reporting Line**:

Amity Executive Team

**Quoracy**

50% plus one.

**Frequency**

No less than 3 meetings and no more than 5 meetings in any academic year.

**Membership**

• Total membership should not exceed 14 members with a cross section of staff and student representatives to include managers or their representatives of student service teams/areas, together with those with a particular interest in delivery of student services and the student experience including Student Committee members, support and academic staff.

• Chair to be the Head of Student Services

• Two academic members from the Academic Unit

• Three student members (the President or Vice-president of the Students’ Committee, and one further representative nominated by the Students’ Committee)

• Representatives from the support areas noted above

**Membership**

Chair: Head of Student Services

 Admissions Representative

 IT Representative

 Head of Learning Services Unit

 Chair of Quality Review and Assurance Committee

 Nominated Student Representative

 Offices Representative

 Students’ Committee President

 Two academic representatives

 Invited members, as deemed appropriate to ensure breadth of input includes e-learning, halls, and finance functions.