

## ACCESS AND PARTICIPATION COMMITTEE– TERMS OF REFERENCE AND COMPOSITION

### Responsibility of the Committee

The Access and Participation Committee is a sub-committee of the Academic Board. Its purpose is to oversee the development, annual review and ongoing monitoring of the University's Access and Participation Plan and ensuring compliance with the requirements and guidance of the Office for Students as well as maximum success for students in Access and Participation Groups.

### Terms of Reference

- To develop and implement the university's approach around widening participation for undergraduate and postgraduate UK provision
- To monitor the university's progress towards the commitments made in the approved Access and Participation Plan
- To consider and review the progress of widening participation groups across the student lifecycle, including outcomes on access, student success and progression
- To receive reports on Access and Participation initiatives with a focus upon monitoring, evaluation and impact
- To provide guidance and strategic direction on Access and Participation
- To provide a summary of progress and issues to the Academic Board and Academic Standards and Ethics Committee

### Composition

- Chair: Registrar
- Deputy Chair: Head of Quality; International and Access & Participation
- Director of Student Experience
- Dean of the Faculty of Business
- Head of Student Services
- Inclusion Services Manager
- Head of Careers
- Student Representative Vice Presidents (Distance Learning/Berlin/Blended Learning) Planning Manager
- Head of Admissions
- Nominee of the Chief Financial Officer
- Nominee of the Director of Marketing
- Two Heads of School
- Two Programme Leaders and/or Admissions Tutors
- Other members as co-opted by the Committee

### Quorum

The quorum is 50% of the membership.



**Frequency**

Quarterly meetings.

**Last approved by Academic Board: September 2021**