

**SEN16D033**

**Title:** Changes in governance around learning, teaching and the student experience  
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### **Issue**

To improve and enhance the governance around the student experience.

### **Recommendation**

Recipients are invited to consider:

- a) the creation of a new Widening Participation Committee as a sub-committee of the Learning and Teaching Committee and the membership and Terms of Reference for this new sub-committee
- b) the creation of a new Student Sport and Physical Activity Committee as a sub-committee of the Student Experience Committee and the membership and Terms of Reference for this new sub-committee
- c) ceasing the work of the Travel and Expeditions Committee, a sub-committee of the Student Experience Committee, and dissolving the Committee
- d) changes in the membership and terms of reference of the Student Experience committee and Student Affairs Group
- e) changes in membership and terms of reference to UEA Joint Board of study for Partner Institutions
- f) changes in membership and terms of reference to University of Suffolk Joint Academic Committee.

### **Resource Implications**

The creation of a new Widening Participation Committee will have some limited resource implications in relation to administrative staff time and there is an overlap in membership between this Committee and the Student Experience Committee. Because the new committee in effect replaces the former Widening Participation Working Group, the resource implications in terms of senior staff time are not significant. It is proposed to consider the governance in the area of learning and teaching more broadly during 2017/18.

### **Risk Implications**

The proposal has no impact on the overall level of risk facing the University.

### **Equality and diversity**

The membership of the Committee is comprised of key role holders. Equality and diversity issues would have been taken into account when recruiting and selecting to these staff roles. The student role holders are determined by annual election from the whole student body.

### **Timing of decisions**

Recommendations made today will be implemented for 2017/18.

### **Further Information**

Further information on the work of the Committees is best sought from the secretary to the Learning and Teaching Committee and Student Experience Committee, Michele Pavey (01603 592097, [m.pavey@uea.ac.uk](mailto:m.pavey@uea.ac.uk)) and the Director of Student Services, Dr Jon Sharp (01603 592905, [jon.sharp@uea.ac.uk](mailto:jon.sharp@uea.ac.uk)).

## **Background**

As part of the work considering effectiveness and efficiency of the University a proposal that the Learning and Teaching Committee (LTC) and the Student Experience Committee (SEC) become one Committee has been voiced. This has generated a discussion of the role of other LTC and SEC sub-Committees. The membership and terms of reference of LTC, SEC and SAG are appended for information.

## **Discussion**

### **1. Creating a Learning, Teaching and Student Experience Committee**

There has been discussion at both the Student Experience Committee and the Learning and Teaching Committee regarding the merger the two Committees. Whilst both Committees were supportive in principle the detail has yet to be fully worked through and so no proposals are being brought forward at this time and both Committees will remain in 2017/18.

### **2. The establishment of a new Widening Participation Committee**

The Office for Fair Access is the independent regulator of fair access to higher education in England with the mission to ensure that “everyone with the potential and ambition to succeed in higher education should have equal opportunity to do so, whatever their income or background.” Each year, UEA commits, through the submission of an Access Agreement, to spending a proportion of additional fee income (e.g. of the £3250 above the basic £6000 fee level for each home UG students) in order to enable not only access to HE but also success and progression for students from a widening participation (WP) background. Current predicted student numbers sees this equate to over £8,000,000 per annum.

There has been a recent shift in governmental and sector focus from entirely on access to higher education to the whole student lifecycle including retention, success and progression for these students and, therefore, an increased focus on learning and teaching and broader student experience for widening participation students.

In addition, a range of key factors have increased the importance of widening participation to learning and teaching at UEA including: ongoing gaps between the performance of WP and non-WP students; increased regulatory and transparency demands (including WP being core to TEF assessment); the financial implications of the close link of WP performance and fee setting based on Access Agreement and TEF performance; reputational implications; that social diversity of the student population enriches the learning experience for all students.

It is, therefore, important that the University has a committee focussed on these issues reporting to its Learning and Teaching Committee and, ultimately, to Senate to ensure that widening participation is considered in decision-making.

### **3. Widening Participation Committee Proposed membership**

#### **Full Members**

Pro Vice Chancellor Academic (Chair) – Professor Neil Ward  
Academic Director of Widening Participation – Helena Gillespie  
Academic Director of Taught Programmes – Dr Clive Matthews  
Academic Director of Admissions – Professor Richard Harvey  
Assistant Head of Outreach – Charlotte Wheatland  
Widening Participation Manager – Becky Price  
Head of Student Services – Jane Amos  
Head of Careers Service – Julie Schofield/ James Goodwin  
Head of Equality and Diversity – Helen Murdoch  
Representative of the Partnerships Office – Laurence Daly  
Academic Outreach Fellow (SCI) – Vacant  
Director of Outreach (HUM) – Kim Ridealgh  
Director of Outreach (SSF) – Kristina Garner

Academic Outreach Fellow (FMH) – Vacant  
Lecturer in Health Sciences and Academic Support – Patricia Harris  
Undergraduate Education Officer – Mary Leishman  
Welfare, Community & Diversity Officer - India Edwards  
Secretary – Widening Participation Officer – Rosie Hannant

In attendance

Assistant Director of Student Advocacy at the Students Union – Lou Chiu

4. Widening Participation Committee Proposed terms of reference

- 1) To set the strategy of approach to widening participation at UEA across the student lifecycle including input into UEA's Access Agreement and Monitoring Return.
- 2) To monitor UEA performance in terms of gaps between widening participation and non-widening participation and/or in comparison to the sector on key metrics including:
  - Non-continuation
  - Student Experience and Engagement results
  - Academic performance including good honours
  - Progression to work or further study
- 3) To consider implications of UEA, sector and policy changes on widening participation students.
- 4) To consider cost/benefit of potential major initiatives to address widening participation as appropriate.
- 5) To monitor the impact of UEA policies, regulatory frameworks and Codes of Practice on academic standards and the student experience from the perspective of widening participation and equality of opportunity, and to ensure that remedial action is taken where the outcomes do not meet University's requirements or those of external regulatory bodies (including those relating to disability and physical access to buildings).
- 6) To consider and report annually on matters concerning widening participation and equality of opportunity of students.

5. Widening Participation Committee conduct of business

It is proposed that the Committee meet 4 times per year – skewed towards pre April to allow full input into Access Agreement development.

Proposed dates for 2017/18

- Wednesday 8th November 2017 10:00
- Wednesday 7<sup>th</sup> February 2018 10:00
- Wednesday 14<sup>th</sup> March 2018 14:00
- Tuesday 22nd May 2018 14:00

It is proposed that the Committee reports after each meeting to both the Learning and Teaching Committee and ARM Executive.

The work in this area will be practically undertaken by key role holders and working groups. A WP Financial Support Working Group has been established and will inform the work of this committee. Further consideration is also being given to the establishment of other working groups, for example a WP research/data group.

6. The establishment of a new Student Sport & Physical Activity Committee (SSC)

The Student Sport & Physical Activity Committee will be responsible for the development of and monitoring of a strategy for student sport and physical activity at UEA to improve the student experience. The Student Experience Committee considered and approved the membership in February 2017 and asked for further consideration to be given to the terms of reference. The revised proposals are detailed below.

7. Student Sport & Physical Activity Committee proposed membership:

- Director of Sport (Chair),
  - Student representatives (max of 5 representatives appointed by SU (the Activities and Opportunities Officer to include representation from the student sports executive and students participating in more general physical activities).),
  - Assistant Director of Student Sport Development
  - Student Sport Manager
- *Additional invites will go out to PVC Academic (Neil Ward), Assistant Registrar (Lisa Williams), a senior academic representative, SU Chief Executive (Jim Dickinson) and Head of Opportunities (SU) requesting attendance a minimum of once per annum.*

8. Student Sport & Physical Activity Committee proposed Terms of Reference

1. To oversee the development of and approve a strategy for student sport and physical activity at UEA, ensuring the active engagement of the breadth of the student body and key stakeholders.
2. To approve the use of allocated student sport budgets (financial and facility).<sup>1</sup>
3. To set and monitor progress against participation targets for all aspects of Student Sport with particular reference to Equality and Diversity.<sup>2</sup>
4. To ensure appropriate focus on the contribution of student sport programmes to the University's wider health and wellbeing agendas.
5. To oversee efforts to secure sponsorship for UEA Sport, through a creative, collaborative and non-conflicting approach (between UEASU and UEA's sport department).
6. To approve the annual charging schedule for student sport to students.<sup>3</sup>
7. To develop and oversee effort for sports awards.<sup>4</sup>
8. To develop and enhance the student sport / physical activity programme through improved promotion and coordination across campus.

9. The dissolution of the Travel and Expeditions Committee

The Travel & Expeditions Committee is a sub-committee of Student Experience Committee and exists to provide financial support for student expeditions, where those expeditions are not related to the gathering of information that would contribute to assessed work. The Committee has a small budget of circa £6,000 per annum and individual awards are made in the sum of £250 per award (with £350 being awarded to exceptional submissions).

It is proposed that the Travel & Expeditions Committee be terminated. The rationale for this proposal is based on a number of factors. The Committee has not, in the last three years, awarded the full amount allocated due to a lack of sufficient qualifying applications; the activities supported do not directly contribute to the enhancement of the student experience as a whole or

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<sup>1</sup> NB: Challenges for changes to allocation must be followed by clear and reasonable discussions; students however will not be able to determine what is spent / charges levied relating to externally funded sources or for Sportspark activities

<sup>2</sup> NB: Transparency for these are critical – work with SU / UEA to provide accurate participation information (ueactive is also possible source of evidence for analysis of E&D stats) and agreed targets being set for each year.

<sup>3</sup> NB: For SAM and clubs subs only i.e. oversight of individual club membership pricing, comparative to allocated subsidy. There is potential for tiered pricing structure for SAM. SP fees to students may also be discussed but not subject to the committee's responsibilities.

<sup>4</sup> NB: To work with students / SU on developing a well-attended awards ceremony. DoS aiming to introduce 'Colours' subject to UEA approval.

in ways that are not better achieved through other existing means; the individual award sums are small and are most likely to benefit students who already have sufficient means to undertake such travel by way of providing 'top up funds'. The level of award is insufficient to allow a student who would not otherwise have the resources to support an expedition to travel. The allocation of funds currently associated with the committee could be better used through an equivalent increase in the discretionary hardship fund.

The current membership and terms of reference can be found in Appendix D

10. UEA Joint Boards of Study for Partner Institutions

Changes in membership and terms of reference were considered and are recommended by LTC (May 2017)

11. JBOS Joint Membership

**UEA**

- Chair (a senior member of UEA staff approved by the UEA PVC (Academic))
- Academic Links for the courses leading to a UEA award
- Partnerships Office representative(s)

**Partner Institution**

- An appropriate senior member of the Partner Institution staff
- Head of HE, Quality Lead or equivalent
- Course Leaders or Programme Managers of the courses leading to a UEA award
- Heads of the School/Faculty/Department or equivalent in which the courses are located
- Student representative(s)

12. JBOS Terms of Reference

The Joint Board of Study (JBOS) is a sub-committee of, and represents, the University's Learning and Teaching Committee (LTC). LTC is a committee of UEA Senate. JBOS is charged by LTC with oversight of the Quality Assurance arrangements of the Institutional Agreement between UEA and the Partner. This includes assuring that the standards of awards for which the University is responsible have been appropriately set and maintained and there is continuous improvement of the student academic experience and of student outcomes.

- (1) To approve in principle (and for publicity purposes), on behalf of LTC, proposals for new courses delivered by the Partner that lead to a UEA award.
- (2) To authorise, on behalf of LTC, the convening of Validation/Revalidation Panels for the approval of new/continuing courses, delivered by the Partner, which lead to a UEA award. Such Panels act with the delegated authority of LTC.
- (3) To ensure that Conditions and Requirements of Validation/Revalidation Panels and Institutional Approval/Review Panels have been met by the times agreed and their Recommendations responded to.
- (4) To consider the Programme Area Reports and an annual monitoring and review report for each course leading to a UEA award.
- (5) To consider the annual report of the UEA Academic Link(s).
- (6) To consider preparations for, and the outcomes of, external reviews of provision at the Partner.
- (7) To consider relevant strategy documents produced by the Partner.
- (8) To keep under review teaching and academic facilities for the courses at the Partner through annual monitoring, validation reports, strategic plans, etc.
- (9) To consider matters raised by Course Committees, Examination Boards and External Examiners.
- (10) To monitor student feedback received by the Partner institution and any related action plans and responses.
- (11) To monitor public information produced by the partner including student handbooks and websites.
- (12) To receive management information relating to student recruitment, retention, achievement and student experience on courses leading to a UEA award.
- (13) To monitor the Partner's academic staff recruitment and development policies and activity, for staff delivering courses leading to a UEA award.

- (14) To act as a forum for debate about teaching and learning and the implications for student experience and engagement and other institutional processes such as research and staff development.
- (15) To share information on new course proposals from UEA.
- (16) To consider and advise UEA LTC and the Partner's equivalent body on issues relating to courses leading to a UEA award.

13. University of Suffolk Joint Academic Committee (JAC)

The following changes were recommended to the Learning and Teaching Committee of the University of East Anglia and the Education Committee of the University of Essex and were recommended by LTC In May 2017.

The Joint Academic Committee (JAC) for the University of Suffolk is a joint subcommittee of the Education Committee of the Senate of the University of Essex and of the Learning and Teaching Committee of the Senate of the University of East Anglia. The Chair of the JAC duties will be shared equally between the University of East Anglia and the University of Essex. The membership includes three members from each University (including the Chair), ensuring an appropriate spread of expertise is supplied through the combination of members from the two Universities to support the work of JAC. University of Suffolk membership includes representatives from the University of Suffolk and Partner Colleges (East Coast College, Suffolk New College and West Suffolk College). The University of Suffolk Students' Union appoints one student representative.

All appointed or elected members of the Joint Academic Committee are entitled to vote on any matter put to a vote at a meeting of the Committee. No resolution may be deemed to be carried that is not supported by the majority of University of East Anglia and University of Essex members present at the meeting. In the event of disagreement within the JAC between its University of East Anglia and University of Essex members which cannot be resolved at the meeting, then the Chair will defer and seek resolution outside of the meeting. It should be noted that the decision of one University (i.e. the University of East Anglia Senate or the University of Essex Senate) cannot be implemented in respect of any course leading to a joint award without the approval of the other.

14. University of Suffolk Joint Academic Committee membership

**Appointed by the University of East Anglia:**

**Ex officio:**

Academic Director of Partnerships (or Nominee) (Joint Chair)  
 Director of Learning and Teaching Services (or Nominee)  
 Head of Partnerships (or Nominee)

**Appointed by the University of Essex:**

**Ex officio:**

Dean of Partnerships (or Nominee) (Joint Chair)  
 Deputy Dean of Partnerships (or Nominee)  
 Head of Quality and Development (or Nominee)

**Appointed by the University of Suffolk:**

**Ex officio:**

Deputy Vice-Chancellor  
 Academic Registrar  
 Deputy Academic Registrar  
 Head of Quality Enhancement

**Appointed by the University of Suffolk Partner Colleges**

One senior representative from each Partner College:

East Coast College  
 Suffolk New College  
 West Suffolk College

President (Education and Engagement), University of Suffolk Students' Union

**Secretary to JAC**

A senior administrator nominated by the University of East Anglia Director of University Services (or Nominee) and the University of Essex Academic Registrar (or Nominee).

15. University of Suffolk Joint Academic Committee terms of reference

1. To consider all matters related to the quality and standards of the academic provision of the University of Suffolk, which lead to a joint award of the University of East Anglia and the University of Essex and to make recommendations to the Education Committee of the Senate of the University of Essex and the Learning and Teaching Committee of the Senate of the University of East Anglia accordingly.
2. To prescribe and keep under review the quality assurance policies and procedures to be followed by the University of Suffolk to satisfy the requirements of joint awards of the two Universities.
3. To maintain an overview of the quality of the student experience for all University of Suffolk students registered on programmes leading to University of East Anglia and University of Essex joint awards, including the monitoring of internal and external student satisfaction survey outcomes, and to receive annual reports on complaints, academic appeals and student discipline.
4. To have oversight of the Risk-based Monitoring and Enhancement (RiME) processes for all University of Suffolk academic provision, on which students remain registered on programmes leading to University of East Anglia and University of Essex joint awards.
5. To receive reports of course re-approval for University of Suffolk undergraduate and taught postgraduate programmes on which students are registered for University of East Anglia and University of Essex joint awards and to make recommendations to the Education Committee of the Senate of the University of Essex and the Learning and Teaching Committee of the Senate of the University of East Anglia on the continuation or discontinuation of programmes as appropriate.
6. To receive annually at the last Joint Academic Committee meeting of each academic year, a formal assessment of and report on progress with regard to the PGR student experience.
7. To receive reports of institutional reviews of the University of Suffolk Learning Network partner colleges, and to make recommendations to the Education Committee of the Senate of the University of Essex and the Learning and Teaching Committee of the Senate of the University of East Anglia as appropriate.
8. To receive reports of external reviews of the University of Suffolk Learning Network partner colleges or programmes, including QAA reports and reports from professional, statutory and regulatory bodies.
9. To review annually the University of Suffolk's progression, retention and achievement data for programmes on which students are registered for University of East Anglia and University of Essex joint awards.
10. To agree arrangements for the appointment of external examiners for all University of Suffolk programmes on which students are registered for University of East Anglia and University of Essex joint awards and have oversight of external examiner procedures for these awards.
11. To monitor the development of staff at the Learning Network partner colleges through receipt of the annual Risk-based Monitoring and Enhancement (RiME) reports, to ensure they have opportunities for appropriate training and Continuing Professional Development that reflect the Higher Education ethos and focus of the University of Suffolk.
12. To have oversight of the Assessment Board process for all University of Suffolk joint awards of the University of East Anglia and the University of Essex.
13. To receive an annual report from the Partnerships Management Group.

**Quoracy**

The quorum for meetings of JAC shall be not less than half of the members, rounded up to a whole number.

**Appendices**

- Appendix A – membership and terms of reference of LTC
- Appendix B– membership and terms of reference of SEC
- Appendix C-- membership and terms of reference of SAG
- Appendix D– membership and terms of reference of TEC

### Learning and Teaching Committee

#### 2016/17 membership

The Pro-Vice-Chancellor (Academic) (Chair)  
Academic Director of Taught Programmes  
Academic Director of Learning and Teaching Enhancement  
Academic Director of Postgraduate Research Degree Programmes  
Academic Director of Partnerships  
Head of Staff Development  
Director of Student and Academic Services  
**Director of** Research and Enterprise Division  
Director of Information Services  
Director of Library Services  
Director of Student Services  
Chair (Associate Dean) of the Learning, Teaching and Quality Committee of each Faculty  
Undergraduate Education Officer of the Union of UEA Students  
Postgraduate Education Officer of the Union of UEA Students  
Welfare, Community and Diversity Officer of the Union of UEA Students  
Campaigns and Democracy Officer of the Union of UEA students  
City College Norwich Representative Mr J. White

Secretary Ms M Pavey (Learning & Teaching Services)

#### Terms of Reference

- (1) To define with the approval of the Senate, implement and review the University's strategies for learning and teaching, in line with the University's corporate strategy and taking into account Faculty and School strategic aims;
- (2) To develop policies, regulatory frameworks and Codes of Practice that secure the standards of the University's awards, assure the quality of the student experience and encourage innovation in learning and teaching;
- (3) To ensure compliance with those policies, regulatory frameworks and Codes of Practice through Learning and Teaching governance arrangements which comply with the University's Statutes;
- (4) To monitor the impact of those policies, regulatory frameworks and Codes of Practice on academic standards and the student experience including equality of opportunity, and to ensure that remedial action is taken where the outcomes do not meet University's requirements or those of external regulatory bodies (including those relating to disability and physical access to buildings);
- (5) To appoint examiners, on behalf of the Senate, for all taught and research programmes, on the recommendation of the responsible officer or body of the School;
- (6) In accordance with the above terms of reference, to consider matters brought forward for its attention by the Senate, the Academic Director of Taught Programmes and Academic Director of Research Programmes and the subcommittees of the Learning and Teaching Committee and to delegate matters appropriately for action;
- (7) To liaise with other agencies within the University on matters of mutual concern including matters of resource allocation as it affects the delivery of learning and teaching;
- (8) To consider and report annually to Senate upon:
  - i. the maintenance of academic standards based on the outcomes of the University's external examiner reporting system; and
  - ii. matters concerning the equality of opportunity of students.

## Student Experience Committee

### 2016/17 membership

- Pro-Vice-Chancellor (Academic) (Chair)
- Academic Director of Taught Programmes
- Academic Director of Learning and Teaching Enhancement
- Academic Director of Postgraduate Research Degree Programmes
- Director of Student Services
- Director of Student and Academic Services
- Director of Information Services or nominee
- Director of Estates and Buildings
- Director of Finance and Planning or nominee
- Joint Head of the Careers Service –representing Director of Research and Innovation Division)
- Undergraduate Education Officer of the Union of UEA Students
- Postgraduate Education Officer of the Union of UEA Students
- Activities and Opportunities Officer of the Union of UEA Students
- Welfare, Community and Diversity Officer of the Union of UEA Students
- Campaigns and Democracy Officer of the Union of UEA Students
- Independent Member of Council
- A representative of each Faculty nominated by the Dean of each Faculty
  - Dr Pam Mayhew (SCI)
  - Vacancy (HUM)
  - Mrs Judy Barker (FMH)
  - Miss Bahar Ghezelayagh (SSF)

Learning and Teaching Committee Manager, Ms Michele Pavey (Secretary)

### Terms of Reference

The Student Experience Committee will meet at least three times a year:

- (1) To consider all matters relating to the UEA student experience including:
  - k) the recreation, welfare and well-being of students;
  - l) the provision of services (including Learning and Teaching Services), facilities and
  - m) amenities for students;
  - n) reports from the Student Affairs Group and Student Safety Group;
  - o) reports from the Students Union, including the annual Student Experience Report;
  - p) the results of student surveys.
- (2) To make or endorse recommendations for consideration by Learning and Teaching Committee and other relevant University committees as required.

*Changes in membership and terms of reference considered and recommended by SEC on 3.10.16 with the further and later proposed addition of the new role of Widening Participation Manager.*

### Student Affairs Group

#### 2016/17 membership

Director of Student Services (Chair)	Information Services Directorate representative
Head of Student Services (Vice-Chair)	Learning and Teaching Services representative
Head of Wellbeing	PGR Services representative
Director of Physical Education and Sport	Academic Director of Taught Programmes
Joint Head of the Careers Service	Academic Director of PGR Programmes
Director of Estates or representative	Assistant Head of Communications
University Health Physician	IT Service Desk Manager
Multifaith Centre representative	Head of Student Services (INTO)
Accommodation Manager	

The Head of Advice (Union of UEA Students)  
Welfare, Community and Diversity Officer  
Campaigns and Democracy Officer  
Undergraduate Education Officer  
Postgraduate Education Officer  
Activities and Opportunities Officer  
Part Time Officer  
Part Time Officer

Student Services Manager (Secretary)

#### Terms of Reference

- 1) To meet as needed but no less than once per calendar month to consider the welfare and well-being of students and the student experience regarding the provision of services, facilities and amenities.
- 2) In considering the student experience to:
  - i. Agree cross-departmental actions in relation to emergent student concerns where no regulatory changes are required to effect agreed changes
  - ii. Discuss process improvements that will impact positively on the student experience and make recommendations for consideration by other bodies as appropriate
  - iii. Agree early interventions in response to resolve practical concerns raised by the student body over the course of the year
  - iv. Facilitate thematic discussions with students and feed the results of those discussions into the Student Experience Committee and where appropriate make proposals for regulatory changes to be considered
- 3) To report regularly to the Student Experience Committee; and to provide regular updates to the University community on the work of the Group

*Changes to terms of reference were considered and recommended by SEC on 3.10.16. Changes in membership were approved by Chair SEC on behalf of the committee and reported to SEC on 24.11.16.*

### Travel and Expeditions Committee

#### Membership

Ex officio The Pro-Vice-Chancellor (Academic)

The Director of Student Services

Four members appointed by the Student Experience Committee (one of whom shall be Chair) drawn from across the institution with a particular interest and experience of expeditions and/or overseas travel

Four Student Members appointed by the Students' Council, one from each Faculty and, ideally including at least one undergraduate and one postgraduate student.

The Sub-Committee may co-opt member(s) if additional expertise and/or experience is required

#### Terms of Reference

- (1) To consider proposals for explorations and expeditions and to authorise such proposals in the name of the University.\* Without such recognition an expedition may not:
  - (a) use the University's name in its title.
  - (b) use a University address for correspondence in connection with an expedition.
  - (c) obtain money from the University.
- (2) To consider applications for travel scholarship awarded by the University.\*\*
- (3) To administer the University of East Anglia Travel and Expeditions funds set up by the Council of the University, and to make financial contributions towards recognised expeditions and travel projects from this fund.
- (4) To examine the accounts and reports of expeditions and travel projects.
- (5) At all times to safeguard the name and reputation of the University in connection with the organisation of expeditions, especially in appeals by expeditions to outside bodies for funds and other assistance, and in performance of expeditions in the field.

\*For the purpose of the Committee, an expedition is defined as a group of students intent on exploration, travel or project work with a clear purpose. It does not include field courses, other fieldwork associated with undergraduate courses of study, or conference-attendance.

Whereas the Committee will encourage student ventures which involve members of University staff, it will not support those whose purpose is solely to promote the research of members of faculty or research students. The Committee will consider applications from individuals for participation in non-UEA expeditions on their merits.

\*\*For the purpose of the Committee projects for which applications for travel scholarships may be made should not be part of the requirements of a graduate course of study.