

Student Information Systems (SIS) Product Group

1. Constitution

- 1.1 Sub-committee of the IT Management Board (ITMB).

2. Scope

- 2.1 Bring together members of the key business areas across the University who are functional users, support, or otherwise have stake in the usage and data held within the SIS, give insight into project/developments, vendor related updates, and a forum for discussion.
- 2.2 Capture business priorities for system developments and improvements to ensure the needs of the wider university is considered when planning future work, feeding into the IT Management Board as appropriate.
- 2.3 Review Operational Support to identify themes, discuss improvements and training requirements to aid usage and identify areas for improvement.

3. Membership

- 3.1 The membership shall be as follows:

Ex Officio

- Executive Director of Student & Academic Services (Chair)
- Associate Director, Enterprise Applications (Deputy Chair)
- Head of Student Information Systems Strategy
- Head of Business Analysis
- Head of Product Development
- Head of Product Services
- Student Information Systems Manager
- Associate Director, Student Engagement and Centres
- Head of Student Centres and Registration
- Associate Director, Student Services
- Associate Director, Student Registry
- Head of Academic Registry and Timetabling
- Head of Student and Curriculum Records
- Assistant Head of Quality Assurance
- Quality Assurance Operations Manager
- Senior Student Finance Manager
- Financial Controller
- Executive Director of Strategic Planning
- Head of Strategic Planning
- Pro Vice-Chancellor, FES
- Faculty Operating Officer, FLAS

4. Attendance at meetings

- 4.1 At the discretion of the Chair, other staff who are not members of the Committee may be invited to attend on an ad hoc basis for specific items where their attendance can inform and support the Committee.

5. Frequency of meetings

- 5.1 The Committee shall normally meet four times per year (quarterly).
- 5.2 The Chair may call additional meetings as necessary.

6. Delegated Authority

- 6.1 Identify and discuss changes that may impact processes or experience using the Student Information System. Including policy changes, potential improvements and other system changes. Ensuring wider impact assessment and need in advance of raising formal requests for change.
- 6.2 Prioritisation of Student Information Systems development requests that fall under the remit of the group in line with business requirements.

7. Other Duties

The other duties of the Committee shall be to:

- 7.1 Review incidents, service requests and problems raised or identified in service management and operation to identify trends, improve service, and ensure application of best practices and guidance to wider users.
- 7.2 Consultation with the wider business around implementation, change, service and system developments and availability to ensure stakeholder involvement and engagement.
- 7.3 Have particular regard to the importance of freedom of speech and academic freedom in the committee's business, acting in accordance with the commitments in the University's [Freedom of Speech Code of Practice](#).

8. Standing Orders

- 8.1 The Committee must adhere to the [Standing Orders for Academic and Executive Committees](#).

Amended: February 2026

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