

Faculty Student Success Committee

1. Constitution

1.1 The Academic Council has established Committees in each Faculty, known as the Faculty Student Success Committee (FSS), which report to the Student Success Board (SSB) and on some issues to the Partnerships Board (PB).

1.2 FSS has the power to establish working groups as necessary to enhance the efficiency of the committee.

2. Scope

2.1 FSS is responsible for the implementation of the University's Student Success and Partnerships sub-strategies in the Faculty, reviewing the Faculty's academic portfolio regularly, and promoting a culture of reflection, excellence and innovation.

Student Success

2.2. FSS oversees the quality and standards of educational provision in the Faculty so as to maximise individual potential and satisfaction of students. It reviews relevant metrics such as the sub-strategy KPIs and those used by other agencies e.g., Office for Students (OfS). It ensures that the OfS conditions for quality & standards are met in the Faculty.

2.3. FSS oversees achieving improved performance by the Faculty in the key areas of widening participation via the access and participation plan, the BAME Award Gap KPI, the Graduate Outcomes KPI and continuation KPI.

2.4 FSS implements University regulations, policies and procedures related to educational quality and standards in the Faculty.

Programmes and Partnerships

2.5 FSS reviews the draft business cases for new educational partnerships¹ relevant to the Faculty before they are considered by PB.

2.6 FSS makes recommendations to PPMC for the approval of new programmes ensuring that there is compliance with academic quality assurance requirements.

2.7 FSS makes recommendations to PPMC on amending, suspending, or discontinuing programmes or partnerships.

¹ Includes franchised programmes, validated programmes, articulation and progression agreements, joint and dual awards.

3. Membership

3.1 The membership shall be as follows:

Ex Officio

- Deputy Dean (*Chair*)
- Associate Dean, Student Success (*Vice-Chair*)
- Associate Heads of School (Student Success)
- Faculty Operating Officer or other senior member of faculty administration

Other Members

- A member of the University's Quality Assurance team
- A member of the University's International Office
- A member of the University's Marketing and External Relations Office
- A representative of Library Services
- 1x Head of School
- Faculty Senior Tutor
- Other relevant Faculty leads (e.g. Quality, Employability, International, Link Tutor, etc.)
- 1 x Representative from the Greenwich Students' Union

3.2 The Other Members of the Committee shall normally be appointed for two years to the Committee by the Chair, except for the student representative who would normally be appointed for one year. Heads of School will rotate in membership. All other members can be re-appointed at the end of the two years but should not normally serve on the committee for more than six years continuously.

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. Delegated Authority

The Committee is authorised by the Academic Council to approve:

Student Success

5.1 Plans for implementing the sub-strategy for Student Success in the Faculty;

5.2 Action Plans to improve quality & standards and mitigate risk following reviews by the Faculty or external agencies (e.g. Professional, Statutory and Regulatory Bodies (PSRBs)) or student surveys;

5.3 Working groups to improve performance in the key areas of widening participation via the access and participation plan, the BAME Award Gap KPI, the Graduate Outcomes KPI, and continuation;

5.4 Claims from students for Recognition of Prior Learning (RPL) under the Recognition of Prior Learning Policy and Procedure.

Programmes and Partnerships

5.5 Faculty plans to implement the University's Partnerships sub-strategy;

5.6 Amendments to modules and minor amendments to programmes where this has been delegated in regulations, policies and guidance approved by PB on the recommendation of PPMC. The Committee may establish a subcommittee reporting to the Committee to do so.

6. Other Duties

The other duties of the Committee shall be to:

Student Success

6.1 Plan, monitor and audit implementation of the sub-strategy in the Faculty including the review of key performance indicators and metrics used by external agencies e.g., OfS;

6.2 Champion and promote reflection, excellence and innovation across all areas covered by the sub-strategy in the Faculty. Make recommendations to SSB where improvements or innovations should be applied across the University;

6.3 Periodically review the management of academic risk in key areas in the Faculty covered by the sub-strategy and report to SSB;

6.4 Oversee achieving improved performance in the key areas of widening participation via the access and participation plan, the BAME Award Gap KPI, the Graduate Outcomes KPI, and continuation;

6.5 Implement University regulations, policies, procedures and good practice. Review these regularly, ensuring that there is compliance with academic quality assurance requirements alongside a business like approach and recommend changes to SSB;

6.6 Assist SSB in the continual monitoring of quality assurance and academic risk management including quality assurance reviews of programmes by the Faculty. Report to SSB on key themes and actions to be taken by the Faculty in response to these reviews;

6.7 Regularly review student feedback mechanisms within the Faculty and ensure that reports from these are received by the Committee efficiently and effectively;

6.8 Assist SSB in the arrangements for internal student surveys;

6.9 Present external examiners for SSB approval;

6.10 Receive reports on the external examiners' reports and action plans from Faculty quality assurance. Consider these and report to Faculty and SSB;

Programmes and Partnerships

6.11 Consider any external reviews of educational quality and standards (e.g. by PSRBs) in the faculty and any actions to be taken; report on reviews and action plans to PPMC;

6.12 Receive the PSRB register to ensure it is accurate for the faculty. Receive plan of work for (re)accreditation applications and oversee progress against plan. Endorse the accreditation documentation for PPMC approval. Receive review of process and lessons learned for future accreditation submissions.

6.13 Make recommendations to PPMC on new programmes for the Faculty or major programme amendments in accordance with the University's regulations, policies and procedures ensuring compliance with academic quality assurance requirements;

6.14 Make recommendations to PPMC for the suspension or discontinuation of Faculty programmes;

6.15 Review the draft business cases for new educational partnerships relevant to the Faculty before they are considered by PB;

6.16 Make recommendations to PPMC for the suspension or discontinuation of Faculty educational partnerships and the expansion of existing partnerships;

6.17 Make recommendations to PPMC for the approval of student mobility partnerships (e.g. student exchanges);

6.18 Implement University regulations, policies, procedures and good practice for partnerships and programmes, ensuring compliance with academic quality assurance requirements. Recommend any changes to PPMC;

6.19 Keep under review the academic portfolio of partnerships and programmes in the Faculty, monitoring key metrics and risks. Make recommendations to PPMC on action to be taken to improve quality and mitigate risk;

6.20 Review the efficiency and effectiveness of co-ordination and support for programmes and partnerships in the Faculty and make recommendations to PPMC; and

6.21 Ensure active consideration of equality, diversity, inclusion, and sustainability in the conduct of the Committee's business.

7. Standing Orders

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

Approved by the Academic Council on 11 June 2025

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