

CHASE DTP Student Advisory Group

Terms of Reference

1. The Student Advisory Group shall conduct its business according to the following terms of reference:

- a. To advise the CHASE Management Board and Strategy Board on the views of CHASE-funded students, and CHASE institutional students where applicable.
- b. To raise concerns reported by CHASE-funded students at the appropriate level.
- c. To represent the views of CHASE-funded students both as institutional cohorts (institutional representatives) and as a wider cohort (floating representatives).
- d. To deal with such matters as may be delegated by the CHASE Director.

2. Constitution

- a. The SAG shall normally meet at least twice per year. Additional meetings may be convened by the Chair as necessary.
- b. The Chair of SAG will be a non-voting member of the CHASE Management Board and Strategy Board. Two other nominated members of SAG will be non-voting members of Management Board.
- c. Reserved minutes of the meetings shall be circulated to members of the Group, and unreserved minutes posted to the CHASE website.
- d. The SAG shall submit an annual report to the CHASE Director on its activities, including records of any expenditure of funding.
- e. The SAG is responsible to the CHASE Director for its conduct.

3. Membership

- a. The membership of the Student Advisory Group shall normally comprise:
 - i. Institutional representatives: one CHASE-funded student from each of the member institutions (Courtauld Institute of Art, Goldsmiths, University of London, Open University, University of East Anglia, University of Essex, University of Kent, University of Sussex).
 - ii. Floating representatives: up to seven CHASE-funded students from across the Doctoral Training Partnership.
- b. Eligible students may propose themselves for membership of the SAG. Elections will occur only where there are more proposals for membership than places on the Group. If necessary, elections will be conducted during November by closed ballot.
- c. The CHASE Director will have oversight of the membership of the SAG in order to ensure that it is properly representative of its constituency.
- d. The following officers will be elected annually from within the Group membership: Chair, Secretary, Treasurer.
- e. The SAG may co-opt additional CHASE student members for specific projects as necessary.
- f. The SAG will receive CHASE administrative support for its 1st year.

Role descriptor for Member of the CHASE DTP Student Advisory Group

General

1. To attend all meetings of the Student Advisory Group.
2. To attend meetings of Management Board or Strategy Board if nominated to do so.

Student representation

3. To represent within the Student Advisory Group (SAG) the views of CHASE students within their home institution (if an institutional representative) or across the cohort (if a floating representative).
4. To discuss within SAG any concerns reported by students, with a view to raising concerns with Management Board as appropriate.

Projects

5. To assist in the development and implementation of SAG projects to the benefit of CHASE students, and to allocate funding for these purposes in line with AHRC regulations and guidance.
6. To take on projects as requested by the Management Board or Training and Development Group.

Continuity

7. To ensure continuity by providing a full handover to any successor in the role.

Review schedule

8. This document will be reviewed annually.

Version

1.0	5/9/14	RW
2.0	15/9/14	MB/CH