

School of the Physical Sciences Undergraduate Education Committee (UEC)

1. Terms of Reference

The Undergraduate Education Committee has delegated authority from the Council of the School of the Physical Sciences (CSPS) to consider matters of strategic importance relating to undergraduate education, to gather information from the School's departments, and to report to the Council (or other bodies on behalf of CSPS) on aspects of the School's undergraduate educational programmes and undergraduate matters.

- To have an overview of undergraduate education on behalf of the Council of the School; to take forward the Council's objectives in the area of undergraduate education and to bring to the Council's attention any matters which might impinge on those objectives, along with any proposals for School-wide involvement.
- To consider strategic issues referred /delegated to it by the Council of the School including: to develop detailed responses to relevant consultations and make recommendations on matters of undergraduate education.
- To develop and implement School Policy where appropriate, through co-ordination with Departments, Faculties and Degree Committees within the School, the Committee of Management for the Natural Sciences Tripos and other relevant University bodies where necessary
- To report to the Council of the School on matters raised by individual Departments, Faculties and Degree Committees within the School, the Committee of Management for the Natural Sciences Tripos and other relevant University bodies, particularly where matters of broad policy or resource are concerned.
- To provide a forum which facilitates dissemination of best practice, awareness of matters of shared interest and encourages collaboration between departments in the School and with other Schools where appropriate.
- To support, inform and advise the SPS Director of Education on all aspects of the School's undergraduate educational programmes.
- To consider the arrangements for Part III of the NST and Maths Triposes, including the MAST. The Chair will report on any discussion of relevant MAST issues at the Physical Sciences Graduate Education Committee.

2. Membership

- School of the Physical Sciences Director of Education (Chair)
- Six persons nominated by their Heads of Department, normally to be Directors of Undergraduate Teaching, Chairs of Teaching Committees, or others with a direct responsibility for undergraduate education in their departments / institutes:
 - Astronomy
 - Chemistry
 - Earth Sciences
 - Geography
 - Materials Science and Metallurgy
 - Physics

- Two persons nominated by the Faculty Board of Mathematics in consultation with the Heads of Department of DAMTP and DPMMS, to represent both undergraduate teaching for the Mathematical Tripos and the Master of Advanced Study in Mathematics.
- Two Undergraduate Student Representatives to represent the interests of the student constituency covered by the Committee:
 - a) The Undergraduate Council of the School elected Student Representative
 - b) A student representative nominated (in rotation) by a department, serving already or having served in an elected capacity at departmental or faculty level (and is not already represented in a) above).
- A representative of the Senior Tutors Committee to represent Colleges (for clarity, this can also be a department representative acting in both capacities)
- Representatives from the Schools of Biological Sciences and Technology (as observers).
- The Secretary of the Committee is the Deputy School Secretary.

In Attendance:

- The School's Education & Grants Administrator
- Other School Officers when required
- There might also be occasions when others may be invited to attend at the invitation of the Chair of the Committee.

3. Method of Working

- The nominations for the membership of the Committee should be made / reconfirmed at the start of each academic year
- The minutes will go to:
 - Council of the School of the Physical Sciences (CSPS)
 - Faculty Boards of Earth Sciences & Geography, Physics & Chemistry and Mathematics
 - SPS Graduate Education Committee (SPS GEC)
 - The Committee of Management for the Natural Sciences Tripos
 - The Biological Sciences Committee
- The Director of Education will produce a summary report to the Council of the School of the Physical Sciences each year or when so requested.
- There will usually be not less than one meeting every term.

4. Accountability

The Undergraduate Education Committee will:

- Report to the Council of the School on matters of strategy.
- Report/make recommendations to the Needs Committee on resource matters regarding undergraduate education.

5. Other

Papers shall be copied to:

Department Secretaries

Secretaries of Faculty Boards

Head of the School of the Physical Sciences

Secretary of the School of the Physical Sciences

Last updated: March 2019