

CONSTITUTION AND RULES FOR THE PHYSICS JOINT CONSULTATIVE COMMITTEE ON UNDERGRADUATE MATTERS

There shall be a standing Physics Joint Consultative Committee (PJCC) consisting of representatives of the Faculty of Physics and physics undergraduates. In this document 'chairperson' refers to the Undergraduate Chairperson of the PJCC.

1. Terms of reference

The committee shall consider and make recommendations as necessary upon such matters as the syllabus, teaching arrangements, library, IT facilities and general aspects of examinations, but not appointments or personal matters referring to a Senior or Junior Member or to the university's administrative and technical officers.

The matters covered by these terms of reference shall include:

- (i) teaching arrangements in the physics department;
- (ii) practical course and projects;
- (iii) syllabus and structure of examinations;
- (iv) library and IT facilities;
- (v) general welfare of undergraduates, in so far as it affects the Faculty and Department.

2. The committee shall consist of no less than six representatives of the Faculty of Physics and no less than one undergraduate physics representative from each of the years 1 to 4 of the MPhys & BA Physics, as well as at least one undergraduate representative for each of the MPhysPhil and MMathPhys courses. A quorum shall consist of one senior academic member and three undergraduate members. The chairperson may, at the approval of the committee, seek to appoint further undergraduate members, should the need for them arise. The number of undergraduate members shall not exceed 16, with no more than 3 'Year Reps' from each year. Likewise, the ex-officio chair may, at the approval of the committee, seek to appoint further academic members, should the need for them arise. This will be limited to 11 members.
3. The Head of the Teaching Faculty shall be the ex-officio chair of PJCC. The Assistant Head of Teaching and Teaching Laboratory Manager shall be ex-officio members. A Teaching Faculty Administration Officer shall be non-voting but an ex-officio member. The two other academic representatives of the Faculty shall be elected at the first academic committee meeting in Michaelmas Term for a period of office of one year, provided only that taking all three academic members together there is reasonable representation from all sub-departments. In particular, the three members should not all be from the same sub-department. Members of the Academic Committee should be sought as members of the PJCC in the first instance, and other members of the Teaching Faculty may be elected should members of the Academic Committee be unable to fill the positions.

The chairperson and secretary shall be elected by and from the undergraduate members of the committee in Hilary Term, for a period of one year. The web officer shall be elected by the committee from the entire undergraduate body of the Physics department in Hilary Term, for a period of one year. The chairperson's, secretary's and web officer's terms will start in Trinity Term following election, i.e. the same academic year of election. The secretary will keep minutes for each meeting, and circulate these to all members before the next meeting, at which time the

committee will approve them, or seek changes accordingly. The secretary shall be responsible for sending copies of the agenda and minutes to the academic secretary of the Mathematical, Physical and Life Sciences Division, and making the minutes freely accessible online to members of the university. The web officer shall be responsible for maintaining the PJCC website, and running any technical tasks, such as conducting a feedback survey of the undergraduates, as may from time to time arise.

4. New representatives of the physics undergraduates shall be elected from all undergraduates reading Physics or Physics and Philosophy at the beginning of each academic year. Representatives from previous years will be assumed to continue in their roles for another year unless they inform the chairperson otherwise. Nominations shall be made by email, or other form of permanent record, to the current PJCC chairperson or secretary by the end of second week of Michaelmas Term. The election, which shall be by a simple majority of those voting, shall take place before the end of the sixth week of Michaelmas Term. The term of office is one year, starting in Michaelmas Term following election and ending in Trinity Term of the same academic year. Should there be two or fewer applications for a given position, the chairperson may opt to appoint those who have applied without holding an election. If there are no applications for a position, the undergraduates should be again requested to apply until the positions are filled.
5. The PJCC shall meet in the second and seventh weeks of every full term, except in Trinity Term in which there will be one meeting in second week. The secretary shall be responsible for summoning the meeting and for agreeing the agenda with the chairperson. In the event of there being insufficient business, the chairperson and the secretary acting together may cancel the meeting. The chairperson shall summon an extraordinary meeting if requested to do so by three other members of the committee. Seven days' notice of such a meeting must be given.
6. The PJCC shall have the power to co-opt by a simple majority vote any member of the university (as well as recent Physics graduates) as a non-voting member.
7. All meetings of the PJCC will be open for all current physics undergraduates students on the Physics, Physics and Philosophy, and MMathPhys courses to attend, who when in attendance will act de facto as non-voting members. Physics undergraduates who wish to attend an ordinary meeting should give at least one week's prior notice by email to the secretary. Any other visitors to PJCC meetings must be agreed by the student and Head of Teaching chairpersons prior to the meetings.
8. The chairperson and the secretary may attend the termly meetings of the Physics Faculty for all items of unreserved business and shall receive the agenda and papers for the meetings.
9. Items of the PJCC business shall be put to the Faculty through the chairperson.
10. Recommendations from the PJCC shall be decided by a simple majority vote of those present. A recommendation may be submitted to the Physics Academic Committee or Faculty on the advice of the chairperson.
11. The Faculty shall reject no recommendation from the PJCC without the undergraduate members having been given an opportunity to speak at a meeting to the proposal.

12. **Revision.** Any revision of the above scheme must have the approval of the PJCC, the Physics Academic Committee and the Academic Committee of the MPLS (Mathematics, Physical and Life Sciences) Division.