The Conference Secretariat

The Conference Secretariat is responsible for:

- Strategic planning of forthcoming business with Chairs of Conference committees
- Proactive engagement on key policy issues across the collegiate University
- Administration of Conference Committees and liaison with staff across the collegiate university on committee business
- Administration of the Conference of Colleges Appeal Tribunal (CCAT) – (CCAT has the power to hear appeals from students (from participating colleges) who, as a result of academic or non-academic disciplinary decisions, have received a substantial penalty).

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www.confcoll.ox.ac.uk

Conference Committee Structure

*Discussion fora only, not a decision-making body
**also reports to Education Committee & Council

WHO WE ARE
WHAT WE DO
THE CONFERENCE OF COLLEGES

University Offices, Wellington Square OX1 2JD

www.confcoll.ox.ac.uk
The Conference of Colleges enables colleges to come together to deal with matters of shared interest. The Conference and its Sub-Committees have two main functions:

- To enable colleges to act collectively on issues that matter to them (e.g. by sharing information, developing good practice, or acting together to procure expert advice or services)
- To act as a voice for college interests within the university community. Conference enables a collective college perspective to be formulated and communicated so the colleges can play their part in university decision-making.

What are the functions of the committees of Conference?

**Conference**
Conference is attended by one representative from each college’s governing body (usually the Head of House) and meets twice a term. It takes decisions on behalf of Colleges collectively, gathers the views of colleges and represents them in discussions with the University, helps to formulate a majority view among colleges, and facilitates informed and transparent debate over collegiate issues.

**Steering Committee (of Conference)**
Steering Committee advises and provides strategic direction to Conference. It considers and reflects on the key issues affecting the collegiate University. It advises Conference on actions to address these, including setting up working groups, facilitating Conference input to University groups, and taking some decisions on behalf of Conference.

**Other main Committees of Conference**
- Comprise one representative from each college
- Tend to meet once or twice a term
- Have smaller “standing committees”, and often sub-committees and ad hoc working groups
- The Chairs (apart from ADCOM) sit on Steering Committee.

**Admissions Committee (ADCOM)**
ADCOM works extensively through the Admissions Executive (ADEX) to develop and agree policy in relation to undergraduate admissions and access.

**Domestic Bursars’ Committee (DBC)**
The DBC considers and advises colleges on matters relating to the management of colleges’ non-academic activities. The issues considered by the DBC and its five sub-committees are wide-ranging and include accommodation, catering and hospitality; commercial business (e.g. conferences, purchasing and procurement); facilities; employment of non-academic staff; and statutory and regulatory compliance, among others.

**Estates Bursars’ Committee (EBC)**
The EBC considers financial matters that may affect colleges collectively, and advises them on these issues. It advises colleges on levels of fees and charges for academic provision; represents colleges in financial discussions with the University; commissions external advice from time to time; shares information on income and costs; and generally advises colleges on the financial impacts of academic and other proposals.

**Graduate Committee**
Graduate Committee considers the interests of colleges in relation to graduate studies, and also represents the interests of graduate students to relevant bodies. It disseminates information to Tutors for Graduates and discusses issues of common interest, agreeing common policy were helpful. It also encourages and publicises good practice in graduate academic provision in colleges (see QAWG).

**Senior Tutors’ Committee (STC)**
The STC promotes excellence in undergraduate education in colleges. It encourages good practice and evenness in academic (and related) provision (see QAWG); develops guidance for colleges on academic and related policy and procedures; contributes to policy development by the University/Divisions/Departments; and supports the provision of appropriate teaching resource in colleges.

**Other key Conference committees, panels, permanent working groups and fora**
- Smaller bodies serving a variety of different functions
- Some (e.g. Welfare Forum and Equality & Diversity Forum) have no executive powers but enable informal and confidential discussion.
- Others have formal powers to make recommendations to Conference and its committees.

Note: the following list is not exhaustive.