



SENATE

STANDING ORDERS

July 2008

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1. MEMBERSHIP AND TERMS OF REFERENCE

The Articles of Government for the University define the membership and terms of reference for Senate as follows:

1.1 Membership

There shall be a Senate of no more than 34 members, comprising the Vice Chancellor (who shall be Chair) and such other staff and students as may from time to time be approved by the University Board. At least half of the members of Senate shall be holders of management posts as defined in paragraph 5.2(a) to 5.2(d) of the University's Article of Government. The period of appointment of members and the selection or election arrangements shall be subject to the approval of the University Board.

1.1.1 The membership of Senate shall consist of:

- (i) Vice Chancellor;
- (ii) Deputy Vice Chancellor;
- (iii) Pro Vice Chancellors;
- (iv) Director of Finance;
- (v) Director of Human Resources;
- (vi) Secretary & Registrar;
- (vii) Deans of School;
- (viii) Head of Academic Services;
- (ix) Head of Research Unit;
- (x) Head of Academic Development & Quality;
- (xi) Principal of AECC
- (xii) President of the Students' Union;
- (xiii) One other Sabbatical Officer of the Students' Union;
- (xiv) General Manager of the Students' Union;
- (xv) One member of academic staff from each School freely elected triennially by members of academic staff of that School, in accordance with such arrangements as Senate shall from time to time approve;
- (xvi) Two members of academic staff freely elected triennially by members of academic staff, in accordance with such arrangements as Senate shall from time to time approve;
- (xvii) Two members of the non-academic staff freely elected triennially by members of non-academic staff, in accordance with such arrangements as Senate shall from time to time approve.

In addition the following will be in attendance at Senate as Observers:

- (xviii) Two members of the Professoriate in each School (See provision in paragraph 9.2 below).

1.2 Terms of Reference

1.2.1 Subject to the provisions of the Articles of Government, the overall responsibility of the University Board, the responsibilities of the Vice Chancellor and the requirements of validating and accrediting bodies, Senate shall be responsible for:

- (i) general matters relating to the research, scholarship, teaching and programmes at the University, including criteria for the admission of students;
- (ii) the appointment and removal of internal and external examiners;
- (iii) policies and procedures for assessment and examination of the academic performance of students;

- (iv) the content of the curriculum;
- (v) academic standards and quality and the validation and review of programmes;
- (vi) the procedures for the award of qualifications and honorary academic titles;
- (vii) the procedures for the expulsion of students for academic reasons;
- (viii) considering both the development of the academic activities of the University and the resources needed to support them and for advising the Vice Chancellor and the University Board thereon;
- (ix) advising on such other matters as the University Board or the Vice Chancellor may refer to Senate.

1.2.2 Senate may establish such Standing Committees and Sub-Committees as it considers necessary for purposes enabling it to carry out its responsibilities provided that each establishment is first approved by the Vice Chancellor and the University Board. The number of members of any such committee and the terms on which they are to hold and vacate office shall be determined by Senate.

2. MEETINGS

2.1 Senate shall normally meet once a term.

2.2 All Standing Committees and Sub-Committees of Senate, including Committees associated with them, should normally meet at least once per term.

3. EXTRAORDINARY MEETINGS

3.1 Extraordinary meetings of Senate may be called with at least seven days notice by the Vice Chancellor, or by the Secretary, at the written request of six members of Senate.

4. OFFICERS

- 4.1 (i) The Vice Chancellor shall be Chair of Senate.
- (ii) The Pro Vice Chancellor (Education) shall be Deputy Chair.
- (iii) The Secretary & Registrar shall be Secretary to Senate.

4.2 In the event of the absence of the Chair and the Deputy Chair, the Pro Vice-Chancellor (Research & Enterprise) shall act as Chair. If all three are absent, Senate shall elect its own Chair for that meeting.

5. EX-OFFICIO MEMBERS

5.1 The Vice-Chancellor shall be an ex-officio member of all Standing Committees and Sub-Committees of Senate.

6. ELECTION OF MEMBERS

6.1 The academic and non-academic staff members shall serve for a period of three years and elections will be held triennially in the Summer term in accordance with such arrangements as Senate shall from time to time approve. The procedure for the election of the academic and non-academic staff members is set out in Appendix 1.

- 6.2 The election of members to represent a newly established School, or a School affected by restructuring and/or staff transfer, where the changes affect 20% or more of those academic staff within a School eligible for election, shall proceed immediately following the effective date of establishment or change, as determined by the Chair of Senate.
- 6.3 A casual vacancy shall be filled by election and the person so elected shall hold office for the unexpired term of office of the member being replaced. The person elected to fill a casual vacancy shall also fill any vacancy which was created on a Standing Committee or Sub-Committee.
- 6.4 The election of members of Senate or other bodies shall normally be conducted by secret ballot.
- 6.5 Senate shall consider what action to take when it is informed that an elected member has been absent, or it is notified that he/she will be absent, from three ordinary meetings of Senate.

7. QUORUM

- 7.1 Business shall not normally be transacted at any meeting of Senate, its Standing Committees or Sub-Committees, unless at least 50% of the total membership is present or as otherwise agreed by Senate.

8. CO-OPTION

- 8.1 Standing Committees and Sub-Committees of Senate may co-opt up to two additional members normally for a period of up to three years in duration.

9. OBSERVERS

- 9.1 Students and academic staff (other than as specified in 9.2 below) shall have the right to observe meetings of Senate but not to participate in Senate debate unless such is agreed by resolution of Senate. The numbers observing at any one meeting shall not exceed the total membership of Senate.
- 9.2 *Pro tem*, Observers at Senate shall include two members of the Professoriate from each School who shall have the right to participate in debate.

10. SUBSTITUTES/PROXY REPRESENTATION

- 10.1 Substitutes shall be permitted at meetings of Senate and its Standing Committees, subject to the approval of the Chair and Secretary at least 2 days in advance of any Senate, Senate Standing Committee or Sub-Committee Meeting.

11. AGENDA AND MINUTES

- 11.1 Any member of Senate may put forward an item or motion for discussion, by giving written notice to the Secretary at least eight days before the next meeting of Senate, except in the case of an extraordinary meeting of Senate or motions raised under Standing Order 11.2.

- 11.2 Motions which may be moved without notice are:
- (i) to elect a Chair of the meeting;
 - (ii) relating to the accuracy of the minutes;
 - (iii) for varying the order of business;
 - (iv) for adjournment of a meeting or a debate;
 - (v) for putting the question (this motion shall not be debated);
 - (vi) for amending motions;
 - (vii) for adopting or referring back reports and recommendations of committees and motions consequential on the adoption or referral back of such reports and recommendations;
 - (viii) for appointing Committees, provided that this arises from an item on the agenda;
 - (ix) for referring a matter to a committee;
 - (x) for recording a vote by numbers only;
 - (xi) for determining a question by secret ballot (a member of Senate who so wishes, may have his or her name recorded as assenting, dissenting or abstaining from any given vote);
 - (xii) to suspend Standing Orders.
- 11.3 The Chair, Deputy Chair and Secretary shall meet to prepare an Agenda.
- 11.4 The Agenda will normally be sent by the Secretary to all members of Senate seven days before each ordinary meeting.
- 11.5 Draft Minutes of the previous meeting of Senate and reports and papers relevant to the Agenda shall be sent with the Agenda to members of Senate.
- 11.6 Confirmed Minutes of Senate shall be filed in Registry.

12. ORDER OF BUSINESS

- 12.1 Unless Senate shall resolve otherwise, the order of business at every meeting of Senate shall be:
- (i) to elect a Chair if the Officers as in (4) above are not present;
 - (ii) to read and approve as a correct record the Minutes of the last meeting of Senate;
 - (iii) to consider any matters arising from the Minutes;
 - (iv) to receive such communications as the Chair needs to lay before Senate;
 - (v) to receive and consider questions, motions or items advanced by members which must be received at least 8 days before the meeting;
 - (vi) to receive and consider reports of Committees.

13. RULES OF DEBATE

- 13.1 A motion or amendment shall not be discussed or put to the meeting until it has been seconded.
- 13.2 A member seconding a motion or amendment may speak to the motion or amendment when it is seconded or later in the debate.
- 13.3 A member shall direct his/her speech to the item or motion proposed, to an amendment, to an explanation or to a question of order.

- 13.4 A member may speak on a point of order and shall be entitled to be heard forthwith.
- 13.5 A member may make a personal explanation to correct some misunderstanding of a material part of a former speech by him/her at the same meeting but he/she may not interrupt a member who is speaking or introduce a new matter in his/her explanation.
- 13.6 The proposer of a substantive motion shall have the right of reply at the close of a debate on that motion. He/she shall confine himself/herself to answering arguments made in the debate and shall not introduce any new matter.
- 13.7 An amendment must be relevant to the motion on which it is moved and must seek either:
- (i) to leave out words;
 - (ii) to insert or add words;
 - (iii) to leave out words in order to insert other words, provided that the omission or insertion of words shall not have the effect of negating the motion.
- 13.8 When an amendment to a motion has been moved and seconded, no further amendment may be moved to the motion until the first amendment has been disposed of, though an amendment may be moved to the proposed amendment.
- 13.9 If an amendment is carried, the motion as amended shall take the place of the substantive motion and shall become the motion upon which any further amendment may be moved.
- 13.10 At any time after a question has been proposed for debate a member may move "That the question be now put" and the Chair shall forthwith put the question, "That the question be now put", provided that the motion is seconded and the Chair considers that it does not constitute an infringement of the right of reasonable debate.

14. VOTING

- 14.1 Where consensus cannot be reached otherwise, questions shall be determined by a show of hands, unless a motion is accepted that a secret ballot is more appropriate, and except as provided for under Standing Order 6.4.
- 14.2 Voting shall be by a simple majority.
- 14.3 In the event of a tie the Chair shall have a second and casting vote.

15. STANDING COMMITTEES

- 15.1 The Standing Committees of Senate shall be as follows:
- (i) School Academic Board
 - (ii) Academic Standards Committee
 - (iii) Education Enhancement Committee
 - (iv) Research & Enterprise Committee
 - (v) Research Ethics Committee

Senate shall also have the following *ad hoc* committees:

- (vi) Constitution & Procedures Committee
- (vii) Boards of Examiners and Research Assessment Panels

16. STANDING COMMITTEE PROCEDURE

- 16.1 Minutes of all meetings shall be recorded and copies of all Minutes sent to the Secretary of Senate, and published in the University. Whenever a Standing Committee discusses any document, correspondence or other information which a committee considers has implications for the University outside its own terms of reference, all relevant details must be submitted to Senate.
- 16.2 The time, place and nature of the business of all Standing Committee meetings shall be circulated at least three working days before such meetings.
- 16.3 Each Standing Committee shall have the power to invite written or oral submissions from all members of staff and students.
- 16.4 Each Standing Committee shall at each ordinary meeting of Senate report on its progress on matters in hand.
- 16.5 All Standing Committee reports containing recommendations shall be fully documented and, where appropriate, shall refer to the views of those members who dissent from the Committee's recommendations.
- 16.6 All Standing Committees shall be entitled to establish Sub-Committees, subject to the prior approval of Senate.
- 16.7 The Terms of Reference and Membership of the Standing Committees and Sub-Committees currently approved by Senate are set out in the Appendices to these Standing Orders.
- 16.8 Within the terms of reference of the committee concerned, Committee Chairs may take Chair's Action in exceptional circumstances. Any such actions must be reported to the next meeting of the committee concerned. In the case of Boards of Examiners, the Chair must have the approval of the Chief External Examiner before any action is taken. Further information in relation to Chairs' Action is contained in the University's Academic Policies, Regulations & Procedures.

17. CONFIRMATION OF AWARDS

- 17.1 On behalf of Senate, the Secretary & Registrar shall confirm awards agreed by undergraduate and postgraduate Boards of Examiners and by Research Examination Teams.

18. CLERKING ARRANGEMENTS

- 18.1 The Secretary & Registrar shall be responsible for the clerking arrangements in respect of Senate and its committees and shall put in place such procedures as are necessary to ensure that all committees are serviced and report as appropriate.

19. APPLICATION OF STANDING ORDERS

- 19.1 These Standing Orders shall apply - as far as is practicable and appropriate - to the work of all Standing Committees and Sub-Committees of Senate.

20. VARIATION AND REVOCATION OF STANDING ORDERS

- 20.1 Any motion to add to, vary or revoke these Standing Orders shall be referred to Constitution & Procedures Committee which shall report on the motion to the next meeting of Senate.

21. ACADEMIC POLICIES, REGULATIONS & PROCEDURES

- 21.1 Regulations in Senate Standing Orders should be read in conjunction with the University's Academic Policies, Regulations & Procedures.

APPENDIX 1

ELECTION OF REPRESENTATIVES TO SENATE

1. PROCEDURE FOR THE ELECTION TO SENATE OF ONE MEMBER OF ACADEMIC STAFF FROM EACH SCHOOL FREELY ELECTED TRIENNIALLY BY MEMBERS OF THAT SCHOOL

Eligible Nominees

- 1.1 Any full-time member of academic staff and those members of academic staff on fractional appointments shall be eligible for nomination.

Constituency

- 1.2 All full-time members of academic staff, including Deans of School, and those members of academic staff on fractional appointments shall be eligible to vote.

Nominations

- 1.3 Nominations, duly proposed, seconded and agreed by the nominee, shall be submitted to the Secretary of Senate before an appointed day, not less than seven days after notice of the election has been given by the Secretary.
- 1.4 Those nominated shall be entitled to submit brief biographical details which will appear on the ballot paper.

Election Process

- 1.5 Where an election is necessary, the process will be managed by the Secretary to Senate and the following election process will be used:
- 1.6 A ballot paper will be sent, to each member of the constituency, who shall be entitled to vote for one candidate only.
- 1.7 Voting shall take place during a period of not less than 7 days. Ballot papers shall be returned in an envelope provided, by the stated date and time. Any papers received after that date and time shall be void.
- 1.8 Ballot papers shall be counted by the Secretary to Senate. The count shall take place in the presence of at least one Dean or Head of Professional Service.
- 1.9 The candidate(s) with the highest number of votes shall be declared elected.
- 1.10 In the event of a tie the decision will be made on the toss of a coin.
- 1.11 The results of the election, with the votes cast for each candidate and/or the name of any candidate returned unopposed, shall be published in the University.

2. PROCEDURE FOR THE ELECTION TO SENATE OF TWO MEMBERS OF THE ACADEMIC STAFF FREELY ELECTED TRIENNIALLY BY THE MEMBERS OF SUCH STAFF

Eligible Nominees

- 2.1 Any full-time member of academic staff and those members of academic staff on fractional appointments shall be eligible for nomination.

Constituency

- 2.2 All full-time members of academic staff, including Deans of School, and those members of academic staff on fractional appointments shall be eligible to vote.

Nominations

- 2.3 Nominations, duly proposed, seconded and agreed by the nominee, shall be submitted to the Secretary of Senate before an appointed day, not less than seven days after notice of the election has been given by the Secretary.
- 2.4 Those nominated shall be entitled to submit brief biographical details which will appear on the ballot paper.

Election Process

- 2.5 As in 1.5 to 1.11 above.

3. PROCEDURE FOR THE ELECTION TO SENATE OF TWO MEMBERS OF NON-ACADEMIC STAFF FREELY ELECTED TRIENNIALLY BY THE MEMBERS OF SUCH STAFF

Eligible Nominees

- 3.1 Any full-time member of non-academic staff, including Heads of Professional Service, and those members of non-academic staff on fractional appointments shall be eligible for nomination.

Constituency

- 3.2 All full-time members of non-academic staff and those members of non-academic staff on fractional appointments shall be eligible to vote.

Nominations

- 3.3 Nominations, duly proposed, seconded and agreed by the nominee, shall be submitted to the Secretary of Senate before an appointed day, not less than seven days after notice of the election has been given by the Secretary.
- 3.4 Those nominated shall be entitled to submit brief biographical details which will appear on the ballot paper.

Election Process

- 3.5 As in 1.5 to 1.11 above.

APPENDIX 2

SCHOOL ACADEMIC BOARD

Terms of Reference

Purpose: School Academic Board is the principal academic deliberative committee of the School which should meet at least termly. Subject to the general responsibility of Senate for the academic work of the University, each School Academic Board shall debate the planning, co-ordination, development and oversight of frameworks and for research, enterprise, professional practice and education within the School and should advise the Dean accordingly. It should work with the School Executive. As such, it should debate and advise the Dean and School Executive on key aspects of School policy and the implementation of University academic policies.

1. To take responsibility for admissions, assessment and examination procedures and other matters pertaining to student progress;
2. To inform Academic Standards Committee in a timely manner of matters which may jeopardise the maintenance of academic standards or the quality of learning opportunities;
3. To debate School educational enhancement initiatives including academic and pastoral tutorial arrangements and supervised work experience and approve the School Educational Enhancement Strategy;
4. To make recommendations to Academic Standards Committee on future provision of Frameworks;
5. To approve or otherwise School Quality Reports from School Quality Assurance & Enhancement Committee on quality assurance matters and remit these to Academic Standards Committee;
6. To recommend and agree the policies for staff development, professional practice, research and enterprise within the School;
7. To consider the School's student population statistics and make recommendations for action.

Membership

Dean (Chair)

All academic members of School

Other members of School Executive not included in the above

Four representatives of non-academic staff in the School (to be determined by ballot)

2 Student representatives (one undergraduate, one postgraduate) nominated by the Students' Union, normally from the School concerned

Specific Policy Responsibilities

To take responsibility for the nature and quality of the School academic provision and for the enhancement of the experience of the students on the programmes.

Chair

Dean

Deputy Chair

Deputy Dean (Education)

Co-Options

Quorum

20 people or 50% + 1 (whichever is the smaller)

Minimum Number of Meetings

3 per annum

Reporting Line

Senate

Academic Standards Committee

Current Sub-Committees

School Research & Enterprise Committee

School Quality Assurance & Enhancement Committee

Framework Management Teams

Minutes

Copies of all minutes to be submitted to Senate and held by Registry. Minutes to be published on University portal

In carrying out its duties, each School Academic Board shall:

- maintain a Framework Management Team for each pathway or group of pathways assigned to the School (excluding pathways of less than one term of full-time study or equivalent);
- consider both the development of the academic activities of the School and the resources needed to support them;
- establish such Committees as are required to enable it to fulfil its Terms of Reference (for example, School Research & Enterprise Committees, School Quality Assurance & Enhancement Committees, etc).

APPENDIX 2.1

SCHOOL RESEARCH & ENTERPRISE COMMITTEE

Terms of Reference

Purpose: Oversee School research and enterprise activity

1. To keep under review the School Research and Enterprise strategies;
2. To promote, monitor and review research and enterprise activities within the School;
3. To consider applications for registration on programmes of research leading to research degrees or diplomas and report these to the Graduate School Executive Committee;
4. To consider any ethical issues in relation to research being proposed and to refer such matters to Research & Enterprise Committee where appropriate;
5. To monitor and take action as appropriate on the supervision and progress of research students;
6. To approve applications for upgrading of registration to PhD in accordance with the University's current research policies and procedures;
7. To recommend membership of examination panels for postgraduate research students to Academic Standards Committee.

Membership

Dean (Ex-officio)
Deputy Dean (Research & Enterprise) (Chair)
Other members of School (as determined by School Academic Board)
2 Student Representatives (as determined by School Academic Board)

Specific Policy Responsibilities

To promote and monitor School research and enterprise activities.

Chair

Deputy Dean (Research & Enterprise)

Deputy Chair

An Associate Dean

Co-Options

Quorum

50% + 1

Minimum Number of Meetings

3 per annum

Reporting Line

School Academic Board
Research Ethics Committee
Research & Enterprise Committee
Internationalisation Strategy Group

Current Sub-Committees

Minutes

Copies of all minutes to be submitted to School Academic Board and held by Registry. Minutes to be published on University portal

APPENDIX 2.2

SCHOOL QUALITY ASSURANCE & ENHANCEMENT COMMITTEE

Terms of Reference

Purpose: In conjunction with Academic Standards Committee, Education Enhancement Committee and School Academic Board to be responsible for academic standards and quality assurance and enhancement processes on all of the educational activity offered by the School, including those offered at Partner Institutions and in conjunction with other Schools.

1. To inform School Academic Board in a timely manner of matters which may jeopardise the maintenance of academic standards or the quality of learning opportunities;
2. To consider minutes of Boards of Examiners and reports of External Examiners and recommend any appropriate action to the School Academic Board;
3. To develop and update annually the School Education Enhancement Strategy in light of the University's Education Enhancement Strategy and the School Quality report. To monitor the implementation of the School Education Enhancement Strategy;
4. To consider the outcomes of any external reviews of School provision and monitor action plans to address any matters raised;
5. To develop School policy and practice on all aspects of student feedback and monitor the responses to it;
6. To consider Framework modifications and, where appropriate, to report these to Academic Standards Committee;
6. To ensure the management of the School's responsibilities for the schedule of programme evaluation;
7. To consider reports on partnership activities from Link Tutors and Framework Leaders, and, where appropriate, to make recommendations for action on matters of academic standards and quality to School Academic Board, School Executive and relevant Senate committees;
8. To appoint and receive reports from Design Phase Panels for all proposed programme developments in the School;
9. To ensure that all Frameworks operate effective Independent Marking Plans for all credit bearing

Specific Policy Responsibilities

Maintenance of academic standards and enhancement of quality of learning opportunities in the School.

Chair

Deputy Dean (Education)

Deputy Chair

An Associate Dean

Co-Options

Quorum

50% + 1 (including the appointed Associate Dean from another School and a representative of ADQ)

Minimum Number of Meetings

3 per annum

Reporting Line

School Academic Board
Academic Standards Committee
Education Enhancement Committee

Current Sub-Committees

Minutes

Copies of all minutes to be submitted to School Academic Board and held by Registry. Minutes to be published on University portal

activities;

10. To establish and oversee School Accredited Prior Learning arrangements;

11. Produce a School Quality Report for approval by School Academic Board;

Membership

Dean (Ex officio)

Deputy Dean (Education) Chair

Link tutors

School Associate Deans

Academic Administration Manager

Associate Dean from another School (appointed by the Chair of Academic Standards Committee)

Member of Academic Development & Quality

Representative from Academic Services

School Marketing Managers

Up to 2 Students (to be determined by School Academic Board)

Notes

Other members of the School may attend.

Associate Dean from another School appointed for a period of three years.

APPENDIX 2.3

FRAMEWORK MANAGEMENT TEAM

Terms of Reference

Purpose: Management of a framework.

1. To be responsible for securing recruitment to the framework, working with the support of the University's Central Admissions Team;
2. To arrange student support and placements as appropriate;
3. To arrange for the delivery of the Framework and evaluating the academic standards and quality of education;
4. To be responsible for the programme of assessment and project work;
5. To be responsible for the annual monitoring cycle and for producing an annual report on the Framework;
6. To put in place and oversee a Framework Management structure applicable to the School;
7. To remit to the School Quality Assurance & Enhancement Committee any matters arising that may put at risk the academic standards or quality of student learning opportunities;
8. To review and act on other matters affecting the Framework, as required from time to time by the School Academic Board or Senate.

Membership

Deputy Dean (Education) (Ex-officio)
Framework Leader (Chair)
Relevant Pathway/Unit leaders
Supervised Work Experience Tutor
Admissions Tutor
Framework/Pathway Administrator(s)
Representative(s) from Academic Services
School Marketing Manager
Up to 4 Students (to be determined by School Academic Board)

Note

The Framework Management Team shall establish and maintain such an unperpinning structure as is applicable to the School.

Specific Policy Responsibilities

To manage the academic framework and its elements, including recruitment, assessment, student support and the academic quality of the provision.

Chair

Framework Leader

Deputy Chair

A Pathway Leader

Co-Options

Quorum

40% + 1

Minimum Number of Meetings

3 per annum

Reporting Line

School Academic Board
School Quality Assurance & Enhancement Committee

Current Sub-Committees

Minutes

Copies of all minutes to be submitted to School Academic Board and held by Registry. Minutes to be published on University portal.

APPENDIX 3

ACADEMIC STANDARDS COMMITTEE

Terms of Reference

Purpose: Principal University committee to maintain the academic standards set for and achieved by students and to oversee the quality of learning opportunities available to students.

1. To keep under review the Quality Assurance Framework and recommend to Senate such changes as are thought desirable;
2. To approve or otherwise School Quality Reports;
3. To consider and approve new framework and pathway proposals in relation to the University's overall academic profile and its strategic objectives;
4. To be informed in a timely manner by School Quality Assurance & Enhancement Committees of matters which jeopardise the maintenance of academic standards or the quality of learning opportunities and to take remedial action;
5. To receive from ADQ the annual summary of the review of framework evaluation outcomes and processes and to draw Senate's attention to any points of concern;
6. To maintain an overview of individual partnerships including through receiving the minutes of Partnership Boards and outcomes of Partner Institution Reviews;
7. To advise Senate on policies and regulations for the admission and the assessment of students including postgraduate research degree students;
8. To consider and approve nominations for the appointment of External Examiners and examiners of research degrees and keep under review their terms of appointment;
9. To debate, approve and monitor an action plan arising from the University-wide annual summary of External Examiners' reports;
10. To monitor and assure the quality of procedures for approving registration on a programme of research leading to a research degree or diploma;
11. Review annually management information data arising from the annual monitoring process with

Specific Policy Responsibilities

Maintenance of academic standards

Chair

PVC (Education)

Deputy Chair

Secretary & Registrar

Co-Options

Quorum

50% + 1

Minimum Number of Meetings

3 per annum

Reporting Line

Senate

Current Sub-Committees

Student Experience Committee

Partnership Boards

Internationalisation Strategy Group

Minutes

Copies of all minutes to be submitted to Senate and held by Registry. Minutes to be published on University portal

a view to the continuous enhancement of the University's academic provision;

12. To establish a cycle of School audits and to monitor resulting action plans.

Membership

Vice-Chancellor (Ex-officio)

Pro Vice-Chancellor (Education) (Chair)

Pro Vice-Chancellor (Resources)

Dean of Student Experience

Secretary & Registrar

Senior member of AECC nominated by the Principal of AECC

3 Members of the Professoriate (to be appointed by the Vice Chancellor)

Head of Academic Services

Head of Academic Development & Quality

Head of International & Corporate Relations

Deputy Deans (Education)

President of the Students' Union

One other sabbatical officer of the Students' Union

General Manager of the Students' Union

Director of Partnerships & Widening Access

Assistant Registrar (Student Policy & Support)

Assistant Registrar (Quality)

Head of the Graduate School

APPENDIX 3.1

STUDENT EXPERIENCE COMMITTEE

Terms of Reference

Purpose: Promote and enhance the student experience

1. To support the achievement of the University's Corporate and Strategic Plans by taking responsibility for ensuring the on-going enhancement of the overall student experience;
2. To champion the measures the University is taking to enhance the overall student experience across the University, including
 - i) the academic experience;
 - ii) the personal development experience;
 - iii) the social, cultural, sporting and other recreational experience;
3. To consider the appropriateness, effectiveness and efficiency of the range of pastoral care and other support services and facilities provided for students and to monitor these to ensure that they meet the aims and objectives set out in the University's Strategic Plan;
4. To monitor key procedures for the recruitment, admission, induction and assessment of students to ensure that those procedures represent best practice in the sector and in the University's policies on Fair Access and Dignity, Diversity & Equality and to provide the best experience for the applicant/student;
5. To encourage students to provide feedback, to monitor the outcomes of the annual National Student Survey (NSS), Student Unit Evaluation (SUE) and other sources and, working with other relevant committees, to recommend to Senate and the Board any appropriate steps to deal with the issues arising from those surveys;
6. To monitor the effectiveness of the University's student-related rules and regulations and to approve any changes that may be appropriate to ensure fair and impartial application of a reasonable regulatory Framework;
7. To encourage both formal and informal dialogue between students and the rest of the University Community about the quality of the student experience and to ensure that students have easy access to appropriate, clear and transparent formal mechanisms for dealing with complaints

Specific Policy Responsibilities

To promote BU activities designed to enhance the student experience and to monitor the development of the student regulatory framework.

Chair

Dean of Student Experience

Deputy Chair

Member of the University Board

Co-Options

Quorum

50% + 1

Minimum Number of Meetings

3 per annum

Reporting Line

Academic Standards Committee
Senate
University Board
Education Enhancement Committee

Current Sub-Committees

Minutes

Copies of all minutes to be submitted to Senate and held by Registry. Minutes to be published on University portal.

and academic appeals;

8. To consider any other matters remitted to the Committee by Senate and/or the University Board.

Membership

Pro Vice Chancellor (Education) (Ex Officio)

Dean of Student Experience (Chair)

Secretary & Registrar

Deputy Registrar

Assistant Registrar (Student Policy & Support)

President of the Students' Union

One other Elected Officer of the Students' Union

General Manager of the Students' Union

Up to five students nominated by the Students' Union, to include, where possible, a representative of part-time students, postgraduate research students, postgraduate taught students, and a representative of Partner College students

A representative of Chaplaincy

Head of the Graduate School

Head of Academic Services

Manager of the ALN Service

Up to four elected members of Senate nominated by the Chair of Senate

Up to four members of the University Board nominated by the Chair of the University Board (one of whom to be Deputy Chair)

APPENDIX 3.2

PARTNERSHIP BOARDS

Terms of Reference

Purpose: Partnership Boards are intended to act as a forum for a bi-lateral strategic review of the Partnership with each partner. As such each Partnership Board will review recent performance and discuss possible future developments.

1. To review higher education provision to the University's awards at the partner institution, in terms of strategy, resources, and finance;
2. To discuss key quality assurance matters arising from annual monitoring and periodic review and external examiners reports;
3. To consider proposals for development of provision and bids for funding for such provision;
4. To share recent and forthcoming institutional level developments that may impact upon the partnerships;
5. To discuss joint positions on, and responses to, national and regional developments and consultations;
6. To remit relevant matters arising to the Regional Strategic Partnership Board;
7. To discuss other matters of common interest at institutional level.

Membership

Pro-Vice-Chancellor (Education) (Ex-Officio)
A School Dean (Chair)
Partner Institution Principal or Chief Executive
Partner Institution Head of Higher Education (or equivalent)
Head of Academic Development & Quality
A representative of Registry
A representative student

Specific Policy Responsibilities

To provide a forum for strategic development of the Partnership and monitor BU accredited academic activity and student experience at partner institutions.

Chair

Rotating: Partner Institution
Principal or CEO / Relevant Dean

Deputy Chair

Secretary & Registrar

Co-Options for FEC PBs

Director of Partnerships & Widening Access
General Manager of the Students' Union

Quorum

50% + 1

Minimum Number of Meetings

2 per annum for FEC PBs
1 per annum for bi-lateral partnerships

Reporting Line

Academic Standards Committee
Regional Strategic Partnership Board
Research & Enterprise Committee
School Quality Assurance & Enhancement Committee

Current Sub-Committees

Minutes

Copies of all minutes to be submitted to Academic Standards Committee and held by Registry.
Minutes to be published on University portal.

APPENDIX 3.3

INTERNATIONALISATION STRATEGY GROUP

Terms of Reference

Purpose: Oversight of Internationalisation Strategy

1. To develop and keep up to date the University's Internationalisation Strategy, ensuring there is a two-way dialogue with other key University strategies;
2. To champion and monitor progress towards the key objectives of the Internationalisation Strategy and to recommend to Education Enhancement Committee any action required to ensure that the objectives are met;
3. To debate strategic developments (external and internal) and to advise on new directions and targets resulting from these;
4. To receive regular updates on relevant matters;
5. To establish an International Collaboration & Partnership Group to scrutinise and recommend to Academic Standards Committee any proposed international partnerships. Subsequently, via the Head of ADQ, to make recommendations to the Vice Chancellor in relation to any proposed Memorandums of Understanding or Agreement and to report the outcomes to Academic Standards Committee.

Membership

Pro-Vice-Chancellor (Education) Ex-officio
Pro-Vice-Chancellor (Research & Enterprise) Chair
A representative from each School (appointed by the Dean)
Head of Academic Services
Head of International & Corporate Relations
Head of International Relations & Admissions
Head of the Centre for Global Perspectives
Head of the Graduate Employment Service
Head of Academic Development & Quality
Senior member of Registry
Representative of Centre for Global Perspectives
Representative of Centre for Research & Enterprise

Specific Policy Responsibilities

To champion internationalisation throughout the University and to monitor overseas partnership arrangements.

Chair

PVC (Research & Enterprise)

Deputy Chair

Head of Academic Services

Co-Options

Quorum

50% + 1

Minimum Number of Meetings

2 per annum

Reporting Line

Academic Standards Committee
Education Enhancement Committee

Current Sub-Committees

Minutes

Copies of all minutes to be submitted to Academic Standards Committee and held by Registry.
Minutes to be published on University portal

APPENDIX 4

EDUCATION ENHANCEMENT COMMITTEE

Terms of Reference

Purpose: Oversight of University's education enhancement strategy

1. To develop, implement and monitor initiatives and policies to promote best practice, knowledge exchange and research in pedagogy;
2. To formulate the University's Education Enhancement Strategy and monitor outcomes;
3. To identify University-wide resource needs for the enhancement of education and advise Senate;
4. To identify, promote and review staff academic development needs;
5. To consider broad issues of academic and educational policy and advise Schools and Senate;
6. To monitor the development and implementation of the University's Internationalisation Strategy, as it relates to education;
7. To organise the University's annual Education Conference;
8. To receive reports from relevant bodies e.g. Centre for Excellence in Media Practice (CEMP) and other CETLs.

Membership

Vice-Chancellor (Ex-officio)
PVC (Education)
Deputy Deans (Education)
Head of Estates
Head of Academic Services
Secretary & Registrar
Head of Academic Development & Quality
Head of Graduates Employment Services
Manager, Educational Development Services
Director of Partnerships & Widening Access
Assistant Registrar (Quality)
Director of CEMP
Up to 3 National Teaching Fellows
President of the Students' Union
One other Sabbatical Officer of the Students' Union

Specific Policy Responsibilities

To enhance the quality of learning opportunities. To ensure that BU's education enhancement strategy reflects best practice in the HE sector and meets the needs of the the whole University community.

Chair

PVC (Education)

Deputy Chair

Head of Academic Services

Co-Options

Quorum

50% + 1

Minimum Number of Meetings

3 per annum

Reporting Line

Senate

Current Sub-Committees

Minutes

Copies of all minutes to be submitted to Senate and held by Registry.
Minutes to be published on University portal.

APPENDIX 5

RESEARCH & ENTERPRISE COMMITTEE

Terms of Reference

Purpose: To promote University research and enterprise activity.

1. To promote and review Research and Enterprise within the University;
2. To approve policy on all matters relating to the University's Research and Enterprise Strategies;
3. To review School and Academic Services Committee research plans, consider specific proposals for University funding and support and advise on the distribution of funds;
4. To assist the University in general, and the Pro Vice-Chancellor (Research & Enterprise) in particular, in the development of a strong and financially sound Enterprise culture and structure within the University;
5. To receive information relating to Research and Enterprise activities within the University;
6. To act as an interface with the Board to raise its awareness of University activities in the Research and Enterprise areas.

Membership

Vice-Chancellor (Ex officio)
Pro-Vice-Chancellor (Research & Enterprise) (Chair)
4 Members of the University Board nominated by the Chair of the Board (one of whom to be Deputy Chair)
University Librarian
Deputy Deans (Education & Research)
Head of Research
Head of Enterprise
Deputy Head of Research
Head of Graduate School
University Librarian

Specific Policy Responsibilities

To promote and monitor BU research and enterprise activities.

Chair

PVC (Research & Enterprise)

Deputy Chair

Member of the University Board

Co-Options

Quorum

50% + 1

Minimum Number of Meetings

Up to 3 times per year

Reporting Line

Senate
University Board

Current Sub-Committees

Minutes

Copies of all minutes to be submitted to Senate and the University Board and held by Registry. Minutes to be published on University portal.

APPENDIX 6

RESEARCH ETHICS COMMITTEE

Terms of Reference

Purpose: Ensure University research and enterprise activities are in line with sound ethical practice

1. To formulate, maintain and keep under review the research ethics policy in line with best practice;
2. To approve or otherwise research and enterprise proposals remitted to it from School Research and Enterprise Committees requiring ethical approval;
3. To maintain a register of all University research and enterprise projects with ethics approval;
4. To review and monitor the impact of ethical considerations on the quality of education;
5. To promote, review and monitor all research ethics related staff development activities.

Membership

A maximum of four co-opted members with research experience who may not be Bournemouth University staff. At least one member of the co-opted members must have experience of research ethics issues. One of the co-opted members to be appointed as chair Secretary & Registrar (or nominee)

A Research Ethics representative nominated by each School Research & Enterprise Committee

A representative of the Centre for Research & Enterprise

A member of the Graduate School

A member of Academic Services

A member of the University Board.

Specific Policy Responsibilities

To monitor University research activities at both undergraduate and postgraduate level and to consider individual requests for ethical approval

Chair

External member appointed by the Chair of Senate

Deputy Chair

Secretary & Registrar

Co-Options

Quorum

50% + 1

Minimum Number of Meetings

3 per annum

Reporting Line

Senate

Current Sub-Committees

Minutes

Copies of all minutes to be submitted to Senate and held by Registry. Minutes to be published on University portal

APPENDIX 7

CONSTITUTION & PROCEDURES COMMITTEE

(An *ad hoc* Committee)

Terms of Reference

Purpose: To be responsible for scrutinising any proposed changes to Senate Standing Orders and subsequently making recommendations to Senate.

1. To advise on such constitutional and procedural matters as Senate may from time to time require;
2. To consider any request to add to, vary or revoke Senate's Standing Orders and to make recommendations to Senate on such matters.

Membership

A member of the University Executive Group (Chair)
One other member of the University Executive Group
Secretary & Registrar
Up to 6 members of Senate (nominated by the Vice Chancellor)
One representative nominated of the Students' Union

Specific Policy Responsibilities

To advise Senate on matters of governance in respect of the University's deliberative structure.

Chair

A Member of the University Executive Group

Deputy Chair

Secretary & Registrar

Co-Options

Quorum

50% + 1

Minimum Number of Meetings

The committee will meet as and when required to so so

Reporting Line

Senate

Current Sub-Committees

Minutes

Copies of all minutes to be submitted to Senate and held by Registry. Minutes to be published on University portal

APPENDIX 8

BOARDS OF EXAMINERS (*Ad hoc* Committees)

Terms of Reference

Purpose: Boards of Examiners are sub-committees of Senate. They are authorised to assess students in accordance with the Framework assessment regulations and to recommend that awards of the University, and where appropriate of other awarding bodies, be conferred upon those who have fulfilled the learning outcomes of an approved pathway of study and achieved the standards required for an award.

1. To judge whether students have fulfilled the learning outcomes of their Framework of study and have achieved a standard which accords with a consistent national standard of awards;
2. To judge each student's performance as a whole and to make judgments by applying discretion where necessary within the Framework regulations;
3. To interpret the assessment regulations for the Framework of study in the light of the University's requirements and of good practice in HE;
4. To exercise discretion in recommending an award or an alternative form of assessment where a student has been unable for valid reasons to present the full schedule of assessment for the pathway;
5. To be responsible (through the Sub-Board of Examiners and/or through formally constituted sub-groups) for all assessment which contributes to an award;
6. To make recommendations to Senate concerning the conferment of awards;
7. To agree arrangements to delegate to the Sub-Board of Examiners or to other formally constituted sub-groups of the Board of Examiners, responsibility to make recommendations to the Board in specified circumstances and to make decisions in cases specified by the Board in accordance with the principles and regulations approved by the University;
8. Consideration of mitigating circumstances where this has not been delegated to a sub-group;
9. Ratification of Accreditation of Prior Learning;

Specific Policy Responsibilities

To review annual student achievement and to recommend individual student annual results, interim and final awards to Senate

Chair

Dean of relevant School or nominee

Deputy Chair

Deputy Dean (Education) of relevant School

Co-Options

Quorum

50% + 1 (normally to include an External Examiner)

Minimum Number of Meetings

1 per annum

Reporting Line

Senate
Academic Standards Committee

Current Sub-Committees

Sub-Boards of Examiners

Minutes

Copies of all minutes to be submitted to, and held by, Registry on behalf of Senate.

10. Receive the decisions of Assessment Panels;
11. To create such underpinning structures as are necessary (e.g. Sub-Board of Examiners) and to receive and consider their reports.

Membership

Dean (or nominee) (Chair)

Deputy Dean (Education)

Pathway Leaders

Other academic staff with overall responsibility for the assessment of the major subject components of the pathway (such responsibility to be defined by the Chair of the Board);

External Examiner(s)

A member independent of the School

Notes

Delegated responsibilities may include reassessment and deferred assessment, consideration of mitigating circumstances, recommendations for intermediate awards, the assessment of credit for units which contribute to an award, or credit for the placement in a sandwich programme.

No student shall be a member of a Board of Examiners for his or her Framework or attend an examiners' meeting for that Framework.

The inclusion of an independent member drawn from another School represents good practice in the HE sector. The Independent member will normally be a member of QAEG.

Any member of the Framework team with assessment responsibility may be required to attend a specific meeting of the Board.

Subject to the provision of Section 18 above, administrative and secretarial support for the Board of Examiners will normally be provided by the School responsible for the pathway.

APPENDIX 9

RESEARCH EXAMINATION TEAMS (*Ad hoc* Committees)

Terms of Reference

Purpose: Research Examination Teams are sub-committees of Senate. They are authorised to assess research students in accordance with Bournemouth University's *Academic Policies, Regulations & Procedures*, Section F: Regulations for the Award of Degrees by Research.

1. To assess whether a candidate has met the required level for the award in question.
2. To make one of the following recommendations:
 - that the appropriate award be made;
 - that the appropriate award be made subject to minor amendments to the research report or thesis;
 - that the appropriate award be made subject to major amendments to the research report or thesis;
 - that the candidate be permitted to re-submit for the award and be re-examined;
 - that the candidate not be made an award and not be permitted to be re-examined;
 - in the case of a PhD, DBA or DProf examination, that the candidate be awarded the degree of MPhil.
3. To make recommendations to Senate concerning the conferment of awards;

MEMBERSHIP

An Independent member appointed by the Deputy Dean (Research & Enterprise) (Chair)
Internal Examiner
At least one External Examiner

Notes

A student's supervisor(s) may be present at the Research Examination Team meeting (in the capacity of observer only) if the student is in agreement.

All Examiners must have the appropriate experience as specified in Bournemouth University's *Research Codes of Practice*

Subject to the provision of Section 18 above, administrative and secretarial support for the Research Examination Team will normally be provided by the School responsible for the award.

Specific Policy Responsibilities

To examine research student achievement, to recommend that awards of the University, and where appropriate of other awarding bodies, be conferred upon those who have achieved the standards required for an award.

Chair

An Independent member appointed by the Deputy Dean (Research & Enterprise) of the School in which the student is studying

Deputy Chair

None

Co-Options

None

Quorum

The Chair and at least two examiners, at least one of which must be external to the University

Minimum Number of Meetings

The Team will meet as and when required to do so

Reporting Line

Senate

Current Sub-Committees

None

Minutes

Copies of all minutes to be submitted to, and held by, Registry on behalf of Senate.