

Academic Governance

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1. Introduction

Successful higher education providers are characterised by a full and mutually respectful partnership between academic and non-academic members of their communities who individually and collectively take full responsibility for maintaining the standards of their awards and the quality and enhancement of students' learning opportunities.

This also extends to the participation of students in line with the Core Practices of the *UK Quality Code for Higher Education* which state that higher education providers 'actively engage students, individually and collectively, in the quality of their educational experience'¹.

The effectiveness of the procedures set out elsewhere in this Handbook is ultimately dependent on the University's arrangements for academic governance and in particular, the activities of Academic Board and its committees². The committee structure has been designed to secure the accountability of all staff, groups and committees within the University to one another as well as to external stakeholders and sits alongside the Institution's management and executive structure which is subject to the ultimate authority of the Board of Governors.

This chapter describes and explains the structure, remits, constitutions and individual roles of Academic Board, its committees and members. In addition to clear and complete terms of reference and relevant and appropriate memberships, an effective committee structure depends upon the efficient management of committee business and a commitment on the part of all members to critical engagement, free expression and the civilities of challenging but constructive and open debate.

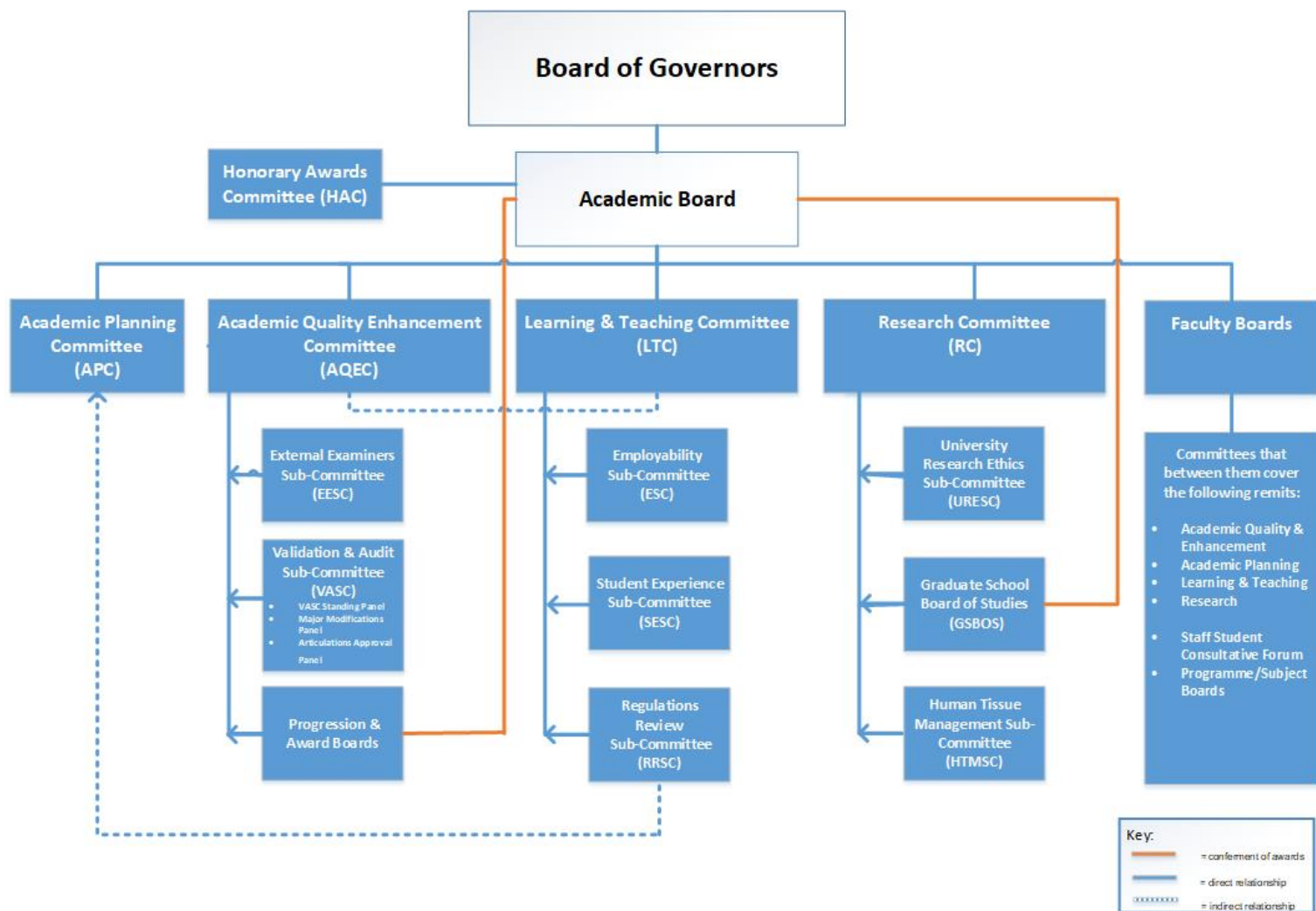
Alternate representation is permitted for most Academic Board committees unless otherwise stated in the Committee Constitution and Membership, or within the Standing Orders. If a Committee member is unable to attend a meeting, they are able to identify an alternate to attend the meeting in their absence. It is desirable that where possible, alternates are identified and attend the meeting to ensure that meetings remain quorate. In the case of elected academic representation from Faculties on Academic Board, provision has been made for one alternate elected member to deputise for elected members when they are unable to attend.

¹ https://www.qaa.ac.uk/docs/qaa/quality-code/revised-uk-quality-code-for-higher-education.pdf?sfvrsn=4c19f781_6.

² Agendas, papers and confirmed minutes of Academic Board and its sub-committees may be accessed in the central repository folders at: Y:\Everyone\Academic Board Committees (EHU staff login required).

2. Committee structure

The academic governance committee structure is as follows:



Faculty Boards have the ability to constitute appropriate sub-committees to support the operation of their business. Where these sub-committees have formal reporting lines into Faculty Board (whether direct or indirect through another parent committee) they are to be considered as statutory committees for the purpose of information governance guidelines.

3. Roles and responsibilities

3.1. Secretariat

The secretariat for the academic governance structure is provided by the Academic Quality and Development Unit, with support from other areas for a limited number of specialist committees which are serviced by Faculties, Academic Registry and the Research Office. The Secretariat is responsible for:

- Publishing the annual schedule of committee meetings, ensuring appropriate alignment to the Board of Governors calendar and flow of business between committees and their sub-committees.
- Co-ordinating the Annual Process Review for Chapter 8 of the Quality Management Handbook, including reviewing committee membership and terms of reference in conjunction with the committees.
- Running annual elections for representatives across the committee structure.
- Maintaining central committee membership records, monitoring expiry dates for appointed members as appropriate.
- Updating the Standing Orders annually, for submission and approval by Academic Board.
- Delivering relevant training and briefing sessions related to academic governance and committee operations.

3.2. Committee roles

The fundamental responsibilities which are shared by all members of the University are to respect the authority (as set out in their terms of reference) of Academic Board and its committees; comply with action requirements; submit papers and agenda items to deadline and in accordance with the relevant Standing Orders; and to ensure that the views and experience of themselves, their colleagues and of students are adequately represented at and by the relevant committees.

The last of these can be met in a variety of ways which may include standing for election to a committee; encouraging colleagues and students to stand for election; participating in ballots for elections; attending a committee as an observer; submitting agenda items and papers for consideration by a committee; and providing feedback to Chairs, secretaries or the Academic Quality and Development Unit on the effectiveness of the University's deliberative committee structure.

All members and officers of academic governance committees are responsible for ensuring the appropriate consideration for issues of equality and diversity,

specifically where matters of approval are considered³. In 2019/20, a new institutional Equality and Diversity Group may make additional recommendations to enhance how equality and diversity issues are considered by committees and used to inform decision making.

3.3. Role of the committee Chair

These are either *ex officio*⁴ posts or appointed by Academic Board or a designated sub-committee. Chairs work closely with secretaries to ensure that committee business is planned and managed appropriately. All committee/sub-committee/group Chairs will also normally be members of any parent committees. Chairs are able to access shadowing or mentoring from other experienced Chairs if required, and guidance to support them in their role can be provided by the secretariat.

3.3.1. Responsibilities of the Chair

The primary function of the committee Chair is to manage the meeting effectively through creating an environment conducive to good discussion. Chairs are also responsible for:

- Ensuring well-defined outcomes and decisions from meeting discussions.
- Encouraging debate which leads to clear and positive outcomes.
- Providing leadership within meetings and steering discussions where appropriate.
- Managing the committee's effectiveness, including good time management.
- Remaining apprised of the latest issued Standing Orders.
- Maintaining a strong relationship with the committee Secretary, providing support if required⁵.
- Keeping their knowledge of the committee's function up to date.
- Reporting to the relevant 'parent' committee to provide updates on the business, decisions and operations of their committee⁶.

3.3.2. Chair's action

Where deemed necessary, the Chair may take decisions and make approvals outside of scheduled committee meetings (usually related to category A agenda items exclusively). Chair's action should be taken on an exceptional basis and requires advance discussion with the committee Secretary. Where possible, Chairs should seek comments from the broader committee membership to inform any approval given via Chair's action. For transparency, any Chair's Action taken is reported at the next meeting for comment by the Members. A log of Chair's action taken is also maintained by the Secretary and this is reported on within the committee's Annual Report to monitor the appropriateness of Chair's action taken.

³ In policy development, decisions and resolutions, matters of equality and diversity are considered where relevant, and may include reflecting on any impact on people with different protected characteristics, namely race; disability; age; sex; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity and religion or belief.

⁴ Such positions are held 'by virtue of the office', rather than by the individual in their own right.

⁵ This includes agreeing the agenda, making decisions on authors/speakers, reviewing and approving draft minutes and challenging members where required (such as with persistent none attendance or late paper submission).

⁶ The minutes of the 'child' committee should be submitted to the 'parent' committee where available. Where this is not possible, a verbal update should be provided at the meeting by the Chair instead.

3.4. Role of the committee Secretary

Committee Secretaries provide a vital role in effective academic governance, providing expert and proactive support to committees. Secretaries are required to take ownership of the business of their committee, developing expert knowledge to support the committee's operation and good decision making. Building a good relationship with the Chair is also essential for this role, tailoring approaches and styles where possible.

Secretaries are required to have a strong understanding of academic governance procedures, including the Standing Orders, providing advice upon operational matters where required by the committee or Chair.

Committee secretaries are generally allocated by the Secretariat, with specific exceptions for specialist committees with different requirements. The institutional membership spreadsheet outlines where these responsibilities reside for each Secretary role.

3.4.1. Responsibilities of the Secretary

Secretaries are also responsible for specific, operational tasks, including:

- Generating draft agendas, informed by the committee business plan, their expert knowledge, and through suggestions from committee members and wider stakeholders.
- Circulating meeting information and papers in good time for meetings.
- Disseminating actions as soon as possible following committee meetings, following up relevant actions where required.
- Producing accurate and concise minutes promptly within ten working days of committee meetings.
- Escalating issues to the Chair where appropriate⁷.
- Co-ordinating requests for Chair's Action where appropriate.
- Liaising with committee paper authors, advising on agenda categorisation and other relevant matters.
- Producing the Annual Report and Business Plan for the committee.
- Advising the committee and the Chair on procedural matters, including the operation of closed business and declarations of interest⁸.
- Adhering to appropriate information governance requirements, including ensuring appropriate data protection arrangements are in place for the distribution and destruction of committee papers⁹ and handling matters of closed business appropriately¹⁰;

Training for secretaries of Academic Board committees is available on request and details can be found on the Academic Board WIKI pages¹¹. Shadowing and mentoring opportunities are available for new secretaries where required.

⁷ Examples where this may be appropriate could be the repeated non-attendance by key committee members, or other matters which may affect the effective operations of the committee.

⁸ Further information is available elsewhere in this Chapter and within the Standing Orders.

⁹ For any additional operational guidance please contact the Academic Quality and Development Unit.

¹⁰ See section 4.1 for further guidance.

¹¹ <https://go.edgehill.ac.uk/display/academicboard/Information+for+Members> (EHU staff login required).

3.5. Role of committee members

Members of institutional committees play a crucial role in ensuring good academic governance, offering expert opinion, representing the views of stakeholders from across the university and providing mechanisms for the dissemination of decisions.

3.5.1. Responsibilities of committee members

All members of institutional committees are expected to actively engage with their allocated committee(s) and their responsibilities include:

- Attending all meetings where possible, providing advance apologies where unavoidable¹².
- Suggesting items of business for the committee to consider and engaging with the call for agenda items issued in advance of the meeting.
- Reading the distributed paperwork in advance of the meeting and preparing questions and comments.
- Presenting designated items at the meeting.
- Maintaining strict confidentiality for items of closed business or at closed Committees e.g. External Examiners Sub-Committee.
- Disseminating relevant information or decisions to their Faculty or Department.
- Updating the Secretary regarding any role or contact information changes.
- Providing feedback on committee operations and engaging with the annual committee effectiveness review
- Engaging with training and guidance available to support committee members.
- Disclosing any matters which may fall under the requirement for Declaration of Interest¹³.

3.5.2. Categories of committee membership

The constitutions of Academic Board and its committees are designed to maximise the effectiveness of the deliberative structure by including a mix of *ex officio*, appointed 'expert' and elected representative members which vary according to each committee's terms of reference.

Ex officio: Committee members by virtue of their office or position in the University.

Appointed: (1) Committee members appointed to the committee due to the relevance of their role to the work of the committee. The PVC/Dean or Head of Service is responsible for nominating staff to undertake this role.

(2) Committee members who are members/Chairs of one committee/sub-committee/working group and are appointed by the committee Chair to represent that committee/sub-committee/working group on another committee/sub-committee/working group. The

¹² Members are also able to send an appropriate representative to attend on their behalf. For more information please contact the Secretary.

¹³ See section 3.3.

committee Chair is responsible for nominating members to undertake this role.

Elected: Members elected from specific constituencies. The Academic Quality and Development Unit is responsible for ensuring that elections take place (with the exception of Faculty Boards for which Faculties are normally responsible for organising their own elections¹⁴). Further details on the process for elections can be found in the Standing Orders.¹⁵

Students: Members usually nominated by the Students' Union. These may either be Sabbatical Officers from the Students' Union or other students deemed to represent the student voice. On occasion, depending on the nature of the committee, staff from the Students' Union may additionally be identified as members of a Committee. These positions provide the opportunity for engagement and participation for students in academic governance.

Externals: Members invited to be a member of a committee from outside the University community (i.e. not members of staff or students). This may include lay representatives or external consultants.

In attendance: Additional individuals included in committee meetings at the discretion of the Secretary and Chair¹⁶. These individuals do not have voting powers within meetings.

Due to the nature of some roles, an individual may hold multiple positions on a single committee e.g. ex-officio and appointed. Details of the impact of this on the calculation of quorum and voting rights can be found in the Standing Orders.

4. Committee operations

4.1. Committee effectiveness and review

The evaluation of the effectiveness of each Committee is monitored by the committee on an annual basis through a dedicated section in their Annual Report. Any subsequent recommendations for improvements or changes to the committee or related processes form part of the Annual Process Review¹⁷.

4.1.1. Annual Reports

At the end of each academic year, an annual report¹⁸ is drawn up by the committee Secretary with input from the Chair. These reports summarise the decisions taken by the committee, reflect upon the effectiveness of its operation in the previous academic year and provide an opportunity to identify and recommend changes for

¹⁴ Depending on their constitutions, Faculty Board sub-committees may also require elections for positions and these are normally co-ordinated by the Faculty.

¹⁵ <https://go.edgehill.ac.uk/display/academicboard>

¹⁶ The Vice-Chancellor has right of attendance at any University Committee/Sub-Committee or Working Group.

¹⁷ See Quality Management Handbook Chapter 1.

¹⁸ An indicative, flexible template for the report is available in the templates folder on the Y Drive.

the following year. The report should normally be produced following a discussion at the final meeting of the year of the committee, providing members with the opportunity to contribute their thoughts and opinions. The final report is approved at the first meeting of the academic year and submitted onto the relevant reporting committee for information; this provides assurance to these 'parent' committees as to the ongoing effectiveness of its sub-committees.

4.1.2. Annual Process Review

One of the outputs of the annual report may be the identification of changes to committee membership or remit. Such changes require consideration and approval by Academic Board and are reflected within this chapter of the Quality Management Handbook. Any other relevant, significant procedural changes related to academic governance are also included in the Annual Process Review. Included within this process is the annual review and updating of the Standing Orders.

4.2. Declaration of Interest

Members are expected to disclose any potential conflicts of interest at each meeting to ensure that the committee's business and decisions are handled appropriately. Each committee agenda provides an opportunity for the declaration of interests at the start of each meeting via a standing agenda item.

4.2.1. Identifying a conflict

A declaration is required where there may be a potential conflict between a committee member's personal interests and the committee business, including where these interests could directly benefit from an outcome or decision. Being open about this interest means that the committee can operate transparently and with integrity.

It is important to know that conflicts can be perceptual as well as actual. If an item may appear to benefit a member's personal interest, even if it will not actually do so, members must still declare this.

Conflicts of interest for committee members may include, for example:

- An interest in a third-party organisation being discussed by the committee. For example, a member may sit on the governing body of a partner institution.
- A personal relationship (family member, personal friend, intimate relationship, supervisor etc) with a student being discussed in the meeting.
- Responsibility for, or involvement with, a course or programme being discussed (for section A approvals only).

The committee Secretary can provide advice where there are queries related to potential conflicts.

4.2.2. Process for handling declarations

Conflicts of interest should be handled proportionately according to the nature of the declaration and the item of business. The Chair has the ultimate discretion as to the required action to take in relation to potential conflicts of interest, however some indicative guidance is listed below:

If the issue relates to an item where a decision or approval will be made, including where this may determine ongoing strategy, the committee member may be asked to leave the room for this item. This should be reflected within the minutes.

In some cases, this action would not be proportionate to the level of risk. Indeed, it may be beneficial for the committee to hear the committee member's expert views as part of their discussion. However, it is still important that the committee is made explicitly aware of any interest through the declaration, rather than assuming prior knowledge.

4.3. Business Planning

Prior to the start of each academic year, a Business Plan¹⁹ for each committee is developed by the Secretary, with input from the Chair. These plans provide an indication of the business which will be received at each meeting of the year to aid planning. The Business Plan also demonstrates where the committee is executing its Terms of Reference, although it is acknowledged that other, adhoc business may also demonstrate these.

4.4. Communication

A termly newsletter is produced for the wider university community, highlighting important decisions, discussions and approvals which have taken place across the academic governance structure. The Academic Board WIKI pages²⁰ also provide a repository of guidance to increase awareness of the business of academic governance and ensure transparency of operation.

5. Guidance

5.1. Secretarial conventions

Broadly speaking a set of established conventions exist for the operation of committee paperwork, including agendas and minutes.

5.1.1. Agendas

A set agenda exists for institutional committee agendas and this is divided into the following sections:

- Standing Items
- A – Items for approval
- B – Items for discussion
- C – Items for information

The Secretary is responsible for identifying the appropriate category and ensuring report authors reflect this within any coversheets. Agendas may also describe the actions required by the committee e.g. 'Members are asked to approve the policy'. Where this is applicable, the language used should mirror the agenda category to

¹⁹ An indicative, flexible template for the plan is available in the templates folder on the Y Drive.

²⁰ <https://go.edgehill.ac.uk/display/academicboard>

avoid confusion amongst committee members. So, items would normally always be asked for approval, discussion or provided for information.

5.1.2. Committee Abbreviations

Each committee is allocated an abbreviated three letters for use in document/item references, with the exception of Faculty Boards whom determine their own abbreviation and conventions as follows:

Committee	Abbreviation	Example References
Academic Board	ABD	001/ABD/19 ABD/01A/19
Honorary Awards Committee	HAC	001/HAC/19 HAC/01A/19
Academic Planning Committee	APC	001/APC/19 APC/01A/19
Academic Quality Enhancement Committee	AQC	001/AQC/19 AQC/01A/19
Learning and Teaching Committee	LTC	001/LTC/19 LTC/01A/19
Research Committee	REC	001/REC/19 REC/01A/19
Employability Sub Committee	EMS	001/EMS/19 EMS/01A/19
External Examiners Sub Committee	EES	001/EES/19 EES/01A/19
Graduate School Board of Studies	GSB	001/GSB/19 GSB/01A/19
Graduate School Board of Studies Student Experience Sub-Group	GSG	001/GSG/19 GSG/01A/19
Human Tissue Management Sub-Committee	HTS	001/HTS/19 HTS/01A/19
Regulations Review Sub Committee	RRS	001/RRS/19 RRS/01A/19
Student Experience Sub Committee	SES	001/SES/19 SES/01A/19
University Research Ethics Sub-Committee	UES	001/UES/19 UES/01A/19
Validation & Audit Sub-Committee	VAS	001/VAS/19 VAS/01A/19
Faculty Board – Faculty of Education	EDU/FAB	001/EDU/FAB/19 EDU/FAB/01A/19
Faculty Board – Faculty of Arts and Sciences	FAS/FACB	001/FAS/FACB/19 FAS/FACB/01A/19
Faculty Board – Faculty of Health, Social Care & Medicine	FB	001/FB/19 FB/01A/19

5.1.3. Item Numbering

As demonstrated in the example references above, conventions for item references exist and should follow the principle below:

(a) (b) (c)
--- / --- / ---

- a) 3 digit unique number of the minute for the committee for that academic year (starting from '001'). The minute numbers should be continued in sequence for all committee meetings of that year.
- b) 3 digit abbreviation identifying the committee (see table above).
- c) 2 digits identifying the academic year; the year used must be the first year of that session i.e. academic year 2019/20 will be identified by '19' and will be used throughout the year.

5.1.4. Document Numbering

Similarly document references which identify specific papers submitted under items also have their own unique reference. All documents submitted to committees should follow the principle below:

(a) (b) (c)
- - - / - - - / - - -

- a) 3 digits for the abbreviation of the committee (see table above).
- b) 3 characters, consisting of two numbers and one alphabetical character (e.g. 01A). The number represents the document's number within that committee meeting, e.g. 01 is the first document at the meeting. The alphabetical character identifies the specific committee meeting, for example the first meeting of the committee is A, the second is B and so on.
- c) 2 numbers to indicate the academic year.

5.1.5. Minutes and action recording

One of the key functions of minutes is to record decisions taken and the actions required in response to those decisions. For items requiring approval (section A) a resolution should be provided at the end of the discussion to determine the decision taken.

Minutes are required to be both concise and accurate, usually making no direct reference to individual named members but instead referencing job titles or roles within the committee. Where appropriate to make a distinction between multiple members of a committee, initials may also be used to distinguish between members. This is particularly important in the setting of actions following discussions so that it is clear who is responsible for taking this task forward. Actions should be detailed at the end of each appropriate item and recorded in the Actions Log which is appended to the minutes of each meeting. Secretaries should distribute actions as soon as possible after each meeting, including to any actors not in attendance at the committee meeting.

5.1.6. Recording Attendance

A list of attendees is provided at the start of the minutes of each meeting and contains a complete list of all members of the committee and whether they were: **Present**, **Apologies** or **Absent** (did not send apologies). Where a representative is sent in the place of a committee member they should be recorded as Present (Alternate) and details of their alternate should be recorded.

5.1.7. Decisions

Where appropriate, decisions may be recorded within three categories:

- a) **Key decisions:** of strategic importance to the University or that it is essential that all staff are aware of them/decisions of general interest to the wider University community.
- b) **Transactional decisions:** these relate to specific committees such as Academic Planning Committee, External Examiners Sub-Committee and Academic Quality and Enhancement Committee and relate to a very specific audience or purpose.
- c) **Committee specific decisions:** All other decisions will be committee specific decisions. They will form part of the minutes and the reporting of key decisions. Any member of the University wanting to see decisions of this nature will need to refer to the relevant committee minutes for details.

Most decisions at committees can be categorised under C, however key decisions (A) should be recorded specifically for inclusion in the Academic Board newsletter on a termly basis²¹. A list of decisions taken at each meeting is provided as an appendix to the minutes of each meeting, and a standing item at the following meeting requires the approval of Members as to the description of the decisions taken.

5.2. Information Governance

The University Records Management Policy and University Retention Policy²² apply to all committee papers and the appropriate Data Steward resides in the Academic Quality and Development Unit.

In alignment with the institutional policy, committee papers are broadly designated as 'internal'; available to any authenticated member of the University. Typically, it is identified that if this level of information was leaked outside of the University, it could be inappropriate or ill-timed.

However, items of closed business are classified as 'restricted'; available only to specified and/or relevant individuals, with appropriate authorisation. A breach of restricted papers could cause serious damage resulting in the compromise of activity within the University in the short to medium term. This includes both personnel data and research data.

5.2.1 Closed business

Unless designated otherwise, the business at committees is classified as open to all members and therefore does not contain any sensitive or commercially confidential information beyond what is appropriate for that committee's standard operation. It is the responsibility of the submitting author to highlight exceptionally where an item should be classified as an item of closed business. In such circumstances this should be made clear to the committee by the Secretary via the papers and within the meeting. Items of closed business, as with general committee papers, should be circulated exclusively to designated committee members. However closed business should not be published on the WIKI or Y Drive for access by other members of the University.

²¹ See section 4.4.

²² Available on the Information Governance WIKI pages.

Agenda items deemed suitable to be classed as 'Closed Business' are exempt from disclosure under the Freedom of Information Act 2000 however it may be that in certain circumstances the request could be made under the Data Protection Act 2018. It is to be recognised that any such request would only apply to personal information and it is expected that any release of information under this Act would need to be heavily redacted.

Certain committees are designated as closed due to the sensitive nature of their business and discussions²³ and so all items within their meetings are closed. Their minutes are also automatically designated as closed items of business and when circulated to 'parent' committee members, secretaries should ensure that these are handled appropriately and not published in the wider university committee paper repository.

Within committees a discussion may be determined as closed by the Chair at any point, normally to enable a confidential discussion about a specific item. In these circumstances minuting is normally suspended or reduced until the Chair declares the discussion to be open again.

5.2.2. Retention

The University Records Management Policy does not currently specify governance or committee documentation within its guidance and there is not yet an Institutional retention schedule for these associated documents. Therefore, a bespoke approach is required to ensure appropriate information governance is in place for Academic Board and its committees, based upon the recognised sector best practice guidance from the Joint Information Systems Committee (2007). It has been determined that all Academic Board committees and constituted sub-committees shall be deemed statutory under the JISC guidelines due to their instrumental role in the governance of the University and its functions. **Therefore, all committee administration records are currently required to be kept for the lifetime of the Institution.** This includes but is not limited to: records documenting the development and establishment of the terms of reference for a statutory committee; and records documenting the conduct of the business of a statutory committee (agenda, minutes and supporting papers).

Whilst it is recognised that there is a requirement to retain records of Institutional committees and their operations, all committee members, secretaries and Chairs should follow the guidelines detailed in the Institutional Records Management Policy in relation to general good record keeping, including not retaining duplicate copies of paperwork as the Secretary is responsible for maintaining the definitive single copy for retention.

Any committees not formally constituted under the Academic Board will require separate consideration to determine an appropriate retention period as they are to be considered as non-statutory.

²³ The Terms of Reference for these Committees outlines their closed status.

5.3. Guidance for committee report authors

Committee effectiveness is greatly enhanced where items clearly meet the needs of both the author and committee members. There are a few simple things which paper authors can do to facilitate such an outcome:

1. **Ensure that your paper is succinct, written according to plain English principles, and tailored to the committee's requirements.** Your paper should be no longer than the content requires and must clearly state its purpose; ideally, papers should begin with a short series of bullet points which summarise the content and the action being requested of the committee.
2. **You must fully complete your coversheet.** If you do not, your item will be returned to you by the Secretary. Ultimately, the coversheet will help you to easily convey the item's purpose to the committee and lead to a productive outcome. It will also ensure that actions can be swiftly allocated and actioned following the meeting. The coversheet should take no more than 5 minutes to complete.
3. **Work with the Secretary to ensure that your item is in the right format.** If you are asking a committee to approve a proposal, it will be easier for them to do so if they receive a paper and have time to read and consider this before the meeting. If you are requesting a discussion, a presentation may be more appropriate.
4. **Ensure that your item is on the correct section of the agenda.** The Secretary will work with you to correctly allocate your item to either Section A (for approval), Section B (for discussion) or Section C (for noting). It is your responsibility to direct the committee's focus to the aspects of your item which you'd like them to approve/discuss/note.
5. **Meet the paper deadline.** Late papers prevent committee members from being able to allocate sufficient time to prepare for the meeting, reducing its overall effectiveness. They also cause unnecessary stress to colleagues involved in the preparation and printing of hard copies. Where items are delayed significantly, they will be removed from the agenda. Items listed as papers on the agenda will not be changed to verbal items at a late stage unless this is to the benefit of the committee. Where individual authors are regularly delayed in submitting papers these may be highlighted in the committee's annual report.

6. Terms of Reference and Membership

The following is the definitive, current Terms of Reference and Membership for each constituted committee within the academic governance structure.

Academic Board

Subject to the provisions of the Articles of Government, to the overall responsibility of the Board of Governors and to the responsibilities of the Vice-Chancellor, the Academic Board (AB) shall be responsible:

- Subject to the requirements of external validating and accrediting bodies, for:
 - general issues relating to the teaching, programmes of study and research scholarship, at the Institution, including criteria for the admission of students; and the appointment and removal of internal and external examiners;
 - policies and procedures for assessment and examination of the academic performance of students, including progression and award boards;
 - the content of the curriculum; academic standards and the validation and review of courses; the procedures for the award of qualifications and honorary academic titles; and the procedures for the expulsion of students for academic reasons;
- For considering the development of the academic activities of the University and the resources needed to support them and for advising the Vice-Chancellor and the Board of Governors thereon;
- For the oversight of continued compliance with Office for Students Conditions of Registration.
- For advising on such other matters as the Board of Governors, the Vice-Chancellor, or University committees may refer to the Academic Board.
- For ensuring all committees of the University's deliberative governance structure adhere to principles of academic freedom and freedom of speech within the law.
- For ensuring all committees of the University's deliberative governance structure review their effectiveness on an annual basis and adhere to the protocols outlined in the Academic Board Standing Orders.
- To give due regard to any academic risks which fall within the remit of its Terms of Reference.

The Academic Board may establish such 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 Board of Governors.

The number of members of any such committee and the terms on which they are to hold and vacate office shall be determined by the Academic Board.

Appointed members or alternates with full voting rights are permitted at Academic Board and its committees in order to ensure appropriate communication to all parts of the University.

Standing Orders²⁴ for Academic Board and its sub-committees are approved by Academic Board prior to the commencement of the academic year.

Co-options: A provision for up to two co-opted members is available to Academic Board and its committees. Co-options may be used to incorporate a member with

²⁴ These are available at <Y:\Everyone\Academic Board Committees\Committee Information>.

specific expertise of value to the committee and/or to provide a balanced membership with respect to under-represented groups within the University.

Alternates: A member of an Academic Board Committee may nominate an Alternate to attend on their behalf²⁵, if the member is unable to attend a specific meeting of a committee. Alternates have the same rights as the member they are acting for. If an Alternate is to be nominated the Secretary of the relevant committee should be informed at least 48 hours before the meeting is to take place.

²⁵ Except where otherwise stated.

Membership:	
Chair	Vice-Chancellor
Secretary	Academic Quality & Development Unit
Ex-Officio Members	Deputy Vice-Chancellor Pro Vice-Chancellor (Student Experience) & University Secretary Pro Vice-Chancellor (External Relations) Pro Vice-Chancellor (Research) & Dean of Arts and Sciences Pro Vice-Chancellor & Dean of Education Pro Vice-Chancellor & Dean of Health and Social Care Dean of Learning Services Dean of Teaching and Learning Development Director of Student Recruitment and Administration Director of Quality Assurance Director of the Research Office Academic Registrar Director of the International Office Director of Student Services
Appointed Members	Chair of Academic Planning Committee Chair of Academic Quality Enhancement Committee Chair of Learning and Teaching Committee Chair of Research Committee
Elected Members	Two from Professional Services Four from Faculty of Arts and Sciences (which includes one alternate member) Four from Faculty of Education (which includes one alternate member) Four from Faculty of Health and Social Care (which includes one alternate member)
Student Representation	Two student representatives nominated by the Students' Union
External Representation	Not applicable
In Attendance	A representative from the Students' Union staff (to provide support to the student representative(s))

Academic Board also delegates significant responsibilities to its reporting committees²⁶:

- Academic Planning Committee (APC);
- Academic Quality Enhancement Committee (AQEC);
- Honorary Awards Committee (HAC);
- Learning and Teaching Committee (LTC);
- Research Committee (RC);
- Other committees including Faculty Boards, which are detailed below.

²⁶ Some sub-committees which report into these senior committees also hold specific delegated authority, as outlined within their Terms of Reference.

Honorary Awards Committee (HAC)

The University may confer the following honorary awards:

Honorary Doctorate: (HonDPhil; HonDSc; HonDLitt; HonLLD; HonDEd; HonDTech; HonDBA; HonDUniv, HonDA)

Note: Honorary award holders may use the approved designated letters after their names but the award of Honorary Doctorate does not confer entitlement to use the title 'Dr' in front of their names.

Approval of Nominations

Nominations may be made through Faculties, Services, Directorate or the Board of Governors and should be submitted to the Academic Registrar who will instigate an annual call for nominations. The University may also receive nominations from other sources. Nominations must include a brief resumé and supporting statement indicating how the nominee meets the criteria for award. Additional information on the role of Honorary Awards Committee can be found in Appendix 25 of the Academic Regulations²⁷.

All nominations will be considered by the Honorary Awards Committee which comprises:

<u>Membership:</u>	
Chair	Vice-Chancellor
Secretary	Academic Registry
Ex-Officio Members	Pro-Chancellor Pro Vice-Chancellor (Student Experience) & University Secretary Clerk to Governors Academic Registrar
Appointed Members	Two members of Academic Board (one of which must be a student representative) A representative of the Board of Governors
Elected Members	Not applicable
Student Representation	See appointed membership
External Representation	Not applicable
In Attendance	Not applicable

The Honorary Awards Committee is a closed committee and therefore its proceedings are confidential. Additionally, no discussions should be held with the nominee until approval of the award has been given by the committee. Alternate representation is not permitted for this committee; however, *in absentia* members may submit their written comments by prior arrangement with the Secretary.

²⁷ Available at <https://www.edgehill.ac.uk/registry/academic-regulations-appendices/>.

Academic Planning Committee

The Academic Planning Committee (APC) considers proposals for new academic developments.

APC's Terms of Reference are:

1. To recommend to Academic Board and Directorate changes and developments within the University's academic portfolio.
2. To consider the broader University implications of academic developments in terms of physical resources, human resources, support and services, and to give development consent to departments and Faculties.
3. To take strategic oversight of longer-term planning in relation to the University curriculum offer.
4. To monitor the effectiveness of curriculum development decisions by reviewing recruitment to new provision and monitoring programme closures approved by AQEC.
5. To consider and approve Applications for Development Consent including the approval of new Target and Named Awards as defined within the Academic Regulations (Appendix 5).
6. To consider and approve Initial Proposals for Modification of validated programmes.
7. To consider and approve any changes to the validated UCAS tariff point bands or the IELTS score for programmes.
8. To oversee academic partnership activity, including the consideration of new proposals, strategic monitoring of existing partnerships and the longer-term strategic planning for academic partnership activity.
9. To monitor and review the process and operation of academic planning within the University including the schedule of Autumn Monitoring and Spring Planning meetings with departments and Faculties.
10. To monitor the effectiveness of the Committee on an annual basis.
11. To ensure that equality considerations are taken into account in the conduct of the committee's business.
12. To give due regard to any academic risks which fall within the remit of its Terms of Reference as delegated from Academic Board.

Membership:	
Chair	Deputy Vice-Chancellor
Secretary	Academic Quality and Development Unit
Ex-Officio Members	Pro Vice-Chancellor (Student Experience) & University Secretary Pro Vice-Chancellor (External Relations) Pro Vice-Chancellor (Research) & Dean of Arts and Sciences Pro Vice-Chancellor & Dean of Education Pro Vice-Chancellor & Dean of Health and Social Care Dean of Learning Services Dean of Teaching and Learning Development Director of Student Recruitment and Administration Director of Strategic Planning Head of Quality Operations Academic Registrar
Appointed Members	A representative of the International Office A representative of Academic Registry
Elected Members	Not applicable
Student Representation	One student representative nominated by the Students' Union
External Representation	Not applicable
In Attendance	A representative from the Students' Union staff (to provide support to the student representative)

Academic Quality Enhancement Committee (AQEC)

Overseeing the academic quality and standards of the University's taught programmes is the principal responsibility of AQEC and its sub-committees. It is responsible to the Academic Board (AB) for the operation of the University's quality management strategies with specific regard to academic standards and quality enhancement, including programme approval, annual monitoring, periodic review, internal audit, academic partnerships, partner-delivered provision and the outputs from external examining.

AQEC's Terms of Reference are:

1. To develop and implement the University's quality management strategy through the monitoring of sector (QAA) developments and production of an Annual Process Review including monitoring and reviewing the quality processes and the operation of Autumn Monitoring.
2. To advise AB regarding areas of emerging academic risk and to recommend appropriate remedial action.
3. To monitor the implementation of devolved quality responsibilities by Faculties, receiving and considering minutes of Faculty quality committees and other reports of Faculties and support services as appropriate.
4. To monitor academic standards and the quality of taught provision through receipt and consideration of periodic review and internal audit reports; PSRB reports; student surveys; and annual overviews of academic partnerships and partner-delivered provision, programme validation, departmental monitoring and external examiner reports.
5. To approve new taught programmes and the closure of existing programmes using powers delegated to it by AB and referring matters to LTC relating to the student experience as appropriate.
6. To give academic approval to new academic partnerships and programmes to be delivered with partner organisations, using powers delegated by AB
7. To approve (through Chair's Action) the appointment of external examiners on the recommendation of the External Examiners Sub-Committee.
8. To monitor and review the quality processes and the operation of Autumn Monitoring
9. To evaluate the operation of Scheme and Progression Boards to include annual reports on degree classifications, academic appeals and cases of academic misconduct.
10. To review and monitor the business of its Sub-Committees and approve any recommendations or proposals put forward.
11. To monitor the effectiveness of the Committee on an annual basis.
12. To ensure that equality considerations are taken into account in the conduct of the committee's business.
13. To retain an oversight of the effectiveness of its reporting sub-committees.
14. To give due regard to any academic risks which fall within the remit of its Terms of Reference as delegated from Academic Board.

Membership:	
Chair	Pro Vice-Chancellor (Student Experience) & University Secretary
Secretary	Academic Quality & Development Unit
Ex-Officio Members	Director of Quality Assurance Dean of Teaching and Learning Development Head of Quality Operations Associate Dean (Faculty of Arts and Sciences) Associate Dean (Faculty of Education) Associate Dean (Faculty of Health and Social Care) Faculty Quality Officer (Faculty of Arts and Sciences) Faculty Quality Officer (Faculty of Education) Faculty Quality Officer (Faculty of Health and Social Care)
Appointed Members	Chair of Validation and Audit Sub-Committee Chair of External Examiners Sub-Committee A representative of Student Services A representative of Learning Services A representative of Academic Registry A representative of Faculty Board (Faculty of Arts and Sciences) A representative of Faculty Board (Faculty of Education) A representative of Faculty Board (Faculty of Health and Social Care) Two Academic Quality Officers from Academic Quality & Development Unit
Elected Members	Two academic staff from Faculty of Arts and Sciences Two academic staff from Faculty of Education Two academic staff from Faculty of Health and Social Care
Student Representation	One student representative nominated by the Students' Union
External Representation	Not applicable
In Attendance	A representative from the Students' Union staff (to provide support to the student representative)

External Examiners Sub-Committee (EESC)

The External Examiners Sub-Committee (EESC) is responsible for making recommendations to the Academic Quality Enhancement Committee (AQEC) on the engagement of external examiners by considering external examiner nominations for taught programmes against the criteria set out in the Quality Management Handbook²⁸. For all proposed nominations EESC makes one of the following decisions:

- That the nomination should be forwarded to AQEC for final approval (by Chair's Action);
- That the suitability of the nomination is not clear and that the nominating Faculty should provide further information in support of the nomination;
- That the nomination is not suitable and the nominating Faculty should provide an alternative nomination.

The External Examiners Sub-Committee is a closed committee and therefore its proceedings are confidential. Additionally, no discussions should be held with the nominee until approval of the nomination has been given by the committee.

EESC's Terms of Reference are:

1. To make recommendations to the Academic Quality Enhancement Committee, and to the University, on the engagement of external examiners for taught provision leading to awards of Edge Hill University*.
2. To develop, monitor and evaluate the processes for the nomination, engagement, administration and reporting of external examiners (in accordance with relevant national expectations).
3. To monitor the external examiner posts held by the University's staff and the institutions from which the University's examiners are drawn to ensure an appropriate spread and to guard against reciprocal arrangements.
4. To receive reports on a variety of aspects of external examiner administration (e.g. vacancies, fee levels, induction arrangements) and make recommendations as appropriate to AQEC.
5. To advise AQEC and, through that committee, Academic Board of any policy or operational issues related to external examiners that might impact on the quality and standards of the University's academic provision.
6. To receive and consider annual summaries of external examiner reports, identifying areas of academic risk and opportunities for quality enhancement.
7. To monitor the effectiveness of the Committee on an annual basis.
8. To ensure that equality considerations are taken into account in the conduct of the committee's business.

* External examiners for Research Degrees (Doctorate/MRes) will be approved by the Graduate School Board of Studies.

²⁸ See Quality Management Handbook Chapter 2 <https://www.edgehill.ac.uk/documents/files/02-external-examiners.pdf>.

Membership:	
Chair	Director of Quality Assurance
Secretary	Academic Quality & Development Unit
Ex-Officio Members	External Examiners Administrator
Appointed Members	Three members appointed from Academic Quality Enhancement Committee (one from each Faculty) Two representatives from Faculty of Arts and Sciences Two representatives from Faculty of Education Two representatives from Faculty of Health and Social Care
Elected Members	Not applicable
Student Representation	Not applicable
External Representation	Not applicable
In Attendance	Not applicable

Progression and Award Boards

Scheme Progression and Award Boards operate with delegated authority from the Academic Board in confirming Progression and Award results for Edge Hill University Taught Awards. Specifically, they are responsible for:

1. Confirming the results for each student in relation to their progression or award, having regard to the recommendations from Module Assessment Boards and Panels considering mitigating circumstances and malpractice.
2. Reviewing RP(E)L recommendations and the operation of RP(E)L Panels.
3. Determining condonements, referrals and deferrals, having regard to Module Board recommendations.
4. Making recommendations in relation to Qualified Teacher Status (QTS).
5. Considering reports from associated external examiners.
6. Confirming associated prizes and academic achievement awards.
7. Advising on the operation of the Academic Regulations²⁹.

The Senior Assistant Registrar (Assessment and Awards) prepares an annual report to Academic Quality Enhancement Committee on the outcomes from, and operation of, assessment boards.

Membership:	
Chair	PVC Dean/Associate Dean of Faculty/Director of the Research Office or Directorate member
Secretary	Academic Registry
Ex-Officio Members	Academic Registrar Heads of Department Heads of Curriculum Areas Subject Leaders Programme Leaders Subject/Programme staff Faculty Assistant Registrar
Appointed Members	Not applicable
Elected Members	Not applicable
Student Representation	Not applicable
External Representation	Chief External/External Examiners Representatives of Partner Institutions as appropriate to the business of the Board
In Attendance	Not applicable

Progression and Award Boards are to be considered as closed Committees and therefore their proceedings are confidential.

²⁹ Available at <https://www.edgehill.ac.uk/corporate-information/governance-and-management/governing-documents/>.

The Vice-Chancellor, Pro Vice-Chancellor (Student Experience) & University Secretary and Academic Registrar have right of attendance at any assessment board. Pro Vice-Chancellors & Deans of Faculty have right of attendance at any assessment board operated by their Faculty.

Validation and Audit Sub-Committee (VASC)

The Validation and Audit Sub-Committee (VASC) is responsible to the Academic Quality Enhancement Committee (AQEC) for the development, operation and evaluation of processes for the approval and periodic review of the University's taught degrees and for internal quality audits.

VASC's Terms of Reference are:

1. To advise AQEC on the development and operation of processes for programme approval, periodic review and internal audit and evaluate their effectiveness through the annual VASC Report and associated summary reports.
2. To oversee the scheduling of validations, reviews and audits by the Academic Quality & Development Unit and the criteria for appointment of Chairs and members to the VASC Standing Panel.
3. (Through the Chair) To receive additions to the list of approved VASC Standing Panel members and Chairs and oversee their induction and ongoing development.
4. (Through the VASC Standing Panel) To conduct Institutional validations, periodic reviews and internal audits following procedures described in Chapters 3 & 4 of the University's Quality Management Handbook, setting conditions and recommendations and reporting to AQEC for final approval.
5. To undertake Minor Modification Reviews where Faculties are about to exceed the permitted credit threshold for minor programme modification following the process described in Chapter 4 of the Quality Management Handbook.
6. (Through the VASC Annual Report) To monitor the completion of validation and review recommendations and harvest examples of good practice with potential for wider dissemination (quality enhancement).
7. To conduct the abovementioned activities in accordance with the Quality Assurance Agency's *UK Quality Code for Higher Education* and, where applicable, ensure that the requirements of Professional Statutory and Regulatory Bodies are met.
8. To monitor the effectiveness of the Committee on an annual basis.
9. To ensure that equality considerations are taken into account in the conduct of the committee's business.

Membership:	
Chair	Director of Quality Assurance
Secretary	Academic Quality & Development Unit
Ex-Officio Members	Dean of Teaching and Learning Development Head of Quality Operations Associate Dean (Faculty of Arts and Sciences) Associate Dean (Faculty of Education) Associate Dean (Faculty of Health and Social Care)
Appointed Members	Not applicable
Elected Members	Seven in total elected from members of the VASC Standing Panel, as below: <ul style="list-style-type: none"> • Two representatives from Faculty of Arts and Sciences • Two representatives from Faculty of Education • Two representatives from Faculty of Health and Social Care • One representative from Professional Services
Student Representation	One student VASC Standing Panel member nominated by the Students' Union
External Representation	Not applicable
In Attendance	Academic Quality Officer (Academic Quality & Development Unit) A representative from the SU Students' Union staff (to provide support to the student representative)

VASC Standing Panel

Eligibility to serve on the VASC Standing Panel is through self-nomination supported by the Head of Department/ Area's endorsement and subject to evidence of the following:

- (i) For academic staff, experience (at the University or elsewhere) of:
 - Curriculum development and programme management/design, and
 - Curriculum or teaching-related research and consultancy, and/or
 - Reviewing and enhancing the student learning experience, and/or
 - Operating quality assurance processes for taught academic provision.
- (ii) For academic-related support staff, experience (at the University or elsewhere) of:
 - Relevant management responsibility, and
 - Reviewing and enhancing the student learning experience, and/or
 - Operating quality assurance processes for taught academic provision.

Panel Chairs are appointed on the additional demonstration of:

- Experience of academic quality assurance out with the University, typically gained by validation and review experience in another UK Higher Education Institution, appointment as an external academic reviewer, engagements with or on behalf of PSRBs, external examining or Ofsted inspection.

Applications are considered for approval by the Chair of VASC and those progressed are required to complete the following:

- Attendance at a Validation and Audit Sub-Committee Standing Panel Induction session, or appropriate Chair training.
- Observation at a validation event, or for prospective Chairs, shadow an existing Chair at an event.

The terms of membership of the VASC Standing Panel are as follows:

1. The standard period of membership to the VASC Standing Panel is two years.
2. All members of the VASC Standing Panel are expected to actively engage and participate in validation and review activity for the duration of their membership. In practice, this entails making themselves available for a minimum two validation panels or one periodic review panel per academic year.
3. Attendance at the annual VASC Standing Panel Conference is not compulsory, however all members of the Standing Panel are expected to attend where possible to ensure that their knowledge of sector expectations and Institutional practice remains current.

Panels are assigned by the Academic Quality & Development Unit and are normally constituted as follows:

- Panel Chair – selected from eligible members of the VASC Standing Panel on the basis of expressions of interest ensuring no conflict with the proposal under consideration.
- Secretary/Review Manager – Quality Officer.
- 2 internal panel members - selected from eligible members of the VASC Standing Panel on the basis of expressions of interest ensuring no conflict with the

proposal. This increases to three panel members (two from the proposing Faculty and one from another area) for Stage One validation panel meetings.

- (For validation) One external academic subject expert who will be employed by a recognised UK higher education provider (see also below).
- (For periodic review) Two external experts of whom at least one will be an academic subject expert employed by a recognised UK higher education provider and one may represent professional or employer interests.

Panels for internal audits are constituted according to the specific knowledge and experience of VASC Standing Panel members and may also include internal co-options and external representation.

Heads of Department are expected to seek VASC Standing Panel membership as part of their academic leadership role and continuing professional development. External panel members are nominated by proposing departments and approved by the Academic Quality Officer (on behalf of the Chair of VASC) on the basis of a written nomination which describes their employment and experience and affirms no conflict of interest with the proposal under consideration. Academic staff of Republic of Ireland higher education institutions may be considered on evidence of their knowledge and experience of the UK higher education system and familiarity with the UK Quality Code for Higher Education (QAA).

Articulations Approval Panel (AAP)

The Articulations Approval Panel (AAP) of VASC is responsible to AQEC for:

1. Receiving and considering proposals for qualifications/programmes of external awarding organisations to be recognised for the purpose of providing articulation (entry with advanced standing) to Edge Hill University programmes according to procedures described in Chapter 5 of the University's Quality Management Handbook³⁰.
2. Recommending approval of such proposals based on evidence of curriculum mapping and consideration of the external body's processes for setting and maintaining the academic standards of its own awards.

Constitution:

- Chair – Chair of VASC
- Secretary – Academic Quality & Development Unit
- Up to three members of the VASC Standing Panel - one from each Faculty of whom one may deputise for the Chair

AAP members are drawn from the current VASC Standing Panel membership and have previous knowledge and experience of the approval of articulation arrangements. A maximum of three AAP meetings per year are held, timed to report to the next available meeting of AQEC. Because entry with advanced standing is based on the principle of credit exemption rather than the award of credit, no externality is involved in the approval of articulation arrangements.

³⁰ <https://www.edgehill.ac.uk/documents/files/05-academic-partnerships.pdf>.

Major Modifications Panel (MMP)

The Major Modifications Panel (MMP) of VASC is responsible to AQEC for:

1. Receiving and considering proposals for major modification of existing validated programmes according to procedures described in Chapter 4 of the University's Quality Management Handbook³¹.
2. Recommending approval of such proposals based on close scrutiny of programme specifications and other evidence to ensure that the standards set at validation are being maintained.

Constitution:

- Chair – selected from eligible members of the VASC Standing Panel on the basis of expressions of interest ensuring no conflict with the proposal under consideration.
- Secretary - Academic Quality & Development Unit
- Two members of the VASC Standing Panel - selected on the basis of expressions of interest and ensuring no conflict of interest

One MMP meeting will be held termly although this does not preclude the scheduling of further meetings to manage additional business. Externality is provided through the submission of written comments of external examiners.

³¹ <https://www.edgehill.ac.uk/documents/files/04-programme-and-module-approval-and-modification.pdf>.

Learning and Teaching Committee (LTC)

The Learning and Teaching Committee (LTC) is responsible for leading on enhancements to the University's strategies for learning, teaching, and assessment, and has overall strategic responsibility for the student experience.

LTC's Terms of Reference are:

1. To review University policy, practice, systems and processes that impact directly on the quality of the taught student experience and on student retention and progression, identifying and promoting opportunities for enhancement.
2. To promote developments and innovation in teaching, learning and assessment including research into aspects of pedagogy and professional development within the University and ensure alignment between teaching and learning strategies and Institutional capabilities.
3. To promote developments and innovation in Teaching excellence and Technology Enhanced Learning within the University including the implementation of enhancements referred from AQEC.
4. To monitor employability and enterprise activity in relation to its impact on enhancing graduate employability.
5. To consider issues relating to the current student experience referred by AQEC following the approval of programme closure proposals.
6. To review and monitor the business of its Sub-Committees and approve any recommendations or proposals put forward.
7. To monitor and review the University's regulatory framework for taught programmes and recommend appropriate changes to AB.
8. To monitor the effectiveness of the Committee on an annual basis.
9. To ensure that equality considerations are taken into account in the conduct of the Committee's business.
10. To retain an oversight of the effectiveness of its reporting sub-committees.
11. To give due regard to any academic risks which fall within the remit of its Terms of Reference as delegated from Academic Board.

Membership:	
Chair	Pro Vice-Chancellor (Student Experience) & University Secretary
Secretary	Academic Quality & Development Unit
Ex-Officio Members	Dean of Teaching and Learning Development Dean of Learning Services Associate Dean (Faculty of Arts and Sciences) Associate Dean (Faculty of Education) Associate Dean (Faculty of Health and Social Care) Head of Directorate Office
Appointed Members	Chair of ESC Chair of RRSC Chair of SESC A representative of Faculty Board (Faculty of Arts and Sciences) A representative of Faculty Board (Faculty of Education) A representative of Faculty Board (Faculty of Health and Social Care) A representative of Academic Quality and Development Unit A representative of Academic Registry A representative of Student Services Three representatives from the Learning & Teaching/ SOLSTICE Fellows (one each from Faculty of Arts and Sciences, Education and Health and Social Care nominated by the Dean of Teaching and Learning Development)
Elected Members	Two academic representatives from Faculty of Arts and Sciences Two academic representatives from Faculty of Education Two academic representatives from Faculty of Health and Social Care Two representatives from Professional Services
Student Representation	One student representative nominated by the Students' Union
External Representation	One representative from Partner Institutions
In Attendance	A representative from the Students' Union staff (to provide support to the student representative) Link Governor

Student Experience Sub-Committee (SESC)

The Student Experience Sub-Committee (SESC) is responsible to the Learning and Teaching Committee (LTC) for advising on issues relating to the operation of learning, teaching and student support and its impact on the student experience. It is also responsible for facilitating an Institutional focus for issues concerning student retention and widening participation and for promoting the dissemination of good practice.

SESC's Terms of Reference are:

1. To identify, evaluate, promote and disseminate good practice in learning and teaching and the academic guidance and support of learners.
2. To identify, evaluate and promote a range of learning and teaching strategies and assessment techniques that derive from the University's policies on teaching and learning, assessment and academic support.
3. To review and draft updates to these policies for consideration and approval by LTC.
4. To receive key annual reports relating to the operation of student facing policies and procedures and events in the Academic Cycle which may impact on the overall student experience (e.g. First Week, complaints etc.)
5. To oversee the development of the University's Retention Strategy and develop the Annual Retention report and devise and monitor progress against the annual Action Plan.
6. To oversee the University's performance in relation to widening participation.
7. To monitor the levels of student complaints in the University.
8. To encourage the dissemination of good practice and promote wider discussion of the issues in Faculties and Services.
9. To undertake specific tasks delegated by LTC.
10. To monitor the effectiveness of the Committee on an annual basis.
11. To ensure that equality and diversity considerations are taken into account in the conduct of the committee's business in order to accommodate a more diverse community.

Membership:	
Chair	Director of Student Recruitment and Administration
Secretary	Academic Quality & Development Unit
Ex-Officio Members	Pro Vice-Chancellor (Student Experience) and University Secretary Dean of Teaching and Learning Development Dean of Learning Services Widening Participation Manager Head of the Directorate Office Head of Student Experience Associate Dean (Faculty of Arts and Sciences) Associate Dean (Faculty of Education) Associate Dean (Faculty of Health and Social Care) Faculty Assistant Registrar (Faculty of Arts and Sciences) Faculty Assistant Registrar (Faculty of Education) Faculty Assistant Registrar (Faculty of Health and Social Care)
Appointed Members	A representative of the International Office A representative of Student Recruitment A representative of Academic Registry A representative of IT Services A representative of Facilities Management A representative of Strategic Planning and Performance Unit A representative of Academic Quality & Development Unit A representative of Student Services
Elected Members	Two academic representatives from Faculty of Arts and Sciences Two academic representatives from Faculty of Education Two academic representatives from Faculty of Health and Social Care One representative from Professional Services
Student Representation	One student representative nominated by the Students' Union
External Representation	Not applicable
In Attendance	A representative from the Students' Union staff (to provide support to the student representative)

Employability Sub-Committee (EMS)

The Employability Sub-Committee (EMS) is responsible to the Learning and Teaching Committee (LTC) for advising on issues relating to employability and enterprise activity and its impact on learning and teaching and the overall student experience.

EMS's Terms of Reference are:

1. To monitor overall employability, graduate employability and enterprise activity in relation to its impact on enhancing student employability.
2. To provide a forum for University-wide sharing of information, ideas and procedures in relation to employability, employer liaison and enterprise.
3. To monitor and evaluate the impact of the Employability Strategy.
4. To monitor the progress of annual employability plans provided by academic departments and ensure that cross-Institutional support is provided where necessary.
5. To improve communications and engagement with employers across the University.
6. To provide a forum to support the implementation of the key strategic employability themes.
7. To monitor the effectiveness of the committee on an annual basis.
8. To ensure that equality considerations are taken into account in the conduct of the Sub-Committee's business.

Membership:	
Chair	Pro Vice-Chancellor (External Relations)
Secretary	Academic Quality & Development Unit
Ex-Officio Members	Head of Careers An Associate Dean from each Faculty with responsibility for employability
Appointed Members	A representative of Human Resources A representative of the Centre for Learning and Teaching A representative from Learning Services Three representatives from the Learning & Teaching/ SOLSTICE Fellows (one each from Faculty of Arts and Sciences, Education and Health and Social Care nominated by the Dean of Teaching and Learning Development) Two representatives from Faculty of Arts and Sciences (who are Department Employability leads) Two representatives from Faculty of Education (who are Department Employability leads) Two representatives from Faculty of Health and Social Care (who are Department Employability leads) Employability project leads (maximum of four) nominated by the Chair of the Committee
Elected Members	Two academic representatives from Faculty of Arts and Sciences Two academic representatives from Faculty of Education Two academic representatives from Faculty of Health and Social Care

	One representative from Professional Services
Student Representation	One student representative nominated by the Students' Union
External Representation	Not applicable
In Attendance	A representative from the Students' Union staff (to provide support to the student representative)

Regulations Review Sub-Committee (RRSC)

Although it is not expected that there would be major changes to the Academic Regulations³² until such time as the University determined that a full review was appropriate, operational practice and legislative or national framework changes may occasionally result in requirements for amendment. The Regulations Review Sub-Committee has therefore been established as a sub-committee of Learning and Teaching Committee to bring forward any proposals for change.

RRSC's Terms of Reference are:

1. To review the Academic Regulations on an annual basis, taking account of:
 - Operational practice
 - National framework changes
 - Legislative changes
 - External examiner comments
 - Issues raised from meetings with Chairs and Secretaries of Assessment Boards
 - Impact in relation to equality.
2. To approve new Award Types as defined within the Academic Regulations (Appendix 2).
3. To monitor the effectiveness of the Committee on an annual basis.
4. To ensure that equality considerations are taken into account in the conduct of the Group's business.

Membership:	
Chair	Pro Vice-Chancellor (Student Experience) & University Secretary
Secretary	Academic Quality & Development Unit
Ex-Officio Members	Academic Registrar Senior Registrar; Assessments and Awards Faculty Assistant Registrar (Faculty of Arts and Sciences) Faculty Assistant Registrar (Faculty of Education) Faculty Assistant Registrar (Faculty of Health and Social Care)
Appointed Members	A representative of Academic Quality and Development Unit A representative of Centre for Learning and Teaching A representative of Student Services Two representatives from Faculty of Arts and Sciences Two representatives from Faculty of Education Two representatives from Faculty of Health and Social Care
Elected Members	Not applicable
Student Representation	One student representative nominated by the Students' Union
External Representation	Not applicable
In Attendance	A representative from the Students' Union staff (to provide support to the student representatives)

³² Available from <https://www.edgehill.ac.uk/corporate-information/governance-and-management/governing-documents/>.

Research Committee (RC)

The Research Committee is responsible to Academic Board for assuring the standards and quality of research and knowledge exchange activity undertaken by staff and students.

RC's Terms of Reference are:

1. To formulate, implement and review the Edge Hill Research Policy and Strategy and make recommendations on resources and processes necessary to successful implementation, including staff development.
2. To monitor research and knowledge exchange activity across the University.
3. To monitor submissions to research councils and other bodies for funding and evaluate their success and make recommendations on the development of future submissions.
4. To develop, implement and evaluate the University's quality framework for research degrees including the training and support of students and the appointment, training and support of supervisors.
5. To review and monitor the work of the University Research Institutes and approve any recommendations or proposals put forward.
6. To review and monitor the business of its Sub-Committees and approve any recommendations or proposals put forward.
7. To monitor the effectiveness of the Committee on an annual basis.
8. To ensure that equality considerations are taken into account in the conduct of the committee's business.
9. To retain an oversight of the effectiveness of its reporting sub-committees.
10. To give due regard to any academic risks which fall within the remit of its Terms of Reference as delegated from Academic Board.

Membership:	
Chair	Pro Vice-Chancellor (Research) & Dean of Faculty of Arts & Sciences
Secretary	Academic Quality & Development Unit
Ex-Officio Members	Deputy Vice-Chancellor Pro Vice-Chancellor (External Relations) Director of Research Office Head of Research Support Dean of Teaching and Learning Development Associate Dean for Research (Faculty of Arts and Sciences) Associate Dean for Knowledge Exchange and Innovation (Faculty of Education) Associate Dean for Research Innovation (Faculty of Health and Social Care) Directors of the University Research Institutes (I4P, PGMI, ICE)
Appointed Members	Chair of University Research Ethics Sub-Committee Chair of Human Tissue Management Sub-Committee Chair of Graduate School Board of Studies Chair of Faculty of Arts and Sciences Research Committee Chair of Faculty of Education Research Committee Chair of Faculty of Health and Social Care Research Committee A representative of Learning Services Four appointed members, to reflect the four key REF panels (A, B, C & D) appointed by the Pro Vice-Chancellor (Research)
Elected Members	Two academic staff from Faculty of Arts and Sciences (which includes one alternate member). Two academic staff from Faculty of Education (which includes one alternate member). Two academic staff from Faculty of Health and Social Care (which includes one alternate member).
Student Representation	One student representative nominated by the Students' Union
External Representation	Not applicable
In Attendance	A representative from the Students' Union staff (to provide support to the student representative) Link Governor

University Research Ethics Sub-Committee (URESC)

The remit of the University Research Ethics Sub-Committee (URESC) is to oversee the good ethical practice of research and knowledge exchange activities carried out by staff and students across the Institution.

URESC's Terms of Reference are:

1. To ensure that the Research Ethics Committees (RECs) are executing the Framework for Research Ethics appropriately and ensuring best practice in ethical research and KE.
2. To review any case where the REC considers the proportionality of risk to require University level scrutiny.
3. To act as an appeal committee for the RECs.
4. To ensure that all ethical approvals are recorded and reported appropriately.
5. To ensure that the University is aware of developments of best practice in relation to ethical guidance, advice, support and scrutiny.
6. To ensure that training in research ethics is in place as part of a staff development programme (URESC is not responsible for the running of these sessions).
7. To monitor the effectiveness of the Committee on an annual basis.
8. To ensure that equality considerations are taken into account in the conduct of the committee's business.

Membership:	
Chair	University Professor (appointed as Chair by the Research Committee)
Secretary	Research Office
Ex-Officio Members	Director of Research Office Human Tissue Licence Designated Individual
Appointed Members	Chair of Arts and Humanities Research Ethics Committee Chair of Science Research Ethics Committee Chair of Social Science Research Ethics Committee Chair of Education Research Ethics Committee Chair of Health-Related Research Ethics Committee One representative from Faculty of Arts and Sciences One representative from Faculty of Education One representative from Health and Social Care
Elected Members	Not applicable
Student Representation	One PGR student representative
External Representation	Four external representatives – 2 specialist representatives and 2 lay representatives
In Attendance	Not applicable

Human Tissue Management Sub-Committee (HTMSC)

The Human Tissue Management Sub-Committee (HTMSC) is responsible for overseeing activity conducted under the University's Human Tissue Research Licence and reports directly to the University Research Committee.

HTMSC's Terms of Reference are:

1. To establish, review and revise policies and procedures to ensure Edge Hill University conducts its business in accordance with the requirements of the Human Tissue Act (2004) and associated codes of practice.
2. To monitor activity under the University's Human Tissue Research Licence.
3. To monitor compliance with the conditions of the University's Human Tissue Research Licence, and policies and procedures detailed in the University's Human Tissue Quality Manual, including the review of internal and Human Tissue Authority audits.
4. To establish the provision and monitoring of training and support given to Edge Hill University staff and postgraduate students working under the University's Human Tissue Research Licence, as well as members of the University Research Ethics Committee.
5. To review any adverse events relating to the handling or storage of human tissue and implementing changes in policy or procedure where appropriate.
6. To receive reports from the University Research Ethics Sub-Committee on ethics applications received that contain licensable activity.
7. To circulate minutes of the Human Tissue Management Sub-Committee meetings to persons working under the University's Human Tissue Research Licence.
8. To monitor the effectiveness of the Committee on an annual basis.
9. To ensure that equality considerations are taken into account in the conduct of the committee's business.

Membership:	
Chair	Associate Dean (Research), Faculty of Health & Social Care
Secretary	Research Office
Ex-Officio Members	Pro Vice-Chancellor (Student Experience) & University Secretary (Licence Holder's Contact) Designated Individual Persons Designate (Professional Services staff responsible for storing and handling Human Tissue) University Bio Safety Officer
Appointed Members	A representative of Research Office An academic representative of every Department using Human Tissue
Elected Members	Not applicable
Student	Not applicable
External	Not applicable
In Attendance	Not applicable

Graduate School Board of Studies (GSBOS)

The Graduate School Board of Studies is responsible to the Research Committee and Academic Board for the following:

1. Registration and admission of students to Research Degrees, including the appointment of an appropriate supervisory team.
2. Regular monitoring of the progress of research degree students and approving extensions to periods of study where appropriate.
3. Approving arrangements for the examination of research degrees.
4. Monitoring, evaluating and approving the progression of research degree students, including transfer from MPhil to PhD, and the recommendation of awards.
5. The recommendation of Masters by Research (including LLM) awards.
6. The development and modification, where appropriate, of regulations and procedures pertaining to any of the above areas. In other cases, making recommendations to Academic Board, through the Research Committee where appropriate, for modification.
7. To consider any quality matters in relation to the MRes programme and PhD training programme.
8. Providing a summary report of business conducted to the Research Committee and to Academic Board in relation to award recommendations.
9. Other matters relating to the provision of research degrees within Edge Hill University.
10. To monitor the effectiveness of the Board on an annual basis.
11. To monitor the effectiveness of the Graduate School interim decisions meetings on an annual basis.
12. To monitor the effectiveness of the Graduate School Board of Studies Research Student Experience Sub-group on an annual basis
13. To ensure that equality considerations are taken into account in the conduct of the board's business.
14. To retain an oversight of the effectiveness of its reporting sub-committees.

The Graduate School Board of Studies is to be considered as a closed Committee and therefore its proceedings are confidential. The minutes and outcomes from GSBoS may be securely shared with other individuals or Departments as required by operational need.

As part of the decisions-making process, the Graduate School deals with functions of the Graduate School Board of Studies out of cycle, and some of this activity is supported by Chair's action. These interim decision meetings include the Chair of the GSBoS and Assistant Director for Postgraduate Research, as well as other parties from the GSBoS where required. The below table also outlines the distribution of functions between GSBoS and the Graduate School and describes the relevant reporting channels:

Function	Action	Other parties	GBoS action at next meeting
Award degree	Confer award by Chair's action (where authorised)	n/a	Note outcome
Change of mode	Graduate School approves	n/a	Note outcome
Change of programme	Graduate School approves	n/a	Note outcome
Extension	Graduate School approves	Relevant AD for faculty and one 'neutral' (often Registrar)	Note outcome
Final examination teams	Graduate School approves	n/a	Note outcome
Interruption of studies	Graduate School approves	Relevant AD for faculty and one 'neutral' (often Registrar)	Note outcome
Progress review	Remain under review; remove from review; recommend withdrawal	Where progress in poor, relevant AD is consulted.	Note outcome
Progression/transfer viva	Graduate School approves recommendation	n/a	Note outcome
Project registration viva	Graduate School approves recommendation	n/a	Note outcome
Supervisory teams	Graduate School approves new/updated team	n/a	Note outcome
Termination of registration	GBoS withdraws registration	Full board (electronically)	Note/approve as necessary
Writing-up fee	Graduate School approves	n/a	Note outcome

Membership:	
Chair	Director of Research Office
Secretary	Graduate School
Ex-Officio Members	Academic Registrar Associate Dean for Research (Faculty of Arts and Sciences) Associate Dean for Knowledge Exchange and Innovation (Faculty of Education) Associate Dean for Research Innovation (Faculty of Health and Social Care) Assistant Director for Postgraduate Research (PGR) Chair of University Research Committee (RC) Chair of University Research Ethics Sub-Committee (URESC)
Appointed Members	Two academic representatives from Faculty of Arts and Sciences One academic representatives from Faculty of Education One academic representatives from Health and Social Care Postgraduate Research Tutor (FoE) Postgraduate Research Tutor (FHSC) Professional Doctorate Lead MRes Lead A representative of Academic Quality and Development Unit
Elected Members	Not applicable
Student Representation	Not applicable
External Representation	Not applicable
In Attendance	Representative from Academic Registry (AR) Administrator (Faculty & Research) (FAS) Research Administrator (FoE) Research Support Co-ordinator (FHSC)
For receipt of papers only	International office Fees team

Graduate School Board of Studies Research Student Experience Sub group
The Graduate School Board of Studies Research Student Experience Sub group enables the Graduate School Board of Studies to discharge its responsibilities by delegating appropriate matters as necessary to ensure timely decision-making during the periods between the meetings of the Board and involve students in deliberations. Specifically, it will consider issues related to the research student experience for all postgraduate research students. As a result, the Graduate School Board of Studies Research Student Experience Sub group is responsible to the Graduate School Board of Studies, the Research Committee and Academic Board for the following:

1. To identify, evaluate, promote and disseminate good practice in research student supervision.
2. To consider issues relating to the research student experience, making recommendations as appropriate.
3. To consider any postgraduate research student feedback and make recommendations, as appropriate.
4. To consider matters requested by the Graduate School Board of Studies.
5. To monitor the effectiveness of the Sub group on an annual basis.
6. To ensure that equality considerations are taken into account in the conduct of the working group's business.

Membership:	
Chair	Assistant Director for Postgraduate Research
Secretary	Research Office
Ex-Officio Members	Associate Dean for Research (Faculty of Arts and Sciences) Associate Dean for Knowledge Exchange and Innovation (Faculty of Education) Associate Dean for Research Innovation (Faculty of Health and Social Care)
Appointed Members	A MRes Lead A Professional Doctorate Lead One academic representative from Faculty of Arts and Sciences (appointed by the Chair) One academic representative from Faculty of Education (appointed by the Chair) One academic representative from Health and Social Care (appointed by the Chair) One representative from the Student Experience Sub-Committee
Elected Members	Not applicable
Student Representation	PGR student reps One student representative nominated by the Students' Union.
External Representation	Not applicable

In Attendance	Not applicable
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Faculty Boards

Faculty Boards are responsible to the Academic Board for implementing the following either directly or through delegation to, and reports from, their sub-committees and programme boards:

1. The monitoring, evaluation, review and enhancement of all Faculty academic provision including academic partnerships.
2. Monitoring student recruitment and retention across all programmes in the Faculty.
3. Monitoring student progression and achievement across the Faculty.
4. Engaging and facilitating the involvement of student representatives and processes for feedback to other students.
5. The consideration of regular reports from Programme Boards throughout the academic year.
6. The approval of outline proposals for future academic development prior to submission to the Academic Planning Committee (APC).
7. The consideration and response to consultation documents from the Academic Board and its committees.
8. The scrutiny of validation documentation, including partner-delivered provision, prior to submission for Institutional approval.
9. The consideration of proposals for programme modifications on the basis of recommendations from Programme Boards and any subsequent referral to the Validation and Audit Sub-Committee Standing Panel.
10. The approval of external examiner reports and responses or where this is delegated to a sub-committee, the approval of a summary report.
11. The approval of the Faculty Research Development Plan.
12. The consideration and approval of reports and proposals from Faculty sub-committees for Teaching, Learning and Assessment, Academic Standards and Quality Assurance, Research and Knowledge Transfer and Retention and Widening Participation.
13. Regular reporting to Academic Board committees as appropriate.
14. To retain an oversight of the effectiveness of its reporting sub-committees.
15. To ensure that equality considerations are taken into account in the conduct of the Board's business.

Membership:	
Chair	Pro Vice-Chancellor & Dean of Faculty
Ex-Officio Members	Senior academic staff from across the Faculty, the number to be determined by the Faculty Faculty Administration Manager
Academic Staff representation	Elected or ex-officio representation from across the Faculty, the number of representatives to be determined by the Faculty
Support Staff representation	One member of Support Staff from across the Faculty
Student representation	A minimum of three student representatives including one representative of the Students' Union and two representatives elected or nominated by programme boards. Faculty Postgraduate Research representative.
In Attendance	Representatives from the Academic Quality & Development Unit, Academic Registry and Learning Services Representatives of the Centre for Learning & Teaching, Student Services and/or other Faculties as determined by the Board's business Representatives of external stakeholders ³³

Secretarial and administrative support for Faculty Boards is provided from within the Faculty.

Faculty Committees

Faculties will require expert advice on key aspects of academic policy and should establish standing sub-committees in the following areas:

- Academic Planning;
- Academic Quality & Enhancement;
- Learning and Teaching;
- Research.

(Note: Committee titles for the above four areas will vary across Faculties and other committees may be established according to the particular needs of the Faculty).

- Programme/Subject Boards (see 9.2)
- Staff-Student Consultative Fora (see 9.3)

³³ For example, partner organisations and employers.

Programme/Subject Boards

The first-line responsibility for the quality assurance of academic provision rests with Programme/Subject Boards. These also provide a formal process for student representation which complements the more informal Student-Staff Consultative Fora (SSCFs).

Programme/Subject Boards are responsible for a defined group of cognate academic provision and are responsible to Faculty Board for:

1. Monitoring, evaluation and review of all academic provision within the remit of the Board.
2. Monitoring student academic performance, progression and achievement.
3. Monitoring student recruitment and retention across provision within the remit of the Board.
4. Consideration of the department's Annual Monitoring Report (AMR) and, at the appropriate point in the cycle, its Periodic Review report.
5. Consideration of regular reports and minutes from Student-Staff Consultative Fora (SSCFs) within the remit of the Board.
6. Where practicable, consideration of outline programme proposals (Applications for Development Consent) and proposals for programme modifications.
7. Recommendation to Faculty Board for the appointment, or extension of the terms of appointment, of external examiners.
8. Receipt and consideration of external examiner reports and departmental responses.
9. Responding to consultation from other Committees and Groups in the University on matters relevant to the programmes that are within the Board's remit.
10. Engaging and facilitating the involvement of student representatives including arrangements for their nomination and selection and processes for feeding back to other students.
11. To monitor the effectiveness of the Committee on an annual basis
12. To ensure that equality considerations are taken into account in the conduct of the Board's business.

Membership:	
Chair	Normally the member of staff with overall responsibility for the management of the programme.
Secretary	Member of staff from the Faculty or Department Office
Members	An academic staff representative from each award-bearing course or pathway. Staff with other significant course/programme management responsibilities.
Student Representation	At least one representative of each Student-Staff Consultative Forum, elected by and from its student members (see 9.3 below).
External Representation	Representatives of external stakeholders, e.g. partner organisations and employers.
In attendance	Representation from key academic-related service areas, in particular Learning Services and the Academic Registry.

Student-Staff Consultative Fora

Student-Staff Consultative Fora (SSCFs) are convened for a defined year, pathway or programme and are formally accountable to Programme Boards. Their Terms of Reference are to:

1. To engage and facilitate the involvement of student representatives including arrangements for their nomination and selection and processes for feedback to other students.
2. To consider staff and student feedback on the modules and programmes within the remit of the established group.
3. To consult with staff and students on matters of relevance relating to the modules and programmes within the remit of the established group.
4. To ensure that any necessary action arising from feedback and consultation is channelled through the appropriate structures with the actors identified, and that feedback on outcomes is provided to students, staff and other relevant parties.
5. To enable service area and external representation where appropriate.
6. To ensure that equality considerations are taken into account in the conduct of the Forum's business.

Student-Staff Consultative Fora have a different status from that of Programme and Faculty Boards. The latter are formally-constituted committees within the University's deliberative structure whilst Faculties are permitted greater discretion over the design and operation of SSCFs; for example, they might be constituted on a year group, pathway or award/course basis. Decisions on the number of SSCFs should be informed by two considerations:

- a) The size and complexity of the provision; and
- b) The need to ensure that all aspects of the business of a SSCF are directly relevant to the particular interests of its student and staff members.

It is up to the Faculties to determine whether an SSCF is necessary and include information about the alternative student feedback and representation mechanisms adopted in the absence of an SSCF (i.e. feedback goes directly to programme board without this middle step).

The constitutions of SSCFs may either provide for 'open' student membership or for elected student representatives. The latter option is recommended and, if adopted, the constitution of a SSCF must ensure that the student membership is capable of representing the full range and diversity of the interests and experiences of the various constituencies from which the student representatives are drawn. The staff membership of SSCFs must similarly reflect the breadth of the curriculum and the full range of course management roles. In general, Faculties should aim to establish SSCFs in which the number of student and staff members is roughly equal.

The Students' Union provides a framework for the SSCFs to promote engagement in constructive dialogue and appropriate feedback. The framework does this by outlining the minimum requirements of all parties.

Although formal minutes are not required, notes will be taken so that key issues may be recorded and reported to the next available Programme Board meeting. Where possible, SSCF minutes should be anonymised to avoid individual students being identifiable.