Chapter 8
Academic Governance

Updated October 2022

Table of Contents

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 committees[2]. 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.

As outlined in the Articles of Government, Academic Board determines its own procedures and these are approved by 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.

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[1] www.qaa.ac.uk/docs/qaa/quality-code/revised-uk-quality-code-for-higher-education.pdf?sfvrsn=4c19f781_8.

[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)

Committee Structure

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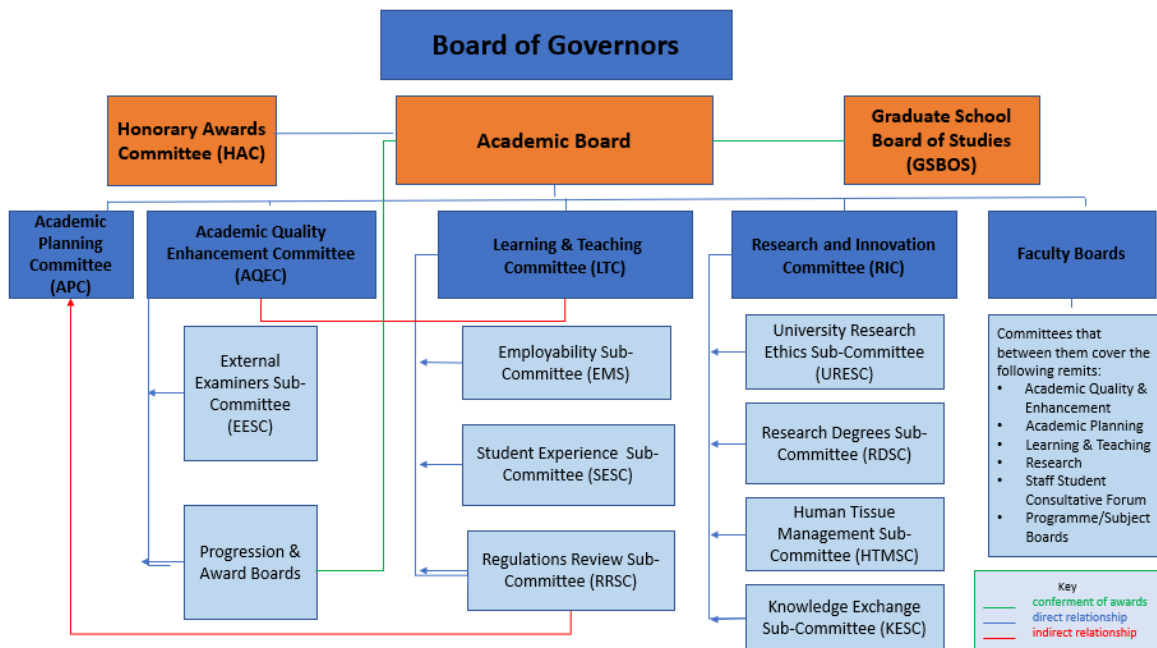
Faculty Boards have the ability to constitute appropriate sub-committees to support the operation of their business. Where these sub-committees have formal reporting lines into Faculty Board (whether direct or indirect through another parent committee) they are to be considered as statutory committees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

Roles and responsibilities

Secretariat

The secretariat for the academic governance structure is provided by the Governance, Quality Assurance and Student Casework team, 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.

Role of the Committee Chair

These are either ex officio[3] 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.

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 that all members who wish to participate in a discussion are enabled to do so;
- providing such information as may have a bearing on the debate and which is not commonly available;
- the clarification of the actual issue under debate;
- advising on the legality of debate in terms of the type of business deemed to be "in order " for the meeting to discuss, and whether debate of resolution is allowable under the Standing Orders;
- providing any requisite rulings on points of order or directions regarding procedure
- Ensuring well-defined outcomes and decisions from meeting discussions.
- Encouraging debate which leads to clear and positive outcomes.

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

- Providing leadership within meetings and steering discussions where appropriate.
- Managing the committee's effectiveness, including good time management.
- Remaining appraised of the latest issued Standing Orders.
- Maintaining a strong relationship with the committee Secretary, providing support if required[4].
- Keeping their knowledge of the committee's function up to date.
- Appointing Chairs of any sub-committees under their Committee, and a Deputy Chair where required.
- Reporting to the relevant 'parent' committee to provide updates on the business, decisions and operations of their committee[5].

A member may request that the Chair rules on a point of order, or ask that a relevant regulation be read or for any other information that they considers pertinent to the subject or procedure.

The Chair may freely contribute their personal opinions to a debate, but if they wish to propose, second or oppose a motion, they must appoint a temporary Chair to preside until the business is completed, including the voting on any motion they may have introduced. The Chair then resumes office and continues with the meeting.

Chair's action
As agreed in the Standing Orders, 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.

Deputy Chair
Some committees have a constituted Deputy Chair to deal with items where there may be a conflict of interest for the Chair, or where they are unavailable. Other committees may designate a Deputy Chair for individual meetings or specific items as required and appointed by the Chair.

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

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[4] 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).
[5] 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.

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.

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 appropriate[6].
- 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 interest[7].
- Adhering to appropriate information governance requirements, including ensuring appropriate data protection arrangements are in place for the distribution and destruction of committee papers[8] and handling matters of closed business appropriately[9];

Training for secretaries of Academic Board committees is available on request and details can be found on the Academic Governance WIKI pages[10]. Shadowing and mentoring opportunities are available for new secretaries where required.

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[6] 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.

[7] Further information is available elsewhere in this Chapter and within the Standing Orders.

[8] For any additional operational guidance please contact Governance, Quality Assurance and Student Casework.

[9] See section 4.1 for further guidance.

[10] https://go.edgehill.ac.uk/display/governance (EHU staff login required).

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 Governance, Quality Assurance and Student Casework team on the effectiveness of the University's deliberative committee structure.

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

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 unavoidable[11].
- 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 Interest.
- Ensuring the appropriate consideration for issues of equality and diversity, especially where matters of approval are considered[12].

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

[12] 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.

9

Edge Hill University Quality Management Handbook
Chapter 8 Academic Governance
Institutional contact: Fran Haygarth, ext. 7701
Latest version: October 2022

A member of an Academic Board Committee may nominate an Alternate to attend on their behalf 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.

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 members which vary according to each committee's terms of reference. The role of the different types of membership and their period of appointment is detailed below.

Category of Membership	Period of appointment	Role on committee
Ex-officio	Continuous	• Essential, specialist expertise connected to their role or position • Consistent, fixed membership protects committee memory • Responsible for the dissemination of key discussions or decisions to their Department/Faculty
Appointed	1 year (rolling)	• Provides expert advice and information from their Department/Faculty, to contribute to debate and decision making • Selected to represent a sample of views from a Department/Faculty • Allows greater reflexivity where there are capacity or role changes • Provides an opportunity for personal/professional development
Elected	3 years[13]	• Provides an example of the views of a designated constituency • Provides a mechanism by which views of constituents may be represented within to committee decision making • Allows rotation of committee membership on controlled cycle • Provides an opportunity for personal/professional development
Students	Rolling annual appointment	Generally constituted student representatives are elected sabbatical officers from the Students' Union, however some committees may also draw student representatives from other forums. More information on students on committees can be found elsewhere in this chapter.

Processes for the election of elected representatives can be found elsewhere in this chapter.

External individuals may be constituted on a committee and be from outside of the University (i.e. not members of staff or students). This may include lay representatives or staff from the Students' Union for example. They are granted privileged access to the committee and have voting rights alongside other members.

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[13] Any elected member of a Committee away from the institution on a full-time basis for one year or more will resign his/her seat to cover the period of absence.

Additional individuals may be co-opted onto specific meetings where their attendance or expertise is required. This is done at the discretion of the Chair[14] and they are recorded as 'in attendance'. They do not count in quorum calculations and hold no voting powers. Co-opted members generally remain on a committee for a period of one year.

Similarly, observers are allowed at any open meeting of committees at the discretion of the Chair, however closed business may be restricted to them.

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.

A register of all committee members (excluding Faculty committees) is maintained by the Academic Governance and Quality Assurance Team within the Governance, Quality Assurance and Student Casework department and includes responsibility for appointed positions.

Any in-year vacancies which emerge may be managed in various ways, at the discretion of the Chair:

- Holding the position as vacant;
- Asking for a replacement appointed representative where appropriate;
- Co-option of a specific individual for the remainder of the academic calendar.

Guidance on appointing members
Appointed positions are subject to annual review by a designated Dean, Director or Chair of a Committee. Guidance on making appointments is provided to these Appointers as follows:

- **Representation**

Appointed members are there to represent the views of the Faculty but are not expected to speak with expert authority on specific matters (this falls to the ex officio representatives), therefore colleagues with varied backgrounds and experience to represent the area's views and expertise should be considered.

- **Attendance**

Anyone appointed must be able to attend regularly and have adequate time to prepare for meetings. Attendance information for any current members to inform is provided to inform the decision to renew anyone.

- **Talent spotting**

This is an opportunity to spot emerging talent in their area, including across junior members of staff who may be future leaders. Appointers may wish to seek volunteers from within their area and this is supported by an **Expression of Interest** process to seek interest from

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

across staff (with support from line managers required). Committee attendance should be seen as a form of professional development and can be suggested within PDRs.

- **Diversity**

Committee representation should be as balanced as possible and, as appointed positions make up a proportion of the whole committee, therefore it is important that appointments reflect the diversity of the University. Further guidance on this shall be provided by the University EDI Group.

Election protocols

This section provides the details for the operation of elections in academic governance committees, as agreed by Academic Board. Elections are normally held annually in advance of the new academic year however in-year elections are permissible.

The Head of Academic Governance and Quality Assurance will act as Returning Officer for the election of members and elections are conducted by the Governance, Quality Assurance and Student Casework team in accordance with these protocols.

The nominal roll for elections is maintained by Human Resources and includes academic staff and support staff employed by the institution on a permanent or temporary contract, in a full time or fractional full-time post; it does not include staff employed on Associate Tutor contracts or other casual staff. The four constituencies for elections are:

- Academic staff in the Faculty of Arts and Sciences
- Academic staff in the Faculty of Health, Social Care and Medicine
- Academic staff in the Faculty of Education
- Professional service / support staff

The determination of elected members shall be by ballot, using the system of the Single Transferable Vote (STV), through an e-voting platform. The call for nominations will allow a period of at least seven days in which nominations will be lodged with the Returning Officer.

Ballots will be normally be held following this seven-day period, with a minimum of a further seven days permitted for the casting of votes. Candidates for election will be invited to produce a brief manifesto for publication.

An extension to the nomination period is allowable where required to fill all committee vacancies and the election ballot can be re-scheduled to allow for all elections to take place simultaneously.

Results of elections will be published for all staff. Training for new members is available.

Unfilled posts will normally remain vacant for one year and re-advertised at the next election cycle, as will any in-year vacancies which emerge however temporary 1-year appointments may be made to fill vacancies which are not elected to.

Student representation

All committees of Academic Board are responsible for remaining cognizant of matters which impact upon students and this is supported and enhanced through engagement of students with academic governance. This is achieved in a variety of ways to maximise engagement and ensure meaningful representation on committees, including engagement with the Students' Union and its elected officers.

There is a tiered approach for student representation on Committees, in relation to Students' Union elected officers, starting with the most significant and formal way of involving the Students' Union and its elected representative in committee decisions:

1. The Students' Union and its elected sabbatical officers have the right to attend any open meeting of a committee of Academic Board. To facilitate this, they are sent the annual Committee Business Plans and the agendas/papers for each meeting, so they may identify specific meetings they wish to attend[15].
2. The Chair of each committee may request the attendance of the Students' Union and/or an elected officer for specific meetings of their Committee, where a pertinent discussion is anticipated.
3. Consultation on specific items or papers may be done by correspondence between the Committee Secretary and the Students' Union and any resulting feedback on items fed into the appropriate meeting.
4. A standing item may remain on each committee agenda to allow the Students' Union the opportunity to submit a relevant update on its activities to the committee for information.

Other students may also be included on committees as student representatives and these can be drawn from programme boards or other forums as identified by the committee, as long as its constitution is up to date.

Link Governor Scheme

The Board of Governors operates a Link Governor Scheme for the major Academic Board committees, to which vacancies are advertised amongst independent members by the Clerk and confirmed by the Chair. The participating Academic Board Committees are:

- Academic Planning Committee
- Academic Quality Enhancement Committee
- Learning and Teaching Committee
- Research and Innovation Committee

Link Governors are classed as 'in attendance' at such meetings and whilst they may contribute to discussion, they do not hold formal voting powers or count in the quorum calculations.

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[15] Committees with a constituted student representative have this detailed on their constitution.

Committee operations

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 Review[16].

Annual Reports
At the end of each academic year, an annual report[17] 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 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.

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.

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.

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.

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[16] See Quality Management Handbook Chapter 1 www.edgehill.ac.uk/documents/files/01-the-quality-strategy-management-of-quality-and-standards.pdf.
[17] An indicative, flexible template for the report is available in the templates folder on the Y Drive.

- 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.

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.

Business Planning
Prior to the start of each academic year, a Business Plan[18] 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.

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 Governance WIKI pages[19] also provide a repository of guidance to increase awareness of the business of academic governance and ensure transparency of operation.

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[18] An indicative, flexible template for the plan is available in the templates folder on the Y Drive.
[19] https://go.edgehill.ac.uk/display/governance/ (Edge Hill staff login required).

Edge Hill University Quality Management Handbook
Chapter 8 Academic Governance
Institutional contact: Fran Haygarth, ext. 7701
Latest version: October 2022

Guidance

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

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

- Standing Items (approval of minutes, matters arising, action updates, Chair's announcements)
- A – Items for approval
- B – Items for discussion
- C – Items for information
- Any other business and the next meeting information

Members may request that agenda items contained in Section A, B or C be transferred to different sections of the agenda, by contacting the Secretary at least 48 hours prior to the commencement of a meeting. The movement of items of business in this way shall be confirmed at the meeting, prior to the consideration of substantive business.

The Secretary must be notified of items to be considered under Any Other Business at least 48 hours prior to the commencement of a meeting.

Once circulated, the agenda of an Ordinary meeting or an Extraordinary meeting shall not normally be amended except by approval of the Chair.

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

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

Committee	Abbreviation	Example References
Academic Quality Enhancement Committee	AQC	001/AQC/19 AQC/01A/19
Learning and Teaching Committee	LTC	001/LTC/19 LTC/01A/19
Research and Innovation Committee	RIC	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
Research Degrees Sub-Committee	RDS	001/RDS/19 RDS/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
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 Heath, Social Care & Medicine	FB	001/FB/19 FB/01A/19

Item Numbering

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

(a)   (b)   (c)

- - - / - - - / - - -

- 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.
- 3 digit abbreviation identifying the committee (see table above).
- 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.

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)

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- 3 digits for the abbreviation of the committee (see table above).
- 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.
- 2 numbers to indicate the academic year.

Minutes and action recording

Whilst minutes are the record of discussion and decision from a meeting, they are designed to be read alongside Committee agendas and papers. For each agenda item, the structure of minutes will normally follow this order:

- Title of agenda item
- Received: paper reference
- A brief summary of what the speaker says in their introduction to the item or paper. This should not duplicate any content of any paper submitted under this item but should explain that the item was about.
- A summary of the key discussion points. These should be kept concise and include clarifications of the content of any papers and any important debates or considerations which informed the decision, outcome or action. Care should be taken to ensure that minutes reflect the remit and authority of the Committee and evidence their appropriate operation of these responsibilities.
- The outcome (approved/rejected, noted etc.). One of the key functions of minutes is to record decisions taken and any actions required in response to those decisions. This should also align with the anticipated outcome detailed in any paper coversheet.

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.

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.

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 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 may need reporting separately and will likely be included in the Academic Board newsletter.

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.

Information Governance

The University Records Management Policy and University Retention Policy[20] apply to all committee papers and the appropriate Data Steward resides in the Governance, Quality Assurance and Student Casework team.

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 authorization (committee members in this context). A breach of restricted papers could cause serious damage resulting in the

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[20] Available on the Information Governance WIKI pages https://go.edgehill.ac.uk/display/compliance/Home (EHU staff login required).

compromise of activity within the University in the short to medium term. This includes both personnel data and research data.

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 in the agenda and minutes, with attention drawn to this in the meeting too. 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; the Secretary is responsible for keeping closed business items secure in their own files for future audit.

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 discussions[21] 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.

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;

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[21] The Terms of Reference for these Committees outline their closed status.

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.

Archiving
Within the GQASC Secretariat, a central archive for committee papers is maintained on the Y:/Everyone folder structure and is maintained by GQASC. At the end of each academic year, the full set of committee papers (which includes agendas and minutes) are filed.

For committee supported outside of the GQASC secretariat, the archive should be maintained in the same way and stored centrally unless otherwise agreed. The secretary is responsible for the maintenance of an archive of papers for their committee and for general good record management.

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.

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 the approval of any changes to the structure or nomenclature of Faculty Schools or Departments, as recommended by Faculty 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 membership of Academic Board shall be no more than 35 members, comprising the Vice Chancellor (who shall be Chair) and such other members of staff and students as may from time to time be approved by the Board of Governors. If the Vice Chancellor is unable to chair a particular meeting they will nominate a Deputy Chair from among the members of the Academic Board to take the Chair in his/her place. The period of appointment of

members and the selection or election arrangements shall be subject to the approval of the 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. The only exception is the Honorary Awards Committee which does not permit alternates.

Standing Orders[22] 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 specific expertise of value to the committee and/or to provide a balanced membership with respect to under-represented groups within the University. Co-options may be made within a meeting through the raising of a formal motion and its resolution, and a period of co-option must be agreed at this point by the Committee.

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[22] These are available at Y:\Everyone\Academic Board Committees\Committee Information.

Membership:

Category of Membership	Committee Member
Chair	Vice-Chancellor
Secretary	Governance, Quality Assurance and Student Casework
Ex-Officio Members	Deputy Vice-Chancellor Pro Vice-Chancellor (Student Experience) & University Secretary Pro Vice-Chancellor (External Relations) Pro Vice-Chancellor (Research) & Dean of Faculty of Arts and Sciences Pro Vice-Chancellor & Dean of Faculty of Education Pro Vice-Chancellor & Dean of Faculty of Health, Social Care and Medicine Dean of Teaching and Learning Development Director of Student Recruitment and Administration Director of Governance and Assurance Director of the Research Office Academic Registrar Director of Student Services Dean of the Graduate School Head of Academic Registry Chair of Academic Planning Committee Chair of Academic Quality Enhancement Committee Chair of Learning and Teaching Committee Chair of Research and Innovation Committee
Appointed Members	Representative of Learning Services
Elected Members	Two from Professional Services/support staff Three academic representatives from Faculty of Arts and Sciences Three academic representatives from Faculty of Education Three academic representatives from Faculty of Health, Social Care and Medicine
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 committees[23]:

- Academic Planning Committee (APC);
- Academic Quality Enhancement Committee (AQEC);

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

Edge Hill University Quality Management Handbook
Chapter 8 Academic Governance
Institutional contact: Fran Haygarth, ext. 7701
Latest version: October 2022

- Honorary Awards Committee (HAC);
- Learning and Teaching Committee (LTC);
- Research and Innovation Committee (RIC);
- Other committees including Faculty Boards, which are detailed below.

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 HAC Secretary 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 Regulations[24].

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

Category of Membership	Committee Member
Chair	Vice-Chancellor
Secretary	Academic Registry
Ex-Officio Members	Pro-Chancellor Pro Vice-Chancellor (Student Experience) & University Secretary Clerk to Governors Head of PR, Corporate Communications and External Relations
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

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[24] Available via www.edgehill.ac.uk/documents/collection/academic-regulations/.

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.

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, IELTS score for programmes or level 2 or 3 entry standards.
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 give due regard to any Consumer and Market Authority implications of proposals presented for approval which involve a material change for students and where appropriate, provide a judgement as to where such proposals may require student consent or consultation.
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 give due regard to any academic risks which fall within the remit of its Terms of Reference as delegated from Academic Board.

Category of Membership	Committee Member
Chair	Deputy Vice-Chancellor
Secretary	Governance, Quality Assurance and Student Casework
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, Social Care and Medicine Dean of Teaching and Learning Development Director of Student Recruitment and Administration Director of Strategic Planning Head of Academic Governance and Quality Assurance Head of Academic Registry
Appointed Members	A representative of Learning Services
Elected Members	Not applicable
Student Representation	Not applicable
External Representation	Not applicable
In Attendance	Not applicable

Where appropriate the Chair may co-opt additional members to the Committee for additional expertise, for example, a representative from the International Office may be co-opted to attend a meeting which is considering international partnership proposals.

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 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 Academic Board 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; 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 Academic Board 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 Academic Board.
7) To monitor and review the quality processes and the operation of Annual Monitoring
8) To evaluate the operation of Scheme and Progression Boards to include annual reports on degree classifications, academic appeals and cases of academic misconduct.
9) To oversee the operation of processes for programme approval, periodic review and internal audit and the membership of the Validation and Audit Standing Panel (VASP).
10) To oversee the Register of Professional, Statutory and Regulatory Bodies (PSRBs) and ensure compliance with required processes relating to the accreditation or endorsement of provision.
11) To review and monitor the business of its Sub-Committees and approve any recommendations or proposals put forward.
12) To monitor the effectiveness of the Committee on an annual basis.
13) To ensure that equality considerations are taken into account in the conduct of the committee's business.
14) To retain an oversight of the effectiveness of its reporting sub-committees.
15) To give due regard to any academic risks which fall within the remit of its Terms of Reference as delegated from Academic Board.

Category of Membership	Committee Member
Chair	Pro Vice-Chancellor (Student Experience) & University Secretary
Secretary	Governance, Quality Assurance and Student Casework
Ex-Officio Members	Director of Governance and Assurance Dean of Teaching and Learning Development Head of Academic Governance and Quality Assurance Faculty Quality Officer (Faculty of Arts and Sciences) Faculty Quality Officer (Faculty of Education) Faculty Quality Officer (Faculty of Health, Social Care & Medicine) Chair of the External Examiners Sub-Committee Chair of the Faculty Quality Committee (one per Faculty) Academic Quality Officers
Appointed Members	A representative of Learning Services A representative of Academic Registry Two academic representatives from Faculty of Arts and Sciences Two academic representatives from Faculty of Education Two academic representatives from Faculty of Health, Social Care and Medicine
Elected Members	Not applicable
Student Representation	A 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 the engagement of external examiners by considering external examiner nominations for taught programmes against the criteria set out in the Quality Management Handbook[25]. For all proposed nominations EESC makes one of the following decisions:

- That the nomination should be approved;
- 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 decisions 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 agree any changes required.
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.

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[25] See Quality Management Handbook Chapter 2 www.edgehill.ac.uk/documents/files/08-academic-governance.pdf.

Category of Membership	Committee Member
Chair[26]	Associate Dean (Quality), Faculty of Health, Social Care and Medicine
Deputy Chair[27]	As appointed by the Chair of EESC
Secretary	External Examiners Administrator
Ex-Officio Members	Academic Quality Officer
Appointed Members	Three academic representatives from Faculty of Arts and Sciences Three academic representatives from Faculty of Education Three academic representatives from Faculty of Health and Social Care
Elected Members	Not applicable
Student Representation	Not applicable
External Representation	Not applicable
In Attendance	One Designated Faculty Officer (one per Faculty)[28]

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[26] The Chair of EESC is appointed by the Chair of AQEC.

[27] The Deputy Chair is appointed by the Chair of EESC on an annual basis and is drawn from the existing appointed members of EESC, to deputise for the Chair where they are unavailable or where they may have a conflict of interest.

[28] These are determined by the Associate Deans for Quality in each Faculty.

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 Regulations[29].

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.

Category of Membership	Committee Member
Chair	PVC Dean/Associate Dean of Faculty/ or Directorate member
Secretary	Academic Registry
Ex-Officio Members	Director of Governance and Assurance Head of Academic Registry 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

Further details regarding the operation of Progression and Award Boards for taught degrees can be found in the Academic Regulations appendices.

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

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[29] Available via www.edgehill.ac.uk/documents/collection/academic-regulations/.

The Vice-Chancellor, Pro Vice-Chancellor (Student Experience) & University Secretary and Director of Governance and Assurance / Head of Academic Registry 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.

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.

Category of Membership	Committee Member
Chair	Pro Vice-Chancellor (Student Experience) & University Secretary
Secretary	Governance, Quality Assurance and Student Casework
Ex-Officio Members	Dean of Teaching and Learning Development Head of Directorate Office Director of Governance and Assurance Chair of Faculty Learning and Teaching Sub-Committee (one per Faculty) Chair of Employability Sub-Committee Chair of Regulations Review Sub-Committee Chair of Student Experience Sub-Committee
Appointed Members	A representative of Learning Services A representative from Governance, Quality Assurance and Student Casework A representative of Academic Registry A representative of Student Services Two representatives from the Faculty of Arts and Sciences (one of whom must be a Learning & Teaching or SOLSTICE Fellow) Two representatives from the Faculty of Education (one of whom must be a Learning & Teaching or SOLSTICE Fellow) Two representatives from the Faculty of Health, Social Care and Medicine (one of whom must be a Learning & Teaching or SOLSTICE Fellow)
Elected Members	Two representatives from Professional Services
Student Representation	A 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)

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 and personal tutoring.
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.

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.

Category of Membership	Committee Member
Chair	Director of Student Recruitment and Administration
Secretary	Governance, Quality Assurance and Student Casework
Ex-Officio Members	Dean of Teaching and Learning Development Head of the Directorate Office Head of Student Experience Faculty Assistant Registrar (one per Faculty) Strategic Lead for Access and Participation
Appointed Members	A representative of the International Office A representative of Student Recruitment A representative of Academic Registry A representative of Learning Services A representative of IT Services A representative of Facilities Management A representative of Strategic Planning and Performance Unit A representative from Governance, Quality Assurance and Student Casework A representative of Student Services A representative from each Faculty
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, Social Care and Medicine 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.

Category of Membership	Committee Member
Chair	Pro Vice-Chancellor (External Relations)
Secretary	Governance, Quality Assurance and Student Casework
Ex-Officio Members	Head of Careers
Appointed Members	A representative of Human Resources A representative of the Centre for Learning and Teaching A representative from Learning Services Two representatives from Faculty of Arts and Sciences (one of whom must be a SOLSTICE or Learning and Teaching Fellow) Two representatives from Faculty of Education (one of whom must be a SOLSTICE or Learning and Teaching Fellow) Two representatives from Faculty of Health, Social Care and Medicine (one of whom must be a SOLSTICE or Learning and Teaching Fellow)
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, Social Care and Medicine One representative from Professional Services/support staff
Student Representation	Not applicable
External Representation	Not applicable
In Attendance	Not applicable

Regulations Review Sub-Committee (RRSC)

Although it is not expected that there would be major changes to the Academic Regulations[30] 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, with a commitment to do so in the best interests of the university community, taking account of:
2) Operational practice
3) National framework changes
4) Legislative changes
5) External examiner comments
6) Issues raised from meetings with Chairs and Secretaries of Assessment Boards
7) Impact in relation to equality.
8) To approve new Award Types as defined within the Academic Regulations (Appendix 2).
9) To monitor the effectiveness of the Committee on an annual basis.
10) To ensure that equality considerations are taken into account in the conduct of the Group's business.

Category of Membership	Committee Member
Chair	Pro Vice-Chancellor (Student Experience) & University Secretary
Secretary	Governance, Quality Assurance and Student Casework
Ex-Officio Members	Director of Governance and Assurance Senior Registrar; Assessments and Awards Faculty Assistant Registrar (one per Faculty)
Appointed Members	A representative from Governance, Quality Assurance and Student Casework 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, Social Care & Medicine
Elected Members	Not applicable
Student Representation	Not applicable
External Representation	A representative from the Students' Union staff
In Attendance	Not applicable

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[30] Available via www.edgehill.ac.uk/documents/collection/academic-regulations/.

Research and Innovation Committee (RIC)

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

RIC's Terms of Reference are:

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.

1) To monitor research and knowledge exchange activity across the University.
2) To monitor submissions to research councils and other bodies for funding and evaluate their success and make recommendations on the development of future submissions.
3) 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.
4) To review and monitor the work of the University Research Institutes and approve any recommendations or proposals put forward.
5) To review and monitor the business of its Sub-Committees and approve any recommendations or proposals put forward.
6) To monitor the effectiveness of the Committee on an annual basis.
7) To ensure that equality considerations are taken into account in the conduct of the committee's business.
8) To retain an oversight of the effectiveness of its reporting sub-committees.
9) To give due regard to any academic risks which fall within the remit of its Terms of Reference as delegated from Academic Board.

Category of Membership	Committee Member
Chair	Pro Vice-Chancellor (Research) & Dean of Faculty of Arts & Sciences
Secretary	Governance, Quality Assurance and Student Casework
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, Social Care & Medicine)
	Directors of the University Research Institutes
	Chair of University Research Ethics Sub-Committee
	Chair of Human Tissue Management Sub-Committee
	Chair of Faculty Research Committee (one per Faculty)
	Chair of the Research Degrees Sub-Committee
	Dean of the Graduate School
Appointed Members	A representative of Learning Services
Elected Members[31]	Two academic staff from Faculty of Arts and Sciences
	Two academic staff from Faculty of Education
	Two academic staff from Faculty of Health, Social Care and Medicine
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)

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[31] Elected representatives on RIC should have either a current research profile or be active within their Faculty Research Committee.

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.

Category of Membership	Committee Member
Chair	University Professor (appointed as Chair by the Research and Innovation Committee)
Secretary	Research Office
Ex-Officio Members	Director of Research Office Human Tissue License 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, Social Care and Medicine
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 and Innovation 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 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.

Category of Membership	Committee Member
Chair	Associate Dean (Research), Faculty of Health, Social Care and Medicine
Secretary	Research Office
Ex-Officio Members	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 Representation	Not applicable
External Representation	Not applicable
In Attendance	Not applicable

Whilst not a constituted member, the Pro Vice-Chancellor (Student Experience) & University Secretary will receive papers for this meeting as the License Holder's Contact and will have any relevant matters escalated to them.

Research Degrees Sub-Committee

The Research Degrees Sub-Committee is responsible for research degree matters relating to the sector, quality, regulations, policies and postgraduate researcher experience. Its Terms of Reference are:

1. To consider proposals for modifications to regulations and policies pertaining to research degrees.
2. To make recommendations to Academic Board, through the Research and Innovation Committee, where appropriate, for modification of the Research Degree Regulations and their operation.
3. To provide oversight of any research degree developments in the sector, as well as quality & regulatory matters in relation to research degrees and alert the University through the Research and Innovation Committee where appropriate.
4. To identify, evaluate, promote and disseminate good practice in postgraduate researcher supervision.
5. To consider issues relating to postgraduate researcher experience, making recommendations as appropriate.
6. To consider matters as requested by the Graduate School.
7. To monitor the effectiveness of the sub-committee on an annual basis.
8. To ensure that equality considerations are taken into account in the conduct of the sub-committee's business.

Its constitution shall be as follows:

Chair	Dean of the Graduate School
Secretary	Research Degree Administration Coordinator
Ex-officio members	Graduate School Manager
	PVC (Research)
	Associate Dean of the Graduate School
	Associate Dean (Research), Faculty of Arts & Sciences
	Associate Dean (Research and Innovation), Faculty of Health, Social Care and Medicine
	Associate Dean (Research & Impact), Faculty of Education
Appointed members	Representatives from the relevant research subject areas
	Researcher Development Fellow
In attendance	Research Office Representative Learning Services Representative Student Services Representative Governance, Quality Assurance and Student Casework Representative PGR representative
Student Union Representation	Elected student representative

Graduate School Board of Studies

The Graduate School Board of Studies operates with delegated authority from the Academic Board in confirming Progression and Award results for Edge Hill University Research Awards. Specifically, it is responsible for:

1. Confirming examination outcomes for project registration, progression, and final examinations
2. Monitoring and reviewing individual PGR progress, including reviewing the recommendations of the annual appraisal process and taking final decisions on appraisal outcomes.
3. Taking final decisions on malpractice outcomes.
4. Taking final decisions on fitness to study outcomes.
5. Taking final decisions on termination of registration.

Its membership shall be as follows:

Chair	Associate Dean of the Graduate School
Deputy Chair	An academic staff member from the Graduate School
Secretary	Graduate School Administrator
Ex-officio members	Researcher Development Fellow
Appointed members	2 academic staff seconded to the Graduate School[32]

The Graduate School Board of Studies shall be considered quorate if two members of the Board are present in addition to the Chair and the Secretary.

The Graduate School Board of Studies is to be considered as managing closed business and therefore its proceedings are confidential.

Knowledge Exchange Sub-Committee (KESC)

The Research and Innovation Committee oversees the application of the University's research and innovation activity via knowledge exchange (KE) partnerships. To support this activity, the Knowledge Exchange Sub-Committee (KESC) undertakes specialist work to ensure that KE infrastructure remains adequate and effective. Its terms of reference are:

1. To formulate, implement and review the University's KE strategy and associated policies

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[32] These are Edge Hill University academic staff, seconded to the Graduate School, with expertise in one of each of: Sciences, Social Sciences, Arts & Humanities, broadly construed. They will be appointed by the Dean of the Graduate School in consultation with the PVC Research.

2. To evaluate the progress made against the University's KE strategy

3. To ensure that the University remains compliant with its commitment to the KE Concordat

4. To ensure the visibility and promotion of KE activity to enhance the University's brand and reputation.

5. To monitor submissions of consultancy tenders, evaluate their success and make recommendations on the development of future submissions

6. To receive and evaluate periodic reports on KE activity from the Knowledge Exchange Office and faculties making recommendations as appropriate.

7. To monitor the quality and financial returns of KE activity

8. To contribute to and review the University's annual HE-Business and Community Interaction (HEBCI) return, HEIF requirements and Knowledge Exchange Framework.

9. To monitor the effectiveness of the committee annually

10. To ensure that equality considerations are taken into account in the conduct of the committee's business

11. To give due regard to any academic, business or commercial risks which fall within the remit of its terms of reference as delegated from the Research and Innovation Committee

Membership

Category of Membership	Committee Member
Chair	Pro Vice-Chancellor (External Relations)
Secretary	Strategic Support Officer
Ex-Officio Members	Director of the Knowledge Exchange Office Associate Dean (Enterprise & Employability), FAS Associate Dean (Learning & External Relations), FoE Associate Dean (Academic Planning & External Engagement), FHSCM Director of SPPU Head of Research Policy Head of Communications and PR
Appointed Members	A representative from the Faculty of Arts & Sciences A representative from the Faculty of Education A representative from the Faculty of Health, Social Care & Medicine

Faculty Boards

Faculty Boards are responsible for:

Purpose	Faculty Board is the most senior committee within the Faculty's governance structure. It approves and monitors the Faculty's governance arrangements and strategic direction. The Faculty Board also seeks assurance that progress has been made against Faculty and institutional policies and action plans and seeks to further enhance practice throughout the Faculty. The Faculty Board may span responsibilities for academic and executive governance and is usually complemented by a Faculty Executive decision-making group.
Main Functions	1. To approve and monitor the operation of Faculty-specific strategies, policies and structures 2. To oversee the Faculty's implementation of institution-wide policies and action plans 3. To provide a forum for Faculty-wide discussion and debate on topics identified by the Dean. 4. To provide a communication and consultation mechanism for central services areas. 5. To effectively monitor risks in relation to curriculum delivery, referring as appropriate to the Faculty's Risk Register. 6. To discuss other matters related to Faculty Business as decided by the Dean of Faculty.
Responsible for approving: (strategies and policies)	• Faculty Strategic Plan (and associated Academic Development Plan) • Faculty Research Strategy • Faculty Learning & Teaching Strategy • Faculty Enterprise & Employability Strategy • Faculty International Strategy • Others specific to each Faculty
Accountable to:	Academic Board
Responsible for: (sub-committee structure)	To be completed by each Faculty Board secretary

Sub-committee delegated powers:	To be completed by each Faculty Board secretary

Membership:

Category of Membership	Committee Member
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's academic staff. The number of representatives to be determined by the Faculty
Support Staff Representation	A minimum of one member of Support Staff from 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 Governance, Quality Assurance and Student Casework, Academic Registry and Learning Services, Centre for Learning & Teaching, Student Services and/or other Faculties as determined by the Board's business. Representatives of external stakeholders[33] Representatives of the other Faculties.

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

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[33] For example, partner organisations and employers.

(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)

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).

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

Category of Membership	Committee Member
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:

1. The size and complexity of the provision; and
2. 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.