



COMMITTEE STRUCTURE  
AND  
TERMS OF REFERENCE

2024-25

Approved: Academic Board June 2024

<b>Academic Board</b>		
Officers	Chair	Vice-Chancellor
	Minutes Secretary	HE Quality Administrator
	Convenor	Quality and Standards Office
	Members	Vice-Chancellor, Pro-Vice-Chancellor Education, Pro-Vice Chancellor Registry & CFO, all Directors of Higher Education, Head of Research, FE Director, University Curator, Academic Registrar, Academic Development Manager, Access and Participation Development Manager, Deputy Academic Registrar (Quality and Standards), Head of Careers, Employability and Enterprise, Strategic Planning and Reporting Analyst, Students' Union President, 2 HE/UG course leaders, 1 External member
Terms of membership		Continuing for named posts, course leaders by rotation every 2 years as agreed by Chair
Type of record		Minutes with actions
Destination of meeting record		The Board of Governors, University Portal
Quorum		8 members to include the Vice-Chancellor or their authorised deputy
Frequency of meetings		Minimum 5 times per year
<b>Terms of Reference</b>		
<p>The Academic Board is the most senior academic body. It is responsible for advising the Vice-Chancellor on all matters relating to academic regulations, academic standards, compliance with; the OfS Conditions of Registration relating to Quality and Standards, Ofsted Common Inspection Framework and the Teaching Excellence Framework, enhancement and the student experience and for overseeing general issues relating to the teaching, scholarship, research and academic portfolio of the University.</p> <p>The Academic Board advises the Vice-Chancellor on the following:</p> <ol style="list-style-type: none"> <li>a) approval of academic regulations relating to the University's awards, including honorary degrees</li> <li>b) for the setting and maintaining of academic standards, monitoring and evaluating University's academic quality and standards and for the overall quality of the University's provision, including approval of the FE Self-Assessment Report and the annual course evaluations</li> <li>c) approval and re-approval of courses and the resources needed to support them</li> <li>d) consideration of reports from external bodies including the QAA, UKRI and Ofsted and approving responses to such reports</li> <li>e) the report from the Chief External Examiner</li> <li>f) approval of 'major' changes to course specifications</li> <li>g) approval of academic quality policies and procedures including the HE Quality Handbook</li> <li>h) consideration of data and reports on student complaints and appeals</li> <li>i) the review of research performance</li> <li>j) the appointment to the Board of Governors of a member of the HE academic staff from the Academic Board</li> <li>k) consideration of the proposals, recommendations, reports and resolutions from committees including the Further Education Committee, the Research Committee, the Research and Integrity Committee and the Honorary Degrees Committee</li> <li>l)</li> </ol>		

- m) approval of nominations from the Honorary Degrees Committee for conferment of Honorary Degrees
- n) general issues relating to the research, scholarship, teaching and courses at the University, including criteria for the admission of students; the appointment and removal of internal and external examiners; policies and procedures for assessment and examination of the academic performance of students; the content of the curriculum; academic standards and the approval 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.
- o) any other matters as the Vice-Chancellor or the Board of Governors may refer to the Academic Board.

The Academic Board will delegate responsibility for the determination of awards and agreement of progression to the Final Examination Board.

The Academic Board will delegate responsibility for approval of minor amendments to courses and the appointment of external examiners to the Quality and Standards Office.

<b>Academic Board</b>			
Title	Name		
Vice-Chancellor	Prof. Simone Wonnacott		
Pro-Vice-Chancellor Education	Prof. Dave Russell		
Pro-Vice-Chancellor Registry & CFO	Sharon Bailey		
Director of Higher Education	Adrian Davies		
Director of Higher Education	Duncan Harrison		
Director of Higher Education	Andy Grayston		
Head of Research	Prof. Sam Broadhead		
FE Director	Katie Holmes		
Head of Careers, Employability and Enterprise	Andrew Jones		
University Curator	Dr Marianna Tsionki		
Academic Registrar	Simon Maller		
Academic Development Manager	Peter Hughes		
Access and Participation Development Manager	Dr Laura da Costa		
Deputy Academic Registrar (Quality and Standards)	Nina Spencer		
Strategic Planning and Reporting Analyst	James Boyes		
		Date appointed	Term of office
Students' Union President	Jyot Trivedi	August 2024	1 year
1 External member	Dr Simon Baines	January 2024	3 years
		Academic Staff - rotating	
HE / UG Course Leader - Animation	Michael Smith	August 2024	2 years
HE / UG Course Leader - Fashion Design	Nicola Knight	August 2024	2 years

<b>Honorary Degrees Committee</b>	
Senior Committee	Academic Board
Officers	Chair
	Head of Marketing and Communications
	Minutes Secretary
	HE Quality Administrator
	Convenor
	Quality and Standards Office
	Members
	Head of Marketing and Communications, Compliance Officer, Head of Careers, Employability and Enterprise
Term of membership	Continuing for named posts
Type of record	Minutes with actions
Destination of meeting report	Academic Board, University Portal
Quorum	2 members
Frequency of meetings	Minimum 1 per year
<b>Terms of Reference</b>	
<p>The Honorary Degrees Committee is established by the Academic Board to which it makes recommendations. The Committee will establish and review the processes for nomination to, and conferment of, Honorary Degrees and provide the Academic Board with a short-list of names for their consideration.</p> <p>The Committee advises the Academic Board on the following:</p> <ol style="list-style-type: none"> <li>a) criteria for use in identifying those to be granted an Honorary Degree</li> <li>b) nominations and relevant evidence</li> <li>c) recommendations for individuals to receive Honorary Degrees.</li> </ol> <p>The Committee will:</p> <ol style="list-style-type: none"> <li>d) establish and keep under review processes and procedures for the nomination of individuals for Honorary Degrees.</li> </ol> <p>There are no delegated powers; recommendations are made to the Academic Board.</p>	

<b>Honorary Degrees Committee</b>	
Title	Name
Head of Marketing and Communications	Andrew Craske
Compliance Officer	Katie Machin
Head of Careers, Employability and Enterprise	Andrew Jones

<b>Further Education Committee</b>		
Senior Committee		Academic Board
Officers	Chairs	FE Director
	Minutes Secretary	HE Quality Administrator
	Convenor	FE Quality and Administration Officer in liaison with the Chair
	Members	FE Director, Pathway Leaders, Course Leader - Extended Diploma, Further Education Quality and Administration Officer, Mental Health Advisor, Academic Support Co-ordinator, 1 FE student representative
Term of membership		Continuing for named posts. The Pathway Leader is nominated by the Chairs.
Type of record		Minutes with actions
Destination of meeting record		Academic Board, University Portal
Quorum		5 members to include either Chair
Frequency of meetings		Minimum 2 times per academic year
<b>Terms of Reference</b>		
<p>The Further Education Committee is responsible for advising the Academic Board on the standards, planning, co-ordination, development and oversight of the Further Education academic work of the institution, including teaching and learning, arrangements for the admission, assessment and examination of students and the exclusion of students for academic reasons.</p> <p>To advise the Academic Board with relation to Further Education on:</p> <ol style="list-style-type: none"> <li>a) recommendations for approval and regular review of the effectiveness of all academic procedures for teaching, learning and assessment including: <ul style="list-style-type: none"> <li>• the development and implementation of policy relating to learning, teaching and assessment</li> <li>• the quality of learning and teaching, reviewing relevant data and suggesting measures to improve the quality and effectiveness of learning, teaching and assessment</li> <li>• ways of encouraging and disseminating high quality and/or innovative learning and teaching</li> <li>• the provision of facilities and services to enhance learning and teaching</li> </ul> </li> <li>b) recommendations for the approval and regular reviews of the effectiveness of all academic procedures for induction, quality, planning, and course development</li> <li>c) reviewing student data in relation to retention, progression and achievement</li> <li>d) reports from moderators, examiners and external agencies including Ofsted and the recommendation to Academic Board of draft responses to such reports</li> <li>e) FE student complaints and appeals</li> <li>f) recommendations for the approval of procedures for the academic misconduct of FE students</li> <li>g) any other matter relating to the academic standards of FE awards, quality or the student experience as appropriate.</li> </ol>		

<b>Further Education Committee</b>			
Title		Name	
FE Director		Katie Holmes	
Course Leader - Extended Diploma		Lee Waller-Grayston	
Pathway Leaders		Adam Stone Andy Black Josh Johnson Susanna Moore Zoe Platt Amanda Williamson Suzi Tibbetts Heather Winder	
Further Education Quality and Administration Officer		Neil Hedges	
Mental Health Advisor		Josh Hart	
Academic Support Co-ordinator		Jonathan Dunn	
		Date appointed	Term of office
1 FE Student Representative		October 2024	1 year but may be reappointed

<b>Research Committee</b>		
Senior Committee		Academic Board
Officers	Chair	Head of Research
	Minutes Secretary	HE Quality Administrator
	Convenor	Quality and Standards Office
	Members	Head of Research, University Curator, Research Co-ordinator, 1 Research Fellow, Professor of Research and Innovation, 4 nominated HE academic representatives, Head of Human Resources.
Terms of membership		Continuing for named posts and 3 years for nominated members; although members can be re-nominated for a further term of 3 years.
Type of record		Minutes with actions
Destination of meeting record		Academic Board
Quorum		Three members of academic staff to include the Chair
Frequency of meetings		3 times per academic year
<b>Terms of Reference</b>		
<p>The Research Committee has responsibility for the initiation, promotion and development of research matters.</p> <p>To advise the Academic Board on:</p> <ol style="list-style-type: none"> <li>a) the development of high-quality research</li> <li>b) the quality, impact and environment of research across the University and the provision or use of resources to support research</li> <li>c) research performance and impact, and research quality improvements</li> <li>d) developing networks to support collaborative research with other appropriate academic or knowledge exchange activities to build upon existing strengths in high quality research</li> <li>e) the development and monitoring of quality policies and procedure relating to postgraduate research students</li> <li>f) compliance with Open Access requirements</li> <li>g) the effective publication, dissemination and communication of research internally and externally, promoting and sharing good practice</li> <li>h) the consideration of relevant externally generated information pertaining to research, researcher development and funding and advise accordingly</li> <li>i) new initiatives, opportunities or needs in the areas of research</li> <li>j) progress by way of an annual report on research, and exhibitions undertaken</li> <li>k) any other matter relating to research as appropriate or as directed by the Academic Board.</li> </ol>		



<b>Research Committee</b>			
Title		Name	
Head of Research		Prof. Sam Broadhead	
University Curator		Dr Marianna TSIONKI	
Research Coordinator		Henry Gonnet	
Professor of Research and Innovation		Prof. Sheila Gaffney	
Research Fellow		Dr Dawn Woolley	
Head of Human Resources		Graham Curling	
		Date appointed	Term of office
4 HE Academic Representatives	Dr Sarah Eyre	May 2023	3 years
	Dr Frances Norton	August 2022	3 years
	Dr Sean Gregory	November 2023	3 years
	Dr David Steans	November 2021	3 years

<b>Ethics and Integrity Sub-Committee</b>		
Senior Committee		Academic Board
Officers	Chair	Head of Research
	Minutes Secretary	HE Quality Administrator
	Convenor	Quality and Standards Office
	Members	Head of Research, Head of Human Resources, Compliance Officer, Access and Participation Development Manager, Academic Development Manager, 1 member of Academic Staff
Terms of membership		Continuing for named posts and 3 years for academic member nominated by the Chair
Type of record		Minutes with actions
Destination of meeting record		Academic Board
Quorum		Three members of staff to include the Chair
Frequency of meetings		A minimum of two per academic year
<b>Terms of Reference</b>		
<p>The Committee exists to oversee and promote the highest standards of integrity in the conduct of research, teaching and learning.</p> <p>It aims to safeguard the standards and reputation of the institution in matters of academic and professional practice.</p> <p>The Committee is advisory to the Academic Board for institutional ethical matters as follows: -</p> <ol style="list-style-type: none"> <li>a) to keep the University's Ethics Policy and other related guidelines/procedures under review and to make recommendations to Academic Board for their development</li> <li>b) to consider the University's Annual Integrity Statement</li> <li>c) to oversee research-related ethics issues</li> <li>d) monitoring and reporting on Research Integrity</li> </ol> <p>The Committee has delegated authority to undertake reviews of projects (staff and student) when such projects are referred to the Committee by the research office following the Ethical Approval Procedure for Research and the Ethics in Teaching and Learning Procedure</p> <p>any other matter relating to the Ethics and Integrity Committee as directed by the Research Committee or the Academic Board.</p>		

<b>Ethics and Integrity Committee</b>			
Title		Name	
Head of Research		Prof. Sam Broadhead	
Head of Human Resources		Graham Curling	
Compliance Officer		Katie Machin	
Access and Participation Development Manager		Laura Da Costa	
Academic Development Manager		Peter Hughes	
		Date appointed	Term of office
1 Academic Member		August 2024	3 years

<b>Final Examination Board</b>		
Senior Committee		Academic Board
Officers	Chairs	Pro-Vice-Chancellor Education or Pro-Vice-Chancellor Registry & CFO (Chair dependent on availability)
	Minutes Secretary	HE Administration Manager
	Convenor	Chair in liaison with HE Administration Manager
	Members	Chairs, all Directors of Higher Education, Academic Registrar, Chief External Examiner
Term of membership		Continuing
Types of Record		Minutes with actions Approved Examination Results Sheet
Destination of meeting record		Academic Board
Quorum		Three members to include Chair and Chief External Examiner
Frequency of Meetings		Minimum of 1 per year
<b>Terms of Reference</b>		
<p>The Final Examination Board has delegated authority from the Academic Board for the determination of awards and agreement of progression. The Final Examination Board delegates the determination of penalties for academic misconduct to the Academic Misconduct Panel. The Final Examination Board will delegate responsibility for the determination of outcomes of extenuating circumstances applications to the Extenuating Circumstances Panel.</p> <ol style="list-style-type: none"> <li>a) receive recommendations from each of the Undergraduate Examination Boards on final awards and progression results for all levels of the course</li> <li>b) determine final undergraduate awards and agree progression of undergraduate students</li> <li>c) receive recommendations from the Postgraduate Examination Board on final awards</li> <li>d) determine final postgraduate awards</li> <li>e) consider and agree examination results and progression for resubmitting undergraduate students and consider and agree examination results for resubmitting postgraduate students</li> <li>f) receive institutional monitoring data and reports in relation to extenuating circumstances, academic misconduct and academic appeals</li> <li>g) monitor and ensure the fair and consistent application of the University's assessment procedures and regulations during the assessment process considering sector recognised standards, the profile and distribution of marks</li> <li>h) inform the Academic Board on any matters of policy and procedures which have caused concern with regard to assessment within the Higher Education courses</li> <li>i) ensure the confidentiality and security of all assessment information presented to the Board.</li> </ol>		

<b>Final Examination Board</b>			
Title		Name	
Pro-Vice-Chancellor Education		Prof. Dave Russell	
Pro-Vice-Chancellor Registry & CFO		Sharon Bailey	
Director of Higher Education		Adrian Davies	
Director of Higher Education		Duncan Harrison	
Director of Higher Education		Andy Grayston	
Academic Registrar		Simon Maller	
		Date appointed	Term of office
Chief External Examiner		January 2024	4 years

<b>Postgraduate Examination Board</b>		
Senior Committee		Final Examination Board
Officers	Chair	A Director of Higher Education
	Minutes Secretary	Member of HE Administration Team
	Convenor	Chair in liaison with HE Administration Manager
	Members	Chair, Director of Higher Education, HE Course Leaders, PG Taught Co-ordinator, Deputy Academic Registrar (Quality Assurance and Standards), Module Leaders, External Examiners.
In attendance		HE Administration Manager
Types of Record		Minutes with actions Recommended Examination Results Sheet
Destination of meeting record		Final Examination Board
Quorum		Three members
Frequency of Meetings		Minimum 1 per year
<b>Terms of Reference</b>		
<p>The Postgraduate Examination Board provides recommendations to the Final Examination Board on the provisional determination of awards. The Board will:</p> <ol style="list-style-type: none"> <li>a) consider and recommend to the Final Examination Board examination results for the postgraduate course</li> <li>b) monitor and ensure the fair and consistent application of the University's assessment procedures and regulations during the assessment process considering sector recognised standards, the profile and distribution of marks</li> <li>c) receive data and reports in relation to extenuating circumstances, academic misconduct and academic appeals</li> <li>d) to inform the Final Examination Board on any matters of policy and procedures which have caused concern with regard to assessment within the postgraduate course</li> <li>f) to ensure the confidentiality and security of all assessment information presented to the Board</li> <li>g) confirm credit for Recognition of Prior Learning.</li> </ol>		

<b>Undergraduate Examination Board</b>		
Senior Committee		Final Examination Board
Officers	Chair	Director of Higher Education for their courses
	Minutes Secretary	Member of HE Administration
	Convenor	Chair in liaison with HE Administration Manager
	Members	Chair, HE/UG Course Leaders, Module Leaders, External Examiners, Deputy Academic Registrar (Quality and Standards)
In attendance		HE Administration Manager
Types of Record		Minutes with actions Recommended Examination Results Sheet
Destination of meeting record		Final Examination Board
Quorum		Three members
Frequency of Meetings		Minimum 1 per year for each course
<b>Terms of Reference</b>		
<p>The Undergraduate Examination Board provides recommendations to the Final Examination Board on the provisional determination of awards and provisional agreement of progression. The Board will:</p> <ul style="list-style-type: none"> <li>a) consider and recommend to the Final Examination Board examination results and progression for all undergraduate levels of the course</li> <li>b) consider the profile of marks and make appropriate recommendations to the Final Examination Board</li> <li>c) monitor and ensure the fair and consistent application of the University's assessment procedures and regulations during the assessment process considering sector recognised standards, the profile and distribution of marks</li> <li>d) receive data and reports in relation to extenuating circumstances, academic misconduct and academic appeals</li> <li>e) inform the Final Examination Board on any matters of policy and procedures which have caused concern with regard to assessment within the undergraduate course</li> <li>f) ensure the confidentiality and security of all assessment information presented to the Board</li> <li>g) confirm credit for Recognition of Prior Learning.</li> </ul>		