



COMMITTEE STRUCTURE  
AND  
TERMS OF REFERENCE

2023-24

Approved: Academic Board October 2023

<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 - Undergraduate Studies, Head of Research, FE Director - (Foundation Diploma), Head of Postgraduate Studies, 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, 1 PG Academic Representative, 2 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 and Ethics Committee and the Honorary Degrees Committee</li> </ol>		

- l) approval of nominations from the Honorary Degrees Committee for conferment of Honorary Degrees
- m) 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.
- n) 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 - Undergraduate Studies	Adrian Davies		
Director - Undergraduate Studies	Duncan Harrison		
Head of Research	Prof. Sam Broadhead		
FE Director - Foundation Diploma	Andy Grayston		
Head of Postgraduate Studies	Dr Sarah Taylor		
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	Zainab Nadeem	August 2023	1 year
1 External member	Dr Andrea Thoma	January 2021	3 years
		Academic Staff - rotating	
PG Academic Representative	Jo Booth	February 2023	2 years
UG Course Leader - Creative Advertising	Fabio Fragiaco	August 2022	2 years
UG Course Leader - Graphic Design	Amber Smith	August 2022	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 Directors
	Minutes Secretary	HE Quality Administrator
	Convenor	FE Quality and Administration Officer in liaison with the Chairs
	Members	FE Director - Foundation Diploma, FE Director - Extended Diploma, FE Pathway Leaders, Deputy 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 Directors		Andy Grayston Katie Holmes	
Pathway Leaders		Adam Stone Andy Black Josh Johnson Susanna Moore Zoe Platt Suzanne Stankard Suzi Tibbetts Heather Winder	
Deputy Course Leader - Extended Diploma		Lee Waller-Grayston	
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 2023	1 year but may be reappointed

<b>Research and Ethics 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 Coordinator, 1 Research Fellow, Professor of Research and Innovation, 4 nominated HE academic representatives, Head of Postgraduate Studies. 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		Four members of academic staff to include the Chair
Frequency of meetings		3 times per academic year
<b>Terms of Reference</b>		
<p>The Research and Ethics Committee has responsibility for the initiation, promotion and development of research and ethical 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) monitoring and reporting on Research Integrity</li> <li>h) ethical matters related to specific University research projects or student projects and, where appropriate, <ul style="list-style-type: none"> <li>• to keep the University's Ethical Guidelines under review, responding in particular to Research Council and Government Frameworks/Guidelines, and to make recommendations to Academic Board for their development</li> <li>• to keep the University's procedures for ethical review of staff/student research projects under review, responding in particular to Research Council and Government Framework/Guidelines, and to make recommendations to Academic Board for their development</li> </ul> </li> <li>i) the effective publication, dissemination and communication of research internally and externally,</li> </ol>		



promoting and sharing good practice

- j) the consideration of relevant externally generated information pertaining to research, researcher development and funding and advise accordingly
- k) new initiatives, opportunities or needs in the areas of research and ethics
- l) progress by way of an annual report on research, and exhibitions undertaken
- m) any other matter relating to research or ethics as appropriate or as directed by the Academic Board.

<b>Research and Ethics 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 Postgraduate Studies		Dr Sarah Taylor	
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>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 Higher Education Administration Manager
	Members	Chairs, all Directors - Undergraduate Studies, Head of Postgraduate Studies, Assistant Head of Postgraduate Studies, 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		Four 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 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	
Head of Postgraduate Studies		Dr Sarah Taylor	
Assistant Head of Postgraduate Studies		Jo Booth	
Director - Undergraduate Studies		Adrian Davies	
Director - Undergraduate Studies		Duncan Harrison	
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	Head of Postgraduate Studies
	Minutes Secretary	HE Course Administrator
	Convenor	Chair in liaison with Higher Education Administration Manager
	Members	Assistant Head of Postgraduate Studies, Relevant Course Leaders, 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 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 - Undergraduate Studies for their courses
	Minutes Secretary	HE Course Administrator
	Convenor	Chair in liaison with Higher Education Administration Manager
	Members	Chair, Undergraduate 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> <ol 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 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> </ol>		