CODE OF PRACTICE FOR ACADEMIC GOVERNANCE - Committee Terms of Reference

Terms of Reference for the following Committees within the Senate Sub Structure are provided in the following section of this Code:

Committee	Structural level
Senate	Level 1 – Senate
Honorary Degrees Board	Level 2 – Standing Committee of Senate
Education Committee	Level 2 – Standing Committee of Senate
Research and Enterprise Committee	Level 2 – Standing Committee of Senate
Senate Student Discipline Committee	Level 2 – Standing Committee of Senate
Early Career Research and Research Staff Career Enhancement Sub-Committee	Level 3 – Sub Committee of Senate
Postgraduate Research Sub-Committee	Level 3 – Sub Committee of Senate
University Ethics and Integrity Committee	Level 3 – Sub Committee of Senate
Curriculum and Quality Sub-Committee	Level 3 – Sub Committee of Senate
Learning Environment Sub-Committee	Level 3 – Sub Committee of Senate
Student Skills and Employability Sub-Committee	Level 3 – Sub Committee of Senate
Student Wellbeing and Inclusivity Sub-Committee	Level 3 – Sub Committee of Senate
College Education Committees*	Level 4 – Sub Committee of Senate
Cause for Concern Group	Level 4 – Group reporting to Sub Committee of Senate
College Research and Enterprise Committees	Level 4 – Sub Committee of Senate
Research Ethics Committee	Level 4 – Sub Committee of Senate
Departmental Research and Enterprise Committees*	Level 5 – Departmental level Committee
Global Partnerships Management Group	Level 5 – Departmental level Committee
School Education Committees*	Level 5 – Departmental level Committee

*Terms of Reference to follow

V1 – 5 February 2024

Senate

Role and responsibilities:

The Powers of Senate are set out in Ordinance 10

Membership:

The Membership of Senate is set out in Section 6 of the Statutes

Modus operandi:

- Three meetings per year
- Quorum: 26 members

Honorary Degrees Board

Terms of Reference

Role
To consider nominations for Honorary Degrees and Distinguished Honorary Fellowships and recommend them to Senate and Council for approval; to ensure that appropriate awards are given.

Responsibilities
1) To consider nominations for Honorary Degrees and Distinguished Honorary Fellowships.
2) To recommend nominations for Honorary Degrees and Distinguished Honorary Fellowships to Senate and Council.
3) To consider, record and address the potential equal opportunity impacts of decisions made by the Board (in accordance with the 'due regard' provisions of the Equality Act 2010).

Reports to
The Board reports to Senate and Council in the form of reports following meetings, normally once annually.

Constitution and Membership
The constitution of the Board is as follows:
a) The President and Vice-Chancellor (Chair)
b) The Chair of Council
c) The Chair of the Alumni Association Committee
d) The Provost and Deputy Vice-Chancellor
e) The Deputy Vice-Chancellor (Professional Services)
f) The Pro-Vice-Chancellors and Heads of College
g) The Professor of Public Engagement
h) The Public Orators
i) The Chairs of the Staff Equality Action Groups
j) The President of the Students' Union
k) The Registrar and Secretary
l) One lay member of Council
m) One Senate member of Council

Appointments (a-k) are ex-officio and will sit on the Board for the duration of their appointment in their substantive post. Appointments (l-m) will be reviewed annually by the University Nominations Committee.

Secretariat
Governance Office.

Frequency of Meetings
Meetings normally occur once per annum.

Quorum
The quorum for the Board is 5 members.

Review

The Terms of Reference and membership are normally reviewed annually, at the start of each academic year.

Membership 2024

a. The President and Vice-Chancellor (Chair): Nishan Canagarajah

b. The Chair of Council: Gary Dixon

c. The Chair of the Alumni Association Committee: Martin Cullen

d. The Provost and Deputy Vice-Chancellor: Henrietta O'Connor

e. The Deputy Vice-Chancellor (Professional Services): Kerry Law

f. The Heads of College:
    1. Tom Robinson
    2. Sarah Davies
    3. Lisa Smith

g. The Professor of Public Engagement: Turi King

h. The Public Orators:
    1. Paul Jenkins
    2. Graham Shipley
    3. Nigel Siesage

i. The Chairs of the Staff Equality Action Groups
    1. Disability Action Group: Martyn Mahaut-Smith
    2. Gender Equality Action Group: Leena Sodha
    3. LGBT+ Action Group: Kirsten Barrett
    4. Race Equality Action Group: Paul Campbell

j. The President of the Students' Union: Archie Robinson

k. The Registrar and Secretary: Geoff Green

l. One lay member of Council: Liz Blyth

m. One Senate member of Council: Jacqui Shaw

Secretariat - Governance Office: Alison Benson/Joe Suffield

Education Committee

Terms of Reference 2023/24

Role:

To oversee the continuous development and implementation of the University's Research Inspired Education Strategy, and the underpinning institutional regulatory and policy framework with due regard to the student interest in all consideration and decision making.

Responsibilities:

1. To formulate, continuously develop and enhance the Education Strategy, embedding excellence and ensuring articulation with the University's wider Strategic Plan.
2. To monitor the Implementation Plan for the Education Strategy, receiving regular reports to ensure effective implementation and monitor key projects
3. To identify key strategic risks and mitigate risks to the effective implementation of the Strategy, recommending areas for management action.
4. To approve new aligned strategies or major amendments to existing aligned strategies for Education such as the University's Learning Spaces Strategy, Assessment Strategy and Employability Strategy.
5. To consider amendments to Senate Regulations for submission to Senate for approval.
6. To approve, monitor and review University level policy and procedure, and academic codes of practice relating to learning, teaching, assessment and quality assurance for taught programmes, ensuring the ongoing maintenance of academic standards.
7. To oversee strategic alignment of Education, student support and wellbeing activities, to maximise student success and outcomes
8. To provide reports to Senate regarding the operation of academic quality assurance processes and the management of academic risk within the institution, to feed into the Annual Assurances given by Council.
9. To have strategic oversight of the enhancement of student employability and to receive reports on such activities.
10. To consider and approve the University's Access and Participation Plan and associated monitoring requirements for submission to the Office for Students.
11. To monitor relevant internal and external development to inform future strategy and policy, and making recommendations as appropriate to Senate.
12. To receive reports from other bodies within its sub-structure, considering enhancement opportunities and providing feedback, ensuring a continuous improvement approach to quality enhancement across the University.
13. To have due regard to protecting the student interest in all consideration and decision making, including ensuring compliance with Consumer Rights legislation and student protection requirements.
14. To consider, record and address the potential equal opportunity impacts of decisions made by the Committee (in accordance with the 'due regard' provisions of the Equality Act 2010).

2023/24 Membership:

Role		Term
Pro-Vice-Chancellor (Education) (Chair)	Professor Liz Jones	Ex officio

Deputy Pro-Vice-Chancellor (Education)	Professor Sandeep Handa	Ex officio
The College Deans of Education	Professor Karl Herbert (CLS) Professor Merv Roy (CSE) Ms Tracey Dodman (CSSAH)	Ex officio
Dean of Flexible and Distance Learning	Vacant	Ex officio
Dean of Personal Tutoring	Professor Richard Craggs	Ex officio
Four further members of the academic staff of the University	Dr Tessa Webb(CLS) Dr Richard Blackburn (CSE) Dr Sarah Graham (CSSAH) Ms L Ralphs (CSSAH)	3 years
Academic Registrar	Ms Nuala Devlin	Ex officio
University Librarian	Mr Steve Williams	Ex officio
Lay member of Council (appointed by Nominations Committee)	Ms Liz Blyth	1 year, and can be renewed for one further term
Students' Union (SU) Education Officer	Ms Prachi Bhatt	1 year, which may be renewed should the post-holder be re-elected
Students' Union representative, nominated by the SU	tbc	1 year, which may be renewed should the post-holder be re-elected
Head of Education Services	Mrs Dawn Kemp	Ex officio
Director of Careers	Ms Jo Wheldon	Ex Officio
Director of Digital Solutions	Ms Alison Phillips	Ex Officio

In attendance as required:

Director of Admissions and Applicant Experience – P Dalby

Head of Diversity, Equality and Inclusion – A Pears

Modus operandi:

- Two hour meetings every second month
- Annual away day • Quorum: 50% of the membership

Reports to:

Senate

Receives reports from:

- Curriculum and Quality Sub-Committee
- Student Wellbeing and Inclusivity Sub-Committee
- Student Skills and Employability Sub-Committee
- Learning Environment Sub-Committee

Secretariat: Education Services

Research and Enterprise Committee

Terms of Reference 2023/24

Role

Oversight of matters related to research and enterprise strategy, policy, culture and performance at the University.

Responsibilities

1. To develop the Institutional Research and Enterprise Strategies for incorporation within the University's Strategic Plan.
2. To progress and monitor the implementation of the University's Research and Enterprise Strategies and to promote integration, coordination and interaction between College and Institute research and enterprise strategies.
3. To identify institutional research strengths and weaknesses and strategic research priorities.
4. To embed a culture of Research Excellence (including Research Integrity), Impact, and Knowledge Exchange (KE) within the University, by encouraging and promoting appropriate initiatives in education, development and training, and public engagement.
5. To develop and monitor the strategic coherence and alignment of the University's research and enterprise ecosystems.
6. To monitor the research and enterprise performance of the Colleges and Institutes, to undertake reviews of research activity and to coordinate and integrate enterprise activity in the Colleges and Institutes and determine and agree appropriate actions to be taken in respect of future research and enterprise activities.
7. To inform direction on research and enterprise marketing and communications.
8. To oversee the development of the University's reputation for research and enterprise, including the impact of research and enterprise on league table position.
9. To inform institutional policy in respect of preparations for external assessment and evaluation of University research and enterprise activities.
10. To inform approaches for proactively increasing research and enterprise income at institutional and College level and to provide oversight as appropriate for strategic initiatives and bids.
11. To ensure that the University has in place appropriate policies, processes and support for Postgraduate Research Students and Early Career Researchers.
12. To review and mitigate risks relating to research and enterprise at the University.
13. To consider institution-wide issues, provide appropriate institutional responses and receive reports from and consider the work of Committee sub-groups in areas relating to research and enterprise.
14. To ensure the University has in place appropriate policies and procedures to meet the requirements of research and enterprise funders, and institutional needs.
15. To determine research infrastructure and equipment priorities and the allocation of resources to fund these priorities where appropriate.
16. To determine the appropriate allocation of available resources from time to time.

17. To consider, record and address the potential equal opportunity impacts of decisions made by the Committee (in accordance with the 'due regard' provisions of the Equality Act 2010).

Membership

Table 1: Membership for the Research & Enterprise Committee

Role	Term	Member
Pro-Vice-Chancellor (Research and Enterprise) (Chair)	Ex officio	Philip Baker
Deputy Pro-Vice Chancellor Research & Enterprise/Dean of the Doctoral College	Ex officio	Richard Thomas
Dean for Research Excellence (Interim)	Ex officio	Clare Anderson
One lay member of Council, appointed by the Nominations Committee	3 years*	Kevin Nagle
College Deans of Research & Enterprise	Dates as per term of appointment	Andrea Cooper Simon Gill Teela Sanders
One representative of the Research Institute Directors Group	3 Years*	John Schwabe
One representative of the Key Funder Working Group (KFWG)	3 Years*	Clare Anderson
One representative of the Research Impact & Knowledge Exchange C'tee	2 Years*	Sue Page
Director of Research and Enterprise Division (RED)	Ex officio	Ian Forristal
Deputy Director (Strategy, Governance & Operations), RED	Ex officio	Rebecca Draper
Deputy Director (Research, Innovation & Impact) RED	Ex officio	William Wells
University Librarian	Ex officio	Steve Williams
One early career/research staff member with experience of Research & Enterprise	2 Years*	Lisa Sezer *Nataly Papadopolou (Deputy)* *Selena Wisnom (Deputy)*
One Post Graduate Researcher (PGR) with experience of Research & Enterprise	2 Years*	Michael Curtis Catriona McGarry Bianca Semszuk (to rotate attendance)
Other members of the University whom the Committee may wish to co-opt or invite to specific meetings or to attend for individual items at specific meetings	2 Years*	
Secretariat: Head of Research Strategy & Policy, RED	Ex Officio	Steve Loddington

* in the first instance, renewable. Maximum length of service is six years.

Modus Operandi

The Committee will normally meet at least four times in each academic year

Quorum: 7 members, including academic representative from all three Colleges

Reports to: Senate

Receives reports from:

- University Ethics and Integrity Committee
- Research Sponsorship Committee
- College Research and Enterprise Committees
- Postgraduate Research Sub-Committee
- Open Research & Scholarship Leadership Group
- Research Institutes Oversight Board (RIOB)
- Key Funder Working Group (KFWG) Advisory Group
- Research Impact and Knowledge Exchange Group
- ECR & Research Staff Career Enhancement Sub-Committee

Senate Student Discipline Committee

<mark>DRAFT</mark>

Terms of Reference 2023/24

Purpose

The purpose of the Committee is to oversee the operation of University student conduct and discipline regulations, policies and procedures.

Responsibilities:

1. To consider and approve University Regulations and Policy for Student Conduct and Discipline.
2. To ensure the consistent application of Student Conduct and Discipline Regulations across the University.
3. To approve potential members for Student Discipline Panels and Student Discipline Appeal Panels and authorise the Chair to confirm membership for individual panels.
4. To ensure staff engaged in formal disciplinary processes are appropriately trained and skilled, taking into account the nature of alleged misconduct.
5. To ensure fair and transparent consideration of all student conduct and discipline cases.
6. To consider reports and outcomes of student discipline cases and report on trends to Senate.
7. To consider on a systematic basis, all allied policies and procedures that exist within schools and divisions, to ensure a holistic and consistent approach to the handling of student conduct across the institution.
8. To authorise sub-group work streams as and when required to support the Senate Student Discipline Committee achieve its purpose
9. To have due regard to the student interest in all consideration and decision- making.
10. To consider, record and address the potential equal opportunity impacts of decisions made by
    the Committee (in accordance with the 'due regard' provisions of the Equality Act 2010).

Membership

Pro-Vice-Chancellor (ex officio) as Chair	Prof. Henrietta O'Connor
Academic Registrar – (ex officio)	Nuala Devlin
Council Lay Member	Kevin Nagle
Director of Student Services and Belonging	Angela Truby
Chair(s), Sexual Misconduct Discipline Panel (ex officio)	VACANT

Chair of Plagiarism Forum	VACANT
Members of Academic Staff nominated by the relevant Head of College as follows: Two each from the Colleges of Life Sciences and Science and Engineering Four from the College of Social Sciences, Arts and Humanities	1. Andrew Norman 2. Dr Kal Karim 3. Dr Tessa Webb 4. Dr Mark Leyland 5. Dr Sarah Graham 6. Linda Ralphs 7. Dr Sam King 8. Dr Kimberley Brayson
Students' Union Sabbatical Officers (ex officio) • Education • Welfare	Anne Marie Deeb Hoor Pathan
Attendance as required • Case workers • Conduct Officers • Student Conduct and Complaints Advisor	

Nominated staff members will serve for three year terms-of-office. Staff members may be re-appointed.

Modus Operandi:

The Committee will meet four times per year, and requires a quorum of 50%.

Reports to:

The Committee will report to Senate

Secretariat:

Governance Office

Nominated staff members will serve for three year terms-of-office. Staff members may be re-appointed.

Modus Operandi:
The Committee will meet four times per year, and requires a quorum of 50%.

Reports to:
The Committee will report to Senate

Secretariat:
Head of Conduct Complaints and Resolution – Emma Setchfield

Early Career Research and Research Staff Career Enhancement Sub-Committee

Terms of Reference 2023/24

Role

Support the development and delivery of training, personal development and research-related career enhancement for research staff and early career researchers within Colleges and across the University, and help fulfil the University of Leicester's strategic aim to "nurture the next generation of researchers to be world leaders in their field".

Responsibilities

1. Enhancing and enriching the entire researcher development experience (from induction through to career progression) for early career researchers and research staff.
2. Sharing and implementing good practice for the support and development of early career researchers and research staff across the institution and from other HEIs.
3. Monitoring and evaluating progress against the institutional Concordat Action Plans, and retaining the HR Excellence in Research Award.
4. Monitoring the institutional researcher experience through the Culture, Employment and Development in Academic Research Survey (CEDARS)
5. Ensuring cross-working with other relevant charter activities (e.g. Athena Swan and Race Equality Charter), and co-ordinating with Equalities and College EDICs.
6. Considering fellowship opportunities and the support required to applicants and successful fellows.
7. Providing an open and transparent venue for receiving feedback from College early career researcher and research staff groups, and responding as appropriate.

Reports to

Research and Enterprise Committee

Constitutional Membership 2023-24

a) Dean of the Doctoral College and Deputy Pro-Vice Chancellor for Research and Enterprise (Chair) (R Thomas)*
b) Head of the Doctoral College (A Goddard)*
c) Researcher Development Manager (D Stanley)*
d) A representative from the Equalities Team (Ellen Shaw)
e) An academic representative from each College (A Millard, G Kefalidou, P Lunt)
f) A research staff representative from each College (R Turnbull, V Lane, CSSAH TBC)
g) An ECR representative from each College (S Wisnom/N Papadopoulou/L Sezer, J Spiller, V Emms)
h) CLS Athena Swan Lead (G Barnett)

Occasional (co-opted) members:

i) A representative from Organisational Development (C McAteer)
j) A clinical academic from the College of Life Sciences (TBC)

Duration of Appointment

*Members appointed under (a-c) are ex-officio. Members appointed under (d) to (j) are renewable.

Secretariat

Doctoral College

Frequency of meetings

The Committee will normally meet at least four times in each academic year

Quorum

50% of core membership + 1. Members are encouraged to nominate a deputy if they are unable to attend.

Meeting schedule

05 October 2023 – physical

23 November 2023 – virtual

18 January 2024 – virtual

09 May 2024 – physical

Postgraduate Research Sub-Committee

Terms of Reference 2023/24

Role

To oversee and promote best practice in all aspects of the University's provision for postgraduate research students.

Responsibilities

1. To develop, promote and monitor the implementation of postgraduate research student policies and regulations.
2. To work with Colleges to develop a Doctoral College postgraduate research strategy.
3. To monitor research student recruitment and provide recommended targets for recruitment.
4. To develop and monitor research training strategy for research students.
5. To provide support to new initiatives and offer advice on funding bids for research students.
6. To develop and monitor policies on supervisory practice and provide support to training events for supervisors.
7. To monitor submission and qualification rates for research students.
8. To promote and disseminate best practice relating to doctoral studies.
9. To develop and monitor policies for research students undertaking teaching and demonstrating duties within the University, including Graduate Teaching/Research Assistants.
10. To consider, support, and advise on the performance of Doctoral Training Partnerships, Centres for Doctoral Training, and other equivalent schemes in which the University is a partner.
11. To consider, record and address the potential equal opportunity impacts of decisions made by the Committee (in accordance with the due regard provision of the Equality Act 2010).
12. To review research degree programme at associate institutions validated by the University.

Reports to

Research and Enterprise Committee with recommendations on quality and standards issues to Quality and Standards Committee

Constitution and Membership 2023-24

a) Deputy PVC for Research and Enterprise and Dean of the Doctoral College (Chair: *R Thomas*)
b) Head of the Doctoral College (*A Goddard*)
c) The Director and/or Deputy Director of Postgraduate Research from the College of Life Sciences (*J Ketley; C Tarrant*)
d) The Director and/or Deputy Director of Postgraduate Research from the College of Science and Engineering *(A Stuart; K Leschke)*
e) The Director and/or Deputy Director of Postgraduate Research from the College of Social Science, Arts and Humanities *(T Lincoln; M Hopkins)*
f) A member of the library senior management team nominated by the University Librarian (*L Williamson*)
g) The Doctoral College Researcher Development Manager (*D Stanley*)
h) The Student Support Services Post Graduate PGR Wellbeing Project Officer (*B Mickleburgh*)
i) A representative from the Students' Union (P Bhatt *and I Bruce*)
j) Future Student's Office PGR Admissions Officer (*K White*)

k) A Doctoral Training Partnerships/Centres for Doctoral Training Director nominated by the Dean of the Doctoral College (*J McDearmid*)

l) One research student representative from the College of Life Sciences (*vacancy*); One research student representative from the College of Science and Engineering (C McGarry);

2

One research student representatives from the College of Social Science, Arts and Humanities (*M Curtis*)

Duration of appointment

Members appointed under (a) to (j) are ex-officio. Members appointed under (K) shall serve for 3 years, renewable, but maximum length of service is normally 6 years. Members appointed under (L) normally serve for 1 year.

Secretariat

Doctoral College (*J Wickham*).

Frequency of meetings

The Committee will normally meet at least five times in each academic year.

Quorum

8 members

University Ethics and Integrity Committee

Terms of Reference 2023/24

Role:

To lead the development and implementation of policy with regard to University research ethics.

Responsibilities:

(i)   To ensure that the dignity, rights and well-being of all research participants and the interests, needs and safety of researchers are protected;

(ii)   To act as a policy formation and strategic body in relation to research ethics and integrity issues and to review, monitor, and oversee the University ethics review process; and to advise on ethical and integrity issues generally, where appropriate;

(iii)   To ensure the University's Research Code of Conduct and Research Ethics Code of Practice are regularly updated to fully reflect internal and external requirements, and where necessary, propose amendments to the Codes for approval by the Research and Enterprise Committee;

(iv)   To monitor the application of the Research Ethics Code of Practice and take appropriate action;

(v)   To keep under review the Research Ethics Committees' terms of reference and operations; to receive and consider reports from the Research Ethics Committees and offer recommendations as appropriate on the operation of ethics review;

(vi)   To consider applications for ethical review referred by the Research Ethics Committees or appeals from these Committees;

(vii)   To assure the provision of appropriate ethics and integrity training for members of the Research Ethics Committees and all members of academic staff and students involved in research activities;

(viii) To maintain oversight on key emerging issues such as data security regulations, research integrity and the PREVENT duty (as it relates to research) which is overseen by the Sensitive Extreme and Radical Material Advisory Group;

(ix)   To seek advice, when needed, from expert bodies on research ethics and integrity where appropriate;

(x)   To set up and monitor the work of a research integrity sub-group, to be chaired by the Deputy Chair of this Committee

University of Leicester Ethics and Integrity Committee

Membership 2023 / 2024

Membership:

Chair	Richard Thomas	3 years, and can be renewed for one further term
Deputy Chair	Michelle O'Reilly Paul Cullis	3 years, and can be renewed for one further term
Chair of the Arts, Humanities and Law and Science and Engineering Research Ethics Committee	Elizabeth Hurren	3 years, and can be renewed for one further term
Chair of the Medicine and Biological Sciences Research Ethics Committee	TBC	3 years, and can be renewed for one further term
Chair of the Psychology Research Ethics Committee	Patrycja Piotrowska	3 years, and can be renewed for one further term
Chair of the Media, Communications and Sociology Research Ethics Committee	Pierre Monforte	3 years, and can be renewed for one further term
Chair of the Criminology and Education Research Ethics Committee	Jessica Urwin	3 years, and can be renewed for one further term
Chair of the School of Business Research Ethics Committee	Aris Boukouras	3 years, and can be renewed for one further term
Chair of the Advisory Group on Sensitive, Extreme and Radical Material	Mark Phythian	3 years, and can be renewed for one further term
Lay Member	Rishi Madlani	3 years, and can be renewed for one further term
Representative of Doctoral College (Staff Training)	Alex Goddard	3 years, and can be renewed for one further term
Representative of Estates (Insurance and Risk Management)	Sue Banbury	Ex officio
Representative for international-based research	TBC	Ex officio
Information Assurance	Parmjit Gill	Ex officio

Representative of IT Services	TBC	3 years, and can be renewed for one further term
Member from the Student Body	Nic Farmer	1 year, and can be renewed for two further terms
Secretariat (RED)	Shaun Monkman	

The members of the Committee would be appointed for a fixed term of three years with the possibility of reappointment.
Membership change should be managed to ensure continuity of practice.

Modus operandi:

- Three meetings per year

- Quorum: 50% of the membership

Reports to:

Research and Enterprise Committee

Curriculum and Quality Sub-Committee

Terms of Reference 2023/24

Role: To assure the academic standards and quality assurance of the University's taught programmes, and to define education quality in the Leicester context.

Responsibilities

1. To oversee and evaluate the delivery of research informed curricula across all taught programmes
2. To develop, implement monitor and review the Regulations, Codes and Policies that comprise the University's Education Quality, Enhancement and Development Framework, and to recommend amendments for consideration by the Education Committee.
3. To monitor and support University compliance with external requirements with reference to academic quality assurance, including the Office for Students, QAA and Professional, Statutory and Regulatory bodies.
4. To ensure the effective operation of the quality assurance processes that underpin the academic quality and standards of the University's taught provision, including annual and periodic review, external examining, curriculum planning and other relevant processes, and to receive reports on these processes, identifying areas for action and escalation to the Education Committee.
5. To ensure consistency of academic standards and have oversight of quality assurance processes across all modes of delivery including distance learning, CPD, partnerships and apprenticeships via consideration of reports from relevant sub-groups, and to inform the development of policy and regulation with relation to new study models
6. To consider and approve requests for dispensation from Senate Regulations for individual programmes.
7. To assure academic standards and enhance the quality of new taught programmes of study by overseeing the effective operation of Programme Development and Approval processes. This includes the power to approve the introduction of new programmes, and to suspend or to withdraw existing programmes on behalf of Senate.
8. To approve major new collaborative partnerships and receive an annual report on the operation of existing partnerships, ensuring that they comply with the University's Education Quality, Enhancement and Development Framework.
9. To approve the university's sign off Self-Assessment Return for apprenticeships should be added to the Terms of Reference.
10. To ensure the effective operation of academic appeals procedures, keeping these under regular review to ensure compliance with the Office of the Independent Adjudicator (OIA) Good Practice Framework.
11. To oversee the operation of the External Examining system, including approving the appointment of External Examiners or the extension of their terms
12. To monitor and report on the University's range of PSRB accreditations.
13. To ensure appropriate collaboration and partnership with students and Students' Union Officers in all consideration of business and decision making
14. To consider, record and address the potential equal opportunity impacts of decisions made by the Committee (in accordance with the 'due regard' provisions of the Equality Act 2010).

Learning Environment Sub-Committee

Terms of Reference 2023-24

Role: To formulate strategy and policy for the creation of a welcoming, inclusive and enriching environment, to oversee Digital Learning Environment policy and inform institutional priorities with regard to learning technologies across all levels and modes of study.

Responsibilities

1. To approve and monitor the University's Learning Spaces Strategy with a view to ensuring that all schools have access to a shared physical, digital and cultural social learning space and teaching spaces.
2. To develop and implement the education pillar of the digital strategy for the University's Digital Learning Environment (DLE) and its associated learning platforms and digital tools
3. To develop, regularly review and approve amendments to the DLE Policy and associated guidelines;
4. To consider, approve and promote policies relating to the physical and digital learning environment which enable flexible study models for students across different provision, and to inform wider policy discussions regarding the development of new study modules such as CPD, apprenticeships and MOOCs.
5. To engage and liaise with Estates and Digital Services to inform the identification and prioritisation of digital and physical developments relating to education
6. To promote and monitor the University framework for academic professional development, maximising the number of staff holding teaching qualifications and having oversight of the wider programme of thematic training for academic and teaching-related professional services staff to support an inclusive and supporting learning environment.
7. To encourage and oversee policies for the promotion and celebration of student work and achievements locally, nationally and internationally
8. To receive minutes and consider recommendations from the Student Survey Oversight Group.
9. To ensure appropriate collaboration and partnership with students and Students' Union Officers in all consideration of business and decision making
10. To consider, record and address the potential equal opportunity impacts of decisions made by the Committee (in accordance with the 'due regard' provisions of the Equality Act 2010).

Membership

Role	Term
Chair	**Tracey Dodman** (Dean of Education for the College of Social Sciences, Arts and Humanities)
Head of Student Registry Services	**Eleanor Jackson**
3x Academic representatives, one from each College, with current roles in the development and delivery of flexible and distance learning	**Cas Steele** (College of Life Sciences - Psychology) **Richard Blackburn** (College of Science and Engineering - Chemistry) **Mark Connor** (College of Social Sciences, Arts and Humanities - Criminology)
Head of the AccessAbility Centre	**Paula Dobrowolski** **Helen Vallance**

Digital and Learning Innovation Manager, Education Services	**Sara Može** (Digital and Learning Innovation Manager)
Academic Practice Development Manager, Education Services	**Nichola Gretton** (Academic Practice Development Manager, Education Services)
Library Representative	**Steve Williams** (Director Library and Learning Services)
Student experience project manager	**Hannah Congrave** (Student and Library Information Services Assistant Manager)
Learning Spaces	**Sarah Peacock** (Director of Service Development & Resources)
Learning Technologies Lead, Digital Services	**Alison Phillips** (Director of Digital Solutions, Digital Services)
Professional Learning Manager (RED)	**Carl Edwards**
2 current students (one CB and one DL)	One year, but may be nominated for a further term of one year **Saeeda Hussain** (Student representative campus based - Biological Sciences)
Two SU representatives, including the Education Officer	**Jade Thomas** (Liberation Officer, Students' Union) **Prachi Bhatt** (Education Officer, Students' Union)

Student Skills and Employability Sub-Committee

Terms of Reference 2023-24

Role: To oversee the continuous development and implementation of the Employability Strategy, setting the strategic direction of the University's approach to supporting the progression of the student and recent graduate population into employment or further/higher study.

Responsibilities

1. To formulate, continuously develop and enhance the Employability Strategy for all taught programmes and modes of study.
2. To monitor the implementation of the Employability Strategy Delivery Plan, set targets and key performance indicators and monitor progress against these, determining any necessary interventions.
3. To oversee the operational deployment of the Employability Strategy within areas of specialism, removing obstacles and fostering a collegiate environment to embed the strategy across the University.
4. To support and encourage effective engagement with employers to inform the design of taught programmes
5. To ensure the reflection of College, Students' Union and School employability priorities in the Strategy and Delivery plan.
6. To ensure the provision of focussed and targeted support to students identified through our Access and Participation Plan, engagement with My Student Journey or careers readiness surveys.
7. To ensure the Employability Strategy provides a compelling proposition for student recruitment, alumni engagement and employer liaison purposes.
8. To lead the embedding of the Employability Strategy within existing strategies, committee structures, accountabilities and reporting lines to ensure ongoing focus, attention and deployment.
9. To raise the profile of employability and career development for all students within academic Schools and the wider University community.
10. To raise the profile of further/higher study opportunities and support student transition from undergraduate to postgraduate study.
11. To ensure appropriate collaboration and partnership with students and Students' Union Officers in all consideration of business and decision making
12. To consider, record and address the potential equal opportunity impacts of decisions made by the Committee (in accordance with the 'due regard' provisions of the Equality Act 2010).

Membership

Name	Role	Term
Jo Wheldon (Co-Chair)	Director of Careers and Employability (SAS)	Ex Officio
Karl Herbert (Co-Chair)	Dean of Education (CLS)	Ex Officio
Merv Roy	Dean of Education (CSE)	Ex Officio
Gina Fox	Deputy Dean of Education (CSSAH)	Ex Officio

Sandeep Handa	Deputy Pro-Vice-Chancellor (Education)	Ex Officio
Richard Craggs	Dean of Personal Tutoring	Ex Officio
Nuala Devlin	Academic Registrar (SAS)	Ex Officio
Dawn Kemp	Head of Education Services (SAS)	Ex Officio
Dan Flatt	Associate Head of College Student Recruitment and Marketing (FSO)	Ex Officio
Richard Wilcock	Head of Student Development (SAS)	Ex Officio
Tom Ledgard (secretary)	Head of Placements and Graduate Outcomes (SAS)	Ex Officio
Rachel Selfridge	Head of Engagement (DARO)	Ex Officio
Vix Bell	Director of Marketing	Three years (July 2026)
Nicola Mirams	Internal Communications Manager (Students)	Three years (July 2026)
Alix Blockley	Academic representative (CLS)	Three years (July 2025)
Imran Patel	Academic representative (CSE)	Three years (July 2025)
Jo Dawkins	Academic representative (CSSAH)	Three years (July 2025)
	Student's Union Executive representative	Ex Officio
Jack McDonald	Students' Union Sabbatical Officer	One year, may be appointed for one further year in the event of re-election
Prachi Bhatt	Students' Union Sabbatical Officer	One year, may be appointed for one further year in the event of re-election
	Current student (UG)	One year, but may be nominated for a further term of one year
	Current student (PG)	One year, but may be nominated for a further term of one year

Student Wellbeing and Inclusivity Sub-Committee

Terms of Reference 2023/24

Role: To develop and monitor strategy, policy and procedure for the support of student wellbeing and an inclusive education and student experience across all levels of study, setting strategic direction to enable the delivery of an inclusive whole university approach to wellbeing, education and the broader student experience.

Responsibilities

1. To monitor implementation of the University's Student Wellbeing Strategy, ensuring strategic alignment to over-arching University strategy and policy and the external environment, identifying and resolving issues of policy and practice as required.
2. To provide strategic leadership in identifying and implementing policy and initiatives that support the embedding of student wellbeing and inclusivity in the University's educational provision and related processes, including the development of compassionate curricula and student wellbeing policy and guidance for schools, and to monitor and evaluate progress in these areas.
3. To consider and approve underpinning policies and procedures to develop and maintain a positive and inclusive learning community across all modes and levels of study within the University, and to receive reports on their implementation
4. To consider reports and recommendations from the University of Leicester Institute for Inclusivity in HE (ULIIHE) and other relevant sources for the continuous improvement of practice with regard to inclusivity within the curriculum; learning, teaching, assessment and feedback, and to determine the wider implementation of such recommendations
5. To monitor the external policy and legal environment in relation to student wellbeing and safeguarding, and provide recommendations for developments of University strategy, policy and practice which may arise from external developments
6. To monitor the implementation of the University's Access and Participation Plan (APP) and to propose amendments to the Plan as may be required in light of internal or external developments
7. To identify, implement and evaluate practices to support the elimination of the awarding and satisfaction gaps among different demographic groups
8. To monitor and periodically review the effectiveness of the Student-Staff Committee system
9. To monitor, promote and continuously enhance the University's Personal Tutoring system, including ownership of the Code of Practice on Personal Tutoring in partnership with the Students' Union
10. To ensure appropriate collaboration and partnership with students and Students' Union Officers in all consideration of business and decision making
11. To consider, record and address the potential equal opportunity impacts of decisions made by the Committee (in accordance with the 'due regard' provisions of the Equality Act 2010).

Membership Dean of Personal Tutoring (Chair)	Ex Officio
Deputy Pro-Vice-Chancellor (Education)	Ex Officio
Deans or Deputy Deans of Education	Ex Officio
Academic Registrar	Ex Officio
Academic Representative from each College	3 years
Director of Student Services and Belonging	Ex Officio
Director of Student Careers and Employability	Ex Officio
Head of Student Support Services	Ex Officio

Associate Director of EDI	Ex Officio
Staff Wellbeing Lead	Ex Officio
Director of ULIIHE	Ex Officio
Head of Education Services	Ex Officio
Student and Education EDI Manager (Education Services)	Ex Officio
Library Representative	Ex Officio
Two Students' Union Sabbatical Officers	1 year, may be appointed for one further year in the event of re-election
One current student	1 year, may be appointed for one further year in the event of re-election

Reports to: Education Committee
Secretariat: Dr C Barratt, Education Services

College Education Committees (CSE, CSSAH & CLS)

Terms of Reference 2023/24

College Education Committees

Role:

To develop and monitor the delivery of the College's Education Strategy, ensuring the effective operation of School Education Committees, facilitating the continuous enhancement of taught programmes. To approve minor amendments to existing curricula.

Responsibilities:

1. To develop, implement and monitor the College Education Strategy with reference to University level strategic priorities and aligned policies;
2. To approve amendments to existing curricula that fall below the threshold for major changes set out in the Code of Practice on Programme Development, Approval and Modification;
3. To assure the effective operation of School Education Committees and Taught Postgraduate Programmes Committees (where relevant) in the management of the maintenance, development and continuous enhancement of the quality of taught programmes;
4. To identify good practice and quality enhancements within the College and to disseminate these across all taught programmes were appropriate;
5. To identify potential enhancements to institutional policy and practice, recommending these to the relevant University committee or sub-committee for consideration;
6. To have due regard to the student interest in all consideration and decision-making;
7. To consider, record and address the potential equal opportunity impacts of decisions made by the Committee (in accordance with the 'due regard' provisions of the Equality Act 2010).

Membership:

Role	Term
College Dean of Education (Chair)	Ex officio
Deputy College Dean of Education (if applicable)	Ex officio
School Directors of Education or named deputy	Ex officio
Foundation Year Director of Learning and Teaching (if applicable)	Ex officio
College PGT Director	Ex officio
College Senior Tutor Representative	3 years, unless post-holder ceases to be a Senior Tutor earlier
College Library representative	Ex officio
College Careers and Employment representative	Ex officio
CITE Representative	Ex officio

College Professional Services representative, nominated by the College Director of Operations	1 year, and can be renewed for one further term
Up to three Lead Students' Union representatives (one or two undergraduate students and one postgraduate taught student), nominated by the Students' Union	1 year, which may be renewed should the post-holder be re-elected

In Attendance:

Representative(s) from Education Services (Education Quality, Enhancement and Development or Student and Education Equality, Diversity and Inclusivity)

Modus Operandi:

- A minimum of 6 meetings per year
- Quorum: 50% of the membership

Reports to:

University Education Committee, minutes also received at College Leadership Team

Receives Reports from:

School Education Committees and Student/Staff Committees

Secretariat:

Education Quality, Enhancement and Development

Cause for Concern Group

Terms of Reference 2023/24

Role

To coordinate a holistic and compassionate university response where there is identified risk of a specific concern relating to a student/s.

1. A cause for concern will include one or more of the risk categories below:
   a) Safeguarding.
   b) Harm from others.
   c) Harm to themselves (actively suicidal or suicide attempt, self-harm, drug/alcohol use, risk taking behaviour).
   d) Harm to others.
   e) Organisational reputational risk.

2. Additional concerns may also specifically include:
   a) Detainment under the Mental Health Act.
   b) Significant health and/or wellbeing concerns or a deterioration of health and/or wellbeing.
   c) Potential missing person.
   d) High-level antisocial behaviour or unpredictable behaviour.
   e) Suspected criminal activity.
   f) Police/criminal justice processes initiated (victim or alleged perpetrator), including those disclosed by the police.
   g) University conduct process involvement.
   h) Prevent concerns.
   i) Significant changes in behaviour.
   j) Disengagement or significant concerns for a student's ability to engage in academic study.
   k) Complex and/or critical health issues.
   l) Vulnerable students including under 18's who have identified high risk.

Responsibilities

1. To ensure consideration of safeguarding concerns and appropriate actions are agreed
2. To consider, coordinate, and review all cases relating to University of Leicester students, prospective students and Alumni that are brought to the Cause for Concern Group in line with relevant university policies (including the Support to Study policy) and procedures.
3. To appropriately record all decision-making and progress for all cases and instigate an urgent CFC case meeting where immediate decisions are required and conduct individual case meetings for students where there is ongoing identified risk or complex identified needs.
4. To assess, mitigate and review levels of risk based on the collation of known and unknown information.
5. To consider, record and address the potential equal opportunity impacts of decisions made by the group (in accordance with 'due regard' provisions in the Equality Act 2010).

6. To consider all relevant compliance issues, to include regulations, codes of conduct and visa requirements.
7. To consider any wider issues and/or impact on others and identify appropriate actions, including financial implications for students (internal and external) and accommodation concerns.
8. To make recommendations of high-level actions required to the Academic Registrar.
9. To inform the Registrar and Academic Registrar of any significant concerns such as; student arrests, convictions, where student(s) are questioned by the police and/or hospitalised and relevant major misconduct cases.
10. To liaise with identified staff in departments to mitigate any potential negative academic impact or consequences (mitigating circumstances experts, operation managers, Head of School, Personal Tutor, Supervisor, departmental support personnel).
11. To identify where cases may receive public media attention and for the Chair to liaise with the UoL Press Office in such instances.
12. To consider and recommend or record where already implemented, the use of the emergency contact protocol.
13. To make recommendations on precautionary measures where the identified risk necessitates this form of action.

Reporting

1. Reports weekly to the Academic Registrar and Registrar. This report is formulated by the secretariat and is submitted by the secretariat.
2. Reports quarterly to the Safeguarding and Prevent Working Group. This is formulated by the Business Operations Manager in Student Support Services.

Membership

Role	Term
Director of Student Services and Belonging	Ex-officio
Head of Student Support Services (*Chair)*	Ex-officio
Head of Student Welfare Service	Ex-officio
Head of Student Wellbeing Service	Ex-officio
Head of AccessAbility	Ex-officio
Head of Student Conduct, Complaints and Resolutions	Ex-officio
Head of Security	Ex-officio
ResLife and Commercial Services Manager	Ex-officio
Head of Campus Services Operations	Ex-officio

Ex-officio members are appointed by virtue of the position that they hold, so usually their term of office will not have a fixed end date. Members are expected to nominate a deputy to attend when they are unable to do so.

In attendance as required:

Secretariat: Student Support Services

Standing Together Lead from the Student Welfare Service
IAS
EDI
UoL Press Office
UoL Legal Services
Sport and Active Life
Human Resources
SIAC
Student Fees and Income
CITE

Modus operandi
1. Weekly meetings for high-risk and new cases (Red) and bi-weekly meetings for moderate-risk cases (Amber).
2. 50% quorum required.

College Research and Enterprise Committees

College Research and Enterprise Committee - CSSAH

Terms of Reference 2023/24

1. To develop and deliver the College's research & enterprise strategies and advise on the College research priorities.
2. To embed a culture of knowledge exchange and research excellence with impact within the College, by encouraging and promoting appropriate initiatives in education, development and training.
3. To monitor research performance and development of knowledge exchange and impact activities across the College and undertake reviews of research and enterprise activities as appropriate.
4. To seek and respond to research and enterprise funding opportunities.
5. To monitor applications for, and awards of, external research & enterprise funding by researchers in the college.
6. To facilitate research & enterprise activities which cross boundaries between departments and colleges.
7. To make recommendations to University Research & Enterprise Committee
8. To inform institutional policy in respect of preparations for external assessment and evaluation of research and enterprise activities.
9. To ensure that the College has in place appropriate processes and support for Postgraduate Research Students and Early Career Researchers.
10. To consider, record and address the potential equal opportunity impacts of decisions made by the Committee (in accordance with the 'due regard' provisions of the Equality Act 2010).
11. To consider and monitor compliance with funder requirements and broader compliance matters

Responsible to the College Leadership Team;

Reporting to University's Research and Enterprise Committee;

Secretariat - RED;

Quorum - 4 members, including the Chair;

Meetings - Normally four meetings in each academic year

MEMBERSHIP:

Chair, Dean of Research & Enterprise

Deputy Chair (Deputy Director of Research & Enterprise)

College Lead & Deputy Lead for Research Impact and Knowledge Exchange
School Directors of Research (Deputy to attend if DoR unable to attend)

College PGR Director

ECR representative

PGR representative

Open Research Representative (Library)

Head of Research Strategy & Policy

RED Representatives (Sectretariat)

The Chair will represent the College on the University Research and Enterprise Committee. Other members may be invited to attend according to the nature of the business.

College Research and Enterprise Committees – CSE

Terms of Reference 2023/24 – to follow

College Research and Enterprise Committees – CLS

Terms of Reference 2023/24

Responsible to the College Leadership Team and reporting to University's Research and Enterprise Committee

- developing the College's research strategy, in line with the University's research strategy and advising key groupings including the College Leadership Team; Business Group and departmental research and enterprise committees on the College's research priorities

- monitoring the research performance, including publication performance and development of impact activities across the College's academic units and undertaking reviews of research activity

- seeking and responding to research and enterprise funding opportunities, prizes and rewards and collaborative opportunities both nationally and internationally; ensuring there are opportunities for grant development and procedures for peer review of research grant applications

- monitoring applications for, and achievement of, external research funding, including contribution levels by researchers in the college

- monitoring the preparations for Research and Knowledge Exchange Assessment Exercises

- facilitating research activities which cross boundaries between clinical and non-clinical research, Institutes, Centres, Departments and Colleges

- making recommendations for investment/disinvestment

- promoting the commercialisation of research and knowledge transfer

- ensuring that the College has in place appropriate processes and support for Postgraduate Research Students, Early Career Researchers and Research Staff

- supporting a regular series of research related events, which could include seminars and training; advocating attendance at these

- ensuring robust communication and dissemination methods for research policies and documentation; especially around research integrity; announcements and information across the College.

Membership for College of Life Sciences

Chair, Dean of Research
Associate Deans of Research – clinical and fundamental
Departmental Directors of Research and Enterprise
Chairs of Institutes (or deputy),
Centre Leads (representative),
College PGR Director
College Academic Lead for REF

College Academic Lead for Impact (KEF)
College Academic Lead for Enterprise
College Academic Lead for Early Career Researchers and Research Staff
Representative for the Research and Partnership Division

Ex-Officio:
Pro-Vice-Chancellor and Head of College
Deputy Head of College
Director of Operations (Usually Deputy Director of Operations in attendance)

Secretariat: College Administration team

In the unavoidable absence of a Departmental/Centre/Institute Director from a meeting, a Deputy would be expected to attend and fulfil their two-way communication role

Research Ethics Committees

Terms of Reference 2023/24

- Criminology and Education
- Joint Committee of College of Science & Engineering and Arts, Humanities & Law
- Media, Communications and Sociology
- Medicine and Biological Sciences
- Psychology
- School of Business

Role:

To lead the implementation of policy with regard to University ethics research

Responsibilities:

(i)   To receive proposals of research activities to be carried out by staff members or registered postgraduate research students of the University which fall outside the remit of the National Research Ethics Services (NHS research ethics) or animal research;

(ii)   To conduct an ethical review of the research proposals identified above using the recognised ethical principles and standards, funding bodies principles such as the Economic and Social Research Council's *Framework for Research Ethics,* relevant University Codes and any applicable professional bodies and legislative requirements, ensuring that the review is independent and impartial, just, proportionate, competent and timely;

(iii)   In the ethics review, ensure the dignity, rights and well-being of all research participants and the interests, needs and safety of researchers are protected;

(iv)   To give written approval for research as proposed, or to provide written approval under certain defined conditions or requirements, or to provide written refusal including justification as to why approval has not been given;

(v)   To receive and consider amendments to a research proposal which has received ethical approval;

(vi)   To withdraw its approval and require that the research be suspended or discontinued in the circumstances where an approved study is conducted in a way which is not in accord with the conditions of its approval or in a way which does not protect the rights, dignity and safety of research participants or the researchers;

(vii)   To approve the nominations of academics to act as reviewers for undergraduate student and taught postgraduate student projects, and to approve working methods and processes for the consideration of such projects;

(viii) To issue exceptional general ethical approval in case of undergraduate student and taught postgraduate student projects, or to escalate problematic instances to the University Ethics Committee;

(ix) To create and review committee and departmental reports of ethical review decisions issued and to carry out audits of such decisions as appropriate to complement training programmes;

(x) To review applications which cannot satisfactorily be reviewed by supervisor reviewers;

(xi) To ensure applicants submit an adequate end of project report;

(xii) To refer to the University of Leicester Ethics and Integrity Committee proposals which cannot be satisfactorily reviewed by the Committee or any other matter raising serious ethical considerations;

(xiii) To be responsible for the application of the University's Research Ethics Code of Practice and dissemination of best practice within the relevant College/School /Department and to advise University staff and students, when requested, on issues of ethics or conduct in relation to research referred to above ;

(xiv) To advise the University of Leicester Ethics and Integrity Committee of any changes in ethical codes or regulatory requirements, in order that the University's policies and procedures may continue to comply with acknowledged best practice;

(xv) To disseminate legal requirements for research data storage and security

(xvi) To report to the University of Leicester Ethics and Integrity Committee of its activities termly.

Frequency of meetings: Meetings to be held, at least one meeting per year.

The membership of the six **Research Ethics Committees is** as follows:

Role	Term
Chairperson	3 years, and can be renewed for one further term
Deputy Chairperson	3 years, and can be renewed for one further term
Adequate representatives from the relevant Schools and/or Departments (normally the School/Department Ethics Officer)	3 years, and can be renewed for one further term

Up to two external lay members	3 years, and can be renewed for one further term

Membership change should be managed to ensure continuity of practice and expertise.

The Chair of the Research Ethics Committees will be appointed by the Chair of the University Ethics and Integrity Committee following an open call for expressions of interest.

Modus operandi:

- Minimum three meetings per year
- Quorum: 50% of the membership

Reports to:

University of Leicester Ethics and Integrity Committee (UEIC)

Secretariat:

Secretariat (from College)

Global Partnerships Management Group

Terms of Reference 2023/24

Role:

To oversee and manage the operation of the Code of Practice on the University's Procedures for Managing Higher Education Provision with others on behalf of and reporting to the University Curriculum and Quality Sub Committee:

  a. To consider collaborative partnership proposals for all defined Academic Partnerships Models referenced within the Code of Practice on behalf of the Curriculum and Quality Sub Committee, supported by relevant templates (i.e. business case, academic case, risk assessment and due diligence, where required)
  b. To recommend approval to proceed to Institutional Approval and/or Programme Approval for new major or high-risk collaborations, as defined within the Code of Practice on behalf of the Curriculum and Quality Sub Committee
  c. To review, monitor and recommend renewal or termination of partnership agreements on behalf of the Curriculum and Quality Sub Committee

Responsibilities

1. To advise the Curriculum and Quality Sub Committee on the formulation, development and implementation of policies and procedures relating to the management of Higher Education provision with others
2. To consider proposals for complex articulation agreements, educational delivery partners, support providers and study abroad partnerships and make recommendations on their approval to the Curriculum and Quality Sub Committee
3. To consider annual reports on the operation of partnerships identifying any issues requiring action or areas of good practice for dissemination and providing a formal report to the Curriculum and Quality Sub Committee
4. To provide an annual report on the operation of the Code of Practice and amendments to the Collaborative Register to the Curriculum and Quality Sub Committee
5. To have due regard to the student interest in all consideration and decision-making.
6. To consider, record and address the potential equal opportunity impacts of decisions made by the Group (in accordance with the 'due regard' provisions of the Equality Act 2010)

Membership

Chair - Dean, College of Life Sciences
Head of Academic Partnerships
Quality and Standards Representative, i.e. Academic Services Manager
College International Representative: • CSSAH + ULSB rep • CSE • CLS
Deans / Directors of Major University Partnerships: • DLI • CQMU

International Partnership Managers: • DLI • CQMU
2 representatives of the Future Students Office: • Global Business Operations Manager • Global Business TNE Development/Recruitment Lead
CITE Representative
Optional attendance / as required: College Director of Operations: • CSSAH • CSE • CLS

Modus operandi:

• 4 meetings per year (with the option for additional meetings if required)

• Quorum: 50% of the membership

Reports to:

Curriculum and Quality Sub Committee

Reports received:

Major Partnerships Development Task & Finish Group (development group for new major partnerships pre-approval)

Secretariat:

Academic Partnerships, Quality Office