

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 |
| Quality and Standards Sub-Committee | Level 3 – Sub Committee of Senate |
| Student Wellbeing Sub-Committee | Level 3 – Sub Committee of Senate |
| Student Partnership Sub-Committee | Level 3 – Sub Committee of Senate |
| Flexible and Distance Learning 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 |
| School Education Committees* | Level 5 – Departmental level Committee |

*Terms of Reference to follow

V10

19 February 2021

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 2020/21

Role

To approve or reject nominations for Honorary Degrees and Distinguished Honorary Fellowships; 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).

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 Treasurer
- d) The Pro-Vice-Chancellor (International) – position currently in abeyance
- e) The Heads of College
- f) The Professor of Public Engagement
- g) The Public Orators
- h) The Chairs of the Equality Action Groups (positions added in 2018, in place of the Deputy PVC Equality and Diversity)
- i) The President of the Students' Union
- i) The Registrar and Chief Operating Officer

All appointments are ex-officio and will sit on the Board for the duration of their appointment in their substantive post.

| Role | | Term |
|---------------------------------------|---|---|
| President and Vice-Chancellor (Chair) | Nishan Canagarajah | |
| Chair of Council | <i>Gary Dixon</i> | |
| Treasurer | Ian Johnson | |
| Pro-Vice-Chancellor (international) | Position currently in abeyance | |
| Heads of College | Philip Baker Sarah Davies Henrietta O'Connor | |
| Professor of Public Engagement | Turi King | <i>Added by Senate/Council Chair Action, Oct 2019</i> |
| Public Orators | Paul Jenkins Graham Shipley Nigel Siesage | |
| Chairs of the Equality Action Groups | Disability Action Group: Martin Mahaut-Smith Gender Equality Action Group: Pascale Lorber | <i>Positions added in 2018, in place of the Deputy PVC Equality and Diversity</i> |

| | | |
|----------------------------------|--|--|
| | LGBT Action Group: Manish Maisuria and Hannah Congrave Race Equality Action Group: Neil Chakraborti | |
| President of the Students' Union | Mia Nembhard | |
| Registrar and Secretary | Geoff Green | |
| Secretariat (in attendance) | Governance Office (Alison Benson) | |

Modus Operandi:

- Meetings normally occur once per annum, usually in the autumn term, with a further meeting taking place in the spring term if required.
- The quorum for the Board is 5 members.

Resources:

The Board has no resources.

Review:

The Terms of Reference is reviewed at the start of each academic year.

Secretariat:

Formally provided by the Registrar and Secretary, but delegated to the Assistant Secretary (Governance Office).

Reports to: The Board reports to Senate and Council in the form of reports following meetings, usually once per annum.

Education Committee

Terms of Reference 2020/21

Role:

To oversee the continuous development and implementation of the University's 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 Strategic Implementation Plan for the Education Strategy, set targets and key performance indicators and monitor progress against these.
3. To identify key strategic risks and mitigate risks to the effective implementation of the Strategy, recommending areas for management action.
4. To review and approve aligned strategies such as the University's Learning Spaces Strategy and Assessment 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.
7. To oversee strategic alignment of learning and teaching activities with wider student life activities, to ensure delivery of a coordinated and integrated student experience.
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 provide strategic oversight and governance of the University's ongoing registration as an Approved Provider with the Office for Students, ensuring that all associated compliance requirements are met.
10. To monitor relevant internal and external development to inform future strategy and policy, and making recommendations as appropriate to Senate.
11. 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.
12. To have due regard to the student interest in all consideration and decision making.
13. 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).

2020/21 Membership:

| Role | | Term |
|--|--|---|
| Pro-Vice-Chancellor (Education) (Chair) | Professor Graham Wynn | Ex officio |
| Deputy Pro-Vice-Chancellor (Education) | <i>Vacant</i> | Ex officio |
| The College Deans of Education | Dr Karl Herbert (CLS) Dr Sandeep Handa (CSE) Dr Liz Jones (CSSAH) | Ex officio |
| Dean of Flexible and Distance Learning | Professor Roger Dickinson | Ex officio |
| Dean of Personal Tutoring | Dr Richard Craggs | Ex officio |
| Four further members of the academic staff of the University | Professor Colin Hewitt (CLS) Dr Hugo Williams (CSE) Dr Jacob Seifert CSSAH) Dr Helen Dexter (CSSAH) | 3 years |
| Academic Registrar | Mrs Louise Masterman | Ex officio |
| University Librarian | Mr Neil Donohue (Interim) | Ex officio |
| Director of Leicester Learning Institute | Dr Frances Deepwell | Ex officio |
| Lay member of Council (appointed by Nominations Committee) | Mrs Janet Arthur | 1 year, and can be renewed for one further term |
| Students' Union (SU) Education Officer | Mr Adnan Rahman | 1 year, which may be renewed should the post-holder be re-elected |
| Students' Union representative, nominated by the SU | To be appointed in October 2020 | 1 year, which may be renewed should the post-holder be re-elected |
| Head of Education Strategy Unit | Mrs Dawn Kemp | Ex officio |
| Head of Diversity, Equality and Inclusion | Dr Angie Pears | Ex officio |

Modus operandi:

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

Reports to:

Senate

Receives reports from:

- Quality and Standards Sub-Committee
- Student Partnerships Sub-Committee
- College Education Committees
- Ignite Oversight Group
- Student Wellbeing Sub-Committee
- Flexible and Distance Learning Sub-Committee
- Education for Sustainable Development Working Group*
- Competition and Markets Authority Operations Group as required*
- Reputation, Recruitment and Performance Board
- Access and Participation Plan Steering Group*

*sit outside the governance structure

Secretariat: Quality Office

Research and Enterprise Committee

Terms of Reference 2020/21

Role

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

Responsibilities

1. To develop the Institutional Research and Enterprise Strategies for incorporation within the University's Strategic Plan and Annual Budget.
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 knowledge exchange and research excellence with impact 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 the appropriate allocation of such resources as are available from time to time.
16. 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 |
|--|--|
| The Pro-Vice-Chancellor (Research and Enterprise) (Chair) | Ex officio |
| The Deputy Pro-Vice Chancellor: Research (Deputy Chair) | Ex officio |
| The Chief Marketing and Engagement Officer | Ex officio |
| The Dean of the Doctoral College | Ex officio |
| The three College Deans of Research | Ex officio |
| The Director of Research and Enterprise | Ex officio |
| RED Cluster Leads | Ex officio |
| Chair of the University Ethics and Integrity Committee | Ex officio |
| One lay member of Council, appointed by the Nominations Committee | 3 years in the first instance, renewable, but maximum length of service is normally six years. |
| Six further members of the academic staff, two from each of the three Colleges, appointed by the Senate on the recommendation of the relevant Head of College: - Normally a member of academic staff with enterprise / knowledge exchange experience, and one other | 3 years in the first instance, renewable, but maximum length of service is normally six years. |
| One representative of the Directors of the Institutes: | 3 years in the first instance, renewable, but maximum length of service is normally six years. |
| A postgraduate research student, early career, or research staff member, from each College, nominated by the relevant Head of College, of whom one will usually have experience of enterprise: | 1 year in the first instance, renewable annually, but maximum length of service is normally three years. |
| Other members of staff, whom the Committee may wish to co-opt | 1 year in the first instance, renewable annually, but maximum length of service is normally three years. |

Normally in attendance at meetings:

- Chief Executive of Leicester Science Parks
- Director of Leicester Innovation Hub
- University Librarian

Modus Operandi:

- The Committee will normally meet at least six times in each academic year
- Quorum: 7 members, including at least 1 academic representative from each College

Reports to: Senate

- Receives reports from:
- University Ethics and Integrity Committee
- Research Sponsorship Committee
- College Research and Enterprise Committees
- Open Research Group
- Research Infrastructure Advisory Group
- Research Communications & Reputation Advisory Group
- Postgraduate Research Sub-Committee

- Postgraduate Research Recruitment Steering Group
- Early Career Researcher & Research Staff Career Enhancement Sub-Committee
- COVID-19 Research Continuity Group

Works with:

- Global Strategic Development Board
- League Table Strategy Group

Secretariat: Research and Enterprise Division

Senate Student Discipline Committee

Terms of Reference 2020/21 – to follow

Early Career Research and Research Staff Career Enhancement Sub-Committee

Terms of Reference 2020/21

Role

Oversee the development and delivery of actions, within colleges and coordinated across Colleges, to support the training, personal development and research-related career enhancement for research staff and early career researchers in line with the University of Leicester’s Research Strategy and future research ambitions.

Responsibilities

1. Monitor and evaluating progress against roles, responsibilities and timelines in the institutional Concordat Action Plans, and retaining HR Excellence in Research Award.
2. Ensuring cross-working with other relevant charter activities (e.g. Athena Swan).
3. Enhance and enrich the research environment for early career researchers and research staff, matching ambition with capacity, and managing the talent pipeline.
4. Evaluate training provision and opportunities for building capacity for research staff and early career researchers.
5. Consider fellowship opportunities and the support required.
6. Consider matters arising from College-based early career researcher and research staff groups, implementing and evaluating strategies to meet needs across cohorts.
7. Ensure responsibilities related to the ECR-Research Staff Career Enhancement Group are incorporated into College Research strategies, and monitoring progress against them.

Constitutional Membership 2018-19

| Role | Term |
|---|--|
| Dean of the Doctoral College (Chair) (D Lambert) | ex-officio |
| Head of Doctoral College (A Goddard) | ex-officio |
| Doctoral College Programmes Manager (A Goddard) | ex-officio |
| A representative from Organisational Development (C McAteer) | ex-officio |
| A representative from the Equalities Team (F McCarthy) | ex-officio |
| An academic representative from each College (S White, S Milan, R Thomas) | Members appointed shall serve for 3 years, renewable, but maximum length of service is normally 6 years. |
| A clinical academic from the College of Life Sciences (M Thomas, L Beishon) | Members appointed shall serve for 3 years, renewable, but maximum length of service is normally 6 years. |
| A research staff representative from each College (J Banks, H Collins, V Lane) | Members appointed shall serve for 3 years, renewable, but maximum length of service is normally 6 years. |
| An ECR representative from each College (A Desmond, E McElroy, J Rojas) | Members appointed normally serve for 1 year. |
| Fellow representative from REC (J Fox) | Members appointed normally serve for 1 year. |
| CLS Athena Swan Lead (G Barnett) | Members appointed normally serve for 1 year. |

Modus operandi:

- The Committee will normally meet at least six times in each academic year
- Quorum – 9 members

Reports to:

Research and Enterprise Committee

Secretariat: Doctoral College

Postgraduate Research Sub-Committee

Terms of Reference 2020/21 – to follow

University Ethics and Integrity Committee

Terms of Reference 2020

Role:

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

Responsibilities:

1. To ensure that the dignity, rights and well-being of all research participants and the interests, needs and safety of researchers are protected;
2. 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;
3. 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;
4. To monitor the application of the Research Ethics Code of Practice and take appropriate action;
5. 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;
6. To consider applications for ethical review referred by the Research Ethics Committees or appeals from these Committees;
7. 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;
8. To exert influence and maintain oversight on key emerging issues such as data security regulations, research integrity and the PREVENT duty;
9. To seek advice, when needed, from expert bodies on research ethics and integrity where appropriate;
10. To set up and monitor the work of a research integrity sub-group, to be chaired by the Deputy Chair of this Committee

Membership:

| | | |
|---|----------------------------|--|
| Chair | Paul Cullis | 3 years, and can be renewed for one further term |
| Deputy Chair | Michelle O'Reilly | 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 | Chris Talbot | 3 years, and can be renewed for one further term |
| Chair of the Psychology Research Ethics Committee | Panos Vostanis | 3 years, and can be renewed for one further term |
| Chair of the Media, Communications and Sociology Research Ethics Committee | Matthew Hart | 3 years, and can be renewed for one further term |
| Chair of the Criminology and Education Research Ethics Committee | Matt Tonkin | 3 years, and can be renewed for one further term |
| Chair of the School of Business Research Ethics Committee | Chris Grocott | 3 years, and can be renewed for one further term |
| Representative from University Council | Martin Hindle | 3 years, and can be renewed for one further term |
| Two Lay Members | Sheila Brucciani | 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 | 3 years, and can be renewed for one further term |
| Representative for international-based research | Paula Gurteen | 3 years, and can be renewed for one further term |
| Head of Research Ethics, Governance and Integrity | Michelle Muessel | 3 years, and can be renewed for one further term |
| Information Assurance | Parmjit Gill Liz Taoudi | 3 years, and can be renewed for one further term |
| Representative of IT Services | TBC | 3 years, and can be renewed for one further term |
| Member from the Student Body | TBC | 1 year, and can be renewed for one further term |
| Secretariat (RED) | Shaun Monkman | |

The members of the Committee would be appointed for a fixed term of three years with the possibility of re-appointment.

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

Quality and Standards Sub-Committee

Terms of Reference 2020/21

Role:

To oversee the academic standards and quality assurance of the University's taught programmes.

Responsibilities:

1. To monitor and review the implementation of Senate Regulations, Academic Codes of Practice and associated policies for the management of academic standards and the quality of student learning opportunities ensuring compliance with the requirements of external bodies, and to recommend amendments for consideration by the Education Committee.
2. To consider and approve requests for dispensation from Senate Regulations for individual programmes.
3. To ensure the effective operation of the external examiner system in the University, including approval of external examiner appointments, and annual review of examiners' reports and departmental responses.
4. To assure the academic standards and enhance the quality of new taught programmes of study by overseeing the effective operation of Programme Development and Approval processes, and approving the introduction of new programmes on behalf of Senate.
5. To assure the academic standards and enhance the quality of existing taught programmes by overseeing the effective operation of the Annual and Periodic Developmental Review processes.
6. To have oversight of the annual process of curriculum planning.
7. To approve major new collaborative partnerships, and to receive an annual report from the Global Strategic Development Board on the operation all existing partnerships, ensuring they continue to operate within the HE Quality Code and in the best interests of students.
8. To ensure the effective operation of appeals and complaints procedures, keeping these under regular review to ensure compliance with the Office of the Independent Adjudicator (OIA) Good Practice Framework.
9. To receive an annual report on the operation of the Student Discipline processes and consider recommendations for further action.
10. To have due regard to the student interest in all consideration 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:

| Role | Term |
|---|---|
| College Dean of Education (Chair) | S Handa |
| College Deans of Education (or Deputy in the case of the Chair's college) | T Dodman, K Herbert, L Jones, T Webb and H Williams |
| A School Learning & Teaching Director from each College | C Hewitt, J Prados, S Vaughan |
| Head of Quality, Compliance and Student Records | A Petersen |
| Education Officer, Students' Union (SU) | A Rahman |
| Students' Union representative, nominated by the SU | TBC |

Modus operandi:

- Monthly two hour meetings
- Annual away day
- Quorum: 50% of the membership

Reports to:

Education Committee

Receives reports from:

- Global Strategic Development Board
- College Education Committees as required
- Programme Approval Panels
- Periodic Developmental Review Panels
- Competition and Markets Authority Operations Group as required*
- Postgraduate Research Sub-Committee (as required)

*sit outside the governance structure

Secretariat: Quality Office

Student Wellbeing Sub-Committee**Terms of Reference 2020/21**Role:

The Committee is responsible for setting the strategic direction of the University's approach to the wellbeing of the student population, including those students undertaking post graduate research. It is responsible for developing and monitoring implementation of the University's Student Wellbeing Strategy. It is responsible for approving relevant University policies, procedures and plans which support and promote student wellbeing and contribute to an inclusive and respectful environment.

Responsibilities:

1. To develop and monitor implementation of the University's Student Wellbeing Strategy, ensuring strategic alignment to over-arching University strategy and policy, identifying and resolving issues of resource, policy and practice as required.
2. To consider and approve all policies relevant to student wellbeing, including but not limited to:
 - a. Student interpersonal behaviour, including sexual harassment and violence, racial harassment, physical and verbal harassment and bullying;
 - b. Student mental health, including self-harm and suicide;
 - c. Drug and alcohol abuse;
 - d. Children and vulnerable adults.
3. To ensure the University has in place appropriate sets of procedures and communications for: disclosing, reporting, supporting, investigating, and considering cases in relation to student wellbeing.
4. To consider and approve an annual training plan for staff and students in relation to student wellbeing.
5. To consider and approve an annual communications campaign plan for the University community, which highlights and promotes student wellbeing.
6. To consider, at each meeting, management reports from the Cause for Concern Group (which handles day-to-day high risk cases) and the Student Conduct team to inform the responsibilities identified.
7. To monitor the external policy and legal environment, to ensure University strategy and policy is updated to ensure appropriate management of risk in the organisation, particularly in relation to safeguarding and duty of care obligations.
8. To consider entries on the University Risk Register in order to inform decision making on the responsibilities of the committee.

Constitution and Membership:

| Ex-Officio | |
|-------------------|---|
| Richard Craggs | Dean of Personal Tutoring (Chair) |
| Louise Masterman | Academic Registrar |
| Sarah Cavendish | Head of Student Support Services (and Chair of C4C Group) |
| Sana Ali | Student Wellbeing Officer, Students' Union |
| Gareth Oughton | Chief Executive Officer, Students' Union |
| Kirsty Woodward | Director of Campus Services (and Prevent Lead) |
| Rob Fryer | Director of Student Opportunity |
| Tracey Dodman | College of Social Sciences, Arts and Humanities |
| Nina Storey | College of Life Sciences |
| Andrew Norman | College of Science and Engineering |
| David Lambert | Doctoral College |
| Nicola Junkin | Staff Wellbeing Lead |

| | |
|----------------|--|
| Claire Haynes | Human Resources Business Partner |
| Rebecca Goding | External Relations Department |
| Angie Pears | Associate Director of Equality, Diversity and Inclusion and Organisational Development |

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.

In attendance:

Michael Owen Business Delivery Manager (SSS) (Committee Secretary)

Modus operandi:

- The group will meet monthly.
- The group will establish operational groups and task-and-finish groups as required.
- Quorum: 50% of the membership

Reports to:

- Reports termly to the Education Committee and University Health, Safety & Wellbeing Committee.
- Reports annually to Executive Board and University Council.
- Receives reports from the Cause for Concern Group.
- Receives reports from the Student Conduct Group.

Secretariat:

Student Support Services (Business Delivery Manager)

Student Partnership Sub-Committee**Membership and Terms of Reference 2020-21**Role:

To work in partnership with students in the strategic management of the enhancement of student life and responsiveness to the student voice at the University.

Responsibilities:

1. To maintain strategic oversight of the implementation of the Education Strategy in relation to the enhancement of student life and responsiveness to the student voice at the University.
2. To monitor the effective operation of the Student-Staff Committee system and consider reports on the operation of the system from Colleges and Departments.
3. To monitor the effective operation of the Personal Tutor system.
4. To consider the University's student support and student development arrangements, identifying opportunities for enhancement and recommending improvements as appropriate.
5. To consider and approve the University's annual student engagement plan.
6. To consider the annual student survey plan and consider the outcomes of surveys.
7. To oversee student experience facing initiatives.
8. To consider and approve partnership projects between the University and the Students' Union.
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:

| Role | Term | |
|---|---|--|
| President of the Students' Union (Co-Chair) | Ex officio | Mia Nembhard |
| Dean of Education (College of Social Sciences, Arts and Humanities (Co-Chair) | Ex officio | Liz Jones |
| 4 Departmental Learning & Teaching Directors (at least one from a department/school with a significant distance learning provision) | 3 years, and can be renewed for one further term | Karl Herbert (CLS) Tessa Webb (CLS) TBC (CSSAH) Tracey Dodman (CSSAH) Dylan Williams (CSE) |
| 5 members of the Students' Union Sabbatical Team | 1 year, which may be renewed should the post-holder be re-elected | Adnan Rahman – Education Officer Tony Magaia – Liberation Officer Elle Phipps – Activities Officer Karli Wagener – Wellbeing Officer Hannah Belcher – Sports Officer |
| Academic Registrar | Ex officio | Louise Masterman |
| Chief Executive of the Students' Union | Ex officio | Gareth Oughton |
| Director of Student Opportunity | Ex officio | Rob Fryer |

| | | |
|---|---|--|
| Deputy Director, Student Opportunity | Ex officio | Richard Wilcock |
| Student Voice and Partnerships | Ex officio | Raj Patel |
| Director of Campus Services | Ex officio | Kirsty Woodward |
| Group Director Strategy, Marketing and Communications (External Relations) | Ex officio | George Kelly |
| Head of Education Strategy Unit | Ex officio | Dawn Kemp |
| 3 Students' Union representatives (1 per College), nominated by the Students' Union | 1 year, which may be renewed should the post-holder be re-elected | TBC (CSE) TBC (CLS) TBC (CSSAH) Confirmation of representatives to be confirmed |

Modus operandi:

- Six meetings per academic year
- Quorum: 6 members

Reports to:

University Education Committee

Receives reports from:

Strategic Communication Working Group* (tbc)

*sits outside governance structure

Secretariat: Quality Office: Katherine Moffett-Ranson

Version: December 2020

Flexible and Distance Learning Sub-Committee

Terms of Reference 2020/21

Role:

To support the University's strategy for research-inspired education, contributing to its aim to develop a welcoming, supportive and inclusive learning environment where all students can develop a sense of belonging and achieve success.

To develop and manage the University's strategy and policy framework for flexible and distance learning that will create and maintain an empowering, supportive and exciting digital environment to enable research-inspired learning.

Responsibilities:

1. To develop and oversee the implementation of the Flexible and Distance Learning Strategy;
2. To establish and monitor appropriate measures for ongoing strategy delivery;
3. To co-ordinate the development and enhancement of Flexible and Distance Learning curricula
4. To identify and disseminate good practice in the design, delivery and support of flexible and online learning, academically, administratively and the overall student experience;
5. To define, and design for, (a) a flexible learning student, and (b) our flexible learning approach.
6. To develop and implement a strategy for our Digital Learning Environment (DLE) and its associated learning platforms and digital tools;
7. To regularly review and approve amendments to the DLE Policy and associated guidelines;
8. To monitor the FutureLearn partnership and the development of MOOCs and consider commercial opportunities and operating models for the FutureLearn partnership to enable the expansion of the University's CPD portfolio and 'microcredential' Professional Certificate Programmes;
9. To develop and monitor a framework for the enhancement of digital skills within the teaching framework;
10. To have due regard to the student interest in all consideration 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).

Ignite-continuity responsibilities:

To ensure that our DLE supports the ignite initiative by providing academic colleagues with the tools they need to deliver our programmes and support student learning.

To utilise the experience gained from the implementation of ignite in the development of the University's strategies for (flexible and distance) learning.

Membership:

| Role | Term |
|--|---|
| Dean of Flexible and Distance Learning (Chair) | Ex Officio |
| Deputy-Dean of Flexible and Distance Learning | Ex Officio |
| Head of Student Operations | Ex Officio |
| 3x Academic representatives, one from each College, with current roles in the development and delivery of online and distance learning | 3 years |
| Head of Digital Education (LLI) | Ex Officio |
| Head of Curriculum Enhancement (LLI) | Ex Officio |
| Head of Academic Partnerships | Ex Officio |
| Deputy Director, IT Solutions (ITS) | Ex Officio |
| Professional Learning Manager (RED) | Ex Officio |
| Education Officer, Students' Union | 1 year, may be appointed for one further year in the event of re-election |
| Distance Learning student representative (UG) | 1 year, may be appointed for one further year in the event of re-election |
| Distance Learning student representative (PGT) | 1 year, may be appointed for one further year in the event of re-election |

Modus operandi:

- Monthly two hour meetings
- Annual away day
- Quorum: 50% of the membership

Reports to:

Education Strategy Committee (formerly University Learning and Teaching Committee)

Secretariat:

Academic Services Manager (Distance Learning)

College Education Committees (CSE, CSSAH & CLS)**Terms of Reference 2020/21**Role:

To develop and monitor the delivery of the College's Learning & Teaching 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 Learning 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 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 where 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 Dean of Education | Ex officio |
| School Directors of Learning and Teaching | Ex officio |
| Foundation Year Director of Learning and Teaching | Ex officio |
| College PGT Director | Ex officio |
| College Leicester Learning Institute (LLI) & Library representative | Ex officio |
| Career Development Service 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 |

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

Secretariat: Quality Office

Cause for Concern Group

Terms of Reference 2020/21 – to follow

College Research and Enterprise Committees – CSE**Terms of Reference 2020/21**Responsibilities

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 for investment/disinvestment.
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).

Membership:

| Role | Term |
|--|-------------|
| Dean of Research(Chair) | |
| Deputy Chair (from membership; normally Deputy Director of Research) | |
| Director of Enterprise and Knowledge Exchange | |
| Departmental Directors of Research (Deputy to attend if DoR unable to attend) | |
| One Representative from each Research Institute within the College | |
| One representative from among the directors of Research Centres within the college | |
| College PGR Director | |
| ECR representative | |
| PGR representative | |
| Representative from Research Infrastructure Advisory Group | |
| College Research and Enterprise Division Lead (or RED delegate) | |

| | |
|---|--|
| | |
| RED representatives (normally including Director & Research Development Manager S&E) The Chair and two other members, normally the Deputy Chair and Director of Enterprise will represent the College on the University Research and Enterprise Committee. | |

Modus operandi:

- Meetings - Normally six meetings in each academic year
- Quorum: 4 members, including the Chair

Reports to:

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

Secretariat:

RED

Research Ethics Committee (x6)

Terms of Reference 2020/21

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

Role:

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

Responsibilities:

1. 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;
2. 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;
3. 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;
4. 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;
5. to receive and consider amendments to a research proposal which has received ethical approval;
6. 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;
7. 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;
8. 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;
9. 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;
10. to review applications which cannot satisfactorily be reviewed by supervisor reviewers;
11. to ensure applicants submit an adequate end of project report;
12. 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;
13. 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 ;

14. 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;
15. to disseminate legal requirements for research data storage and security
16. to report to the University of Leicester Ethics and Integrity Committee of its activities termly.

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:

- At least one meeting per year
- Quorum: 50% of the membership

Reports to:

University of Leicester Ethics and Integrity Committee

Secretariat:

Secretariat (from College)

Departmental Research and Enterprise Committees

Terms of Reference 2020/21 – to follow

School Education Committees

Terms of Reference 2020/21 – to follow