Code of practice for academic governance

During the academic year 2016/17, Senate and its sub-structure is being reviewed which may result in some changes to committees and their terms of reference and membership. An updated Code of practice will be re-issued if required

Academic year 2016/17
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Introduction and scope

1. For the purposes of this Code of practice academic governance can be defined as the structures, policies and processes that are in place to assure the setting and maintaining of academic standards and the quality of the student experience. This Code of practice sets out how the University’s academic governance works in relation to structure, function and operation. It is informed by Chapter A2 of the Quality Assurance Agency’s UK Quality Code for Higher Education which covers academic governance arrangements and degree-awarding bodies’ academic frameworks and regulations. The QAA Expectation is that.

In order to secure their academic standards, degree-awarding bodies establish transparent and comprehensive academic frameworks and regulations to govern how they award academic credit and qualifications."

Academic governance - structure

2. Senate is the governing body of the University for all academic matters. It is supported by three committees and a sub-structure below that which extends to Faculty and School/Department level as follows. A diagram of the committee structure is shown on the following page:

Senate committees
- University Learning and Teaching Committee (ULTC)
- University Research Degrees Committee (URDC)
- Senate Progression and Conferment Executive (SPACE)

ULTC Sub-committees
- Admissions
  - Special Admissions Committee
- Quality and Standards
  - Validation and Review Panels
  - Associated and Accredited Institutions (AI) Forum
- Student Experience
- Widening Participation and Outreach
- Student Regulations Steering Group
  - Student Regulations Working Group

URDC Sub-committees
- Admission, Progression and Examination
- Researcher Training and Development

Faculty committees
- Faculty Learning and Teaching Committees (FLTCs)
- Faculty Research Degrees Committees (FRDCs)

School/Department committees
- Boards of Studies
  - Boards of Examiners
  - Staff/Student Liaison Committees
- Postgraduate Research Student Engagement Fora

1 The Ethics Committee and the Honorary Degrees Committee also report to Senate but their operation is outside the scope of this Code of practice.
3. In addition to Senate and its sub-structure there are two other bodies that have a dual management and academic governance function and have a dotted reporting line to ULTC in respect of the latter; these are the Surrey International Study Centre (SISC) Liaison Committee and the Professional Training Year (PTY) Forum. In management terms they report to the Executive Board. The International Relations Committee reports to the Executive Board and has a remit to develop and implement the University’s international strategy. The Committee is chaired by the Senior Vice-President (Global Strategy and Engagement) who is a member of ULTC and thus ensures that any relevant international matters are brought to the attention of ULTC.

**Academic governance - function**

4. The Charter is the overall instrument of governance of the University and sets the University’s objects in the pursuit of learning and the advancement and dissemination of knowledge. The Statutes and Ordinances provide detailed information about the running of the University in terms of its governance. They present information on the roles and responsibilities of the officers of the University, including the Chancellor, the Vice-Chancellor, and also the core statutory bodies and committees.

5. The academic governance structure is responsible for the consideration and approval of academic-related strategies, Regulations, Codes of practice, policy statements and related information and committee terms of reference and membership. Strategies set out the high level approach to achieving a particular set of aims. Regulations provide the framework under which the academic activities of the University are carried out. They are structured into two areas: academic regulations which govern programmes of study, and student regulations which govern student behaviour and procedures for student complaints and appeals. Policy statements clarify the University’s position on a particular matter, often prior to developing a Code of practice. Codes of practice set out policy and provide operational advice on how a particular process is carried out. Terms of reference and membership describe the activities of a committee, the limits of its authority and those who attend the committee in a particular capacity.

6. The following table sets out the levels of authority for the approval of the various types of documents.

<table>
<thead>
<tr>
<th>Type of document</th>
<th>Considered by²</th>
<th>Approved by</th>
</tr>
</thead>
<tbody>
<tr>
<td>New strategy</td>
<td>ULTC / URDC</td>
<td>Senate</td>
</tr>
<tr>
<td>Amendments to existing strategies</td>
<td>ULTC / URDC</td>
<td>ULTC and/or URDC – Senate informed of amendments</td>
</tr>
<tr>
<td>Regulations – new and amended</td>
<td>ULTC / URDC</td>
<td>Senate</td>
</tr>
<tr>
<td>Codes of practice</td>
<td>ULTC and its sub-committee(s)</td>
<td>ULTC and/or URDC – Senate informed of new Codes</td>
</tr>
<tr>
<td>Policy statements</td>
<td>ULTC / URDC</td>
<td>Senate</td>
</tr>
<tr>
<td>Amendments to terms of reference and membership – ULTC, URDC and SPACE</td>
<td>ULTC, URDC and SPACE</td>
<td>Senate</td>
</tr>
</tbody>
</table>

² Depending on the subject, documents are considered by either ULTC or URDC or both.
### Amendments to terms of reference

<table>
<thead>
<tr>
<th>Amendments to terms of reference – ULTC sub-committee</th>
<th>Relevant sub-committee</th>
<th>ULTC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amendments to terms of reference – URDC sub-committee</td>
<td>Relevant sub-committee</td>
<td>URDC</td>
</tr>
</tbody>
</table>

### Academic governance - operation

7. Senate’s mode of operation and membership are prescribed in the University Ordinances. Within its terms of reference Senate takes oversight of academic matters but delegates considerable responsibility for detailed consideration of policy issues and the management of quality assurance to its sub-committees.

8. The terms of reference and membership for academic governance committees are set out in the Appendices below. Students are represented on all levels of committees in the structure (with the exception of those dealing with examinations). Further information on student involvement in academic governance and quality assurance is given in the Code of practice for student engagement.

### The role of Chair

9. For senior academic staff the chairing of University-level committees is an expectation of the role. It is normally the case that ULTC and URDC are chaired by the relevant Vice-Provost. In their role as chair they appoint the chairs of the committee’s sub-committees. The chairing of Faculty Learning and Teaching and Research Degrees is a specification in the role descriptors for the Associate Dean (Learning and Teaching) and the Associate Dean (Doctoral College) respectively. Staff who chair validation and review panels, Boards of Examiners and Boards of Studies are provided with appropriate briefing by the University in support of those roles.
Appendix 1 - University Learning and Teaching Committee

Terms of reference

1. To develop and approve, and recommend to Senate where necessary, University policy and strategy relating to the development, evaluation, quality assurance and enhancement of teaching and learning. In particular, these will include teaching processes, learning support, assessment, innovations, facilities and resources, admissions, widening participation and outreach.

2. To oversee and monitor the effective implementation of these policies and strategies through agreed action plans.

3. To consider and make recommendations from time to time to the Senate for revisions to the University's quality framework, articulated in the University Regulations. To develop and implement as required Codes of practice which also form part of the University's quality framework. In particular to ensure that the Codes of practice take appropriate account of the Quality Assurance Agency's UK Quality Code for Higher Education.

4. To receive reports from the Quality and Standards Sub-committee on the implementation of quality assurance processes for which it is responsible in order to assure itself and Senate (i) that there is engagement and compliance with such processes (ii) that processes remain fit for purpose. In particular the Sub-committee is responsible for programme approval and review.

5. To oversee arrangements to prepare the University for national quality assurance and teaching excellence reviews (as necessary through the establishment of one or more ad hoc working groups).

6. To receive and consider reports and recommendations from the Quality and Standards Sub-committee, Student Experience Sub-committee, Widening Participation and Outreach Sub-committee and Admissions Sub-committee.

7. To report to each meeting of Senate on developments within its area of responsibility.

Membership

Chair
Vice-Provost (Education and Students)

Ex-officio members
- Senior Vice-President (Global Strategy and Engagement)
- Vice-President Voice, Students' Union
- Associate Dean (Learning and Teaching) FASS
- Associate Dean (Learning and Teaching) FEPS
- Associate Dean (Learning and Teaching) FHMS
- Head, Department of Higher Education
- Head, Department of Technology Enhanced Learning
- Head, Department of Widening Participation and Outreach
- Head of Academic Appeals and Academic Quality
- Director of Quality Enhancement and Standards
- Director of Student Services and Administration
- Director of Library and Learning Support Services
- Director of Recruitment and Admissions
- Director of Employability
Co-opted
Director, Doctoral College

In attendance
Academic Quality Officer (Quality Enhancement and Taught Programmes) (Committee Secretary)

The Committee can co-opt additional members as required for specific purposes.

**Operation**

**Period of appointment**
All members are ex-officio and will remain members of the Committee for as long as they hold such posts. Co-opted members will remain as members for as long as their purpose on the Committee is required.

**Frequency of meetings**
Meetings are held four times during the academic year, normally October, January, April and June. Additional meetings may be held at the discretion of the Chair.

**Quoracy requirements**
The quoracy requirements are ten members or not less than one-third of the members, whichever may be the less. In the event of a tied vote, the chair shall have a casting vote.

**Reports to**
Senate

**Sub-structure**
Admissions Sub-committee
Quality and Standards Sub-committee
Student Experience Sub-committee
Widening Participation and Outreach Sub-committee
Student Regulations Steering Group
Appendix 2 - Admissions Sub-committee

Terms of reference

1. To advise the University Learning and Teaching Committee (ULTC), the Senate, the Executive Board and Executive Deans of Faculty as appropriate on all matters relating to student recruitment and admissions and the role of admissions and the role of admissions in widening participation; to formulate and make recommendations to Senate on policies, regulations and procedures for the admissions of students.

2. To review on an annual basis the Admissions Policy to ensure that it enables the University to achieve its strategic goals and specific objectives.

3. To promote the dissemination of best practice in recruitment and admissions across the University and its partner organisations, identifying staff development and training needs for all those involved in admissions.

4. To define roles and responsibilities for key individuals including Admissions Tutors.

5. To advise on measures to ensure compliance with relevant legislation (eg PBS, CMA) and consistency with the Quality Assurance Agency Quality Code Chapter B2, Admission to higher education and the Schwartz principles of fairness, transparency, accessibility, ease of understanding for students and consistency of application.

6. To consider internal and external initiatives and developments in legislation relating to recruitment, admissions and entrance requirements in relation to the University’s undergraduate and taught postgraduate programmes and to formulate responses to these as appropriate for approval by Senate and/or Executive Board.

7. To monitor performance against benchmarks agreed with the Office of Fair Access.

8. To receive an annual report from each Faculty on recruitment and admissions.

9. To review, through a Special Admissions Advisory Group, applications from students declaring a criminal conviction and report on data.

Membership

Chair
Head of Academic Appeals and Academic Quality (interim arrangement pending the arrival of the Vice-Provost (Education and Students))

Ex-officio members
- Director of Student Services and Administration
- Head, Department of Widening Participation and Outreach
- Head of Admissions
- Head of International Student Recruitment
- Representative from Recruitment
- Head of Market Insight and Data
- Vice-President Support, Students’ Union
Nominated members
- Faculty representative, FASS
- Faculty representative, FEPS
- Faculty representative, FHMS

In attendance
- Member of Quality Enhancement and Standards Directorate (Committee Secretary)
- Head of Student Administration (Student Data, Records and Systems)

The Sub-committee can co-opt additional members as required for specific purposes.

**Operation**

**Period of appointment**
All ex-officio members will remain members of the Committee for as long as they hold such posts. Nominated members are appointed for three years.

**Frequency of meetings**
The Subcommittee shall meet at least twice each semester or more frequently as business dictates.

**Quoracy requirements**
The quoracy requirements are ten members or not less than one-third of the members, whichever may be the less.

**Reports to**
University Learning and Teaching Committee

**Sub-structure**
Special Admissions Advisory Group

**Special Admissions Advisory Group**

**Terms of reference**
In light of the Rehabilitation of Offenders Act 1975 and the University’s policy of considering all applicants on their academic merit and academic potential:

1. To consider applications submitted by applicants who declare a criminal conviction, providing advice and guidance as appropriate to Admissions Tutors

2. To advise on exceptional (disability) cases which require consideration outside current policy (ie where exceptional adjustments are required)

**Membership**
- Director of Student Services and Administration
- Director of Admissions and Recruitment
- Head of Student Support Services
- Head of Admissions
- University Secretary and Legal Counsel
- Senior Warden
- Deputy Head of Admissions
Appendix 3 - Quality and Standards Sub-committee

Terms of reference

1. To be responsible to the University Learning and Teaching Committee (ULTC) and Senate for the co-ordination and implementation of the validation and periodic review of all award-bearing programmes of study delivered by the University and its Associated Institutions.

2. To that end:
   (a) Academic staff members of the Sub-committee shall chair the validation/review exercises on a basis to be agreed among themselves annually.
   (b) The Sub-committee shall approve the remaining membership of validation/review panels in accordance with the relevant Code of practice.
   (c) The Sub-committee shall receive, consider and approve the reports of validation/review panels and report the outcomes to the University Learning and Teaching Committee, and subsequently to Senate.

3. To receive, consider and approve proposals for programme revision in accordance with the requirements of the relevant Code of practice.

4. To receive and consider an overview report on the effectiveness of the annual programme review (APR) process and common issues arising from the APRs and to note and identify any issues relevant to the remit of the Sub-committee that require action.

5. To receive and consider an overview report on the process and issues raised by external examiners to note and identify any issues relevant to the remit of the Sub-committee that require action.

6. To receive and consider an overview report on the annual reports from the University’s Accredited and Associated Institutions and to note and identify any issues relevant to the remit of the Sub-committee that require action.

7. To receive and consider reports on Professional, Statutory and Regulatory Body accreditation exercises.

8. The Subcommittee may devolve any specific functions to a member or group of members.

9. The Subcommittee shall report regularly to ULTC and through ULTC to Senate. It shall also refer to ULTC for consideration on any matter pertaining to the principles of practice of programme validation or periodic review, external examining, annual programme review or general regulations which it believes requires consideration or revision.
Membership

Chair
Head of Academic Appeals and Academic Quality (interim arrangement pending the arrival of the Vice-Provost (Education and Students)

Ex-officio members
- Head of Academic Appeals and Academic Quality
- President, Students’ Union
- Director of Quality Enhancement and Standards

Nominated members
- Four Faculty representatives, FASS
- Four Faculty representatives, FEPS
- Four Faculty representatives, FHMS

In attendance
- Academic Quality Officer (Validations, Periodic Reviews and Professional Bodies) (Committee Secretary)
- Head of Student Administration (Assessment and Awards)

The Sub-committee can co-opt additional members as required for specific purposes.

Operation

Period of appointment
All ex-officio members will remain members of the Committee for as long as they hold such posts. Nominated members are appointed for three years.

Frequency of meetings
The Subcommittee shall meet at least twice each semester or more frequently as business dictates.

Quoracy requirements
The quoracy requirements are ten members or not less than one-third of the members, whichever may be the less.

Reports to
University Learning and Teaching Committee

Sub-structure
Validation Panels
Periodic Review Panels
Associated and Accredited Institutions (AI) Forum

Validation and Periodic Review Panels
These Panels operate in accordance with the Code of practice for the design and approval of new programmes and the Code of practice for periodic programme review
**Associated and Accredited Institutions (AI) Forum**

**Terms of reference**

1. To serve as a focus within the University for the dissemination of academic policy and regulation from the University to the AIs.

2. To conduct academic development and enhancement activities for the benefit of both the AIs and the University.

3. To consider areas of best practice for dissemination and consider issues of common themes arising therefrom.

**Membership**

- Director of Quality Enhancement and Standards (Co-Chair)
- Head of Academic Appeals and Academic Quality (Co-Chair)
- Academic Quality Officer (Collaborative Provision) (Forum Secretary)
- Representatives from Chartered Institute of Personnel and Development (CIPD)
- Representatives from Farnborough College of Technology (FCOT)
- Representatives from Guildford College (GC)
- Representatives from North East Surrey College of Technology (NESCOT)
- Representatives from St Mary’s University Twickenham (StM)

**Operation**

**Frequency of meetings**

The Forum shall meet on a biannual basis or more frequently as business dictates

**Reports to**

Quality and Standards Sub-committee
Appendix 4 - Student Experience Sub-committee

Terms of reference
1. To advise the University Learning and Teaching Committee (ULTC) on all matters related to the student experience.
2. To be responsible for and give strategic leadership to the student experience.
3. To monitor and review the student experience.
4. To develop initiatives for improving student retention, progression and completion.
5. To review, monitor and report to ULTC on the quality of the student experience in relation to national benchmarks such as the NSS, PTES and i-graduate, and internal benchmarks such as MEQs.
6. To review, monitor and report to ULTC all policies related to the student experience.
7. To review, monitor and report to ULTC the effectiveness of student services as a mechanism of enhancing and supporting the student experience.
8. To prepare regular reports on the work and progress of the Sub-committee to ULTC.

Membership
Chair
Associate Dean (Learning and Teaching), FEPS

Ex-officio members
- Head of Student Support Services
- Vice-President Voice, Students’ Union
- Vice-President Support, Students’ Union
- Director of Traded Services and Business Support Services
- Learning Development Manager, Student Personalised Learning and Support Hub (SPLASH)
- Director of Quality Enhancement and Standards
- Head, Department of Technology Enhanced Learning
- Disabilities Manager
- Central Teaching Rooms Manager
- Executive Policy Lead, Division of the Vice-Provost (Education and Students)
- Deputy Director, Customer Services, IT Services
- Deputy Director, Systems and Operations, Estates and Facilities Management

Nominated members
- Faculty representative, FASS
- Faculty representative, FEPS
- Faculty representative, FHMS

In attendance
- Academic Administrator (Committee Secretary)
- Head of Student Administration (Programmes)

The Sub-committee can co-opt additional members as required for specific purposes.
**Operation**

**Period of appointment**
All ex-officio members will remain members of the Committee for as long as they hold such posts. Nominated members are appointed for three years.

**Frequency of meetings**
The Subcommittee shall meet at least twice each semester or more frequently as business dictates.

**Quoracy requirements**
The quoracy requirements are ten members or not less than one-third of the members, whichever may be the less.

**Reports to**
University Learning and Teaching Committee
Appendix 5 - Widening Participation and Outreach Sub-committee

Terms of reference
1. To advise the University Learning and Teaching Committee (ULTC) on the effectiveness of the University’s Widening Participation and Outreach Strategy, and recommend changes in policy as appropriate.

2. To receive the relevant Faculty and central service reports against their annual action plans in supporting the delivery of the widening access and outreach strategy.

3. To report against the widening participation benchmarks and identify areas of concern in student recruitment and progression and make recommendations to ULTC.

4. To oversee the Widening Access Fund (WAF) and report on outcomes to ULTC.

5. To monitor the In2Surrey scheme and make recommendations for its development.

6. To monitor the impact of the University’s Bursary and Scholarship schemes and make recommendations for change as appropriate.

7. To liaise with other University committees which connect to the widening participation and outreach agenda in order to ensure synergy with the wider student experience.

8. To champion the widening participation and outreach agenda across the University and identify opportunities for building upon good practice.

Membership

Chair
Head of Academic Appeals and Academic Quality (interim arrangement pending the arrival of the Vice-Provost (Education and Students))

Ex-officio members
- Head, Department of Widening Participation and Outreach
- Widening Participation Support Officer, FASS
- Widening Participation Support Officer, FEPS
- Widening Participation Support Officer, FHMS
- Vice-President Community, Students’ Union
- Vice-President Activity, Students’ Union

Nominated members
- Faculty representative, FASS
- Faculty representative, FEPS
- Faculty representative, FHMS

In attendance
Member of Quality Enhancement and Standards Directorate (Committee Secretary)

The Sub-committee can co-opt additional members as required for specific purposes.
**Operation**

**Period of appointment**
All ex-officio members will remain members of the Committee for as long as they hold such posts. Nominated members are appointed for three years.

**Frequency of meetings**
The Subcommittee shall meet at least twice each semester or more frequently as business dictates.

**Quoracy requirements**
The quoracy requirements are ten members or not less than one-third of the members, whichever may be the less.

**Reports to**
University Learning and Teaching Committee
Appendix 6 – Student Regulations Steering Group

Terms of reference
1. To direct the Regulations Working Group to review particular aspects of the Student Regulations as required
2. To consider reports from the Student Regulations Working Group and make recommendations for amendments to the Student Regulations to ULTC, URDC and Senate

Membership
Chair
Vice-Provost (Education and Students)

Ex-officio members
- University Secretary and Legal Counsel
- Director of Student Services and Administration
- Director of Quality Enhancement and Standards
- Chief Executive, Students’ Union

Operation
The Group meets as often as is necessary

Student Regulations Working Group

Terms of reference
1. To consider on the advice of the Student Regulations Steering Group and in the light of experience of implementation, amendments to the Student Regulations and improvements to the underlying processes
2. To make recommendations for amendments and process improvements to the Student Regulations Steering Group

Specific terms of reference will be provided for particular tasks as determined by the Student Regulations Steering Group

Membership
- Head of Academic Appeals and Academic Quality
- Regulation Implementation and OIA Officer
- Head of OSCAR
- An Associate Dean (Learning and Teaching) or Director of Learning and Teaching
- Staff from the Directorate of Student Services and Administration as determined by the Director
- A Student Union Sabbatical Officer
- Student Voice Manager, Students’ Union
- Additional members can be co-opted as required according to the particular task

Operation
The Group meets as often as is necessary
Appendix 7 - Senate Progression and Conferment Executive

Terms of reference

1. To receive overall marks and award classifications for degrees, diplomas and certificates as determined by Boards of Examiners.

2. To approve on behalf of Senate, the award of degrees diplomas and certificates attained on completion of taught programmes of study.

3. To monitor academic standards and compliance of Boards of Examiners with the Regulations for taught programmes and the Code of practice for assessment and feedback and within the spirit of equity, consistency and transparency through the consideration of data on student achievement, progression and award.

4. To receive reports from Boards of Examiners on any action taken to remedy anomalous mark distributions in accordance with the Code of practice for assessment and feedback.

5. To take action if deemed necessary, in consultation with the Chair of the relevant Board of Examiners and the external examiner(s), to remedy anomalous mark distributions in accordance with the Code of practice for assessment and feedback if such action has not previously been taken by Boards of Examiners.

6. To receive reports from Boards of Examiners on the outcomes of Academic Misconduct Panels

7. To appoint on behalf of Senate, external examiners for all taught programmes whether at the University or at an Associated or Accredited Institution.

8. To recommend to Senate via the University Learning and Teaching Committee, proposals for changes to Regulations/Codes of practice/process as appropriate

9. To report to Senate on any other issues deemed to be appropriate and to consider any matter referred to it by Senate.

10. In consideration of any of the terms of reference, SPACE may delegate any of its functions to the Chair or a sub-group to undertake on its behalf.

Membership

Chair
Vice-Provost (Education and Students)

Vice-Chair
TBA

Ex-officio members
- Associate Dean (Learning and Teaching) FASS
- Associate Dean (Learning and Teaching) FEPS
- Associate Dean (Learning and Teaching) FHMS
- Head of Student Administration (Assessment and Awards)
- Deputy Head of Student Administration (Assessment and Awards)
- Director of Quality Enhancement and Standards
- Head of Department of Higher Education
In attendance
- Awards Manager (*Committee Secretary*)
- Director of Student Services and Administration
- Assessment Managers
- Head of Student Administration (Data, Records and Systems) or nominee
- Head of Academic Appeals and Academic Quality

Representatives from the Associated and Accredited Institutions attend for the purpose of presenting results from their institution.

Associate Deans can send an alternate to the meeting if they cannot attend, the alternate to be a member of academic staff from the Faculty. Alternates will have full voting rights.

**Operation**

**Period of appointment**
All members are ex-officio and will remain members of the Committee for as long as they hold such posts.

**Frequency of meetings**
Meetings are held at least four times during the academic year. Additional meetings may be held at the discretion of the Chair.

**Quoracy requirements**
The quoracy requirements are not less than one-third of the members.

**Reports to**
Senate

**Sub-structure**
Boards of Examiners
Appendix 8 - University Research Degrees Committee

Terms of reference

1. To consider and formulate University policy and strategy relating to the development, evaluation, quality assurance and enhancement of postgraduate research degree provision. In particular, these will include admission, training and development, supervision, progression, assessment, researcher support, research environment, and innovations. Recommendations and reports will be made to Senate on these matters.

2. To make recommendations to the University Research Enterprise Committee on the planning, funding, and development of facilities and resources to enhance postgraduate research provision.

3. To oversee and monitor the effective implementation of these policies and strategies through agreed action plans.

4. To consider and make recommendations from time to time to the Senate for revisions to the University’s quality framework, articulated in Codes of practice and Regulations. In particular to ensure that the Codes of practice and Regulations take appropriate account of the Quality Assurance Agency’s UK Quality Code for Higher Education, with a focus on Chapter B11, Research Degrees.

5. To receive reports on postgraduate research programme approval and review, annual monitoring and external examining in order assure itself and Senate that there is compliance with quality assurance processes and that such processes remain fit for purpose.

6. To review the outcomes of surveys into postgraduate research provision, responding and making recommendations for improvements as appropriate.

7. To bring in best practice from the sector through engagement with postgraduate research interest groups and funders such as the UK Council for Graduate Education, Research Councils UK, Vitae, and the Academic Registrars’ Council.

8. To establish task and finish groups as required.

9. To receive and consider reports and recommendations from the Researcher Training and Development Sub-committee to assure itself that the generic skills and discipline-specific training provision remains fit for purpose and is responsive to external funder requirements.

10. To receive and consider reports and recommendations from the Admission, Progression and Examination Sub-committee on key points in the student lifecycle including statistical reports on submission and completion rates.

11. To receive and consider reports and recommendations from Faculty Research Degrees Committees particularly on themes identified from postgraduate research student feedback.

12. To report to Senate after each meeting on developments within its area of responsibility.
13. To approve, on behalf of Senate, doctoral awards attained on completion of a programme of research.

**Membership**

**Chair**
Vice-Provost (Research and Innovation)

**Ex-officio members**
- Director of the Doctoral College
- Associate Dean (Doctoral College) FASS
- Associate Dean (Doctoral College) FEPS
- Associate Dean (Doctoral College) FHMS
- Senior Vice-President (Global Strategy and Engagement)
- Director of Student Services and Administration
- Head, Researcher Development Programme
- Director of Quality Enhancement and Standards
- Director of Library and Learning Support Services
- Vice-President Voice, Students' Union

**Nominated members**
- Member of Faculty Research Degrees Committee, FASS
- Member of Faculty Research Degrees Committee, FEPS
- Member of Faculty Research Degrees Committee, FHMS
- One Associate Dean (Research)
- Two postgraduate research student representative affiliated with the Students’ Union

**In attendance**
- Senior Academic Quality Officer (Postgraduate) (Committee Secretary)
- Research Degrees Manager
- Head of Research Office, St Mary's University Twickenham (validated provision)

The Committee can co-opt additional members as required for specific purposes.

**Operation**

**Period of appointment**
All ex-officio members will remain members of the Committee for as long as they hold such posts. Nominated members will serve for a period of three academic years. Co-opted members will remain as members for as long as their purpose on the Committee is required.

**Frequency of meetings**
Meetings are held four times during the academic year, normally October, January, April and June. Additional meetings may be held at the discretion of the Chair.

**Quoracy requirements**
The quoracy requirements are not less than one-third of the members. In the event of a tied vote, the Chair shall have a casting vote.

**Reports to**
Senate

**Sub-structure**
Admission, Progression and Examination Sub-committee
Researcher Training and Development Sub-committee
Appendix 9 - Admission, Progression and Examination Sub-committee

Terms of reference

1. To receive reports from the Faculties on the admission of postgraduate researchers including applications, conversions and turnaround times.

2. To monitor the progression of postgraduate researchers through their programme by:
   - receiving summary reports of student progress through the taught components of Practitioner Doctorates and Integrated PhD programmes from Boards of Examiners;
   - receiving summary reports of six-monthly and annual reviews for a Progression Board meeting held twice a year;
   - receiving reports of progression through the confirmation stage;

3. To consider requests for changes to registration status including: changes of mode of attendance; changes to continuing status; temporary withdrawal; and extensions;

4. To consider and approve nominations for examination panels of the final *viva voce* examination;

5. To consider requests for the termination of postgraduate researchers’ registration;

6. To take action where concerns have been raised through reports or other means.

Membership

Chair
Director of the Doctoral College

Ex-officio members
- Associate Dean (Doctoral College) FASS
- Associate Dean (Doctoral College) FEPS
- Associate Dean (Doctoral College) FHMS
- Research Degrees Manager

In attendance
- One Postgraduate Research Administrator for each Faculty
- Senior Academic Quality Officer (Postgraduate) (*Committee Secretary*)

Operation

Period of appointment
All ex-officio members will remain members of the Committee for as long as they hold such posts. Nominated members are appointed for three years

Frequency of meetings
The Subcommittee shall meet once a month or more frequently as business dictates.

Quoracy requirements
The quoracy requirements are not less than one-third of the members.

Reports to
University Research Degrees Committee
Appendix 10 - Researcher Training and Development Sub-committee

Terms of reference

1. To advise the University Research Degrees Committee (URDC) on all matters related to the training and development of postgraduate researchers.

2. To co-ordinate and keep under review the content and delivery of the Researcher Development Programme to assure the URDC that it remains fit for purpose.

3. To co-ordinate and keep under review the content and delivery of postgraduate researcher training delivered within Faculties to assure the URDC that it remains fit for purpose.

4. To provide support for the organisation of the University-wide postgraduate research events.

5. To recommend structural changes, as appropriate, to the Quality Framework to facilitate the delivery of postgraduate research training.

6. To monitor the requirements of Research Councils to inform the training provision offered at the University.

7. To bring in good practice identified through work with professional networks such as Vitae and the UK Council for Graduate Education.

8. To prepare regular reports on the work and progress of the Sub-committee to URDC.

9. To liaise with existing and future Doctoral Training Programmes.

Membership

Chair
Director of the Doctoral College

Ex-officio members
- Member of Faculty Research Degrees Committee, FASS
- Member of Faculty Research Degrees Committee, FEPS
- Member of Faculty Research Degrees Committee, FHMS
- Head, Researcher Development Programme
- Head, Department of Higher Education

Nominated members
- One Associate Dean (Research)
- One Researcher Development Officer
- One Postgraduate Research Administrator
- One postgraduate research student representative per Faculty

In attendance
- Researcher Development Programme Administrator (Committee Secretary)
- A professional services representative (eg Faculty Information Officer, Doctoral Training Centre Manager) as appropriate
Operation

Period of appointment
All ex-officio members will remain members of the Committee for as long as they hold such posts. Nominated members are appointed for three years.

Frequency of meetings
The Subcommittee shall meet at least four times a year or more frequently as business dictates.

Quoracy requirements
The quoracy requirements are not less than one-third of the members.

Reports to
University Research Degrees Committee
Appendix 11 - Faculty Learning and Teaching Committees

Terms of reference

1. Within the context of the University policy and strategy, to consider and formulate a strategy for the Faculty relating to the development, evaluation and enhancement of learning and teaching at undergraduate and taught postgraduate levels; this will include teaching processes, learning support, assessment, research, innovations, facilities, resources and professional development for Faculty staff.

2. To oversee and ensure the implementation within the Faculty of the University's Regulations and Codes of practice and other University policies, guidelines and initiatives.

3. To recommend to the appropriate bodies on an annual basis the Faculty priorities and targets in learning and teaching and monitor progress towards these, ensuring that Faculty priorities are operationalised at Departmental/School level.

4. To make recommendations to the appropriate bodies about the refreshment and development of the portfolio of programmes, including methods of delivery, in consultation with relevant areas of the University and scrutinize proposals for new programmes.

5. To receive and comment upon annual programme reviews and prepare the Faculty consolidated annual programme review overview report on programmes and associated action plans for submission to University Learning and Teaching Committee (ULTC).

6. To monitor and prepare action plans with respect to specific areas of teaching and learning identified by the University such as entry tariff, progression, good degrees, employability, and NSS performance. Reporting on such action plans to be included as part of the annual programme review overview report.

7. To consider and make recommendation as appropriate to the University for revisions to the University policy and strategy for learning and teaching and the Regulations and Codes of practice.

8. To take an overview of student welfare matters and consider and recommend support requirements for particular groups such as mature students, part-time and distance learning students and students with special learning needs and disabilities.

9. To monitor the accuracy of information published internally and externally regarding the Faculty’s undergraduate and taught postgraduate provision, including the Key Information Set (KIS).

10. To consider and recommend improvements to Faculty-based teaching and learning resources, including computing and experimental laboratories.

11. To consider, recommend and implement activities to evaluate and enhance the quality of teaching and learning provision in the Faculty.

12. To communicate with other bodies that might impinge on the Committee’s work, to ensure optimal and coordinated practice.
13. To establish from time to time as appropriate, working groups to consider and advise on specific issues and, where relevant, to deal with accreditation visits from professional and regulatory bodies.

14. To strengthen links between learning and teaching and research by identifying new opportunities for each to influence and interact with each other.

15. To report and make recommendations to the Faculty Executive Board and other Faculty bodies as appropriate.

**Membership**

**Chair**
Associate Dean (Learning and Teaching)

**Ex-officio members**
- Members from Schools/Departments as representative of the Faculty structure and provision
- One representative from each of the ULTC Sub-committees
- One representative from the Department of Higher Education
- One representative from the Department of Technology Enhanced Learning
- Academic Liaison Librarian(s)
- Faculty Professional Training Year Senior Tutor
- Faculty Student Services Manager
- Head of Student Administration (Programmes) or nominee
- Head of Student Administration (Assessment and Awards) or nominee
- Widening Participation Support Officer
- Faculty Marketing Officer
- A nominated deputy of the President of the Students’ Union

Executive Deans of Faculty and Faculty Associate Deans may also receive papers and attend meetings.

The Committee can co-opt additional members as required for specific purposes.

**In attendance**
Other staff as required

**Operation**

**Period of appointment**
Ex-officio members will remain members of the Committee for as long as they hold such posts. Co-opted members will remain as members for as long as their purpose on the Committee is required.

**Frequency of meetings**
At least three times per academic year or more frequently as business dictates.

**Quoracy requirements**
The quoracy requirements are ten members or not less than one-third of the members, whichever may be the less. In the event of a tied vote, the chair shall have a casting vote.
Reports to
Faculty Policy and Strategy Group/Faculty Management Group
University Learning and Teaching Committee

Sub-structure
Boards of Studies
Appendix 12 - Faculty Research Degrees Committees

Terms of reference

1. Within the context of the University policy and strategy, to consider and formulate a strategy for the Faculty relating to the development, evaluation and enhancement of research degree provision; this will include admission, training and development, supervision, progression, assessment, researcher support, research environment, innovations, funding opportunities, and facilities and resources.

2. To oversee and ensure the implementation within the Faculty of the University's Regulations and Codes of practice and other University policies, guidelines and initiatives.

3. To make recommendations about the refreshment and development of the portfolio of postgraduate research programmes, including methods of delivery, in consultation with relevant areas of the University.

4. To receive and comment upon annual programme reviews and prepare the Faculty consolidated annual programme review overview report on programmes and associated action plans for submission to University Research Degrees Committee (URDC).

5. To receive reports from the Postgraduate Research Student Engagement Fora on how postgraduate researchers view their learning experience and to receive the view of supervisors, through Committee representatives, on postgraduate research matters. In doing so, the Committee will take an overview of student welfare matters and consider and recommend support requirements for particular groups such as mature students, part-time and distance learning students and students with special learning needs and disabilities.

6. To implement action plans to address any concerns raised by postgraduate research students.

7. To consider and make recommendation from time to time to the University for revisions to the University policy and strategy for postgraduate research and the Regulations and Codes of practice.

8. To take a view on the training provision within the Faculty and to feed training needs into the Researcher Training and Development Sub-committee for further development and enhancement.

9. To monitor the accuracy of information published internally and externally regarding the Faculty’s postgraduate research provision.

10. To oversee the management of all Research Council funding for doctoral research as well as Faculty scholarships.

11. To be responsible for monitoring the Faculty's postgraduate research applications, admissions against targets, mid-session and annual student progress reviews, confirmation reviews, higher degree awards made, and completion rates.

12. To consider, recommend and implement activities to evaluate and enhance the quality of postgraduate research provision in the Faculty.
13. To communicate with other bodies that might impinge on the Committee’s work, to ensure optimal and coordinated practice.

14. To establish from time to time as appropriate, working groups to consider and advise on specific issues.

15. To report and make recommendations to the Faculty Research Committee and University Research Degrees Committee.

Membership

Chair
Faculty Associate Dean (Doctoral College)

Nominated members
- Members of Schools/Department/Research Centres as representative of the Faculty structure and provision, who, as part of their duties, are responsible for issues around postgraduate research
- Appropriate professional services representation from the Faculty
- At least one postgraduate research student

The Committee can co-opt additional members as required for specific purposes.

In attendance
- One representative from the Researcher Development Programme
- Other staff as required

Operation

Period of appointment
Nominated members are appointed for three years. Co-opted members will remain as members for as long as their purpose on the Committee is required.

Frequency of meetings
At least three times per academic year or more frequently as business dictates.

Quoracy requirements
The quoracy requirements are not less than one-third of the members. In the event of a tied vote, the Chair shall have a casting vote.

Reports to
Faculty Research Committee
University Research Degrees Committee
Appendix 13 - Boards of Studies

For each programme of study at undergraduate and taught postgraduate level and for the taught components of practitioner doctorates, there shall be a Board of Studies. Cognate programmes can be grouped under the same Board of Studies.

References to the Chair shall be construed as referring to the Vice-Chair in the absence of the Chair.

Terms of reference

1. To be responsible for the academic standards, quality assurance and quality enhancement of the programme(s) of study within its remit.

2. To consider the development of new programmes in accordance with Faculty strategy.

3. To consider statistics relating to admission to the programme(s) of study.

4. To consider and approve the annual programme review report for submission to the Faculty.

5. To consider the outcomes of student surveys (NSS, PTES if relevant, MEQs) and develop action plans in response.

6. To consider student performance-related data (progression, degree outcomes, DHLE) and develop action plans as necessary.

7. To receive reports from Staff/Student Liaison Committees and take action as necessary.

8. To consider external examiners' reports for the programmes and modules within its remit and develop action plans as appropriate.

9. To consider and approve major and minor modifications to modules and programmes in accordance with the relevant University Codes of practice.

10. To consider such matters as may be referred to it by the Faculty Learning and Teaching Committee and report back as appropriate.

11. To ensure that a record is taken and kept of each meeting by the Secretary and any action and/or decisions taken under delegation of functions.

12. A Board of Studies may delegate any of its functions to the Chair, Vice-Chair, an individual or group of members.

Membership

Chair
Appointed by the Executive Dean of Faculty or Head of School/Department; the Chair would normally be the Director of Learning and Teaching or a Programme Leader

Vice-chair
Appointed by the Executive Dean of Faculty or Head of School/Department
Ex-officio members
- Head of School/Department
- School/Department Director of Learning and Teaching
- Programme Leader(s)
- Module Leaders for modules contributing to the programme(s)
- Chair(s) of the Boards of Examiners that report to the Board of Studies
- Other staff from the School/Department who teach on the programme(s) to include academic staff, all levels of Teaching Fellows, Associate Tutors
- Postgraduate research students who support teaching on the programme(s)
- Staff from other Schools/Departments who teach on the programme(s) to include academic staff, all levels of Teaching Fellows, Associate Tutors
- At least one elected student per level from each of the programmes reporting to the Board.
- Representatives from professional services areas as determined by the Chair.

In addition the Faculty Associate Dean (Learning and Teaching) is entitled to attend any Board of Studies in their Faculty as a full member.

In attendance
Student Services and Administration Directorate staff (Secretary)

Operation

Period of appointment
The Chair and Vice-Chair are appointed for a period not exceeding three years and are eligible for re-appointment for not more than one further consecutive period of up to three years.

If a member ceases to teach on the programme they consequently cease to be a member of the Board of Studies.

Student representatives shall be appointed for a period of one academic year and shall be eligible for re-appointment.

Frequency of meetings
A Board of Studies shall meet as and when appropriate but in any case shall meet not less than twice a year. The Chair shall be responsible for the arrangement of meetings, at least seven days’ advance notice being given to all members. A meeting of the Board of Studies shall be arranged if five or more members request this in writing to the Chair.

Quoracy requirements
The quorum for a meeting shall be ten or not less than one third of the members whichever may be the less. Those present shall include the Chair or Vice-Chair.

Should it prove necessary to vote on any matter, it shall be determined by a simple majority. Each member present shall have one vote and in the case of equality the Chair shall have an additional casting vote.
Reserved business
The business of a Board of Studies shall be subject to the University’s convention on reserved business. The Chair shall decide whether an item of business should be regarded as reserved business. The Chair’s decision shall be final.

Reports to
Faculty Learning and Teaching Committee

Sub-structure
Boards of Examiners
Staff/Student Liaison Committees

3 ‘Reserved Business’ may be taken to include matters affecting the personal position of members of staff and students and the admission and academic assessment of individual students. Wherever possible the Chair shall denote in the agenda prior to the meeting those items deemed to be reserved business in accordance with that convention. Where reserved items of business do occur, student representatives should be advised of the general nature of these items and should be advised subsequently of the Board’s decision(s) on them.
Appendix 14 - Boards of Examiners

The terms of reference, membership and operation of Boards of Examiners shall be read in conjunction with the Regulations for taught programmes, the Code of practice for assessment and feedback and the Code of practice for external examining: taught programmes. Terms used shall have the same meanings as defined in those Regulations.

For each programme of study at undergraduate and taught postgraduate level and for the taught components of practitioner doctorates, there shall be a Board of Examiners. Cognate programmes can be grouped under the same Board of Examiners.

References to the Chair shall be construed as referring to the Vice-Chair in the absence of the Chair.

Terms of reference

1. To be responsible for the general conduct of the assessment of the programme of study, in accordance with the Regulations for taught programmes and the Code of practice for assessment and feedback.

2. To ensure that suitable arrangements are made for the setting, holding and marking of examinations and other forms of assessment in conjunction with the Assessment and Awards Office of the Student Services and Administration Directorate.

3. To consider and determine for each candidate at each stage of the programme the marks/grades for each examination paper or other form of assessment.

4. To consider unusual distributions of marks and degree classifications and to take corrective action as necessary in accordance with the Code of practice for assessment and feedback.

5. To report to the Senate Progression and Conferment Executive (SPACE) any action taken to remedy anomalous mark distributions.

6. To consider the views of the external examiner(s) on any matter concerning the assessment of the programme, whether they are given verbally or in the form of a written report.

7. To recommend to SPACE whether each candidate should be awarded a Degree, Diploma or Certificate and with what class of honours or other mark of credit or distinction, in accordance with the Regulations for taught programmes.

8. To ensure that a record is taken and kept of each meeting by the Secretary and any action and/or decisions taken under delegation of functions. This shall include:
   - the marks/grades for each candidate
   - the recommendations to SPACE in respect of each candidate
   - the result of any vote
   - any other matter the Board of Examiners shall deem necessary

9. To ensure that a copy of the agreed award report, together with the recommendation in respect to each candidate, is signed by the Chair and, in the case of the final examination or any other stage which is externally assessed in accordance with the Code of practice for assessment and feedback and the Code of practice for external examining.
examining: taught programmes, by the external examiner(s). If an external examiner is unwilling to sign an agreed award report, he/she shall report the reasons to the Director of Student Services and Administration at the earliest opportunity, who shall inform the Vice-Provost (Education and Students) and the Director of Quality Enhancement and Standards.

10. To ensure that, in addition to the agreed award report, a list of the Board of Examiners’ recommendations is submitted to the Assessment and Awards Office for submission to SPACE.

11. A Board of Examiners may delegate any of its functions to the Chair, Vice-Chair, Faculty/Departmental Examinations Officer or to a group of members working with Faculty professional services staff, provided that no recommendation for the award of a Degree, Diploma or Certificate shall be made without the involvement of an external examiner. If such a group is unable to reach unanimous agreement on a recommendation for an award, a full meeting of the Board of Examiners shall consider the matter.

12. The Chair shall be responsible for informing the Board of Examiners of any special circumstances which might have affected a candidate’s performance and of which the candidate has informed the Executive Dean of Faculty/Head of Department in accordance with the relevant Regulations.

Membership

Chair
Appointed by the Executive Dean of Faculty or Head of School/Department from members of academic staff of the School/Department who teach on the programme.

Vice-chair
Appointed by the Executive Dean of Faculty or Head of School/Department from members of academic staff of the School/Department who teach on the programme.

Ex-officio members
- Members of the academic staff of the School/Department who teach on the programme(s)
- Members of academic staff of other Schools/Departments who teach on the programme on the recommendation of the Board of Studies
- Other persons who teach on the programme on the recommendation of the Board of Studies
- Head(s) of the Schools/Department(s) responsible for the programme, if not otherwise a member
- The external examiner(s) (see Code of practice for external examining: taught programmes);

In addition the Executive Dean of the Faculty or their nominee, normally the Associate Dean (Learning and Teaching) is entitled to attend any Board of Examiners in their Faculty as a full member.

In attendance
- A member of the Directorate of Student Services and Administration (Secretary)
- The Faculty/School/Departmental Examinations Officer(s), if not already a member(s)

4 Academic staff are as defined in Regulation 5 of the Introduction to the Regulations.
**Operation**

**Period of appointment**
The Chair and Vice-Chair are appointed for a period not exceeding three years and are eligible for re-appointment.

If a member ceases to teach on the programme they consequently cease to be a member of the Board of Studies provided that such a person shall continue to be a member until the end of the academic year.

**Frequency of meetings**
At least once a year. Additional meetings may be held at the discretion of the Chair.

**Quoracy requirements**
The quorum for a meeting shall be not less than one third of the members. Those present shall include the Chair or Vice-Chair and, in the case of a meeting to recommend the award of Degrees, Diplomas or Certificates, at least one external examiner.

At a meeting of a Board of Examiners every effort shall be made to reach a decision by consensus. If it proves necessary to vote on any matter it shall be determined by a simple majority; each member present shall have one vote and in the case of equality the Chair shall have an additional casting vote.

**Confidentiality**
The proceedings of a Board of Examiners shall be confidential to members of the Board and appropriate officers of the University except in relation to the release of results in accordance with the *Code of practice for assessment and feedback*.

**Reports to**
Senate for the consideration of overall mark profiles and the award of Degrees, Diplomas and Certificates
Board of Studies for the local operation of assessment practices
Appendix 15 - Staff/Student Liaison Committees

Each School/Department shall operate a Staff/Student Liaison Committee. Depending on the size and/or particular requirements of the School/Department, there can be separate Committees for undergraduate and taught postgraduate students.

Terms of reference

1. To serve as an informal arena for students to raise matters of concern with School/Departmental and Professional Services staff and for staff to share with students general matters pertaining to the programme(s) and the student learning experience.

2. To consider the outcomes of student surveys (MEQs, NSS, PTES if relevant,) and contribute to the development of action plans in response.

3. To consider External Examiners’ reports and contribute to the development of action plans as appropriate.

4. To report to the Board of Studies and raise matters for consideration at the Board.

5. To identify areas of good practice for report to the Board of Studies.

Membership

Chair
Normally the Director of Learning and Teaching or a Programme Leader or one of the student representatives

Members

• All student representatives for the programmes covered by the Committee
• The School/Department should decide on the appropriate numbers and designations of staff to be members but should aim to have an even number of staff and students. Staff members should not greatly outnumber student members.
• Professional Services staff as required

In attendance
Notes of the meeting can either be taken by a member of the Student Services and Administration Directorate staff or one of the student representatives.

Operation

Period of appointment
All members will remain on the Committee for as long as they hold their particular roles.

Frequency of meetings
It is recommended that there are four meetings a year, two per semester to take place several weeks before and after the Board of Studies. Where this is not practicable the second meeting per semester can be a virtual meeting.

Reports to
Board of Studies
Purpose
Staff/Student Liaison Committees are informal meetings where students can raise matters of concern with staff and where staff can talk to students about their experiences.

Membership
It is important that students feel able to raise matters at the meetings and so the composition of the Committee should be such that staff do not greatly outnumber students. Consideration should be given to having a student chair the meeting. The membership of the Committee is deliberately flexible to allow for the different sizes of Schools/Departments. The Committee should decide which Professional Services staff should attend but bear in mind that such staff might also be attending Boards of Studies and so avoid duplication.

Frequency of meetings
It is recommended that there are four meetings a year, two per semester, the first to take place before the Board of Studies and the second after; this second meeting could be a virtual one to provide an update on matters considered at the Board of Studies. Dates for meetings should be set in advance at the beginning of the academic year and notified to all students (via SurreyLearn).

Conduct of meetings
Students and staff should approach the meetings in a constructive manner and be respectful of all views (in accordance with the spirit of the Student Charter). Students should be aware that it is not always possible to make the changes they request and staff should report back to students the reasons why a particular change cannot be made. Those reps not able to attend the meeting should be able to send in comments either written to the chair or via another rep. In addition to discussing matters of concern, it is also important to identify areas of good practice for report to the Board of Studies and upwards to the Faculty.

Agendas and minutes
Agendas for the meeting can either be produced by the student reps or via a Committee Secretary from Student Services and Administration. It is up to the School/Department how they want to arrange this and communicate the arrangements to all concerned. Agendas for meetings should be made available in advance of the meeting on SurreyLearn. A template for an agenda is given below; this covers the items that are expected to be covered, although not all of them might be relevant for all meetings. Schools/Departments are free to add additional items, although care should be taken not to duplicate matters that are discussed at Boards of Studies.

Staff/Student Liaison Committees do not require formal minutes, rather brief notes should be made. Individual students should not be identified. Again it is up to the School/Department to agree whether the notes should be taken by one of the student reps or by a Committee Secretary from Student Services and Administration. A a template for meeting notes is given below:

Notes should ideally be produced within 10 days of the meeting, and once agreed by the Chair, published on SurreyLearn with a copy being sent to the Student Union. This helps the Union to take an overview of issues being raised by students across the University.
Template agenda for Staff/Student Liaison Committees

School of [ ]
Staff/Student Liaison Committee

The next meeting of the Staff/Student Liaison Committee will be held at [time] on [date] in [location]

Please send apologies to [name and email address]

AGENDA

1. Apologies for absence
2. Terms of reference and scope of SSLC [first meeting of the academic year]
3. Notes of the previous meeting held on [ ]
4. Actions taken in response to issues raised at the previous meeting
5. Matters raised by representatives of each cohort [year groups, PTY students, postgraduate students, distance learning students, as appropriate. Note that there is merit in varying the order in which these groups report, eg to sometimes have matters raised by final year students prior to matters raised by first year students, and vice versa]
6. Matters raised by staff members [to include improvements to the student learning experience, with particular emphasis on future planning, including curriculum development.]
7. NSS results and action plan [the first meeting of the year would receive the results and talk about what actions might be required to address any issues; subsequent meetings would receive any updates on action plans]
8. PTES results and action plan [the first meeting of the year would receive the results and talk about what actions might be required to address any issues; subsequent meetings would receive any updates on action plans]
9. Student evaluation of learning and teaching (eg MEQ outcomes).
10. External examiner’s reports and responses [Boards of Studies are formally responsible for considering external examiner’s reports and agreeing actions but the reports should be received here so that all student reps have an opportunity to see them and contribute to any required actions]
11. Learning resources matters [some Committees may choose to invite relevant Professional Services staff to these meetings in additional to the Board of Studies]
12. What’s going well
13. Any other business
14. Date, time and place of next meeting
Template notes for Staff/Student Liaison Committees

School of [ ]
Staff/Student Liaison Committee

Notes of the meeting of the Staff/Student Liaison Committee held at [time] on [date] in [location]

NOTES

1. PRESENT (list all members by name and category and asterix those not in attendance)
   
   Mr X (Chair)  3rd year rep, BSc Policy Making
   Dr Y       Module Leader, Change in the Modern World
   Ms Z*      1st year rep, BSc International Development

2. APOLOGIES FOR ABSENCE
   2.1 Apologies for absence were received from Ms Z.

3. TERMS OF REFERENCE AND SCOPE OF SSLC (paper reference number; give any papers received a unique reference number; numbers run sequentially from the beginning of the academic year)
   3.1 The terms of reference were received and had not been changed from the previous year

4. Notes of the previous meeting held on [date]
   4.1 The notes were agreed as a true record of the meeting

OR

The notes were agreed subject to the following amendment to note 16.2

“......”

5. ACTIONS TAKEN IN RESPONSE TO ISSUES RAISED AT THE PREVIOUS MEETING
   5.1 Feedback
   The Programme Leader confirmed that feedback was now being returned to students in accordance with University requirements.

   5.2 Lecture Theatres
   The Programme Leader reported that they had met with Estates and that it was not possible to make the necessary improvements this current academic year due to financial constraints. However a schedule of improvements will take place over the summer.

6. MATTERS RAISED BY REPRESENTATIVES OF EACH COHORT
   6.1 First year
   Students are finding the Introduction to World Economics module difficult because of .......and reported that the reading lists are not very extensive.

   The Module Leader agreed to .........
7. MATTERS RAISED BY STAFF MEMBERS
7.1 The following were noted:

- Periodic programme review to take place next academic year – a chance for students to input into future developments. Further information to be provided at the next meeting.
- Dr K has been awarded a Teaching Excellence Award and will be holding some lunchtime seminars to talk about his ideas for the future development of assessment methods – all staff and students in the School welcome to attend and input to the discussion. Details to be advertised on SurreyLearn.

8. NSS RESULTS AND ACTION PLAN (paper reference number)
8.1 The NSS results were received and it was noted that ….

8.2 The following actions for improvement were suggested to report to the Board of Studies:

9. STUDENT EVALUATION OF LEARNING AND TEACHING
9.1 MEQ results for semester ? showed that … Student reps from year 2 are particularly concerned about … Dr J agreed to look into this and report back to the next meeting.

10. EXTERNAL EXAMINER’S REPORTS AND RESPONSES (paper reference number)
10.1 Three of the four external examiners’ reports due have been received. A common theme this year has been … Student reps in year 3 suggested that … which would be taken to the Board of Studies by the Programme Leader for further discussion.

11. LEARNING RESOURCES MATTERS
11.1 The Library and Learning Support member updated the Committee on the following developments:

12. WHAT’S GOING WELL
12.1 Masters students
Students have found the induction sessions on academic integrity very helpful.

12.2 PTY students
Reported via comments sent to the Chair – the new format for the visits from tutors is very successful.

13. ANY OTHER BUSINESS
There were no items of any other business

OR

Student reps from year 3 asked for an update on … and it was noted that the following arrangements are being put in place:

14. DATE, TIME AND PLACE OF NEXT MEETING
14.1 The next meeting will be held at [time] on [date] in [location]
Appendix 16 - School/Department/Research Centre Postgraduate Research Student Engagement Forum

Terms of reference

1. To engage with the postgraduate research student body and discuss feedback on their learning experience.
2. To use postgraduate research student feedback to improve provision.
3. To discuss the findings of student experience surveys with postgraduate research students and produce action plans to address any issues.
4. To discuss the annual programme review with postgraduate research students to ensure that they have an opportunity to provide feedback on the proposed actions.
5. To report on key issues and areas of good practice identified by students to the Faculty Research Degrees Committee. The member of academic staff will be responsible for reporting on these matters.

Membership

Chair
One postgraduate research student

Members

- Academic and professional services members from Schools/Departments/Research Centre as representative of the structure and provision
- Postgraduate research students from the School, Department or Research Centre

The Committee can co-opt additional members as required for specific purposes

In attendance
Other staff as required

Operation

Frequency of meetings
At least three times per academic year or more frequently as business dictates.

Reports to
Action minutes to the Faculty Research Degrees Committee
Appendix 17 – Surrey International Study Centre (SISC) Liaison Committee

Terms of reference

Legal
1. The Liaison Committee shall be responsible for all inter-institutional agreements, contracts and other governing documents relating to SISC and SISC programmes.

2. The Liaison Committee shall establish policies and procedures to ensure that agreements between the University and Study group take full account of the QAA UK Quality Code for Higher Education, Managing higher education provision with others, before students are admitted on to Surrey International Study Centre’s (SISC) programmes.

Promotion
3. The Liaison Committee shall review marketing activity in regard to SISC and SISC programmes and make recommendations to the University Executive Board and to Study Group.

Financial management
4. The Liaison Committee shall determine fees for SISC programmes for recommendation to the University Executive Board and to Study Group.

5. The Liaison Committee shall receive audited accounts for SISC (via an Annual Report of the Head of Centre).

Programme management
6. The Liaison Committee shall determine the minimum and maximum numbers of students on SISC programmes and pathways for recommendation to the University Executive Board and to Study Group.

7. The Liaison Committee shall determine the minimum level of staffing for each Programmes and Pathways for recommendation to the University Executive Board and to Study Group.

Academic management
8. The Liaison Committee shall recommend threshold academic and English language entry requirements for SISC programmes to the University Learning and Teaching Committee.

9. The Liaison Committee shall recommend threshold academic and English language progression criteria for progression from SISC programmes to degree programmes of the University to the University Learning and Teaching Committee.

10. The Liaison Committee shall determine minimum progression rates from SISC programmes to degree programmes of the University as measures of success for inclusion in contracts governing SISC, noting the requirements of the UKVI.

11. The Liaison Committee shall review the academic performance of students against UKVI benchmarks.

Academic management – quality assurance
12. The Liaison Committee shall establish formal processes, aligned with the QAA Quality Code Chapter B1, Programme design, development and approval and Chapter B8, Programme monitoring and review, for the management of academic
standards and quality assurance for all SISC programmes, noting also any additional requirements of the University Learning and Teaching Committee. In this regard the Liaison Committee shall ensure:

(i) all matters of SISC programme design, approval and monitoring and review are compliant with the requirements of the University Learning and Teaching Committee;
(ii) the clear and consistent meaning of academic standards-related terminology in programme literature;
(iii) all programmes are covered by assessment regulations which are aligned with the QAA Quality Code for Higher Education, Chapter B6, Assessment of students and the recognition of prior learning and that they are communicated to students in writing and applied consistently.

The Liaison Committee shall receive:

(iv) termly reports from the Boards of Studies (via reports of the Chair of the Board of Studies);
(v) an annual report on the physical learning environment as it pertains to the performance of teaching staff and students (via an annual report of the Head of Centre);
(vi) an annual report on the performance of teaching staff (via an annual report of the Head of Centre).

Other governance
13. The Liaison Committee shall report annually an academic matters to the University Learning and Teaching Committee.
14. The Liaison Committee shall report annually an non-academic matters to the University Executive Board.

Membership
Chair
tba
Vice-Chair
Chair of the International Foundation Year Board of Studies
Ex-officio members
University
• Vice-Provost (Education and Students)
• Director of Recruitment and Admissions
• Director of Strategic Planning

Study Group
• Principal of International Study Centres
• SISC Head of Centre
• Marketing Manager
• Managing Director, Higher Education UK and Europe
• Senior Regional and Partnership Director
Nominated members
- Associate Dean (Learning and Teaching), FEPS
- Associate Dean (Learning and Teaching), FHMS
- Associate Dean (Learning and Teaching), FASS
- Study Group nominee x 2

In attendance
- Director of Quality Enhancement and Standards
- Head of International Recruitment (Committee Secretary)

Operation

Frequency of meetings
The Committee shall meet three times a year in December, April and July.

Quoracy requirements
The quorum for meetings shall be five, made up of a least two members from Study Group and two from the University and the Chair or Vice-Chair. Should it prove necessary to vote on any matter, it shall be determined by a simple majority. Each member present shall have one vote. In the case of equality, the Chair (or in his/her absence, the Vice-Chair) shall have a casting vote.

Reports to
The University Learning and Teaching Committee for academic matters and the Executive Board for non-academic matters.
Appendix 18 – Professional Training Forum

Terms of reference
The Professional Training Forum (PT Forum) will meet to consider matters regarding the oversight and management of Professional Training. The PT Forum will consider matters regarding the performance of Professional Training and its strategic development. It will support evaluation and further improvements of Professional Training and activities related to career development support and employability for students.

1. To review and support the co-ordination and administration needed for Professional Training.
2. To contribute to the development of appropriate regulations and quality assurance systems as required by the University’s regulatory framework.
3. To support the development of good practice across the Faculties and make recommendations where necessary to improve Professional Training within Faculties and across the institution as a whole.
4. To take receipt of reports on work commissioned by the PT Forum, eg on developing, improving and sharing good practice on Professional Training.
5. To take receipt of reports from the Careers Service, other relevant departments within the University, the Students’ Union, and from industry representatives and professional bodies to facilitate the objectives of Professional Training and the activities within its purview.
6. Keep abreast of national and international developments with regard to placements, careers and employability to ensure that the Professional Training community and the University as a whole remain at the forefront of developments.
7. To take receipt of financial reports on Professional Training and ensure that the financial resources assigned to Professional Training are used appropriately.
8. To submit an annual report to the Executive Board and as required submit regular reports on the work and progress of the PT Forum to University Learning and Teaching Committee (ULTC).

Membership

Chair
Director of Employability and Careers

Members
- Vice-President Voice, Students’ Union
- Faculty Professional Training Year Senior Tutor, FASS
- Faculty Professional Training Year Senior Tutor, FEPS
- Faculty Professional Training Year Senior Tutor, FHMS
- One representative of Professional Training Year professional services staff
- Head of the Careers Services
- Director of Quality Enhancement and Standards
- Head, Europe and International Mobility
- Disabilities Manager
In attendance
- Forum secretary
- Chair of the former Professional Training and Careers Committee
- Other staff as required

Operation

Period of appointment
All members will remain members of the Forum for as long as they hold such posts.

Frequency of meetings
The PT Forum will normally meet three times a year – October, February and June, except at the discretion of the Chair the PT Forum may be called to meet on a more regular basis. The Forum will arrange for one its meetings to serve as a PT Community Day at which the full community of Professional Training tutors, professional services staff and other key stakeholders will meet to consider a range of strategic issues regarding the management of Professional Training, as determined by the Director of Employability in consultation with PT Forum members

Reports to
The University’s Executive Board for management, financial and operational matters and the University Learning and Teaching Committee for matters affecting University regulations, quality assurance, teaching and learning and the student experience.