# Code of practice for academic governance

Academic year 2021/22

Last revised 4 April 2022

**Contents**

## 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 the OfS Regulatory Framework (including the ongoing conditions of registration) and the Quality Assurance Agency Quality Code for Higher Education.

## Academic governance - structure

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

    **Senate committees**
    - University Education Committee (UEC)
    - University Research and Innovation Committee (URIC)
    - Senate Progression and Conferment Executive (SPACE)
    - University Promotions Committee
    - Honorary Degrees Committee

    **UEC Sub-committees**
    - Quality Enhancement Sub-committee
    - Student Success Sub-committee

    **URIC Sub-committees**
    - Doctoral College Board
      - Admission, Progression and Examination Sub-committee (PGR)
    - Research Integrity and Governance Committee
      - Animal Welfare Ethical Review Body
      - Non Animal (Scientific Procedures) Act
      - University Ethics Committee

    **Faculty committees**
    - Faculty Education Committees (FECs)
    - Faculty Extraordinary Board of Studies
    - Faculty Research Degrees Committees (FRDCs)

    **School/Department committees**
    - Boards of Studies
      - Boards of Examiners
      - Student/Staff Liaison Committees
    - Postgraduate Research Student Engagement Fora
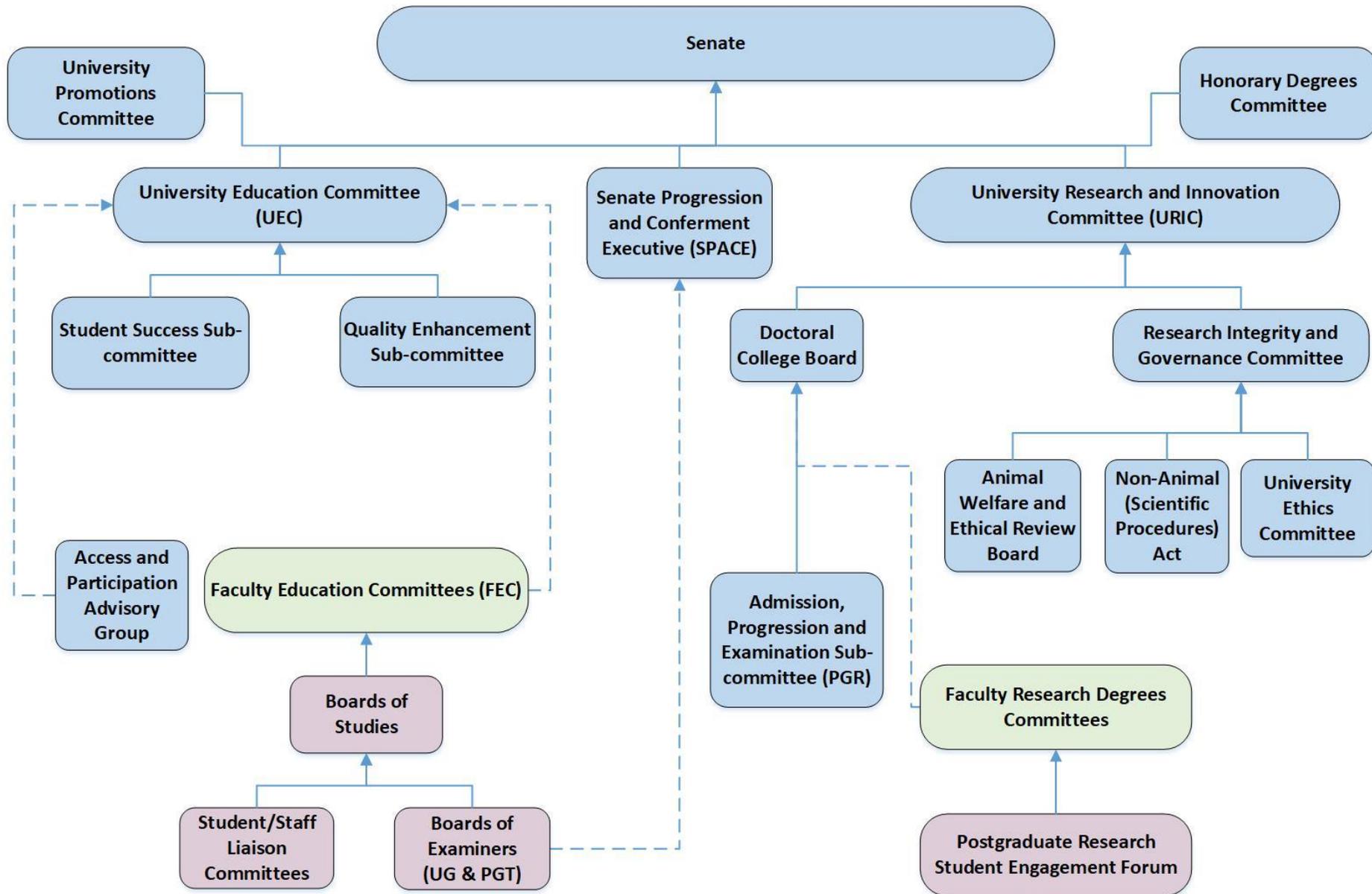
3.   In addition to Senate and its sub-structure the Access and Participation Advisory Group has a dual management and academic governance function and has a dotted reporting line to UEC in respect of the latter. In management terms the Advisory Group reports to the Access and Participation Governance Panel.

## 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.

| Type of document | Considered by[1] | Approved by |
|---|---|---|
| New strategy | UEC / URIC | Senate |
| Amendments to existing strategies | UEC / URIC | UEC and/or URIC – Senate informed of amendments |
| Regulations – new and amended | UEC / Doctoral College Board / URIC | Senate |
| Codes of practice and Procedures | UEC Sub-committees / Doctoral College Board | UEC and/or URIC – Senate informed of new Codes and Procedures |
| Policy statements | UEC / URIC | Senate |
| Amendments to terms of reference and membership – UEC and URIC | UEC and URIC | Senate |
| Amendments to terms of reference – UEC sub-committee | Relevant sub-committee | UEC |
| Amendments to terms of reference – URIC sub-committee | Relevant sub-committee | URIC |

## 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 examination matters and research management and governance). 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 UEC and URIC are chaired by the relevant Pro-Vice-Chancellor or an Associate Dean, Education. In their role as chair they appoint the chairs of the committee's sub-committees. The chairing of Faculty Education and Research Degrees Committees is a specification in the role descriptors for the Associate Dean, Education and the Associate Dean, Doctoral College respectively. Staff who chair Boards of Examiners and Boards of Studies are provided with appropriate briefing by the University in support of those roles. In the absence of the Chair, a nominated Vice-Chair assumes the role of Chair.

---

[1] Depending on the subject, documents are considered by either UEC or URIC/Doctoral College Board or all.

## Appendix 1 - University Education Committee

### *Terms of reference*

**General**

The Education Committee has oversight of educational strategies and policies and reviews the University's performance against its aims and objectives. The Committee considers external and internal factors that will enhance or limit the University's ability to deliver high quality education and student experience.

**Specific**

1. To review and advise on external trends and influences in education, learning and teaching and student support.

2. To develop and oversee the implementation of strategies for learning, teaching and assessment, in alignment with the overall University strategy defined by the Executive Board.

3. To promote innovation in learning, teaching, assessment and wider aspects of student support.

4. To develop and oversee the implementation of the University's regulatory and quality framework in respect of taught programmes, making revisions as required on an annual basis and to ensure that the framework takes account of sector requirements.

5. To develop and oversee the implementation of University policies and practices to enhance the quality of the student learning experience.

6. To review and monitor key performance indicators of the quality of academic standards and the student experience and determine any necessary interventions.

7. To oversee the University's strategy for access and participation including the Access and Participation Plan and in response to sector guidance.

8. To oversee the University's submission to the Teaching Excellence Framework (TEF) or similar national exercises.

9. To establish as required, sub-committees, fora and task and finish groups to conduct particular areas of business within the remit of the Committee and to receive regular reports on these activities.

10. To report to each meeting of Senate on activities within its area of responsibility.

### *Membership*

Chair
Pro-Vice-Chancellor, Education

Vice-Chair
Associate Dean, Education, (as nominated by the Pro-Vice-Chancellor, Education)

Ex-officio members
• Associate Dean, Education, FASS

- Associate Dean, Education, FEPS
- Associate Dean, Education, FHMS
- Director of the Surrey Institute of Education
- Chief Student Officer
- Academic Registrar
- Director of Library and Learning Services
- Director of the Doctoral College
- President, Students' Union
- Vice-President Voice, Students' Union
- Dean International
- Director of Marketing, Recruitment & Admissions
- Head of Teaching Performance

Nominated members
One from each Faculty, nominated by the Faculty Executive.

In attendance
Member of staff from OSCAR, Academic Registry (*to act as Committee Secretary)*

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

Period of appointment
Ex-officio members remain as members of the Committee for the term of their appointment in their role.

Nominated members shall serve an initial term of two years and shall be eligible for re-election for one further year. In any event a maximum of three years may be served.

Co-opted members remain as members for as long as their purpose on the Committee is required.

*Operation*

Quoracy
The quoracy requirements shall be half of the current members. In the case of an equal vote, the Chair shall have a casting vote.

Frequency of meetings
Meetings are held four times a year. Exceptional meetings may be held at the discretion of the Chair.

Decision making outside of meetings
Decisions may exceptionally be taken by Chair's action.

At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided that all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% of the membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

The date of the decision shall be the date upon which the Secretary confirms to all members that it has been passed. The Secretary shall be responsible for ensuring that decisions made by email are reported to the next meeting and for retaining an appropriate record.

Reports to
Senate

Sub-structure
Quality Enhancement Sub-committee
Student Success Sub-committee

**Appendix 2 - Quality Enhancement Sub-committee**

*Terms of reference*

1.	To support the implementation of the University's Education Strategy through consideration of matters relating to quality assurance, enhancement and standards and to make recommendations as necessary to the University Education Committee (UEC).

2.	To be responsible to UEC for overseeing curriculum design activity and the evaluation and development of the validation and periodic enhancement processes for all award-bearing programmes of study delivered by the University and its Associated and Accredited Institutions and to report to UEC on good practice identified and key issues arising with suggestions for action.

3.	To be responsible to UEC for the oversight, evaluation and development of the continuous enhancement review (CER) process, to include consideration of Faculty overview of CER reports and to report to UEC on good practice identified and key issues arising with suggestions for action.

4.	To review, monitor and report to UEC on the quality of the educational experience, using as appropriate, national benchmarks such as the NSS, PTES and i-graduate, and internal benchmarks such as MEQs.

5.	To consider matters raised by external examiners and report to UEC on good practice identified and key issues arising with suggestions for action.

6.	To receive and consider reports on Professional, Statutory and Regulatory Body accreditations and to report to UEC on good practice identified and key issues arising with suggestions for action.

7.	To consider proposals for amendments to the Regulations and Codes of Practice relating to quality processes, learning and teaching and to make recommendations for change as necessary to UEC.

8.	To review outcomes from appeals and complaints processes and identify key issues and good practice for further consideration at the appropriate level.

9.	To consider proposals for medium and high risk collaborative provision activity and to make recommendations for approval to UEC, where necessary.

10.	To consider the annual reports from the University's Accredited and Associated Institutions and to report to UEC on good practice identified and key issues arising with suggestions for action.

11.	To regularly report to UEC on the work of the Sub-committee.

12.	The Sub-committee may devolve any specific functions to a member or group of members.

*Membership*

Chair
An Associate Dean, Education as appointed by the Pro-Vice-Chancellor, Education

Vice-Chair
Academic Registrar

Ex-officio members
- Vice-President Voice, Students' Union
- Head of Academic Quality Services
- Head of OSCAR
- Director of the Surrey Institute of Education or nominee
- Head of Educational Development and Research or nominee
- Head of Digital Learning or nominee
- Head of Teaching Performance

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

In attendance
A member of staff from OSCAR, Academic Registry (to act as *Committee Secretary*)

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

Period of appointment
Ex-officio members remain as members of the Sub-committee for the term of their appointment in their role.

Nominated members are appointed for three years and are eligible for re-nomination for one further year. In any event a maximum of four years may be served.

Co-opted members remain as members as long as their purpose on the Sub-committee is required.

*Operation*

Quoracy
The quoracy requirements shall be half of the current members. In the case of an equal vote, the Chair shall have a casting vote.

Frequency of meetings
Meetings are held at least four times a year or more frequently as business dictates.

Decision-making outside of meetings
Decisions may exceptionally be taken by Chair's action.

At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided that all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% of the membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been

passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

Reports to
University Education Committee

## Appendix 3 - Student Success Sub-committee

### *Terms of reference*

1.  To advise the University Education Committee (UEC) on all matters related to the student experience.

2.  To give strategic leadership to the student experience in areas including access, progression, student attainment and outcomes.

3.  To be responsible to UEC for the ongoing development of support for students in areas including wellbeing and welfare, learning resources and employability.

4.  To review, monitor and report to UEC on the quality of the student experience, using as appropriate, national benchmarks such as the NSS, PTES and i-graduate, and internal benchmarks such as MEQs.

5.  To consider proposals for amendments to the Regulations and Codes of Practice relating to student support and the student experience and to make recommendations for change as necessary to UEC.

6.  To review, monitor and report to UEC the effectiveness of student services as a mechanism of enhancing and supporting the student experience.

7.  To prepare regular reports on the work and progress of the Sub-committee to UEC.

### *Membership*

Chair
Chief Student Officer

Vice-Chair
Associate Dean, Education as nominated by the Chief Student Officer

Ex-officio members
*   Head of Student Experience
*   President, Students' Union
*   Vice-President Voice, Students' Union
*   Vice-President Support, Students' Union
*   Deputy Director of Estates or nominee
*   Head of Digital Learning or nominee
*   Head of Learning Development
*   Director of Service Design, IT Services
*   Chief Executive Officer, Surrey Sports Park
*   Head of Wellbeing and Welfare
*   Head of Employability and Careers
*   Head of Faculty Student Services
*   Head of Europe and International Mobility, International Engagement Office
*   Director of Marketing and Communications or nominee

Nominated members
*   Faculty representative, FASS
*   Faculty representative, FEPS
*   Faculty representative, FHMS
*   Doctoral College representative

- A student course representative from each Faculty nominated by the Students' Union through a competitive process
- 1-2 student mentors

In attendance
A member of staff from Academic Registry (*to act as Committee Secretary*)

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

Period of appointment
Ex-officio members remain as members of the Sub-committee for the term of their appointment in their role.

Nominated members are appointed for three years and are eligible for re-nomination for one further year. In any event a maximum of four years may be served. Appointments for student representatives may vary based on the terms of selection for representative positions.

Co-opted members remain as members for as long as their purpose on the Sub-committee is required.

### *Operation*

Quoracy
The quoracy requirements shall be half of the current members. In the case of an equal vote, the Chair shall have a casting vote.

Frequency of meetings
Meetings are held at least four times a year or more frequently as business dictates.

Decision-making outside of meetings
Decisions may exceptionally be taken by Chair's action.

At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided that all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% of the membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

Reports to
University Education Committee

## Appendix 4 – Senate Progression and Conferment Executive

### *Terms of reference*

1. To receive final award marks and award classifications for taught degrees, diplomas and certificates as recommended by Boards of Examiners.

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

3. To receive the outcome of viva voce examinations for research degrees as recommend by Research Examination Panels.

4. To approve on behalf of the Senate the award of degrees attained on completion of research programmes of study.

5. To monitor academic standards and compliance of Boards of Examiners and Research Examination Panels with the *Regulations* and *Codes of practice* and within the spirit of equity, consistency and transparency through the consideration of data on student achievement, progression and award.

6. To report on the outcomes of the consideration of such data and any recommended actions to the Senate and the University Research and Innovation Committee or University Education Committee.

7. To consider and approve proposals from Boards of Examiners on any action taken to remedy anomalous mark distributions in accordance with the *Code of practice for assessment and feedback*.

8. 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.

9. To receive annual reports from Boards of Examiners on the outcomes of Academic Misconduct Panels and from investigations into allegations of research misconduct where they pertain to postgraduate research students

10. To receive notification from Faculties of the award of prizes.

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

### *Membership*

<u>Chair</u>
Pro-Vice-Chancellor, Education

<u>Vice-Chair</u>
Chief Student Officer

<u>Ex-officio members</u>
- Associate Dean, Education, FASS
- Associate Dean, Education, FEPS
- Associate Dean, Education, FHMS

- Associate Dean (Doctoral College), FASS *
- Associate Dean (Doctoral College), FEPS *
- Associate Dean (Doctoral College), FHMS *
- Director of Doctoral College
- Academic Registrar
- Head of Assessment and Awards
- Head of Academic Quality Services

*Associate Deans (Doctoral College) are only required to attend those meetings where postgraduate research matters are considered

In attendance
- Awards Manager (*Committee Secretary*)
- Assessment Managers
- Research Degrees Manager
- Representatives from the Associated and Accredited Institutions (one per 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.

Period of appointment
All members are ex-officio and remain as members of the Board for the term of their appointment in their role.


*Operation*

Quoracy
The quoracy requirements shall be half of the current members. In the case of an equal vote, the Chair shall have a casting vote. The Associate Deans (Doctoral College) do not count towards quoracy requirements at the meetings they are not required to attend.

Frequency of meetings
Meetings are held at least four times a year. Exceptional meetings may be held at the discretion of the Chair.

Decision making outside the meeting
Decisions may exceptionally be taken by Chair's action.

At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided that all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% of the membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

Reports to
Senate

Sub-structure
Boards of Examiners (for taught awards)
Doctoral Awards Examination Panels (for postgraduate research awards)

## Appendix 5 - University Promotions Committee

### *Terms of reference*

1.  To ensure criteria and processes relating to academic promotion are fair and transparent, and in alignment with the overall University Strategy defined by the Executive Board.

2.  To oversee the effective running of said processes in the Faculties with respect to Promotion to Senior Lecturer, Senior Lecturer (Clinical), Senior Teaching Fellow, Senior Research Fellow, Teaching Fellow B and Research Fellow B.

3.  To receive recommendations from the Faculties with respect to promotion to Professor, Professorial Teaching Fellow, Professorial Research Fellow, Professor in Practice, Reader, Principal Teaching Fellow and Principal Research Fellow, and make decisions whether to ratify such recommendations after due evaluation through a centrally run process.

4.  To consider appeals against applications for Professor, Professorial Teaching Fellow, Professorial Research Fellow, Professor in Practice, Reader, Principal Teaching Fellow and Principal Research Fellow which are not supported at Faculty.

### *Membership*

Chair
Provost & Senior Vice-President

Ex-officio members
*   Pro-Vice-Chancellor, Research & Innovation
*   Pro-Vice-Chancellor, Education
*   Chief People Officer
*   A minimum of one External representative

In attendance
*   Committee Secretary
*   Pro-Vice-Chancellor, Executive Dean (to present cases put forward by their Faculty (x3))

Period of appointment
Ex-officio members remain a Member of the University Promotions Committee for the term of their appointments.

The external member will serve for one academic year which, on completion, may be renewed for one further year.  The appointment is made following the agreement of the Chair and the Director of HR.

### *Operation*

Quoracy
The quoracy requirements shall be not less than two third of the current members. In the case of an equal vote, the Chair shall have a casting vote.

Frequency of meetings
Meetings are held at least once per year. Exceptional meetings may be held at the discretion of the Chair.

Decision making outside the meeting
Decisions may exceptionally be taken by Chair's action.

At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided that all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% of the membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. The date of the decision shall be the date upon which the Secretary confirms to all members that it has been passed. The Secretary shall be responsible for ensuring that decisions made by email are reported to the next meeting and for retaining an appropriate record.

Reports to
Senate

## Appendix 6 - Honorary Degrees Committee

### *Terms of reference*

1. To consider nominations received and to initiate suggestions of candidates for the award of any honorary degree of the University (Fellowship, DUniv).

2. To consider specifically nominations which demonstrate sustained excellence and achievement in a given field, not necessarily linked to the University or the wider county of Surrey, and through conferment would add reputational value to the University.

3. To consider nominations in accordance with University values in relation to equality and diversity.

4. To consider all such nominations as may be received from staff of the University, members of the University Council, and from Accredited Institutions.

5. To make recommendations to the Senate and the Council, pursuant to Ordinance 22, for the conferment of honorary degrees.

6. To regulate and, where appropriate, make recommendations to the Senate on any aspect of the ceremonial attaching to the conferment of honorary degrees.


### *Membership*

Chair
President & Vice-Chancellor

Ex-officio members
- Provost & Senior Vice-President
- Pro-Vice-Chancellor, Education
- Pro-Vice-Chancellor, Research & Innovation
- Vice-President, External Engagement
- Chief Operating Officer

Nominated members
- Two Lay Members of Council, nominated by Council
- One representative from each Faculty, nominated by the Pro-Vice-Chancellor, Executive Dean

In attendance
- Committee Secretary

Period of appointment
Ex-officio members remain a Member of the Honorary Degrees Committee for the term of their appointments.

Nominated Lay Members of Council will serve concurrent with their term of appointment.

Nominated Faculty members will serve for an initial period of three years, which on expiry, may be renewed for one further three year period.


### *Operation*

Quoracy

The quoracy requirements shall be not less than half of its current members. In the case of an equal vote, the Chair shall have a casting vote.

Frequency of meetings
Meetings are held at least once per year. Exceptional meetings may be held at the discretion of the Chair.

Decision making outside the meeting
Decisions may exceptionally be taken by Chair's action.

At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided that all members are copied into the electronic exchange.
In such instances, for such a decision to be valid, not less than 75% of the membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. The date of the decision shall be the date upon which the Secretary confirms to all members that it has been passed. The Secretary shall be responsible for ensuring that decisions made by email are reported to the next meeting and for retaining an appropriate record.

Reports to
Senate

## Appendix 7 - University Research and Innovation Committee

*Terms of reference*

**General**

The Research & Innovation Committee has oversight of research & innovation strategies and policies and reviews and advises on the University's performance against its research & innovation aims and objectives. The Committee considers external and internal factors that will enhance or limit the University's ability to deliver high quality and impactful research & innovation.

**Specific**

1. To review and advise on strategies and policies supporting the delivery of high quality and impactful research & innovation, in alignment with the overall University Corporate Strategy as endorsed by the Executive Board.

2. To review research & innovation performance against the aims and objectives of the Research & Innovation Strategic Plan and advise on strategies and policies for its improvement.

3. To review and advise on the University's performance in the Research Excellence Framework (REF), Knowledge Excellence Framework (KEF), or similar national or international assessment and ranking exercises.

4. To review and advise on external trends and influences on research & innovation.

5. To review and advise on the engagement of the University's research & innovation with key stakeholders, such as major funders, collaborators, companies and benefactors.

6. To review and advise on the generation and exploitation of Intellectual Property and Technology Transfer in general, on Knowledge Transfer and Enterprise and on other activities relating to innovation.

7. To consider and advise on the University's research & innovation support mechanisms and resources to ensure their effectiveness, including but not limited to the Doctoral College, Research & Innovation Services, Research Finance, and the Surrey Research Park.

8. To establish, as required, sub-committees, fora and task-and-finish groups to conduct particular areas of business within the remit of the Committee and to receive regular reports on these activities.

*Membership*

Chair
Pro-Vice-Chancellor, Research & Innovation

Ex-officio members
- Associate Dean, Research & Innovation, FASS
- Associate Dean, Research & Innovation, FEPS
- Associate Dean, Research & Innovation, FHMS
- Academic Registrar

- Dean International
- Chair of University Ethics Committee
- Director of Doctoral College
- Director, Innovation Strategy (Incubation & Enterprise)
- Director, Innovation Strategy (Tech Transfer & Industry Partnerships)
- Director of Research and Innovation Services
- Director of Research Strategy
- Director of Surrey Research Park
- Head of Research Finance
- Head of Research Performance (REF)
- Research Theme Leaders
- Academic Lead for Research Culture and Integrity
- Director of Library and Learning Services
- VP Voice, Students' Union

Nominated members
One postgraduate research student representative, nominated by the Students' Union
One representative of Surrey Early Career Researchers, nominated by the Doctoral College

In attendance
Secretary to the Committee

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

Period of appointment
Ex-officio members remain a Member of the University Research & Innovation Committee for the term of their appointments.

Nominated members shall serve an initial term of up to two years and shall be eligible for re-election for one further year. In any event, a maximum of three years in total may be served. Appointments for student representatives may vary based on the terms of selection for representative positions.

Co-opted members will only remain as members for as long as their participation is required.

### *Operation*

Quoracy
The quorum for the Research & Innovation Committee shall be half of current members. In the case of an equal vote, the Chair shall have a casting vote.

Frequency of meetings
Four meetings per academic year. Exceptional meetings may be held at the discretion of the Chair.

Decision making outside of meetings
Decisions may exceptionally be taken by Chair's action.

At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided that all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% of the membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been

passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

The date of the decision shall be the date upon which the Secretary confirms to all members that it has been passed. The Secretary shall be responsible for ensuring that decisions made by email are reported to the next meeting and for retaining an appropriate record.

Reports to
Senate

Sub-structure
Doctoral College Board
Research Integrity and Governance Committee

## Appendix 8 – Doctoral College Board

*Terms of reference*

**General**

The Doctoral College Board is responsible for developing policies and implementation strategies that will support the Doctoral College in meeting its objectives. The Doctoral College Board will oversee key aspects of the postgraduate researcher and early career researcher experience with a particular focus on building a cohesive community and research environment, providing first class training, facilitating excellent supervision, and enhancing employability skills.

**Specific**

1. To review and advise on the content and implementation of the Doctoral College's action plan to ensure it aligns with the broader University Research and Innovation Strategy

2. To consider and formulate University policy and strategy relating to the quality assurance and enhancement of postgraduate research degree provision ensuring that it is aligned with external expectations and aspires to best-in-class practices.

3. To develop strategies to integrate doctoral and early career researchers into the research environment and facilitate the development of a community of researchers.

4. To develop frameworks to support the enhancement of doctoral and early career researchers' employability skills ensuring that these are aligned to external expectations and are informed by researchers' needs.

5. To champion the interests of postgraduate researchers and early career researchers throughout the University.

6. To consider outcomes of postgraduate researcher and early career researcher feedback by ensuring that appropriate action plans are in place to align provision with researchers' needs.

7. To bring in and contribute to best practice from the sector through engagement with relevant interest groups and funders.

8. To develop the external-facing profile of the University's doctoral and early career researcher training with key stakeholders including, but not restricted to, the key funders.

9. To refer matters to the University's Research and Innovation Committee when its input or approval is required.

10. To receive, consider and approve reports on the Doctoral College's key performance indicators.

11. To receive, consider and approve reports and recommendations from sub-committees including the Faculty Research Degrees Committees.

*Membership*

<u>Chair</u>
Director of the Doctoral College

<u>Ex-officio members</u>
- Associate Dean (Doctoral College), FASS

- Associate Dean (Doctoral College), FEPS
- Associate Dean (Doctoral College), FHMS
- Admissions Manager
- Associate Director (Education and Research)
- Head of the Doctoral College/Deputy Director
- Head of Researcher Development and Employability
- Academic Lead for Equality, Diversity and Inclusion
- Head of Research Degrees Office
- Vice-President Voice, Students' Union
- Chief Student Officer
- Head of Academic Quality Services
- Studentships and Training Partnerships Manager
- Communications and Experience Manager

Nominated members
- Early Career Researcher nominated by the Doctoral College

In attendance
Secretary to the Board
The Board can co-opt additional members as required for specific purposes.

Period of appointment
Ex-officio members remain as members of the Board for the term of their appointment in their role.
Nominated members shall normally serve an initial term of two years and are normally eligible for re-election for one further year. In any event a maximum of three years in total may be served. Appointments for student representatives may vary based on the terms of selection for representative positions.
Co-opted members remain as members for as long as their purpose on the Board is required.

*Operation*

Quoracy
The quoracy requirements shall be one third of current members. In the case of an equal vote, the Chair shall have a casting vote.

Frequency of meetings
Meetings are held four times a year, usually one every three months. Exceptional meetings may be held at the discretion of the Chair.

Decision making outside of meetings
Decisions may exceptionally be taken by Chair's action.

At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided that all members are copied into the electronic exchange.
In such instances, for such a decision to be valid, not less than 75% of the membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be reported in the Chair's report in the subsequent Board meeting.

Reports to
University Research & Innovation Committee

## Appendix 9 – Research Integrity and Governance Committee

*Terms of reference*

**General**

Role of Committee
The Research Integrity and Governance Committee (RIGC) is responsible for overseeing all aspects of research integrity and governance at the University of Surrey. The committee aims to foster a culture of excellence in research and to ensure that research conducted under the auspices of the University is carried out to the highest standards of rigour and integrity and within a framework of its institutional values. The committee directs the development and implementation of policies and procedures to ensure compliance with regulatory, governance and research integrity frameworks including, but not limited to, the following areas:

- Animals (Scientific Procedures) Act (ASPA) 1986
- Concordat on Openness in Animal Research
- Concordat to Support Research Integrity
- Export Control Legislation
- Human Tissue Act (HTA) 2004
- International research governance frameworks and due diligence
- Medical Devices Regulations
- Medicines for Human Use (Clinical Trials) Regulations
- Nagoya Protocol
- Non-ASPA research
- Research Data Management including compliance with Data Protection Legislation
- Research misconduct
- UK Code of Conduct for Data-driven Health and Care Technology
- UK Policy Framework for Health and Social Care
- UKRI Policy and Guidelines on Governance of Good Research Conduct

**Specific**

1. Policy creation, review and approval, as necessary, to account for developments in research integrity and governance within the UK higher education research sector, subject to appropriate consultation.

2. Oversee the correct implementation of research integrity and governance policies through mechanisms that demonstrate to stakeholders that the University of Surrey is compliant with regulatory and governance frameworks. Approve, subject to appropriate consultation, related operational procedures.

3. Ensure the University of Surrey has robust mechanisms in place to meet the obligations set out in the Concordat to Support Research Integrity.

4. Oversee the operation of the University Animal Welfare and Ethical Review Body (AWERB) and the University Ethics Committee.

5. To ensure that research integrity and governance policies and procedures are being effectively communicated to the academic research community.

6. Oversight of and responsibility for ensuring allegations of research misconduct and breaches of governance procedures are handled appropriately and in-line with

funders' terms and conditions, the Concordat to Support Research Integrity and any relevant regulatory requirements

7.  To review/debate any research ethics and/or integrity-related matters which may have wider implications for institutional reputation, the University ethnical code of practice or the ethical review processes. To refer to the University Research and Innovation Committee (URIC) or Pro-Vice-Chancellor, Research and Innovation (PVCRI), such matters that the committee considers should receive further attention and/or seek support/approval.

8.  To provide advice and guidance to the University Research and Innovation Committee (URIC) on material issues relating to research integrity and governance.

9.  To receive, review and approve a Research integrity annual statement from the Research Integrity and Governance Office (RIGO) for publication annually on the University's external webpage.

*Membership*

Ex-officio members
- Pro-Vice-Chancellor, Research and Innovation (PVCRI) Chair
- Associate Deans of Research and Innovation (ADRIs) Deputy Chair (annually by rotation)
- Director of Doctoral College
- Chair of Human Tissue Research Operations Group
- Chair of Research Data Governance Operations Group
- Chair of Open Research Working Group
- Director of Clinical Trials Unit (CTU)/Clinical Research Facility (CRF)
- Director of Health and Safety
- Chief Information Security Officer
- Head of Research Integrity and Governance
- Head of Research Legal Contracts
- Chair of University Ethics Committee (human, non-clinical)
- Chair of Animal Welfare Ethical Review Body (AWERB)
- Chair of the Non-Animals (Scientific Procedures) Act 1986 (NASPA) Sub-committee
- Academic Lead for Research Culture and Integrity
- Open Research Manager (Library
- Deputy Director, Research and Innovation Services
- Data Protection Officer
- Hub Person Designate (PD) for HTA licence

Nominated members
Early Career Researcher (ECR) representative (nominated by the Doctoral College)
Postgraduate Researcher representative (nominated by the Students' Union)

In attendance
Secretary to the Committee provided by the Research Integrity and Governance Office (RIGO)

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

Terms of appointment

Ex-officio members remain a Member of the Research Integrity and Governance Committee (RIGC) for the term of their appointment.

Nominated members shall serve an initial term of up to two years and shall be eligible for re-nomination for one further year. In any event, a maximum of three years in total may be served.

Co-opted members will only remain as members for as long as their participation is required.

### *Operation*

Quoracy

The Committee will be considered quorate with a third of current members, to include the Chair and at least one ADRI (this may be in the capacity of Deputy Chair), one other academic and one member of RIS. If the Committee is not quorate any decisions should be ratified at the next meeting or through email communication.

Frequency of meetings

RIGC will meet four times per year to align with, and occur prior to URIC meetings which occur four times a year.

Decision making outside of meetings

Decisions may exceptionally be taken by Chair's action. At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided that all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% of the membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

Reports to

These Terms of Reference will be reviewed annually.
The RIGC will report annually via the Chair to the University Research and Innovation Committee (URIC).
The Chair of each of the sub-groups of this Committee, should provide a brief written report of their recent activities and actions taken to the secretary of RIGC at least one week in advance of the meeting date in order to be included with the meeting papers and provide an audit trail for reporting purposes.

## Appendix 10 - Admission, Progression and Examination Sub-committee

*Terms of reference*

1.  To monitor the progression of postgraduate researchers through their programme by reviewing on a six-monthly basis, submission data, confirmation reviews and postgraduate research student progress at the six-monthly review points;

2.  To consider applications for the candidature of higher doctorates, DSc and DLitt, offered by the University;

3.  To consider requests for changes to registration status, including: changes of mode of attendance; transfers to completing status; temporary withdrawal; extensions;

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

5.  To consider changes of programme, including transfer to MPhil following the final confirmation review;

6.  To consider the outcome of a confirmation review where the report has not been submitted and/or the viva has not been attended by the final agreed deadline;

7.  To consider requests for the termination of postgraduate researchers' registration;

8.  To support the implementation of adjustments recommended by the University's Disability and Neurodiversity team where feasible;

9.  To take action where concerns have been raised through reports or other means. To raise with Heads of Departments or Schools where there appears to be a lack of understanding or commitment to the regulations and codes of practice for research degrees, which may have an impact on a postgraduate research students' ability to submit and be awarded their degree on time and/or could have a negative effect on their experience as a postgraduate researcher at the University;

10. To report on activity and raise issues through reports to the Doctoral College Board for further action or consideration.

*Membership*

Chair
Doctoral College Manager

Ex-officio members
*   Doctoral College Director
*   Associate Dean (Doctoral College), FASS
*   Associate Dean (Doctoral College), FEPS
*   Associate Dean (Doctoral College), FHMS
*   Research Degrees Manager (Committee Secretary)
*   Research Degrees Administrative Officers
*   Centre Managers (Engineering and Practitioner Doctorates)

In attendance
*   Visa Compliance Manager

- Senior Administrative Officer (Student Records)

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

<u>Period of appointment</u>
Ex-officio members remain as members of the Committee for the term of their appointment in their role.

Co-opted members remain as members for as long as their purpose on the Committee is required.

### *Operation*

<u>Quoracy</u>
The quoracy requirements shall be not less than half of the current members.

<u>Frequency of meetings</u>
Meetings are held once a month or more frequently as business dictates.

<u>Decision making outside of meetings</u>
Decisions may exceptionally be taken by Chair's action.

At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided that all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% of the membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

<u>Reports to</u>
Doctoral College Board

## Appendix 11 - Animal Welfare Ethical Review Body (AWERB)

### *Terms of reference*

1. To provide ethical advice to the Establishment Licence Holder on all matters related to animal welfare, care and use at the University of Surrey to ensure compliance with the Animals (Scientific Procedures) Act 1986 as amended in 2012 (ASPA) and to provide a forum for discussion

2. To promote a Culture of Care and the use of ethical review to increase awareness of animal welfare issues and encourage developments/implementation that will improve animal welfare within the University

3. To support and advise the named persons and other staff dealing with animals on animal welfare, including acquisition, accommodation, care and use, ethical issues, training, and competency

4. To advise on and promote the application of the 3Rs*: Replacement, Reduction and Refinement

5. To establish and review management and operational processes for monitoring the reporting and follow-up in relation to the welfare, housing or use of animals at the University of Surrey

6. To consider applications for and amendments to Home Office project licences, as well as proposals for collaborative research projects using protected animals not performed at the establishment (i.e., non-establishment ethics review (NEER)) and research projects falling outside the remit of the Animal (Scientific Procedures) Act 1986 (non-ASPA (NASPA))

7. To follow the development and outcome of projects carried out at the University of Surrey, by undertaking retrospective reviews

8. To advise as required on rehoming schemes including the appropriate socialisation of the animals to be rehomed

9. To review advice from the Home Office (HO) and HO-sponsored public bodies (e.g., Animal Scientific Research Unit (ASRU), Animals Science Committee)

10. To develop a strategy to fulfil the commitments of the Concordat on Openness on Animal Research in the UK and monitor the University's compliance

11. To report periodically to the University Research Integrity and Governance Committee

*3Rs are replacement, reduction and refinement as follows:*
*Replace the use of animals with alternative techniques or avoid the use of animals altogether.*
*Reduce the number of animals used to a minimum, to obtain information from fewer animals or more information from the same number of animals.*
*Refine the way experiments are carried out to make sure animals suffer as little as possible. This includes better housing and improvements to procedures which minimise pain and suffering and/or improve animal welfare*

*Membership*

Ex-Officio
- Animal Welfare Ethical Review Body (AWERB) Chair
- Head of Research Integrity and Governance Office (RIGO)
- AWERB Deputy Chair
- Named Animal Care and Welfare Officers (NACWOs)
- Named Information Officer (NIO)
- Chair of Biomedical Research Facility User Forum
- Non-Establishment Ethics Review (NEER) Officer
- Non-ASPA (NASPA) Committee Chair

Nominated members
- Personal licence (PIL) holder representative
- A minimum of two research/academic staff with relevant research experience
- A minimum of two independent, external lay members
- Statistician
- University of Surrey Press Office Representative
- Deputy Named Veterinary Surgeon (NVS)

In Attendance
- Procedures Establishment Licence Holder (PELH)
- Secretary to Animal Welfare Ethical Review Body
- RIGO Officers

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

Terms of appointment
Ex-officio members remain a Member of the Animal Welfare Ethical Review Body for the term of their appointments.
Named ex-officio members are individuals who are appointed to the role due to relevant expertise.

Nominated members will be nominated by the Chair of Animal Welfare Ethical Review Body and approved by the University Research Integrity and Governance Committee.
Nominated members shall serve an initial term of up to three years and shall be eligible for re-election for two further years. A maximum of five consecutive years may be served, followed by a two-year break, before being eligible to serve again.

Co-opted members will only remain as members for as long as their participation is required

*Operation*
Quoracy
The quorum for the Animal Welfare Ethical Review Body (AWERB) Committee shall be half of current members. In the case of an equal vote, the Chair shall have a casting vote.

Frequency of Meetings
Five to six meetings per academic year. Exceptional meetings may be held at the discretion of the Chair.

Decision making outside of meetings
Decisions may be taken by Chair's action. At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided all members are copied into the electronic exchange. In such instances, for such a decision to be valid, not less than

75% must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held. The date of the decision shall be the date upon which the Secretary confirms to all members that it has been passed. The Secretary shall be responsible for ensuring that decisions made by email are reported to the next meeting and for retaining an appropriate record.

<u>Reporting</u>
Research Integrity and Governance Committee (currently four per year).

The Chair provides one annual report on the Concordat on Openness Annual Review, to be submitted to Understanding Animal Research in compliance with the Concordat on Openness by the Procedures Establishment Licence Holder (PELH).

**Appendix 12 - Non Animal (Scientific Procedures) Act 1986 (NASPA)**

**as amended in 2012 Sub-Committee (NASPA) of the University's Animal Welfare and Ethical Review Board**

*Terms of reference*

1.  To consider, proposals and amendments to existing protocols of research, expert services, and consultancy , carried out by members of and/or under the auspices/management of the University and involving the use of animals, which fall outside the Animal (Scientific Procedures) Act 1986 as amended in 2012- Animal (Scientific Procedures ) Act; consideration will be made with reference to the likely harm to animals, their owners/carers and any human participants, the expected benefits of the work and how these considerations balance

2.  To advise members of the University on matters related to the welfare of animals, in relation to the planning, management and execution of work outside the remit of Animal (Scientific Procedures) Act.

3.  To promote the use of ethical review to increase awareness of animal welfare issues and encourage developments/implementation that will improve animal welfare

4.  To provide a forum for discussion of issues relating to the use of animals and considering how members of the University can be kept up-to-date with relevant ethical advice, best practice and relevant legislation

5.  To report periodically to the University's Animal Welfare and Ethical Review Board to ensure a coordinated approach to activities involving animals across the institution. The Chair of Non Animal (Scientific Procedures) Act 1986 (NASPA) will sit on the University's Animal Welfare and Ethical Review Board, to provide a link between the two.

*Membership*

Chair
As appointed by the Chair of the University's Animal Welfare and Ethical Review Board

Deputy-Chair
To be proposed as A member of Non Animal (Scientific Procedures) Act 1986 (NASPA by the Chair of the University's Animal Welfare and Ethical Review Board and appointed by the Chair

Nominated members
to be staff members at the University with relevant experience in research and/or ethical review

Co-opted members
to be external to the School of Veterinary Medicine, with relevant experience in research, animal welfare or ethics; at least one layperson not affiliated with the University and not involved in research will also be invited onto Non Animal (Scientific Procedures) Act 1986 (NASPA)

In attendance
• Research Integrity and Governance Office staff member (*Committee Secretary*)

- Research Integrity and Governance Office representatives, as and when required
- The Committee must have representation from both within and external to the School of Veterinary Medicine.
- Members and/ or former members/ representative/s of the University Ethics Committee Nominated by the UEC
- Research Integrity and Governance Office representative: Permanent observer from RIGO to answer Research Governance queries as and when needed. RIGO will provide the secretariat support to NASPA.

### *Operation*

Proposals will be reviewed by Non Animal (Scientific Procedures) Act 1986 (NASPA members who may be from within and/or external to the School of Veterinary Medicine. Each application will be assessed and reviewed according to the potential harm-benefit implications for the animals and any human participants. Non Animal (Scientific Procedures) Act 1986 (NASPA will seek advice from the University Ethnics Committee in relation to this where deemed necessary. Proposals with little or no likely adverse welfare or harm-benefit implications may be reviewed by correspondence; activity which in the opinion of the reviewers has more substantial potential impact on participants and/or the animals will be reviewed at meetings.

Support for a favourable ethical opinion will only be given when there is agreement from all the reviewers concerned.

Reports to
Research Integrity and Governance Committee

## Appendix 13 – University Ethics Committee

### *Terms of Reference*

Purpose / role:

- To facilitate the highest standard of ethics in the conduct of research, including as part of undergraduate and postgraduate teaching, across the University's research and teaching community.
- To advise researchers and teachers on ethical matters and support and advise the research and teaching community on ethical matters related to research, including research undertaken as part of teaching activities.
- Such advice is primarily achieved through the review of applications to the University Ethics Committee seeking a Favourable Ethical Opinion (FEO). An FEO is proof that the design of a project upholds the expected ethical standards of research practice at the University of Surrey.
- Matters pertaining to reputational risk and ethical choices concerning what types of research the University is prepared to undertake are determined elsewhere. Such determinations may be enacted by this committee.

Working methods:

- Applications for ethical and governance review are submitted throughout the year by members of the research community and those engaged in teaching-related research. Such applications are classified as either Higher, Medium or Lower risk, as determined by an applicant's response to the SAGE-Health Data Research tool. A risk-based approach is used to determine the level of review each application receives. This process is managed by RIGO. In Higher risk applications, three reviewers are normally assigned, and a consensus meeting held to ensure there is collective agreement on any issues raised from the review. In Medium and Lower risk applications, one or two reviewers may be assigned depending on the particular application and the expertise/capability/training needs of available reviewers. At least one experienced reviewer is assigned to all applications. In exceptional cases the Chair may refer a Higher Risk application to the Steering Group for comment prior to review, or direct to the Executive Board to determine the University's appetite for risk in a particular case.
- All applications to the University Ethics Committee are subject to a parallel Governance review to ensure that all policy, regulatory and legal obligations have been met.
- For Amendments to Applications of an existing FEO, where a researcher wishes to amend data collection schedules, inclusion/exclusion criteria, or to supplement/amend a protocol, a review will either provide feedback in order to meet the ethical requirements of the amended research study or protocol or provide an updated FEO.

Applications to the UEC are coordinated by RIGO (currently via SharePoint and University email). The Chair meets with members of the RIGO team each week to monitor UEC submissions, the status of on-going reviews, and to resolve issues as they arise. Major items are to be recorded in an Action Log and a Concerns Tracker. These are made available to members of the Executive Board and relevant others as needed.

*Membership*

The University Ethics Committee (UEC) comprises the UEC Steering Group and UEC Review Panel.

**The UEC Steering Group** comprises:

Ex officio members:
Chair of University Ethics Committee
Head of Research Integrity and Governance Office (RIGO)
Director of Health and Safety

Appointed members:
Deputy Chairs, appointed by the Chair, one per Faculty
The Chair can co-opt additional members as required for specific purposes.

**UEC Review Panel:**

Ex officio members:
Chair of University Ethics Committee
Head RIGO.

Appointed members:
Deputy Chairs
University Review Panel members
Lay Review Panel members

In Attendance:
RIGO officer – secretariat
RIGO coordinators/officers, as requested by the Chair

**Terms of appointment**

Nominated members shall serve an initial term of three years and shall be eligible for continuation for one further term of two years, following which there must be a break of one year before any further re-nomination.

Deputy Chairs (one per Faculty) are drawn from within the University Ethics Committee membership based on relevant experience and appointed by the Chair.

University Review Panel members are drawn from the University research community comprising postgraduate research students, early career researchers, academics, and research-related staff. Members either volunteer their services or are appointed by Faculty Pro-Vice-Chancellor, Deans or Associate Deans for Research and Innovation.

Lay Review Panel members with relevant expertise are drawn from the community and appointed by the Chair.

The number of review panel members and overall composition of the University Ethics Committee each year depends on anticipated demand for UEC reviews, as determined by the Chair. In the academic year 2020-21, there are circa 40 active members of the review panel.

*Operation*

Meetings

- The UEC Steering Group meets once per semester to consider strategic issues, review proposals to change processes, review on-going operational issues and assist the Chair in running the UEC, for example, where there are problematic cases that require expert input.

- The University Ethics Committee Review Panel meets once per semester to consider operational issues associated with the running of the UEC and to discuss any proposed changes or other issues put forward by the Steering Group. At times of peak demand, the Panel Meeting may also include a Live Review session where applications to the UEC are reviewed by groups of reviewers in order to ensure timely responses to applications.
- Agenda topics for Steering Group or Panel Meetings to be forwarded to University Ethics Committee Chair for inclusion.
- Papers to be circulated 10 working day prior to Steering Group and Review Panel meetings.
- Non-members to be invited to University Ethics Committee Steering Group meetings as requested by the Chair.

Secretariat

- RIGO Administrator

Information sharing of information and resources

- Information and guidance for applicants available on RIGO webpages.
- University Ethics Committee SharePoint area: management aspects restricted to University Ethics Committee Steering Group members.
- Confidential items: refer to University Ethics Committee Chair
- Items of relevance: informed via University email to University Ethics Committee membership
- The Chair will, from time-to-time as needed, inform the research community of developments of process or any other issues via articles on NetNews and via Faculty Research bulletins.

Definition of terms

- UEC: University Ethics Committee
- RIGO: Research Integrity & Governance Office
- EGA: Ethics & Governance Application
- SAGE-HDR: Self-Assessment tool for Governance & Ethics: Human & Data Research

Quoracy

The quorum for the University Ethics Committee shall be half of current members. In the case of an equal vote, the Chair shall have a casting vote.

Decision making outside of meetings

Decisions of the University Ethics Committee may exceptionally be taken by Chair's action. At the discretion of the Chair, decisions of the UEC may also be passed by email circular, or similar electronic means, provided all members are copied into the electronic exchange. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

The date of the decision shall be the date upon which the Secretary confirms to all members that it has been passed. The Secretary shall be responsible for ensuring that decisions made by email are reported to the next meeting and for retaining an appropriate record.

Reports to
Research Integrity & Governance Committee (RIGC), and thence to the University Research and Innovation Committee (URIC) and Senate.

**Appendix 14 - Faculty Education 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 scrutinise proposals for new programmes.

5.	To receive and comment upon continuous enhancement reviews and prepare the Faculty consolidated continuous enhancement review (CER) overview report on programmes and associated action plans for submission to the Quality Enhancement Sub-committee and University Education Committee (UEC).

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 continuous enhancement 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 *Regulation*s 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 Unistats data.

10.	To monitor the Faculty's ongoing engagement with Professional, Statutory and Regulatory Bodies (PSRBs) as applicable to its academic provision and to escalate risks to accreditation where these may materialise.

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

12.	To consider, recommend and implement activities to evaluate and enhance the quality of teaching and learning 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 and, where relevant, to deal with accreditation visits from professional and regulatory bodies.

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

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

### *Membership*

Chair
Associate Dean, Education

Ex-officio members
- Directors of Learning and Teaching
- One representative from each of the UEC Sub-committees
- One representative from the Surrey Institute of Education
- Faculty Engagement Librarian(s)
- Faculty Director of Employability
- Faculty Student Services Manager
- Widening Participation and Outreach Officer
- Faculty Marketing Officer
- A nominated deputy of the President of the Students' Union

Pro-Vice-Chancellors, Executive Deans of Faculty and Faculty Associate Deans may also receive papers and attend meetings.

In attendance
Other staff as required

The Committee can co-opt additional members as required for specific purposes or to represent the structures within the Faculty.

Period of appointment
Ex-officio members remain as members of the Committee for the term of their appointment in their role.

Co-opted members remain as members for as long as their purpose on the Committee is required.

### *Operation*

Quoracy
The quoracy requirements shall be ten members or not less than half of the current members, whichever may be the less. In the event of a tied vote, the chair shall have a casting vote.

Frequency of meetings

Meetings are held at least three times per academic year or more frequently as business dictates.

Decision making outside of meetings
Decisions may exceptionally be taken by Chair's action.

At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided that all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% of the membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

Reports to
Faculty Policy and Strategy Group/Faculty Management Group
University Education Committee

Sub-structure
Boards of Studies

**Appendix 15 - Faculty Extraordinary Board of Studies**

Normally, for each programme or a cluster of cognate programmes of study at undergraduate and taught postgraduate level and for the taught components of practitioner doctorates, there shall be a Board of Studies. Due to exceptional circumstances (the Covid-19 pandemic), all changes to assessments within the Faculty's taught provision will be grouped under the extraordinary Faculty-level 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 monitor the quality of academic standards, quality assurance and quality enhancement of the programme(s) of study within its remit.

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

3. To receive feedback from students, where applicable and take action as necessary.

4. To consider such matters as may be referred to it by the University Education Committee and report back as appropriate.

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

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

*Membership*

Chair
The Chair would normally be the Faculty Associate Dean, Education

Vice-Chair
Appointed by the Pro-Vice-Chancellor, Executive Dean of Faculty or Faculty Associate Dean, Education

Ex-officio members
- Head of Schools/Departments
- School/Department Directors of Learning and Teaching
- At least one elected student per level 6 from the programmes reporting to the Board
- President of the Students' Union or their nominee
- Faculty Engagement Librarian(s)
- Faculty Director of Employability
- Academic Registrar or nominee
- Representatives from professional services areas as determined by the Chair.

In attendance
Academic Registry staff (*Secretary*)

The Extraordinary Board of Studies can co-opt additional members as required for specific purposes.

<u>Period of appointment</u>

Ex-officio members remain as members for the term of their appointment in their role.

Co-opted members remain as members for as long as their purpose is required.

## *Operation*

<u>Quoracy</u>
The quoracy requirements shall be ten or not less than one half of the members whichever may be the less. Those present shall include the Chair or Vice-Chair.

<u>Frequency of meetings</u>
An Extraordinary Board of Studies shall meet as and when appropriate. The Chair shall be responsible for the arrangement of a meeting(s), at least seven days' advance notice being given to all members.

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.

<u>Decision making outside of meetings</u>
Decisions may exceptionally be taken by Chair's action.

At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided that all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% of the membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

<u>Reserved business</u>
The business of a Board of Studies shall be subject to the University's convention on reserved business[2] . The Chair shall decide whether an item of business should be regarded as reserved business. The Chair's decision shall be final.

<u>Reports to</u>
University Education Committee

---

[2] '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 16 - 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 reports from the Postgraduate Research Student Engagement Forum on how postgraduate researchers view their learning experience and to receive the view of supervisors, through Committee representatives, on postgraduate research matters. In so doing, 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.

5. To implement action plans to address concerns raised by postgraduate research students, including in response to student experience surveys.

6. To consider and make recommendation to the Doctoral College for revisions to the University policy and strategy for postgraduate research, including the *Regulations* and *Codes of practice*.

7. To evaluate the effectiveness of both the training provision within the Faculty and the provision within the Doctoral College to take action, as appropriate, to ensure that researchers' training needs are met.

8. To inform the strategy and operational implementation of the management and allocation of funding for postgraduate researchers.

9. 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.

10. To consider, recommend and implement activities to evaluate and enhance the quality of postgraduate research provision in the Faculty.

11. To communicate with other bodies that might impinge on the Committee's work, to ensure optimal and coordinated practice.

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

13. To report and make recommendations to the Faculty Research Committee and Doctoral College Board.

*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

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

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

Period of appointment
Nominated members are appointed for three years. Appointments for student representatives may vary based on the terms of selection for representative positions.

Co-opted members remain as members for as long as their purpose on the Committee is required.


*Operation*

Quoracy
The quoracy requirements shall be not less than half the current members. In the event of a tied vote, the Chair shall have a casting vote.

Frequency of meetings
Meetings are held at least three times per academic year or more frequently as business dictates.

Decision making outside of meetings
Decisions may exceptionally be taken by Chair's action.

At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided that all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% of the membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

Reports to
Faculty Research Committee
Doctoral College Board

## Appendix 17 - 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 continuous enhancement 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 monitor activity undertaken to obtain and retain Professional, Statutory and Regulatory Bodies (PSRB) accreditations as applicable to the provision within the School/Department and to escalate issues to the Faculty as necessary.

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

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

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

11. To consider such matters as may be referred to it by the Faculty Education Committee and report back as appropriate.

12. 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.

13. 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 and Pro-Vice-Chancellor 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 Pro-Vice-Chancellor, Executive Dean of Faculty or Head of School/Department

Ex-officio members
- Head of School/Department
- School/Department Directors 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 (including all levels of Teaching Fellows), Associate Tutors
- Postgraduate research students who support teaching on the programme(s)
- Postgraduate research demonstrator representative (where applicable)
- Staff from other Schools/Departments who teach on the programme(s) to include academic staff (including all levels of Teaching Fellows), Associate Tutors
- At least one elected student per level from each of the programmes reporting to the Board.
- Up to three representatives from professional services areas as determined by the Chair.

In addition, the Faculty Associate Dean, Education is entitled to attend any Board of Studies in their Faculty as a full member.

In attendance
A member of Academic Registry staff (*Secretary*)

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.

*Operation*

Quoracy
The quoracy requirements 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.

Frequency of meetings
A Board of Studies should normally meet twice a year with the first meeting no later than November and the second meeting no later than March. All aspects of the Terms of Reference should be covered during the year. Typically, for most taught programmes the first meeting would focus on annual review activity, including external examiners comments and student feedback with the second meeting considering programme changes. Exceptionally, a further meeting can be held to consider programme changes, but this should be no later than April where changes relate to undergraduate programmes or July when considering postgraduate taught provision.

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[3]. The Chair shall decide whether an item of business should be regarded as reserved business. The Chair's decision shall be final.

Decision making outside of meetings
Decisions may exceptionally be taken by Chair's action.

At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided that all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 50% of the membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

Reports to
Faculty Education Committee

Sub-structure
Boards of Examiners
Student/Staff 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 18 - 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 confirm 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 propose 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: 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 Head of Academic Quality Services at the earliest opportunity, who shall inform the Pro-Vice-Chancellor, Education and the Academic Registrar.

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. To review the outcomes of assessment and other data relating to the delivery of academic programmes and to consider future enhancements for inclusion as part of the continuous enhancement review (CER) action plan.

12. 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.

13. 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 Pro-Vice-Chancellor, Executive Dean of Faculty/Head of Department in accordance with the relevant *Regulations*.

### *Membership*

Chair
Appointed by the Pro-Vice-Chancellor, 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 Pro-Vice-Chancellor, 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[4] 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 Pro-Vice-Chancellor, Executive Dean of the Faculty or their nominee, normally the Associate Dean, Education is entitled to attend any Board of Examiners in their Faculty as a full member.

---

[4] Academic staff are as defined in the *Introduction to the Quality Framework*.

<u>In attendance</u>
- One member of the Academic Registry (Secretary)
- The Faculty/School/Departmental Examinations Officer(s), if not already a member(s)

<u>Period of appointment</u>
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 Examiners provided that such a person shall continue to be a member until the end of the academic year.

## *Operation*

Prior to each Board of Examiners preparatory work will be undertaken to ensure that Boards receive proposed final marks for confirmation as per item 3 of the Terms of Reference. Marks for individual students will be agreed by the Director of Learning and Teaching and at least two members of academic staff delivering on the programme.

<u>Quoracy</u>
The quoracy requirements 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.

<u>Frequency of meetings</u>
Meetings are held at least once a year. Additional meetings may be held at the discretion of the Chair.

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.

<u>Confidentiality</u>
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*.

<u>Decision making outside of meetings</u>
Decisions may exceptionally be taken by Chair's action.

At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided that all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 50% of the membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

<u>Reports to</u>
Senate Progression and Conferment Executive (SPACE) 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 19 - Student/Staff Liaison Committees

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

SSLC meetings should be conducted in an open and constructive manner. SSLCs are intended primarily to be a forum for discussion; they can take operational decisions about how to make day to day improvements but decisions that would require changes to module and programme specifications, for example, can only be taken by the Board of Studies.

### *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 data and outcomes of student surveys (MEQs, NSS, PTES if relevant,) contribute to the development of action plans and facilitate communication of responses with the wider student body.

3.  To consider external examiners' reports and contribute to the development of action plans as appropriate.

4.  To develop and articulate the School/Department's approach to the use of captured content (see Policy for the use of Captured Content).

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

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

7.  To discuss MySurrey Voice analytics, consider any issues and share best practice.

### *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
- School/Departmental Student Societies' representatives, as nominated by these Societies
- 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 Academic Registry staff or one of the student representatives.

Period of appointment

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

### *Operation*

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.

Decision making outside of meetings
Decisions may exceptionally be taken by Chair's action.

At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided that all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 50% of the membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

Reports to
Board of Studies

***Guidance on the protocols for Student/Staff Liaison Committees, including template agendas and minutes***

**Purpose**
Student/Staff 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).

**Raising of issues**
Major issues of concern should not wait to be raised at the SSLC meeting but notified to the School/Department as they happen. Students should be asked for topics that need to be addressed ahead of the SSLC meeting so that an informed discussion and possible solutions can be considered at the meeting. This could also flag up whether particular professional services staff should be invited where an issue has arisen in their particular area. Consideration should be given as to whether a pre-meeting with the chair and the reps would be helpful in this respect.

Advance notification will filter out issues that are not within the remit of the School/Department to solve which should be escalated upwards within the Faculty and/or University by the SSLC Chair.

**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 and Staff Partnership Manifesto). 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 be produced by the student reps or a colleague from the School/Department. 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.

Student/Staff Liaison Committees do not require formal minutes, rather brief notes should be made. Individual students should not be identified. 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. It is important to ensure that the feedback loop is closed following an issue being raised. This might not need to wait until the notes of the meeting are available but could happen via a targeted newsletter or other quick effective way of communicating with students.

*Template agenda for Student/Staff Liaison Committees*

**School of [ ]**
**Student/ Staff Liaison Committee**
**The next meeting of the Student/ Staff 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. Use of captured content [*discussion of the School/Department's approach, examples of existing practice for sharing*]

13. What's going well

14. Any other business

15. Date, time and place of next meeting

*Template notes for Student/Staff Liaison Committees*

**School of [ ]**
**Student/ Staff Liaison Committee**

**Notes of the meeting of the Student/ Staff 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.  CAPTURED CONTENT**
11.1  The Committee was informed that the Policy for the use of Captured Content had been introduced this year and SSLCs were asked to consider the School's approach to the use of digital content within each module.

11.2  It was noted that module XXX provided a good example of some interesting ways to use digital content which could be shared with other modules. Ideas for future developments included ...

**12.  LEARNING RESOURCES MATTERS**
12.1  The Library and Learning Support member updated the Committee on the following developments:

**13.  WHAT'S GOING WELL**
13.1  **Masters students**
Students have found the induction sessions on academic integrity very helpful.

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

**15.  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:

## 16. DATE, TIME AND PLACE OF NEXT MEETING
16.1    The next meeting will be held at [time] on [date] in [location]

## Appendix 20 - Faculty 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 inform action plans to address issues.

4. 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
- Associate Dean (Doctoral College)
- Academic and professional services members from Schools/Departments/Research Centres as representative of the structure and provision
- Postgraduate research students from the School, Department or Research Centres nominated by the Students' Union through a competitive process.

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 21 – Access and Participation Advisory Group

The Access and Participation Advisory Group (APAG) undertakes the operational work of preparing the University's Access and Participation Plan, analysing and reviewing data, defining appropriate targets, and considering/evaluating plans for the implementation of interventions to address these. The membership comprises representatives from key teams (including, UK/EU Recruitment, Outreach and Admissions, Student Experience, Employability & Careers and Library and Learning Support Services) and also academic and student members.

### *Terms of reference*

1.  To develop the Access and Participation Plan to recommend to the Access and Participation Governance Panel who will recommend the Plan to Executive Board and Council for approval prior to submission to the Office for Students (OfS).

2.  To ensure that the University responds to OfS guidance on access and participation.

3.  To review annually whether there are further existing activities that could be considered within the Plan to support access, success and progression.

4.  To monitor milestones and targets outlined in the Access and Participation Plan and to ensure appropriate action is taken where they are not being met.

5.  To ensure effective use of student data, working with colleagues in Strategic Planning, to identify differential performance and to develop action plans to address differential performance as part of Access and Participation Plan targets.

6.  To ensure that effective consultation takes place with the student body, through the Students' Union including through the Liberation Committee as per the terms of the Access and Participation Plan.

7.  To ensure that there is a coordinated and systematic approach to the delivery and evaluation of access, student success and progression measures across all Departments.

8.  To develop and agree the Access and Participation impact report prior to sign off by the Access and Participation Governance Panel and then submission to the OfS.

9.  Through the Fees, Bursaries and Scholarships Group develop recommendations to the Governance Group relating to the level of bursaries.

### *Membership*

Chair
Head of Student Experience

Members
- Head of Employability and Careers
- Director of Library and Learning Services
- Research, Evaluation and Data Manager, Strategic Planning
- Member from Financial Planning and Analysis, Finance Department
- Head of UK/EU Student Recruitment, Outreach and Admissions
- Representative from each Faculty
- Vice-President Voice, Students' Union

Period of appointment
All members will remain members of the Group for the term of their appointment in their role.

***Operation***

Frequency of meetings
The Group will normally meet once every two months.

Reports to
Access and Participation Governance Panel for accountability in relation to the Access and Participation Plan, its targets and accountable spending.

To the University Education Committee on all aspects relating to the academic student journey such as student progression and success as well as for wider issues relating to widening participation, outreach, student progression and success.