Appendix 6 – Regulations Sub-committee

The academic governance structure is responsible for the consideration and approval of academic-related strategies, *Regulations*, Student Procedures, *Codes of practice*, and related information and committee terms of reference and membership. The key focus of the Regulations Sub-committee (RSC) is to support the development of the University Quality Framework, which provides the basis upon which the academic and student experience activities of the University are carried out. They are structured into two areas: **academic** regulations, which govern programmes of study, including assessment and degree award classification/grading, and **student** regulations and procedures, which govern student behaviour, including student complaints and appeals. *Codes of practice* set out policy and provide operational advice on how a particular process is carried out.

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

Type of document	Considered (where relevant)	Considered/ Reviewed	Approved
Regulations – new and amended	Regulations Sub-committee	University Education Committee (on recommendation from RSC)	Senate (on recommendation from UEC)
Codes of practice – new and amended	Quality Enhancement Sub-committee: academic, including assessment and feedback, etc. Student Experience Sub-committee: student experience and behaviour procedures Doctoral College: research degree-related	Regulations Sub-committee URIC (postgraduate research students)	University Education Committee (on recommendation from RSC) (Senate informed of new Codes)

Terms of reference

1. To review external/national regulatory requirements and sector practice in education and student support, and provide advice to UEC on these matters.

2. To ensure that the University's Quality Framework is revised on an annual basis and that it takes account of sector requirements.

3. To monitor the *Academic Regulations* and *Student Regulations* and review certain aspects, as required, and to make improvements to the underlying processes, including Procedures and *Codes of practice*.

4. To establish, as required, fora and task and finish groups to conduct particular areas of business within the remit of the Sub-committee and to receive regular reports on these activities. Specific terms of reference will be provided for particular tasks as determined by the Regulations Sub-committee.

5. To receive and consider proposals for changes to the Quality Framework from QESC, SESC, Doctoral College, Students' Union, etc.

6. To approve or recommend the amendments to the Quality Framework for endorsement/further approval as follows:
   - *Academic Regulations* and *Student Regulations* – to review proposals and recommend these to the University Education Committee for endorsement and to Senate for approval;
   - *Student Procedures* and *Codes of practice* - to review/approve proposals and to recommend these to the University Education Committee for endorsement.

7. To report to the University Education Committee on activities within its area of responsibility.

Membership

Chair
Pro-Vice-Chancellor, Education

Vice-Chair
Chief Student Officer

Ex-officio members
- Director of Quality Enhancement and Standards
- Student Voice Manager, Students' Union
- President, Students' Union
- Associate Dean, Education, FABBS
- Associate Dean, Education, FEPS
- Associate Dean, Education, FHMS
- Head of Academic Policy and Governance
- Head of OSCAR

Faculty academic representative members
One academic representative per Faculty (selected through an open call process).

In attendance
A member of the Directorate of Academic Performance, Quality and Governance (*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.

The term for Faculty academic representatives is normally two years, with one additional year as an extension. 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 two 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
University Education Committee