ACADEMIC COMMITTEES

Guidance & Terms of Reference

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CONTENTS

1 INTRODUCTION

This guidance document sets out the framework for the constitution, operation and reporting of Academic Board and its committees, sub-committees, panels and working groups at Health Sciences University (HSU). It provides a consistent approach to academic governance by defining committee structures, responsibilities, membership arrangements, reporting lines and procedures that support effective decision-making across the University.

The guidance is intended for Chairs, Secretaries, Clerks, committee members and student representatives who support the University's academic governance processes. It outlines the principles of good committee practice, including accountability, transparency, collective responsibility and effective communication, while ensuring that academic business is conducted in a timely, inclusive and orderly manner.

The document should be read alongside the **Terms of Reference** for individual committees and any related University regulations, policies and procedures. It serves as the authoritative reference point for committee operation, helping to ensure consistency across the governance structure and supporting the University's commitment to maintaining high standards in academic quality, student experience, research, partnership activity and institutional effectiveness.

2 ACADEMIC COMMITTEE REPORTING ARRANGEMENTS

2.1 ACADEMIC BOARD

The Academic Board (hereafter referred to as ‘the Board’) reports directly to the Board of Governors, which will note resolutions or approve or reject recommendations proposed by the Board.

The Board will establish such Standing Committees as it requires and shall determine the membership and functions of these Committees. Where appropriate, such Standing Committees will include student representatives and/or people who are not members of the Board. Any Standing Committee of the Board may establish Sub-Committees and determine their membership and function.

All Standing Committees will report formally to the Board on their work and submit reports as required. The Board and its Standing Committees will prepare such reports as the Board requires or on any matter that the Board of Governors may refer.

The Board of Governors may accept, reject or refer back to the Board any recommendations made to it by the Board. However, it shall give its reasons for any such rejections or reference back and shall afford the Board the opportunity to make representations to the Board of Governors in this respect.

The Board shall normally meet three times yearly, and the dates of its meeting shall be entered in the University calendar. All Standing Committees and Sub-committees should normally meet at least three times per year.

If necessary, the Chair shall appoint a Deputy for any meeting of the Board. Elected membership of the Board and its Standing Committees (and Sub-Committees) will be for a period of 3 years; 50% rotation. Elected members may not normally hold office for more than two consecutive terms (i.e. 6 years). The Chair may co-opt members as deemed necessary on an annual basis and who then may be re-appointed.

Nominated members of Standing Committees (and Sub-Committees) will be for a period of 3 years. Nominated members may not normally hold office for more than two consecutive terms (i.e. 6 years).

The Academic Registrar, or nominated Deputy, shall service the Board and its Standing Committees and record the Proceedings.

In principle, any staff or student may observe the Board, its Standing Committees (and Sub-Committees) by prior arrangement with the appropriate Chair.

The Vice-Chancellor shall be an ex-officio member of all Standing (and Sub-Committees) of the Board.

2.2 Standing Committees, Sub-Committees, Working Groups and Panels

Standing Committees: Formal academic committees reporting directly to Academic Board.

Sub-Committees: Report only to the parent Standing Committee and carry out a detailed function.

Groups and Panels: Permanent or temporary working groups, working parties, forums and networks created and deleted on a needs basis by Standing Committees and Sub-Committees. May or may not report formally to the parent Standing Committee or Sub-Committee.

Assessment Board: Act on behalf of the Academic Board (delegated authority) to make decisions on the progression of, and academic award to individual students.

The following Standing Committees shall report to the Board:

- Academic Standards and Quality Committee (ASQC)
- Education Committee (EC)
- Partnerships and Collaborative Provision Committee (PCPC)
- Research and Innovation Committee (RIC)
- Student Experience Committee

Standing Committees are normally only chaired by ex-officio members of the Board.

The Board shall receive the Minutes of each Standing Committee. The Minutes of Sub-Committees, Working Groups and Panels will be received by the relevant Standing Committee.

Revisions to the membership or terms of reference of the Board must be approved by the Board of Governors. The Board may revise the Terms of Reference and/or Membership of any of its Standing Committees, Sub-Committees, Working Groups or Panels.

The Board may create new Standing Committees, Sub-Committees, Working Groups or Panels, or abolish existing ones.

3 Rules Of Procedure and Conduct

3.1 Applicability of these Rules

These Rules shall apply to the Board and all Standing Committees, Sub-Committees, Working Groups and Panels.

3.2 Role of the Chair

The Chair will be responsible for approving the agenda of each meeting; chairing each meeting; and overseeing the production of the draft Minutes of the meeting, prior to confirmation by the Committee.

The Chair shall conduct business according to the normal conventions of committee and debating procedure, and in accordance with these Rules of Procedure. To ensure that consistent and high-quality debate and discussion take place, Chairs are asked to observe and enforce the following procedures:

- Everybody should be given an equal opportunity to speak; inclusive language should be used at all times.
- Respect should be shown to colleagues at all times, even when disagreements occur.
- Confidentiality should be observed when requested and expected (i.e. members should only disclose details of the decision/s reached rather than the discussions that took place and the opinions that were expressed in them).

- All comments should be addressed through the Chair.
- Collective responsibility should be observed once decisions are taken.
- The decision as to whether or not a proposed item of business falls within the terms of reference of the Board or Standing Committee (or Sub-Committee) shall lie with the appropriate Chair and be subject to an appeal supported by not less than two-thirds of those present at the meeting and voting.
- The Chair shall have a vote and also a casting vote.
- A Deputy Chair may be elected to chair meetings in the absence of the Chair, and act as Chair for items of business in which the Chair declares an interest.
- Members of each Committee will be asked to declare any interest that could give rise to conflict in relation to any item on the agenda at the beginning of the item in question. All interests so disclosed will be recorded in the minutes of the Committee. If the Chair of the meeting deems it appropriate, the member shall absent him/herself from all or part of the Committee's discussion of the matter.

3.3 Chair's Actions

Depending on the nature of the committee, there may be a need for the Chair to consider items between meetings on the committee's behalf, and this has the benefit of expediting business where a committee does not meet frequently. However, normally only minor and non-controversial items should be considered in this way. If the need for urgent consideration of major and/or controversial items between planned items is foreseen, the committee may consider explicitly delegating the matter to its Chair at the previous meeting or alternately a special meeting might be called.

Where Chair's action on significant items does take place, it is helpful for the Chair to consult the views of members by email before taking his/her decision. (This is known as considering an item 'in circulation').

All decisions taken by Chair's Action should be clearly reported to the Committee at its next meeting for information, using the standard template. However, the Chair may on occasion have to use his/her discretion on whether to take Chair's Action, advised if appropriate by the secretary and relevant officers.

3.4 Role of the Secretary and Clerk

The Secretary and Clerk shall be nominated from within the office of the University responsible for recording the proceedings of meetings with the endorsement of the Chair. In the case of the Board and its Standing Committees, the role of Secretary is an ex-officio role held by the Academic Registrar (or nominated Deputy).

The Secretary is normally a member of staff who has enough knowledge and experience to provide expert guidance and advice to the Chair, and who takes overall responsibility for the administrative operation of the Committee. The Clerk performs an administrative support role under the direct guidance of the Secretary (and Chair as appropriate).

The Secretary will liaise with the Academic Registrar regarding any changes to membership.

The Secretary shall ensure that an agenda for each meeting is drawn up in consultation with the Chair, and with support from the Clerk, and will ensure that this is circulated with the relevant papers.

The Secretary, with support from the Clerk, will monitor apologies and in liaison with the member, consider if a nominated deputy should attend instead (for ultimate approval by the Chair). This is essential to ensure committees, especially where decisions are taken, are quorate in advance of the meeting to avoid delays (see 3.6).

The Secretary shall ensure that concise minutes are kept in accordance with current University guidance, to include the names of members present at meetings (and any apologies received) and (except where otherwise instructed by the Committee) a complete record of all decisions reached. The Clerk will be responsible for taking the minutes and presenting these to the Secretary to sign off prior to them being provided to the Chair.

The Secretary shall ensure that Minutes of meetings are made available as appropriate to the University community

3.5 Role of Members

Members (ex-officio, nominated or elected, staff or student) have equal say in the decision making of the committee and are encouraged to take an active part in the debate and challenge of items of business.

Members are expected to attend meetings or in rare circumstances, send apologies for absence in advance of the meeting (see 3.6). It may be acceptable for a nominated deputy to attend a meeting, if approved in advance by the Chair. If members need to exceptionally send their apologies, they should seek advice from the Secretary if a nominated deputy would be acceptable. Once approved, the nominated deputy will have the same voting rights as the member.

More information on the role of elected members can be found in **Section 4 Election of Members**.

Members of each Committee will be asked to declare any interest that could give rise to conflict in relation to any item on the agenda at the beginning of the item in question. All interests so disclosed will be recorded in the minutes of the Committee.

3.6 Attendance and Quorum

If the meeting is inquorate, no business can be transacted, i.e. no decisions can be made. At the discretion of the Chair, the meeting can be cancelled and the business dealt with in circulation, or discussion can take place in committee mode with recommendations ratified at the next meeting or in circulation.

3.7 Conduct of Business

The Academic Registrar will set all meeting dates in advance of the academic year commencing. It shall, however, be within the discretion of the Chair to cancel a meeting if, in their opinion, there is insufficient business to warrant it. The Secretary shall give at least three working days' notice of any such cancellation.

The Secretary may also call extraordinary meetings at the request of the Chair. The Secretary shall give at least three working days' notice of any such meeting.

The agenda of every meeting, together with the accompanying papers, shall be published and circulated to all members no less than three working days before the meeting. Items on the agenda shall normally be phrased as proper motions and shall not include any other business. Items may be added to the agenda (including under 'Any Other Business') after publication subject to the agreement of the Chair and will be discussed unless at least one-third of members vote against doing so.

All agenda items will normally be supported by written papers unless agreed beforehand by the Chair. For Academic Board, agenda items will be split into reporting sections from Standing Committees, and the Chair will provide an Executive Summary report setting out the work of the committee being reported.

For all other committees, agenda items will be grouped into the following categories:

1. FOR REPORT/UPDATE – questions allowed for clarification purposes only.
2. FOR APPROVAL – normally only permitted if accompanied by a written proposal and written supportive material and circulated with the agenda. Tabled motions are only exceptionally permitted at the discretion of the Chair.
3. FOR DISCUSSION – normally only permitted if accompanied by written supportive material and circulated with the agenda.
4. FOR CONSIDERATION AND RECOMMENDATION – normally only permitted if accompanied by a written proposal, written supportive material and circulated with the agenda. Used when a committee considers an item but cannot approve it within its terms of reference and therefore recommends it to a higher committee.

5 FOR NOTE – questions allowed for clarification purposes only but no debate or discussion.

6 REPORTS FROM COMMITTEES

4 ELECTION OF MEMBERS

These Rules shall apply to the Board and its Standing Committees (and Sub-Committees).

4.1 Elected Positions

Elected members shall serve for three years, normally from the start of an academic session, and be eligible for re-election on one further consecutive occasion.

Elected members are expected to act as a conduit between their constituencies and the committees to which they are elected, consulting their constituencies with regard to their business where practicable and relaying decisions back to them.

4.2 Procedures for Elections

All procedures will be conducted by the Academic Registrar (or nominated Deputy). The Academic Registrar will keep a record of Membership of the Board and its Standing Committees (and Sub-Committees) and terms of office.

The Academic Registrar (or nominated Deputy) will instigate the procedure for election (or re-election) as appropriate, and act in the capacity of Returning Officer.

Nominations shall be sought from all constituents. Normally, the nomination period should not be less than ten working days, although a reduced period can be set, in exceptional circumstances, with the agreement of the Vice- Chancellor.

Candidates must indicate their willingness to stand.

Where the number of candidates is less than the number of vacancies, the candidates shall be duly elected.

Where the number of candidates is equal to the number of vacancies, the candidates shall be duly elected.

Where the number of candidates exceeds the number of vacancies, the following regulations shall apply:

Elections shall be by secret ballot. Ballots shall be conducted using an appropriate online tool or by traditional paper-based method, at the discretion of the Returning Officer. In the case of paper ballots, papers will be placed in pigeonholes or distributed in sealed envelopes; a ballot box shall normally be placed in the reception area of the University. The voting period will not be less than five working days.

The voting system used is Single Transferable Voting (STV), which uses preferential voting in multi-member constituencies. Each voter gets one vote, which can transfer from their first preference to their second preference and so on, as necessary. Candidates don't need a majority of votes to be elected, just a known 'quota', or share of the votes, determined by the size of the electorate and the number of positions to be filled. If a candidate has no chance of being elected or has enough votes already, an individual's vote is transferred to another candidate in accordance with their instructions. STV thus ensures that very few votes are wasted, unlike other systems, especially First Past the Post where only a small number of votes actually contribute to the result.

4.3 Challenges to the Conduct of Elections

Any challenge to the conduct of an election must be made in writing to the Vice-Chancellor. The Vice-Chancellor's response shall be communicated, along with the challenge itself, to all constituents; where a fresh election is called in response to such a petition, the nominations process will re-commence as if for the first time.

5 NOMINATION OF MEMBERS

Heads of School will nominate suitable staff members to represent the School on relevant committees. Nominated members shall serve for three years, normally from the start of an academic session, and be eligible for nomination on one further (consecutive) occasion.

Elected members are expected to act as a conduit between their Schools and the committees on which they serve, consulting their School constituency with regard to their business where practicable and relaying decisions back to them.

6 STUDENT REPRESENTATIVES

Student Representatives should:

- Seek input from their peer group prior to the meeting, so that the feedback they can provide at the meeting is not just their opinion, or the opinion of a vocal minority of students. This includes reading the agenda so they can consult with other students about issues that are coming up at the meeting.
- Provide feedback that is positive as well as constructively critical, (for example, what the Course Team is doing well and should continue doing, what needs to be improved or stopped because it is not working and what it would be good to implement).
- Raise matters that affect students on this course as a group, making sure that this committee is the right place to raise the issues, seeking guidance from the Chair or the Students' Union and Engagement Manager in advance for guidance if they are unsure.
- **Matters of concern to individuals should be raised directly with the Unit Lead or Course Lead, ideally by the person raising the concern.**
- Where possible, bring forward potential solutions for an issue, rather than simply raising a concern.
- Consider submitting comments in writing to the Chair in advance about any issues/concerns they wish to raise at the meeting. The Chair can then forward these to the relevant people for a response and feedback at the meeting.
- After the meeting, make sure they know what decisions were made so they can tell their cohort.
- Follow up on any issues after the meeting, for example gathering more student opinion around a topic or relaying information.

7 MINUTES

The primary focus should be on clearly and accurately recording decisions and actions (the specific nature of an action, the timeframe for delivery of the action, and the person taking the action forward).

For key issues, minutes should capture a top-level **summary** of key issues discussed and the rationale for decisions (for example, if there is debate about the proposal to introduce a course modification, this need not repeat information provided in supporting papers which can be cross-referenced (if circulated with the agenda) or appended to the minute (if tabled)).

Minutes are formal documents which may be required for audit/regulatory purposes, and should be written as such, even where actions only are being recorded.

Internally, minutes of Course Steering Committees form part of the Standard Monitoring Data for the annual course monitoring report and are circulated to Academic Standards and Quality Committee together with the most recent Course Action Plan.

Copies of Agendas and minutes should be saved by the Secretary.

Academic Board Terms of Reference

Membership

- Vice Chancellor (Chair)
- Deputy Vice Chancellor (Deputy Chair)
- Academic Registrar (Secretary)
- Assistant Academic Registrar (Academic Governance) (Clerk)
- Assistant Academic Registrar Quality
- Director of Research
- Director of Education & Student Experience
- Head of AECC School of Chiropractic
- Head of Health Business School
- Head of School of Health and Rehabilitation Sciences
- Head of UCO School of Osteopathy
- Head of Engagement and Partnerships
- Head of Student & Wellbeing Services
- Independent Representative (at least one) from the University Sector (Co-opted for a 3-year Term)
- Staff Members (up to five elected), at least three of whom shall be from academic staff and at least one shall be from professional services staff
- University Professoriate (three) (other than members in other roles)
- Students' Union President
- Student Representatives (two) Selected by the Student Body

In attendance:

- Committee Chairs not otherwise in attendance at Academic Board
- Any member of staff or member of the Board of Governors may attend the Academic Board, and, at the invitation of the Chair, may contribute to the discussions.

Terms of Reference

Subject to the provisions of the Articles of Association, to the overall responsibility of the Board of Governors, and to the responsibilities of the Vice Chancellor, and subject to the requirements of the appropriate awarding and accrediting bodies:

1. To develop and maintain oversight of the academic vision and strategic direction of the University.
2. To have oversight of and approve University strategies, regulations, policies and procedures for all academic activities, including learning and teaching, admissions and access participation, research, and innovation, consistent with the University's mission and strategic plan.
3. To have oversight of the planning, development and implementation of all academic work in the University consistent with the University's mission and strategic plan including academic standards and quality enhancement, new courses and course modifications, approval and (periodic and annual) reviews of courses, accreditation by professional regulatory statutory bodies (PRSBs), external audits and inspections, closure of courses and procedures for internal progression of students and award of qualifications.

4. To delegate authority to the Assessment Board in making decisions on individual students regarding progression and the award of qualification.
5. To make decisions on educational priorities, with the aim of enhancing the academic experience for students and with regard to the Education Strategy, the University's education-related risks and Key Performance Indicators (KPIs).
6. To maintain strategic oversight for education for all courses and frameworks within the context of academic strategies. This includes:
   a) The academic experience, academic achievement and employability of all our students.
   b) Educational regulations, policies, codes of practice, procedures and strategies.
   c) The quality and standards of our education provision (via academic standards and quality committee and partnerships and collaborative provision committee).
   d) The wider university student experience as it impacts on their academic experience and academic achievement (via student experience committee).
   e) Compliance with external regulatory frameworks (via the Academic Standards and Quality Committee (ASQC) and Partnerships and Collaborative Provision Committee (PCPC)).
7. To make decisions, where appropriate, on proposals for external educational partnerships, collaborative arrangements and arrangements for validation of degrees offered by other institutions. Detailed scrutiny will be undertaken by the PCPC.
8. To make decisions on priorities in relation to infrastructure, systems and processes to support the University's academic vision and strategies.
9. To receive the outcomes of academic appeals and complaints, student fitness to practise, academic misconduct and disciplinary offences.
10. To receive, consider and respond as appropriate to minutes from standing committees of the Academic Board, and to formally report its proceedings, recommendations and matters of concern to the Board of Governors.

Advisory to other committees:

- To advise the Board of Governors on high-level strategic engagement with the national academic assessment frameworks (TEF, REF, KEF) and Student Outcomes Framework.
- To keep the Board updated on matters that relate to the delivery of academic strategic initiatives.
- To provide the Board with an annual academic quality assurance statement.
- To advise the Vice Chancellor's Advisory Group (VCAG) on education priorities and initiatives, to ensure planning for physical and digital environment considers the University's academic vision.

MEETS

At least three times per year.

QUORUM

50%

ACADEMIC STANDARDS & QUALITY COMMITTEE TERMS OF REFERENCE

Membership

- Nominee of the Vice Chancellor (Chair)
- Deputy Vice Chancellor (Deputy Chair)
- Assistant Academic Registrar Quality (Secretary)
- Quality Officer (Clerk – in attendance)
- Academic Registrar
- Academic Standards and Quality Committee Representatives (two from each School/one from the Centre for WS&I, to include 2 members of the Professoriate)
- Assistant Academic Registrar (Academic Governance)
- Director of Education and Student Experience
- Head of AECC School of Chiropractic
- Head of School of Health and Rehabilitation Sciences Head of UCO School of Osteopathy
- Head of Health Business School
- Head of Engagement and Partnerships
- Library Representative
- Student Representatives (two) Selected by the Student Body
- Students' Union and Engagement Manager

Co-opted:

- Additional members of the Quality Team, as appropriate

TERMS OF REFERENCE

1. To have oversight of, and report and make recommendations to the Academic Board on the quality and standards underpinning the University's taught provision aligned to the University's strategic objectives and targets.
2. To have oversight of the review and publication of the policies and procedures within the University's quality framework, to monitor the effectiveness and report and make recommendations to the Academic Board on academic policies, procedures and regulations underpinning the University's taught provision.
3. To identify and promote the enhancement of the quality and standards of the University's taught provision, and to disseminate good practice.
4. To secure the quality and standards of the University's taught provision and awards aligned to internal and external benchmarks.
5. To consider and approve all applications and proposals for new courses, and for suspensions of courses where such suspension is related to the academic standards and quality of the course.
6. In the event of an approved suspension or course closure, for a course on which current students are enrolled, to consider and approve arrangements to ensure the quality of the student learning experience for students already enrolled on the course, and/or, where applicable that any arrangements for transfer to an alternative course are appropriate.
7. To oversee the approval and periodic review of courses receiving and considering outcomes and monitoring the response to any conditions and/or recommendations.

8. To oversee the preparation for, and outcomes and recommendations for all external audits and inspections of courses, including professional accreditations, receiving and considering outcomes, and monitoring the response to any conditions and/or recommendations.
9. To oversee, monitor and approve the process of annual monitoring of the University's academic provision by receiving, considering and responding to the University's annual report, individual Annual Reports on course monitoring, including the responses to External Examiner reports, and the University's annual reports to professional regulatory statutory bodies (PRSBs).
10. To oversee Apprenticeship provision through consideration of proposals for new apprenticeships and receiving updates on review and monitoring activities from the Apprenticeships Sub-Committee.
11. To consider and approve Level 3 modifications to courses and retain oversight of Level 1 and 2 modifications approved via the Course Steering Committee.
12. To consider and approve the Student Voice Guide for presentation to Academic Board and to confirm the content of student surveys prior to launch.
13. To ratify the approval of nominations for External Examiner appointments.
14. To formally report its proceedings, recommendations and matters of concern to the Academic Board, and refer matters to the Board's Standing Committees (and Sub-Committees) as appropriate.

Meets

At least four times per year

Quorum

50%

Sub-Committees & Sub-Groups

- Apprenticeships Sub-Committee
- Course Steering Committee

EDUCATION COMMITTEE TERMS OF REFERENCE

Membership

- Director of Education and Student Experience (Chair)
- Assistant Academic Registrar Quality (Secretary)
- A Member of the Quality Team (Clerk – in attendance)
- Academic Registrar
- Assistant Academic Registrar (Academic Governance)
- Deputy Vice Chancellor
- Head of IT
- Head of Practice Related Learning
- Head of Student & Wellbeing Services
- Learning Technology Representative
- School Education Committee Representatives (two from each School/one from the Centre for WS&I)
- Student Representative selected by the Student Body
- Students' Union and Engagement Manager
- Students' Union Vice-President (Education)

Co-opted:

- A Representative from the SPaCE Group

In attendance:

- Head of Engagement and Partnerships

TERMS OF REFERENCE

1. To develop and recommend to Academic Board strategy and policy on all aspects of the student educational experience.
2. To be responsible for ensuring the achievement of the University's strategic aims and objectives for student education, monitoring progress and reporting to Academic Board on this.
3. To ensure the systematic engagement with students as partners in the development, delivery and enhancement of their educational experience.
4. To have oversight of and make recommendations to the Academic Board on academic policies, procedures relating to educational experience including learning, teaching and assessment design, and practice learning.
5. To respond to relevant institution-level outputs from the University's annual monitoring and quality framework.
6. To contribute to the implementation of institution-level projects for enhancing the wider student experience.
7. To develop and support activities which encourage education innovation, and the sharing and embedding of good practice.
8. Lead on strategic initiatives that enhance the educational experience of students on taught courses, including technology-enhanced learning and inclusive curricula.
9. To formally report its proceedings and recommendations to Academic Board.

Meets

At least three times per year.

Quorum

50%

RESEARCH & INNOVATION COMMITTEE TERMS OF REFERENCE

Membership

- Director of Research (Chair)
- Head of Engagement & Partnerships (Deputy Chair)
- Research and Knowledge Exchange Manager (Secretary)
- Research Administrator (Clerk)
- Library Services Manager
- School and CWSI Research Leads
- Chair of the Institutional Research Ethics Committee
- Chair of the Research Degrees Sub-Committee
- Chair of the Professoriate Group
- Student Representatives (two) selected by the Student Body
- PGR Student Representative
- Representative from the HSU Board of Governors
- Patient & Public Involvement (SPaCE) Representative

TERMS OF REFERENCE

1. To have oversight of, report and make recommendations to the Academic Board concerning the University's research and innovation activity, productivity, and governance aligned to the University's strategic objectives and targets.
2. To oversee and monitor progress with growing the research culture and support infrastructure at the University, to include monitoring the relevant sections from the risk register and annual operating plan, as well as progress with the investment of Research England funding, bidding activity, and the awarded project portfolio.
3. To contribute to the formulation, review and implementation of the University's strategic plans for research and innovation.
4. Through the REF Working Group, have oversight of and co-ordinate preparations for the Research Excellence Framework (REF), including review and internal assessment in conjunction with School Research Leads and Heads of School.
5. To have oversight of and co-ordinate preparations for the Knowledge Exchange Framework (KEF) implementation and any future assessment exercise and keep under review the University's alignment to the KEF concordat to support principles and good practice.
6. To advise on the alignment of research and innovation related content in taught courses within the University.
7. To have oversight of University Research Centres to include making recommendations to Academic Board on proposals to establish or dissolve Centres.
8. To keep under review the University's implementation of national and international research and knowledge exchange concordats/equivalent. This includes the Concordat to Support Research Integrity, for which the Committee should endorse the University's annual research integrity statement.
9. To delegate authority to the School Research Ethics Panels and the Institutional Research Ethics Committee for approval of research ethics applications and have oversight of such approvals.

10. To oversee the planning and delivery of researcher development training.
11. Through the Research Degrees Sub-committee, to have oversight of matters pertaining to the academic standards and quality of the student learning experience of the University's research degree provision, reporting to the relevant Validating University, including the academic policies, procedures and regulations governing this provision, and individual student outcomes.
12. To formally report its proceedings, recommendations and matters of concern to the Academic Board and refer matters to the Board's Standing Committees (and Sub-Committees) as appropriate.

Meets

At least six times per year.

Quorum

50%

Sub-Committees

- Institutional Research Ethics Committee
- REF Working Group
- Research Degrees Sub-Committee (shared with Southampton Solent University Research Degrees Committee)
- CoARA Working Group

Institutional Research Ethics Sub-Committee Terms of Reference

Membership

- Member of the Professoriate with knowledge and experience of research ethics and active in at least one of the areas of research likely to be considered by the Committee (Chair)
- Appointment of a suitable Deputy Chair will be undertaken at the first meeting of the academic year (Deputy Chair)
- Research Administrator (Secretary)
- Director of Research
- Deputy Vice Chancellor
- Research and Knowledge Exchange Manager
- Postgraduate Researcher representative
- School/Centre Ethics Leads
- Head of Library Services
- Clinic Representatives
- External Representatives appointed as necessary
- At least two Lay Members
- Human Tissue License Delegated Authority

Members are recommended to the Chair for invitations from Faculty and elsewhere.

The term of service for each member is rolling.

The Chair may seek review and discussion of applications electronically and by mail if applications are made outside of the usual meeting cycle.

Terms of Reference

1. To ensure that research and the research culture at Health Sciences University meet the standards required by the Concordat to Support Research Integrity.
2. To monitor the University's compliance with the Concordat to Support Research Integrity.
3. To receive, consider and review applications for the ethics review of staff and postgraduate student research in the circumstances where no independent reviewers are available at the School Research Ethics Panel level or this panel has determined to escalate the application.
4. Where necessary, to provide an ethical opinion in cases where ethics review is considered not appropriate or necessary.
5. To consider appeals arising from School Research Ethics Panel (SREP) decisions.
6. To monitor activities of the SREP.
7. To formally report its proceedings to the Research and Innovation Committee via an Annual Research Ethics Report to include reporting any concerns regarding patterns of issues to the Research and Innovation Committee.
8. To ensure HSU policies and procedures protect and safeguard the welfare of research participants and researchers.
9. Keep up to date with research ethics and the broader research environment, developing and amending strategy and policy for research proposal approval, maintaining ethical standards of practice in research.

10. To manage and keep under review (including efficiency and effectiveness) the research ethics policy and procedures and associated guidance.
11. To issue and monitor guidelines and codes of practice, where appropriate, on any matter pertaining to research ethics or research integrity.
12. To review the IREC Terms of Reference.
13. To approve the terms of reference, membership, policies and procedures of delegated committees.

Meets

Usually, three to five times per year.

Quorum

Meetings will be quorate provided the Chair (or alternate Chair) and four other members are present, of which one should be a lay member.

Sub-Committees

Subcommittees are created on an ad-hoc basis and can be used with two of the responses that SREP can give to applications.

- Favourable opinion with amendments to be checked by supervisor and subcommittee of IREC:
  - Subcommittees will be used when there are issues of utility due to marked limitations that would benefit from review by experts in the particular methodology.
  - Completion of the amendments to be checked by the supervisor and an appropriate sub-committee with a final check by REC secretary.
- Resubmit to the REC:
  - Subcommittees will be used when there are issues of utility due to limitations and marked limitations that would benefit from review by experts in the particular methodology.
  - Completion of the amendments to be checked by an appropriate sub-committee that makes a recommendation to the Chair. The Chair makes the final decision on the response.

In the above case, Sub Committees will comprise the Secretary and a minimum of two other committee members, one of whom should be a non-faculty member. Other Sub Committees (see Expedited Review below) will comprise the Chair (or in the Chair's absence the Vice Chair), the Secretary and at least one other committee member.

Expedited Review

Expedited review will be considered on a case-by-case basis.

Review of submissions accepted for expedited review may be conducted at meetings or by email.

Acceptable reasons for expedited review include timing, funding, personal circumstances and institutional problems.

Requests for expedited reviews should be made to the relevant School Research Ethics Panel with reasons for the request provided and justified.

If the Chair and Secretary agree that the reasons for expedited review are sufficiently urgent, the review can be decided by subcommittee as outlined above.

Decision Making Outside of Meetings

Decisions of the IREC may exceptionally be taken by Chair's action. At the discretion of the Chair, decisions of the IREC 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.

Reporting

Reports to:

The Institutional Research Ethics Committee reports directly to the Research and Innovation Committee (RIC) through submission of minutes of its meetings. It submits an Annual Report to RIC, for final approval by the Academic Board.

The Research Ethics Committee reports any concerns regarding patterns of issues to RIC and Academic Board, as necessary.

Receives reports from:

The School Research Ethics Panels are subcommittees of the Institutional Research Ethics Committee. They report annually to the Institutional Research Ethics Committee by a summary of actions. The Chair or Secretary provides a summary of other subcommittee meetings to the next full committee meeting.

School Research Ethics Panel Terms of Reference

Membership

- Designated School Member – School Research Ethics Lead (Chair)
- Appointment of a suitable Deputy Chair will be undertaken at the first meeting of the academic year (Deputy Chair)
- A defined list of school member reviewers based on experience and expertise

Terms of Reference

11. To encourage a culture within the School which recognises the central importance of ethical considerations in the design and performance of research.
12. To receive, consider and provide favourable opinion (or not) on applications for the ethics review of school staff, undergraduate and postgraduate student research.
13. To refer to the IREC for ethical review in cases where this is outside the remit of the school.
14. To report any concerns regarding patterns of issues to the Institutional Research Ethics Committee (IREC).
15. To formally report its decisions to the IREC.

Meets

The School Research Ethics Panel operates remotely, and reviews are circulated to reviewers on a weekly basis.

Two meetings are held per year to share good practice and discuss reviews.

Research Degrees Sub-Committee Terms of Reference

Membership

- Senior Research Academic, appointed by Academic Board (Chair)
- Appointment of a suitable Deputy Chair will be undertaken at the first meeting of the academic year (Deputy Chair)
- Assistant Academic Registrar Quality (Secretary)
- The Committee Clerk will be nominated by the Academic Registrar (Clerk)
- Early Career Researcher Representative
- Library Representative Doctoral Coordinator
- Research and Knowledge Exchange Manager
- One representative from each School (normally representatives should have current or previous experience of research and research supervision, to include at least one member of the professoriate)[1]
- Postgraduate research student representative (unrestricted business only)[2]
- The Chair of Solent University Research Degrees Committee (or nominee)[3]

Optional Attendees

- Head of Student and Wellbeing Services

Terms of Reference

1. To develop, recommend, and oversee the implementation of the research degree regulations and associated policies and guidance, taking account of external good practice and regulatory requirements and the requirements of the Validating University, for these awards.
2. To recommend to the Validating University for approval postgraduate research degree student admissions and research proposals, the appointment of the supervisory team and subsequent amendment of the team where required, the annual monitoring and progression of students, suspensions and extensions of registration, the transfer of registrations, appointment of internal and external examiners, and examination arrangements.
3. On behalf of Academic Board, to receive and consider recommendations from examiners for the award of research degrees and submit recommendations to the Validating University, for these awards.
4. To monitor the effectiveness of research degree supervision and the quality of the learning experience of research students, including monitoring of completion rates and student satisfaction levels for comparison with sector norms and report to Research and Innovation Committee, Academic Board and the Validating University as required.
5. To monitor and evaluate the delivery of appropriate supervisor development and training to increase supervisory capacity.
6. To support and promote the development of a postgraduate research degree student culture and community.

[1] Members should not themselves be registered for a PhD involving supervision through the University.

[2] Student members must not take part in discussions or decisions regarding the admission, progress or award of other postgraduate research students (except where this is part of a separate process such as an appeal or academic misconduct panel).

[3] The Chair of Research Degrees Sub-committee or nominee will be invited to attend meeting of Solent University Research Degrees Committee.

7. To formally report its proceedings, recommendations and matters of concern to the Research and Innovation Committee and refer matters to Academic Board's Standing Committees (and Sub-Committees) and to the Validating University as appropriate.

Meets

At least three times per year.

Quorum

50%

Reports to

The Research Degrees Sub-Committee reports to the Research and Innovation Committee of Academic Board.

Student Experience Committee Terms of Reference

Membership

- Head of Student Services and Wellbeing (Chair)
- Deputy Vice Chancellor (Deputy Chair)
- Students' Union and Engagement Manager (Secretary)
- Executive Assistant (London) (Clerk – in attendance)
- Access and Participation Manager
- Academic Registrar
- Head of Practice Related Learning
- Head of School or Nominee (one) from each School
- Library Services Manager
- Student School Representatives (one representative from each academic school)
- SU President
- SU VP Education (Bournemouth and London)
- SU VP Enrichment (Bournemouth and London)

In attendance:

- SU Communications Officer
- SU Sports Officer
- SU International Officer
- SU Social Officer
- SU Bar Manager
- Student Champions (from both sites)

Terms of Reference

Working in partnership with HSUSU:

1. To develop and articulate the University vision for student experience and drive a programme of student experience activity.
2. To promote and facilitate a two-way channel of communication between students and staff on matters relating to student experience and enhancement, student support services and student engagement in academic governance.
3. To lead on the implementation of student experience elements of the University's Education Strategy.
4. To have oversight of, and to determine and approve methods and procedures for, internal student surveys and evaluations.
5. To consider and respond to the outcomes of internal and external student surveys and evaluations, including review of course level action plans.
6. To consider and recommend actions in response to changes in the external student experience environment.
7. To set priorities and monitor progress for student experience projects and initiatives and endorse requests for funding (where appropriate).

8. To monitor trends in student mental health and wellbeing and to promote and facilitate the development of appropriate strategy, actions and policies.
9. To consider key measures of the student experience and to lead necessary actions to improve and enhance these.
10. To assure the effectiveness of the student representation system.
11. To formally report its proceedings and recommendations to the Academic Board.

Meets

At least three times per year.

Quorum

50%

Student Staff Feedback Forums Terms of Reference

Membership

- Head of School and Student Super (School Rep) (Joint Chairs)
- Course Administrator (Secretary & Clerk)
- Course Leads/Deputy Course Lead
- SU Representative (Appointed by SU)
- Year Representatives
- Students' Union and Engagement Manager

Terms of Reference

1. To consider feedback from students including, but not limited to National Student Survey results, outcomes of institutional student experience surveys and unit evaluations, feedback from student representatives, to approve action plans, take action where possible, or report or refer issues to the Student Experience Committee or others as appropriate.
2. To provide a forum for dialogue between student representatives and staff relating to matters of student experience which are within the remit of the course(s).
3. To act as a forum where future plans for changing and developing units and courses can be considered with student input.
4. To include informing and considering the annual monitoring report and monitoring progress in relation to the course action plan.
5. To formally report its proceedings and recommendations to Student Experience Committee and refer matters to the Academic Board's Standing Committees as appropriate.

Meets

At least twice each semester.

Partnerships & Collaborative Provision Committee Terms of Reference

Membership

- Deputy Vice Chancellor (Chair)
- Academic Registrar (Deputy Chair)
- Assistant Academic Registrar (Partnerships) (Secretary)
- Head of Engagement and Partnerships
- Assistant Academic Registrar Quality
- All Link Tutors for established Educational Partnership courses
- Head of Student and Wellbeing Services
- Head of Practice Related Learning
- Two academic staff with experience of collaborative provision (appointed by the Academic Board)
- Students' Union Representative

In attendance as required:

- Representatives of Collaborative and Subcontracted Partners may be invited to present items concerning their provision
- External experts invited for advice at the discretion of the Chair.

Purpose

The Partnerships and Collaborative Provision Committee (PCPC) is responsible for the academic governance, quality assurance, and oversight of all collaborative, subcontracted provision at the University. It ensures that all such arrangements are developed, approved, monitored, and reviewed in accordance with HSU's academic standards, policies, and external regulatory requirements.

The Committee provides assurance to the Academic Board that collaborative provision maintains the standards and reputation of the University and delivers a high-quality student experience.

Terms of Reference

1. Governance and Oversight

1.1 Provide academic oversight of all collaborative and subcontracted provision.

1.2 Ensure that all arrangements are consistent with HSU policies, the UK Quality Code, and requirements of the OfS, PSRBs, and other regulators.

1.3 Monitor and manage risks associated with partner provision, including maintaining a risk register for each partner arrangement.

2. Partnership Approval and Review

2.1 Consider and recommend proposals for new partnerships arrangements to the Academic Board via the University's Quality Assurance processes and in accordance with the Quality Framework.

2.2 Recommend approval of new courses and programmes delivered with or by partners, including validation, franchise, and joint delivery arrangements through the University's Quality Assurance processes and in accordance with the Quality Framework.

2.3 Oversee periodic review and re-approval of partnerships and associated courses.

2.4 Receive and consider approval and review outcomes and monitor the response to any conditions and/or recommendations related to collaborative, subcontracted provision.

3. Quality Assurance and Enhancement

3.1 Have oversight of the process for reviewing annual monitoring reports from partner-delivered programmes, including student outcomes, student feedback, and responses to External Examiner reports.

3.2 Have oversight of the process for reviewing Link Tutor reports on academic standards, quality, and operational matters for all courses delivered via partners.

3.3 Oversee the effectiveness of learning resources, student support, and staff development across partner provision.

3.4 Oversee the quality and standards of any transnational education (TNE) provision delivered overseas on behalf of HSU.

3.5 Oversee the preparation for, and outcomes and recommendations for all external audits and inspections of collaborative, subcontracted provision, including professional accreditations, receiving and considering outcomes, and monitoring the response to any conditions and/or recommendations.

3.6 Identify and promote good practice and opportunities for enhancement across the partnership network.

4. Student Experience and Outcomes

4.1 Ensure that students studying with partners have equitable access to a high-quality learning experience and support.

4.2 Monitor student progression, achievement, retention, and satisfaction data from collaborative provision.

4.3 Receive and act on student feedback from collaborative partners.

5. Compliance and Reporting

5.1 Monitor compliance with legal, contractual, and regulatory obligations associated with partner provision.

5.2 Report regularly to the Academic Board on the academic quality and standards of collaborative provision.

5.3 Escalate issues of concern, risk, or non-compliance to the Academic Board.

6. Regulatory Alignment

6.1 Ensure that all collaborative, subcontracted provision complies with the current requirements of the OfS, QAA, and other relevant regulators.

6.2 Monitor forthcoming regulatory requirements (including those subject to consultation, such as the proposed OfS Condition on sub-contractual arrangements) and make recommendations to the Academic Board to ensure timely compliance.

6.3 Ensure alignment with recognised sector frameworks and guidance issued by GuildHE, QAA, and the British Council relating to collaborative and transnational provision, to maintain best practice in governance and student protection.

Advisory to other committees:

- To advise the Board of Governors on high-level strategic engagement with the national academic assessment frameworks (TEF, REF, KEF) and Student Outcomes Framework.
- To keep the Board updated on matters that relate to the delivery of academic strategic initiatives.
- To provide the Board with an annual academic quality assurance statement.
- To advise the Vice Chancellor's Advisory Group (VCAG) on education priorities and initiatives, to ensure planning for physical and digital environment considers the University's academic vision.

Meets

Four times per year, with additional meetings scheduled as required.

Quorum

50%, including either the Chair or Deputy Chair.

Reporting

- PCPC will receive reports from: Link Tutor reports, validation and review panels, external examiners, professional body accreditation processes.
- Minutes of PCPC will be shared with ASQC for transparency and alignment.

Authority

The Academic Board authorises the Committee to:

- Approve Level 1 and Level 2 modifications to existing partner provision within the scope of university policy and recommend Level 3 modifications to ASQC for approval.
- Approve action plans and follow-up measures arising from Link Tutor reports, annual monitoring, and external examiner reports.
- Monitor and review collaborative, partner provision, including risk registers.
- Recommend to the Academic Board the approval of new partnership arrangements, closures, and significant amendments to existing provisions.

APPRENTICESHIPS SUB-COMMITTEE TERMS OF REFERENCE

Membership

- Head of Engagement and Partnerships (Chair)
- Appointment of a suitable Deputy Chair will be undertaken at the first meeting of the academic year (Deputy Chair)
- Apprenticeships Manager (Secretary)
- Quality & Partnerships Officer (Clerk)
- Deputy Vice Chancellor (Ex Officio)
- Academic Registrar
- Heads of Schools (with Apprenticeship provision)
- Assistant Academic Registrar Quality
- School and Centre Apprenticeship Leads
- Apprentice Representative from the Student Union Body

TERMS OF REFERENCE

1. To maintain the Apprenticeship Quality Improvement Plan and oversee and monitor the Self-Assessment Review activity associated with Apprenticeship delivery.
2. To monitor Apprenticeship Courses Key Performance Indicators.
3. To identify and propose mitigation against any identified risks associated with the provision of all Apprenticeship Courses.
4. To oversee resourcing for Apprenticeship Courses in accordance with regulatory requirements and report any concerns to Academic Standards and Quality Committee (ASQC) and/ or to the Vice Chancellor's Advisory Group as appropriate.
5. To endorse proposals for new Apprenticeship Courses for presentation to ASQC.
6. To endorse proposals for the suspension or closure of Apprenticeship Courses for presentation to ASQC.
7. To oversee and endorse the outcomes from the Periodic Review of Apprenticeship Courses, including oversight of any actions required, and to report these annually to ASQC.
8. To receive and consider Apprenticeship Course Monitoring reports including External Examiner Annual Reports, and to note the outcome of this to ASQC.
9. To consider and endorse proposed modifications to Apprenticeship Courses for presentation to ASQC.
10. To support the preparation for, and outcomes and recommendations for all external audits and inspections relating to apprenticeship provision and report any updates to ASQC.
11. To make recommendations to ASQC and to the Vice Chancellor's Advisory Group on the strategy for and operational management of apprenticeship provision.
12. To make recommendations to ASQC on proposed amendment to Academic Policy and Procedures relating to Apprenticeship provision.
13. To receive reports, updates and endorsements from the Apprenticeships Operations Group.
14. To formally report its proceedings, recommendations and matters of concern to ASQC.

MEETS

At least three times per year.

QUORUM

50%

ESTABLISHED SUB-GROUP

Apprenticeships Operations Group

Apprenticeships Operations Group Terms of Reference

Membership

- Academic Registrar (Chair)
- Apprenticeships Manager (Deputy Chair & Secretary)
- TBC (Clerk)
- All Course Leads responsible for Apprenticeship Courses
- Student Services Representative
- Representative from Finance
- Admissions Manager
- Deputy Academic Registrar
- Assistant Registrar (Student Records and Statutory Compliance)
- Representative from Marketing

Co-opted:

- Any other member of Registry as required for matters presented.

Terms of Reference

1. To oversee the operational management of the key academic procedures associated with Apprenticeship Course delivery, as set out in the Apprenticeships Operations Policy and Procedure.
2. To oversee the operational management of Apprenticeship Courses and monitor Apprentice and Employer satisfaction of this provision.
3. To receive and review achievement and satisfaction rates from Apprentices and Employers.
4. To oversee the effective management of funding drawn down from government and ensure that this is supported by evidence of eligibility and compliance with the ESFA Funding Rules, Ofsted regulations, and other contractual and regulatory frameworks. To report on this to the Wider Management Group (WMG).
5. To oversee and monitor the annual production of the Apprenticeship Self-Assessment Review (SAR) against the Ofsted Education Inspection Framework to assist the ASC to produce the Quality Improvement Plan (QIP).
6. To oversee opportunities to enhance delivery and operational arrangements following internal/external auditing and through development of the Self-Assessment review (SAR).
7. To oversee all mandated and required staff training and development for staff involved in the delivery of Apprenticeship provision.
8. To oversee the apprentice learning journey and receive reports from relevant members in relation to time- specific activities. To take account of all central University Student Lifecycle requirements and activities, and to report back to relevant University wide working groups any pertinent matters relating to Apprenticeship provision.
9. To oversee all outcomes from any external reviews including Ofsted, ESFA funding audits, End-point Assessment External quality Assurance assessments and to provide updates and reports to the Apprenticeships Sub-Committee (ASC), and indirectly to the Academic Standards & Quality Committee (ASQC).

Meets

Every two months.

Quorum

50%

Reporting

The Apprenticeship Operations Group reports to the Apprenticeships Sub-Committee.

Course Steering Committee Terms of Reference

Remit

The remit of the Course Steering Committee (CSC) is, with the active engagement of student and staff members directly associated with the course, (i) to maintain the academic standards of the course, and ensuring that it operates in accordance with the approved course specification. (ii) to maintain and enhance the quality of' learning opportunities for students on the course, ensuring that issues requiring improvement are addressed, and good practice shared.

Where courses are cognate (for example where they share a large number of units and the student experience is likely to be similar) a joint Course Steering Committee may be held for those courses. The committee may therefore be responsible for a distinct course or a number of related courses.

Membership

- Course Lead (appointed from constituency by the Head of School where the committee covers cognate courses with separate Course Leaders) or nominee (Chair)
- Appointment of a suitable Deputy Chair will be undertaken at the first CSC of the academic year (Sept or Jan) (Deputy Chair)
- Course Administrator (Secretary & Clerk)
- Course Leads (where the committee covers cognate courses)
- Unit Leads (see note ii)
- Phase Leads (where applicable)
- Student Representatives from the course(s) concerned (as agreed with HSUSU)
- Library Services Representative (to be nominated by Library Services Manager)
- In the case of courses delivered by or with partners, or including external placements, the University Link Tutor(s) (University staff member)
- SU Executive Member, as appointed by HSUSU

In attendance:

- For on-campus courses, the Students' Union and Engagement Manager.
- For courses delivered at partners, additional academic or professional support staff as defined within the partnership arrangement.

Note on Membership:

i. The above represents the core minimum membership; where appropriate the Course Steering Committee may add additional members, for example employer or profession representatives, Placement Educators, additional Student Services representatives.

ii. While all unit leads and phase leads (where applicable) are members of the Course Steering Committee it may be necessary for pragmatic reasons to limit the number attending any particular meeting, so that numbers are manageable and the balance of membership does not vastly outnumber students. This will be determined by the Head of School before the start of each academic year. It is however essential that there is sufficient representation to ensure that issues relating to individual units can be heard and responded to.

iii. Where the above applies the agenda and minutes should always be circulated to all members.

iv. If the Course Leader in the Chair is unable to attend a single meeting, they may themselves identify a nominee to take the chair on that occasion. If a nominee is appointed on a permanent basis this must be agreed with the Head of School.

v. Where a nominee is appointed the Course Leader remains an ex officio member, should remain involved in agreeing the agenda, as set out in the operating procedures, and must receive papers.

vi. Should a member (staff or student) not be able to attend, they may nominate an alternate to attend in their place. For students this alternate should be a peer from their cohort.

vii. Staff and student representatives are responsible for ensuring that students are made aware of how their feedback is acted upon after the meeting.

Terms of Reference

1. To be responsible for the maintenance of the academic standards of the course(s) and the quality of the student experience in accordance with University policies and procedures, to include curriculum content, overall balance of assessment activities and the overall workload of the course, assessment deadlines and the adequacy of feedback and the adequacy of learning resources.
2. To provide a forum for dialogue between student representatives and staff relating to matters of student experience which are within the remit of the course(s).
3. To act as a forum where future plans for changing and developing units and courses can be considered with student input; to include:
   a) Informing and considering the annual monitoring report and monitoring progress in relation to the course action plan.
   b) Considering reports from external examiners, professional, statutory and/or regulatory bodies, and internal reviews, and contributing to formulating responses as appropriate*.
4. Within the terms of the Course Modification Policy:
   a) Approving modifications delegated to the committee within the policy.
   b) Endorsing and seeking approval from academic standards and quality committee for modifications that fall outside the above.
5. To consider feedback from students including, but not limited to National Student Survey results, outcomes of institutional student experience surveys and unit evaluations, feedback from student representatives, to take action where possible, or report or refer issues to the Student Experience Committee or others as appropriate.
6. To oversee overall patterns of retention/progression and performance on the courses(s) and constituent units.
7. To formally report its proceedings and recommendations to Academic Standards and Quality Committee and refer matters to the Academic Board's Standing Committees as appropriate.
8. The committee should not discuss personal matters relating to individual students or members of staff or focus on students' personal complaints. Concerns relating to an individual student's performance should be raised through the relevant Student Monitoring and Wellbeing Group.

* Where timing necessitates this may be done in circulation.

MEETS

No more than four times per year.

QUORUM

50%, to include at least half the student representatives.

OPERATING PROCEDURES FOR COURSE STEERING COMMITTEES

Chair's Guide

Chairs should agree the agenda for the meeting with the Clerk in advance, ensuring that the standard agenda is used, adapting as necessary. Where the committee covers more than one course the Chair should liaise with the leaders of the other courses to ensure all necessary business is covered.

Chairs are encouraged to ask staff members to use the Course Steering Group Meeting Preparation Form (attached) to submit thoughts and feedback in advance of the meeting.

During the meeting they should ensure that

- They Introduce everyone particularly new members to the committee and ensure new members understand the committee function and general procedures.
- There are sufficient staff and students present to properly conduct the meeting.
- The minutes from the previous meeting are checked and all actions are completed or carried forward.
- All members have received all materials and had time to prepare for the meeting order to have an informed discussion of the issues raised (and if not, consider time for members to prepare).
- The meeting is conducted amicably and fairly, and that all members able to express their views freely and without unnecessary interruption.
- Issues voiced are representative of a group/cohort rather than any one individual;
- They facilitate and encourage discussion (e.g., if a level 4 student raises an issue, what do the other representatives think about it? Did the level 5/6 students encounter similar issues? How were these dealt with?).
- The agenda is fully covered within a reasonable amount of time.
- All actions are recorded in terms of what will be done, who will do it, and when the actions will be completed.
- After the meeting they should ensure that all actions are referred to the proper persons and are followed up appropriately.

Members' Guide

All members should:

- Let the Secretary know in good time if they would like to put a specific item on the agenda (and consider presenting this in a written paper).

- Prepare for the meeting by reading the agenda papers and thinking about points that need to be raised, clarified or discussed, and discuss any matters that need decisions with the appropriate individuals and groups before the meeting.
- Participate fully in the meeting, listening to what others have to say, contributing positively to the discussion, and providing concise comments.
- Ask for clarification in the meeting if they are unsure on any point.
- Report back to others in their constituencies; this is particularly important in larger meetings where all unit leads may not be present.
- Carry out any follow-up action required of them and provide feedback to those affected as soon as possible, rather than waiting until the next meeting (while being prepared also to report back on their progress at the next meeting.
- In addition, Student Representatives should:
    - Seek input from their peer group prior to the meeting, so that the feedback they can provide to the meeting is not just their personal opinion, or the opinion of a vocal minority of students. This includes reading the agenda so they can consult with other students about issues that are coming up at the meeting.
    - Provide feedback that is positive as well as constructively critical, (what the Course Team is doing well and should continue doing, what needs to be improved or stopped because it is not working and what it would be good to implement).
    - Raise matters that affect students on this course as a group, making sure that this committee is the right place to raise the issues, seeking guidance from the Chair or the HSUSU Manager in advance for guidance if they are unsure. Matters of concern to individuals should be raised directly with the unit lead or course lead, ideally by the person having the concern).
    - Where possible, bring forward potential solutions for an issue, rather than simply raising a concern.
    - Consider submitting comments in writing to the Chair in advance about any issues/concerns they wish to raise at the meeting. The Chair can then forward these to the relevant people for a response and feedback at the meeting.
    - After the meeting, make sure they know what decisions were made so they can tell their cohort.
    - Follow up on any issues after the meeting for example gathering more student opinion around a topic or relaying information.

Minutes

The primary focus should be on clearly and accurately recording decisions and actions (the specific nature of an action, the timeframe for delivery of the action, and the person taking the action forward).

For key issues, minutes should capture a top-level summary of key issues discussed and the rationale for decisions (for example, if there is debate about the proposal to introduce a course modification. This need not repeat information provided in supporting papers, which can be cross-referenced (if circulated with the agenda) or appended to the minute (if tabled).

Minutes are formal documents which may be required for audit/regulatory purposes, and should be written as such, even where actions only are being recorded. Internally, minutes of CSCs form part of the Standard Monitoring Data for the annual course monitoring report and are circulated to Academic Standards and Quality Committee together with the most recent course action plan.

Copies of Agendas and minutes should be saved by the Secretary.

8 SUMMARY OF CHANGES

Insert amendments once approved

Amended January 2020 – new committee structure, terms of reference, membership and changes to supporting document. – v6.0 Amended May 2020 – role title change from Principal/Vice-Principal to Vice-Chancellor and Deputy Vice-Chancellor from 1 May 2020.. (As this was a title change only with no amendment to terms of reference or membership the version number has remained as v6.0)

Amended July 2020 Amendment to membership of Education Committee approved Academic Board 01.07.2020. Changed School name, Medical Ultrasound to Radiology, programme lead to course lead throughout

Amended Sept 2020 Minor amendment to membership of the Student Experience Committee for job titles - removed Executive Director of Administration and replaced with Chief Operating Officer.

Amendments July 2021 to: incorporate changes approved in 2020-21 academic year:

- School of PSPA becomes School of Rehabilitation, Sport and Psychology – amended throughout.
- Academic Standards and Quality Committee: Head of Library and Learning Services added to membership. Approved academic Board June 2021.
- Education Committee: Student representation amended, requirement for PG rep removed, approved Academic Board March 2021
- Research and Innovation Committee: addition of reference to and membership and terms of reference for Institutional Research Ethics Sub-Committee (IREC) and School Research Ethics Panels (SREP)
- Student Experience Committee: terms of reference amended to include reference to oversight of survey formats, approved Academic Board June 2021
- Course Steering Committee: change from Framework/course steering Group: new terms of reference and membership, operating procedures and standard agenda, approved Academic Board March 2021
- Education Committee and ASQC, addition of Students' union and Engagement Manager to membership (approved Academic Board September 2021)
- Research and Innovation Committee – amendments to membership and terms of reference in the light of new research structure. Approved on Academic Board chair's action January 2022
- Student Experience Committee - addition of Access and Participation Manager to membership; Research and Innovation Committee – addition of reference point 10 due to establishment of Research Degrees Sub-Committee; Terms of reference for Research Degrees Sub- Committee added (approved Academic Board March 2022)
- Academic Standards and Quality Committee – amendments to reference point 4 and addition of point 5, following an update to the route for approving the closure of courses and suspension of courses for strategic/business related reasons (approved Academic Board March 2022)
- Research and Innovation Committee – addition of Head of Estates and Facilities role to membership. Education Committee – addition of a learning technology representative to the membership (approved June 2022), minor update to Student Experience Committee membership to reflect the correct job title for the Students' Union and Engagement Manager
- December 2022: amendments approved by the Board of Governors: Academic Board is to be viewed as a sub-committee of the Board of Governors. The Board now approve Academic Board's Terms of Reference. Academic Board continues to approve the Terms of Reference for its standing committees; Academic Board will receive a report from the Chairs of standing committees, who will provide an overview of the work of the committee; that the Clerk to the Board be 'in attendance' at Academic Board; that members of the Board of Governors be invited to be 'in attendance' at Academic Board.
- December 2022: Removal of the role of Head of Library & Learning Services and Chief Operating Officer from all committees. Head of Student & Wellbeing Services added to the membership of Academic Board, Education Committee and Student Experience Committee. Library Representative added to ASQC and RIC.
- December 2022: Chair of Research Committee Sub-Committee has been added to the membership of RIC.
- December 2022: Head of Learning &Teaching, Head of Practice Learning, Head of Facilities & Estates, SU VP Education added to the membership of SEC.
- December 2022: Head of Learning & Teaching added to the membership of the Education Committee; Head of Practice Learning and Head of Academic Engagement & Enterprise added 'in attendance' to the Education Committee
- July 2023: Academic Board: membership updated to reflect the institutional approach to include associate professors within 'the professoriate' and Governance Administrator added to be in attendance. Academic Standards and Quality Committee: additional term added for the oversight of the Academic Policy and Procedure framework. Minor amendments made to remove unnecessary detail under point 7. Additional of two new terms relating to oversight of the Educational Partnerships and Apprenticeships provision. Amendment to the term relating to External Examiner approval. Education Committee: amendment to the term relating to Policy and Procedure, Research and Innovation Committee: membership updated to reflect new roles, Head of Academic Enterprise and Engagement now considered as a full member, School Research Ethics Leads added as full members. Course Steering Committees: additions made for clarity of courses delivered in partnership. Research Degree sub-committee: addition of Doctoral Coordinator to the membership.
- July 2023: Amendments made to all Terms of Reference to include the following: amendments made to reflect the change from three to two schools, updates to the School names, addition of a Deputy Chair for all committees, updates to the roles of Academic Registrar and University Secretary and Head of Research,
- December 2023: Research and Innovation Committee: job titles corrected for the Head of Research and Research and Knowledge Exchange Manager, Doctoral Co-Ordinator. ASQC: job title corrected for the Head of Academic Enterprise and Engagement Representative from the Centre for W&SI added to the membership for RIC, ASQC and Education

- March 2024: Academic Board Committee: Head of Academic Enterprise and Engagement from the Centre for W&SI added to the membership, Research and Innovation Committee: Head of Academic Enterprise and Engagement from the Centre for W&SI appointed as Deputy Chair

December 2024 amendments to incorporate approved changes to Membership and Terms of Reference following the merger with the former University College of Osteopathy (UCO):

- Academic Standards and Quality Committee- addition of the Deputy Vice Chancellor (Student Engagement) (Deputy Chair) and the Head of Quality and Partnerships to the membership. Approved Academic Board December 2024
- Education Committee- addition of the Deputy Vice Chancellor (Student Engagement) (Deputy Chair) and the Head of Quality and Partnerships (Secretary) to the membership. Approved Academic Board December 2024
- Research and Innovation Committee- addition of a representative from the HSU Board of Governors, the Research Administrator (Clerk) and removal of the Head of Estates and Facilities from the membership. Terms of Reference updated to remove references to University College and to clarify sub-committees. Approved Academic Board December 2024
- Institutional Research Ethics Sub-Committee- updates to Membership and Terms of Reference, inclusion of sub-committees, and clarification of processes for reporting, expedited review and decision-making outside of meetings. Approved Academic Board December 2024
- School Research Ethics Panel- expansion of the Terms of Reference to confirm reporting requirements to IREC and clarify the number of meetings held per year. Approved Academic Board December 2024
- March 2025: Academic Board: membership updated to include ‘In attendance- Committee Chairs not otherwise members of Academic Board’ and to remove a duplicated reference to the Deputy Vice Chancellor role. Academic Standards and Quality Committee: membership updated to reference Chair as ‘Nominee of the Vice Chancellor’. Education Committee: membership updated to include the Head of Practice Learning, to remove the requirement for a school representative to include a member of the professoriate, and terms of reference updated to include practice learning (term 4). Research and Innovation Committee: reduction of committee membership from 30 to 16 members, inclusion of SPaCE and PG student representatives and removal of ‘In Attendance’ roles. Student Experience Committee and Course Steering Committee: correction of references to ‘ASU’ within membership and terms of reference, now HSU Students’ Union (HSUSU).
- May 2025: Updates made throughout the Academic Board Committees Membership and Terms of Reference to correct references to ‘Senior Management Group’ to ‘Wider Management Group’. Academic Standards and Quality Committee: updates to sub-committee Membership and Terms of Reference as follows:
  Apprenticeships Sub-Committee- membership updated to remove Management Accountant (designate of Head of Finance and Procurement) and to correct the Chair’s job title.
  Educational Partnerships Sub-Committee- membership updated to correct the Chair’s job title, add the Head of Quality and Partnerships, assign the Head of Quality and Partnerships as Deputy Chair, remove all course leads of partner courses, add one representative from each Educational Partnership, remove the Assistant Registrar (Quality Assurance), add the Head of Strategic Planning and Performance, remove the Admissions Manager, add the Head of Student Recruitment and change the Marketing and IT representatives to Co-opted members. Terms of reference were amended to clarify that EPSC will recommend proposed modifications for approval via ASQC [Term 07] and to clarify that EPSC will retain oversight of external audits and inspections for HSU only, not oversight of similar inspections and audits at partners [Term 08].
- December 2025: New ToR for Student Experience Committee and sub-committee. Removal of EPSC and new Standing Committee Partnerships and Collaborative Provision Committee added. Updates and corrections to job roles and references to executive committees/ groups.
- June 2026: Academic Board ToR - membership role titles updated. ASQC ToR - membership role titles updated, reference to oversight of Educational Partnerships removed, and addition of consideration and approval of Student Voice Guide. Education Committee ToR - updated to add DVC to the membership. Research Degrees Sub-Committee ToR – membership role titles updated.