

Regulations

University Committees

Constitutions and terms of reference

The University is currently going through a process of restructuring which will impact on committee memberships and terms of reference. These will therefore remain flexible until the structure has been finalised at which point committee constitutions will be reconsidered.

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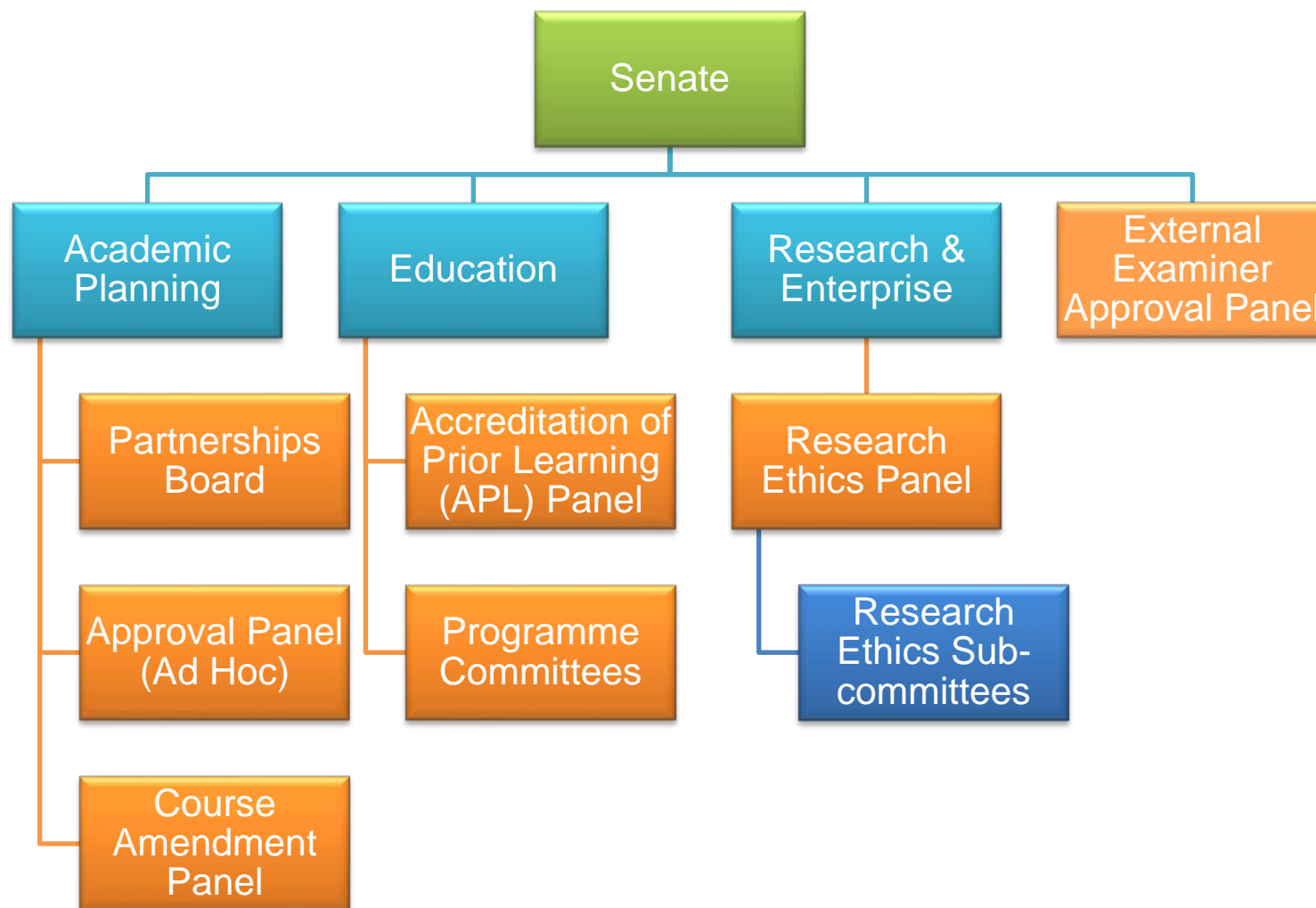
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Introduction

- 1 This document sets out the terms of reference for the University's Deliberative Committee structure.
- 2 The University is required by its *Instrument and Articles of Government* to have a Senate which is responsible for the quality and standards of the awards made in its name. Senate may establish such committees as it considers necessary in accordance with the process set out in the *Articles*. A structure diagram is available below (see Figure 1):
- 3 Where the University has a separate formal document relating to a specific process – e.g. Academic Appeals, External Examiners – the detail regarding constitutions and terms of reference is published within the relevant document and not republished here.
- 4 A schedule of all University Committees (including Council) is published annually by the Academic Registry.

Figure 1: Deliberative Committee Structure



Senate

Reports to	Council
Standing Committees	<p>Academic Planning Committee</p> <p>Education Committee</p> <p>Research and Enterprise Committee</p> <p>Additionally:</p> <ul style="list-style-type: none"> External Examiner Approval Panel – See <i>External Examiners' Handbook</i> for Terms of Reference Honorary Awards Committee (also reports to Council and Terms of Reference included in <i>Council Committees: Constitutions and Terms of Reference</i>)
Minutes	Open minutes published on the University website
Frequency of meetings	<p>Up to four per academic year</p> <p>Additionally, one joint meeting with Council for the purposes of Annual Monitoring</p>
Updated/reviewed	June 2018

Membership:

Chair	Vice-Chancellor
Secretary	Appointed by the Academic Registrar
Ex-officio Members	<p>Deputy / Pro Vice-Chancellor(s)</p> <p>Academic Registrar</p> <p>Director of Student Success</p> <p>Heads of School</p> <p>Director of Institute</p>
Other Members	<p>One teaching representative from each School, elected by the teaching employees under arrangements devised by Senate and approved by Council.</p> <p>One representative from the non ex-officio members of the following committees, nominated by its Chair:</p> <ul style="list-style-type: none"> Education Committee

	<ul style="list-style-type: none"> • Research & Enterprise Committee • Partnerships Board <p><i>These members shall serve for a term of two years, renewable for a further two years.</i></p>
Student Members	<p>President of the Students' Union</p> <p>Students' Union Vice-President (Education & Welfare)</p> <p><i>Note: Student membership of Senate is established in the Council Procedures and is jointly agreed between the Students' Union and Council.</i></p>
Co-opted Members	By invitation of the Chair

Terms of Reference:

- a. To approve, as appropriate, academic awards and qualifications and their regulations.
- b. To establish a committee structure, together with Terms of Reference and Membership, for the academic work of the University and which is accountable to Senate for quality and standards within agreed resources.

Note: So far as is practicable, Senate will delegate its functions to nominated specialised University units as permitted within the Scheme of Delegation.
- c. To have overall responsibility for the admission, progression, assessment and examination of the academic performance of students as well as the exclusion of students under the regulations.
- d. To have overall responsibility for the standards of awards and quality of provision, including the formal appointment and termination of external examiners.
- e. To receive regular reports on all aspects of University provision, including employees, students, courses, equality, diversity and inclusion issues, and external activity, and take such action as is necessary to safeguard quality and standards.
- f. To recommend to Council the Equality, Diversity and Inclusion Annual Report and Action Plan, including implementation of the University's requirements in relation to the Public Sector Equality Duty.
- g. To approve processes for validation, re-validation, monitoring, review and reporting on academic matters (policies, practices, courses or other) to underwrite Senate's responsibilities as required by the *Instrument* or *Articles of Government*.
- h. To monitor the research and scholarly activity of academic employees.
- i. To make recommendations for rules, for approval by Council, establishing procedures to be followed by Senate in the exercise of its disciplinary functions.
- j. To debate, decide on and communicate Senate's views about issues and reports deriving from the University and external sources to the University community and, as appropriate, out with the University.
- k. To agree formal University responses to external bodies as required.

- l. To monitor the academic activities of the University and the resources needed to support them and advise the Vice-Chancellor and Council thereon.
- m. To report to the Council about academic affairs of the University as prescribed by the *Articles of Government*.
- n. To receive regular reports from Council via the Vice-Chancellor.
- o. To exercise such other functions as are conferred upon it by the *Articles of Government*, Council members or by accredited status within the Senate's remit as arbiter of academic standards.

Note: This will include conferment of Honorary Awards, responsibility for which will be shared jointly with Council

- p. To ensure that the University's policies on equality, diversity and inclusion are taken into account in the fulfilment of these terms of reference.

Notes:

- 1 The University is required by Council to set up a Senate and approve its constitution, Terms of Reference and Rules of Procedure as specified in the *Articles of Government*, as approved by the Privy Council in January 2010.
- 2 The *Articles of Government* provide for a membership of no more than 40 members, comprising the Vice-Chancellor (who shall be Chair) and such other employees and students as may from time to time be approved by the Council. Taken together, the following categories will comprise at least half the membership: Senior Management Team, Deans, Heads of Schools and Directors or Heads of Central Services.
- 3 Voting shall be by show of hands unless a ballot is requested by at least five members.
- 4 Student members of Senate may be required to withdraw from any part of a meeting where a named student, past, present or prospective, is being discussed.
- 5 Proxies and alternates may **not** attend Senate in place of appointed Senate members in accordance with *Council Procedures*.
- 6 Others may attend and speak to items at the invitation of the Chair.

Academic Planning Committee

Reports to	Senate
Standing Committees	Partnerships Board Approval Panel – See <i>Approval of Academic Provision Procedure</i> . This meets on an <i>ad hoc</i> basis as new programmes are developed. Course Amendment Panel – See <i>Course Amendment Procedure</i>
Minutes	Not published – Reserved minutes only
Frequency of meetings	Monthly (or as required)
Updated/reviewed	June 2018

Membership:

Chair	Vice-Chancellor
Secretary	Appointed by the Academic Registrar
Ex-officio Members	Deputy / Pro Vice-Chancellor(s) Academic Registrar (or nominee) Director of Finance (or nominee) Director of Marketing and Student Recruitment (or nominee) Director of Strategic Development and Planning (or nominee)
Other Members	None
Co-opted Members	Heads of School will be invited to attend meetings where proposals from their area are under consideration Others may attend by invitation of the Chair

Terms of Reference:

- a To ensure that the University's academic taught portfolio is continually developed and enhanced in response to changes in external markets and activities and remains in line with the University's Strategic Plan.
- b To approve on behalf of Senate and through a relevant Panel where necessary:
 - proposals for new undergraduate and taught postgraduate programmes ensuring that marketing, resourcing, estates, IT, financial and quality concerns have been fully considered and addressed

- withdrawal of undergraduate and taught postgraduate programmes ensuring that the impact on students and other stakeholders have been fully considered and addressed
- c To receive regular overview reports on amendments to existing programmes approved through the course amendment process and consider overarching issues arising
- d To make recommendations to Senate on collaborative partnerships and validation of external qualifications
- e To report annually to Senate on the development of the University's academic portfolio and the resources needed to deliver it.
- f To embed education for sustainable development into courses taught at the University and to promote initiatives to reduce their environmental impact
- g To ensure that the University's policies on equality, diversity and inclusion are taken into account in the fulfilment of these terms of reference

Notes:

- 1 Others may attend and speak to items at the invitation of the Chair.

Partnerships Board

Reports to	Academic Planning Committee (Minutes also to Education Committee)
Standing Committees	None
Non-Standing Committees	None
Minutes	Yes – Not Published Externally
Executive summary required	No
Frequency of meetings	Termly
Updated/reviewed	December 2017

Membership:

Chair	Pro Vice-Chancellor
Secretary	Senior Registry Officer (Educational Partnerships)
Ex-officio Members	Chair of Education Committee Head of Admissions, M&SR Director of Finance (or nominee) Head of Library Services (or nominee) Heads of School (on rotation) Head of Apprenticeships Unit (or nominee) Principal Registry Officer (Educational Partnerships)
Other Members	Two Partnership Tutors to be identified annually by the Chair to ensure appropriate representation reflecting depth, breadth or complexity of current or planned provision
Co-opted Members	As needed for particular meetings

Terms of Reference:

1. To develop and be responsible to Academic Planning Committee and Senate for the University's educational partnership strategy
2. To develop and monitor a risk register for educational partnership activity
3. To develop appropriate models of engagement for educational partnership activity, making recommendation to Academic Planning Committee as appropriate on the use of University resources

4. To develop and be responsible to Academic Planning Committee for a framework for the development and approval of educational partnership activity including the use and effectiveness of an appropriate suite of documentation
5. To oversee the development and use, and monitor the effectiveness of, formal legal agreements with educational partner institutions, to ensure they provide appropriate safeguards for the University and its students
6. To oversee the process by which educational partnership Student Fees and Student Registration Fees are reapproved to ensure consistency and enable budgetary forecasting
7. To consider the minutes/notes of partnership management groups and take or recommend action as needed.
8. To oversee the initial, full and ongoing Due Diligence procedures to ensure they remain effective.
9. To approve the development and monitor the implementation of educational partnership plans with particular partners
10. To oversee the effectiveness of the University's Partnership Tutor system, maintaining an appropriate role descriptor and monitoring activity
11. To monitor the effectiveness of standard University procedures e.g. admissions, induction, module evaluation, programme committees, annual monitoring, as they are implemented with educational partner institutions
12. To undertake all the above responsibilities with appropriate regard for the needs of the University and its staff and students and in light of developments in the sector

Notes:

1. Others may attend and speak to items at the invitation of the Chair.

Education Committee

Reports to	Senate
Standing Committees	Accreditation of Prior Learning (APL) Panel – see <i>Accreditation of Prior Learning (APL) Policy and Procedure</i> Programme Committees
Minutes	Open minutes published on the University website
Frequency of meetings	Four per academic year (including one to consider Annual Monitoring)
Updated/reviewed	June 2018

Membership:

Chair	Pro / Deputy Vice-Chancellor
Secretary	Appointed by the Academic Registrar
Ex-officio Members	Director of Student Success Academic Registrar (or nominee) Heads of School / Associate Heads of School (with School-wide responsibility for the Education portfolio) Students' Union President (or nominee) Students' Union Vice-President (Education)
Other Members	One representative per School nominated by the Head of School Representative of the Apprenticeship Hub <i>Nominated members shall serve for a term of two years, renewable for a further two years.</i>
Student Members	A BAME student representative as nominated by the Students' Union A representative of the undergraduate student body as nominated by the Students' Union A representative of the postgraduate student body as nominated by the Students' Union
Co-opted Members	By invitation of the Chair

Terms of Reference:

- a. To develop and be responsible to Senate for the University's education strategy and associated strategies and policies relating to the student experience and the recruitment, retention, employability of its students, including:
 - the enhancement of teaching excellence and pedagogy through staff development and other means
 - the enhancement of all aspects of learning, teaching and assessment, especially through the identification and promotion of good practice
 - the consideration of innovative methods of delivery of programmes, such as technology enhanced learning
 - the promotion of student career enhancement and employability across the university
 - the review of the quality of provision in the areas of widening participation, learning resources, learning development and support for students with disabilities
 - the development of actions deriving from internal and external student feedback, including the National Student Survey (NSS), Postgraduate Taught Experience Survey (PTES), Destination of Leavers from Higher Education (DLHE), and overviews of module evaluation and similar surveys
 - the monitoring of actions arising from student appeals and complaints
 - the consideration of regular reports from the Students' Union on education-related issues and feedback from Programme Committees.
- b. To develop and be responsible to Senate for a framework of academic quality assurance and standards for all taught programmes delivered both at the University and with its partners, including:
 - responsibility for the development and maintenance of regulations, policies and procedures as they relate to the quality framework taking into account internal and external developments
 - responsibility for the effective implementation of approval, annual and periodic review processes
 - the auditing and review of the University's annual monitoring processes and identification of themes arising
 - the maintenance of oversight of the requirements of external quality bodies, such as the Office for Students, the Quality Assurance Agency, the Nursing and Midwifery Council and other Professional, Statutory and Regulatory Bodies (PSRBs).
- c. To advise on activities to enable the University to comply with education processes and enhancement in relation to the Teaching Excellence Framework.
- d. To ensure that the University's policies on equality, diversity and inclusion are taken into account in the fulfilment of these terms of reference.

Notes:

1. Others may attend and speak to items at the invitation of the Chair.

Programme Committees

There should be a Programme Committee for each cluster of courses offered by the University. The Programme Committee is responsible for matters relating to the operation, delivery and standards of programmes offered within the subject area.

A fundamental review of Programme Committee organisation and management will be undertaken in consultation with Students' Union representatives during 2017-2018.

Reports to	Education Committee
Standing Committees	None
Minutes	Action Notes only – circulated internally
Frequency of meetings	Two per year
Updated/reviewed	June 2018

Membership:

Chair	Head of School (or nominee) / Student Representative Joint Chair
Secretary	Appointed by the Academic Registry
Ex-officio Members	Head of School Associate Head of School
Other Members	Module / Year tutors (including Associate Lecturers where practical) Students representing all levels of the programme / course and each mode of delivery (to be appointed in accordance with procedures managed by Bucks Students' Union) Technician representation where appropriate Placements co-ordinator representative where appropriate Students' Union representative
Co-opted Members	None

Terms of Reference:

- a. To provide a forum for staff and students to discuss the management of courses in the programme and the content, delivery and assessment of modules, in order to identify appropriate actions to address the issues raised

- b. To provide an opportunity for formal student feedback on the programme to be recorded in order to support the University's Annual Monitoring process
- c. To share good practice in relation to the maintenance and enhancement of student learning opportunities
- d. To provide a forum where University policies and procedures can be discussed and clarifications provided
- e. To consider opportunities for and plan future developments of the programme delivery and content
- f. To identify potential cross-University themes and issues arising to be reported to the University's Education Committee

Notes

Programme Committees can operate actually or virtually, or use a combination of both methods, depending on the mode of delivery and/or the study pattern of the programme concerned. Virtual meetings may be structured in any way that meets the needs of the particular student body.

The agenda and subsequent discussion should be structured around the following areas of the student learning experience (these are based on the NSS questions):

- **Teaching on the Course**, including how good staff are at explaining things, whether they have made the subject interesting, whether the course is intellectually stimulating, and if it has challenged students to achieve their best work
- **Learning Opportunities**, including whether the course is providing opportunities to explore ideas in depth, whether there are opportunities to bring information and ideas together from different topics, and whether the course is providing opportunities to apply what has been learned
- **Assessment and Feedback**, including criteria for marking, the fairness of the marking and assessment process, whether feedback has been timely (i.e. within the three-week turnaround), and whether comments on work were helpful
- **Academic Support**, including how easy it was to contact staff when necessary, whether sufficient advice and guidance on the course has been provided, and whether good advice was available when needed to inform study choices
- **Organisation and Management**, including whether the course is well-organised and running smoothly, any timetabling issues, and whether changes in the course or teaching have been communicated effectively
- **Learning Resources**, including the extent to which both library resources and IT resources and facilities have supported learning, and whether course-specific resources have been accessible when needed
- **Learning Community**, including how students have been made to feel part of a community of staff and students, and the opportunities they have had to work with other students
- **Student Voice**, including whether the opportunities to provide feedback are right, how staff value students' views, and how feedback has been acted on

Ahead of the meeting, student representatives are expected to gather input from their fellow cohort(s) of students on issues to be raised, including both good practice examples as well as issues of concern. If student representatives are unable to attend the meeting, they should attempt to nominate a replacement.

Short Action Notes (rather than minutes) will be used to document the meeting and capture issues under the headings above. These will be circulated to members and will record the detail of the action required (including a brief context where necessary), the timescale for completion, as well as the member of the committee responsible for pursuing the action. An update on actions should be provided prior to the next meeting to close the feedback loop. Action notes should also include details of issues that were resolved during the meeting so that these can be referred back to if necessary.

Research and Enterprise Committee

Reports to	Senate (Senior Management Team – ToR [b])
Standing Committees	Research Ethics Panel
Minutes	Open minutes published on the University website
Frequency of meetings	Four per year
Updated/reviewed	August 2018

Membership:

Chair	Pro / Deputy Vice-Chancellor
Secretary	Appointed by the Research Development Unit Manager
Ex-officio Members	Head of Business Engagement Director of Institute Chair of Research Ethics Panel REF Academic Lead Research Development Unit Manager
Other Members	One representative per School nominated by the Head of School One member from and nominated by each of the University's validating partners for research degrees (<i>to attend for items relating to research degree programmes only</i>) <i>Nominated members shall serve for a term of two years, renewable for a further two years.</i>
Student Members	One student representative nominated by the Director of Institute to serve for a period of one year. One representative from and appointed by the Students' Union to serve for a period of one year.
Co-opted Members	By invitation of the Chair

Terms of Reference:

- a To promote research, enterprise and scholarship across the University, including:
- alignment to and compliance with the Concordat to Support Research Integrity

- the identification of priority areas for effort
 - the development and monitoring of strategies, policies and practices to stimulate activities in the agreed areas, ensuring there is an appropriate framework in place for their oversight
 - recommending to Senate (and Senior Management where applicable) the establishment of institutes to support the University's strategies
 - setting and monitoring targets for income generation from such activities
 - ensuring that support mechanisms are appropriate and fit for purpose
 - monitoring the effective publication, dissemination and communication of research and enterprise activity, internally and externally.
- b To monitor on behalf of Senate the research student infrastructure and the strategy relating to the award of university postgraduate research, including:
- recommending to Senate the approval of Research Degree Programmes
 - ensuring that the regulations of the University and its validating partners are complied with in the delivery, assessment and awarding of research degrees (including Professional Doctorate programmes), especially in relation to:-
 - registration and enrolment, including transfer from MPhil to PhD registration
 - changes in supervisory arrangements
 - proposed examination arrangements, including the appointment of Examiners
 - formulating policy on matters relating to research degrees and students undertaking them in accordance with those regulations
 - providing appropriate training for students and supervisors
 - reviewing student progression and achievement annually and undertaking analysis of internal and external student feedback, such as the Postgraduate Research Experience Survey (PRES)
 - providing an annual report to Senate and the University's validating partners on the progress of research degree students.
- c To maintain oversight of the requirements in relation to research and enterprise activity from external agencies such as UK Research and Innovation, the Office for Students and the Quality Assurance Agency.
- d To advise on activities to enable the University to prepare for and make submissions to the Research Excellence Framework.
- e To monitor the governance framework for research ethics.
- f To ensure that the University's policies on equality, diversity and inclusion are taken into account in the fulfilment of these terms of reference.

Notes:

- 1 Others may attend and speak to items at the invitation of the Chair. This will include members of the RED Unit and central service directorates to attend for items as appropriate

- 2 Student members will be required to withdraw from any part of a meeting where a named student, past, present or prospective, is being discussed.

Research Ethics Panel

Reports to	Research and Enterprise Committee
Standing Committees	Research Ethics Sub-committees
Minutes	Not published
Frequency of meetings	10 times per year
Updated/reviewed	June 2018

Membership:

Chair	Appointed by the Chair of the Research and Enterprise Committee
Secretary	Appointed by the Research Development Unit Manager
Ex-officio Members	None
Other Members	<p>One representative from the Research & Enterprise Development (RED) Unit</p> <p>Pool of Panel members</p> <p><i>Up to 21 employees nominated by the Schools representing different academic disciplines / methodologies. A minimum of four members to attend each meeting for purposes of quoracy</i></p> <p>Up to two lay members from the local community with no affiliation to the University</p> <p><i>Nominated members shall serve for a term of two years, renewable for a further two years.</i></p>
Co-opted Members	By invitation of the Chair

Terms of Reference:

- a. To monitor and review the University's Ethics Framework in light of the external ethics environment and legal considerations and propose changes as required to the Research and Enterprise Committee.
- b. To contribute to the promulgation of good, ethical research practice, or to projects being undertaken within the University, with regard to the approved research ethics framework and policies.
- c. To consider research investigations undertaken by employees and students of the University and to allow, refer back or disallow such proposals, specifying where necessary any conditions subject to which such proposals may be allowed.

- d. To consider other research investigations as appropriate which may be undertaken under the auspices of the University or involve its staff or students as participants and to allow, refer back or disallow such proposals.
- e. To receive end of study reports from projects approved by the Panel and ensure action is taken on any recommendations arising from them.
- f. To set up sub-groups for specific areas as required to consider applications and report decisions and issues to the Panel.
- g. To set up working groups to investigate areas identified by the Panel in the ethics environment as requiring clarification, led by members of the Panel, and reporting back to the Panel.
- h. To provide executive summaries to the Research and Enterprise Committee.
- i. To provide an annual report on research integrity to the Research and Enterprise Committee providing assurance to the relevant sector body on annual accountability returns.
- j. To ensure that the University's policies on equality, diversity and inclusion are taken into account in the fulfilment of these terms of reference

Notes:

- 1. Observers are encouraged to attend the Panel.
- 2. Panel members are expected to attend a minimum of 4 out of the 10 meetings each year.
- 3. Panel members must attend training sessions to comply with external and internal requirements.

Research Ethics Sub-committees

Every Academic School requires at least one Research Ethics Sub-committee.

Reports to	Research Ethics Panel
Standing Committees	None
Minutes	Not published
Frequency of meetings	Schools are responsible for convening meetings as required
Updated/reviewed	June 2018

Membership:

Chair	Appointed by the Head of School from among the membership
Secretary	None
Ex-officio Members	None
Other Members	A minimum of three academic staff within the School with relevant experience At least one academic staff member should be external to the supervisory team / course module for the submissions under review
Co-opted Members	None

Terms of Reference:

- a. To consider research investigations, if a checklist has provoked a full application, which involve human participants and which are undertaken by students in the School.
- b. To allow, refer back or disallow such proposals, specifying where necessary any conditions subject to which such proposals may be allowed and be reconsidered within a given timeframe.
- c. To ensure that research projects meet the key ethical principles, codes, frameworks, or guidelines of appropriate professional and statutory bodies. To ensure that research projects are consistent with the *University Ethics Policy and Code of Good Research Practice*.
- d. To refer to the Research Ethics Panel any proposals which the sub-committee assesses as warranting a more detailed analysis of ethical implications prior to giving consent.
- e. To provide summaries of activity to the University Ethics Panel when meetings have taken place.