

1 CONSTITUTION AND PROCEEDINGS OF THE ACADEMIC BOARD

1.1 Membership

1.1.1. There shall be an Academic Board of not more than 30 members.

1.1.2. Membership of the Academic Board shall include ex-officio:

The Vice Chancellor and Chief Executive (who shall be Chair)	1
The Deputy Vice Chancellor (who shall be Vice-Chair)	1
The Pro Vice Chancellor (Resources)	1
The Director of Quality and Educational Development	1
The Director of Regional Engagement	1
The Heads of Academic Departments	6
The Director of Information and Learning Services	1
The Head of Student Services	1
The Head of Registry Services	1
The Head of Academic Development & Practice Unit	1
The Head of Academic Quality & Enhancement Unit	1

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1.1.3. Membership of the Academic Board shall also include:

1.1.3.1 Nine members of teaching staff elected from
of the academic institutes under arrangements
approved by the Academic Board. 9

1.1.3.2 Two students of the University who shall normally be sabbatical officers
or other elected officers. 2

1.1.3.3 A member of support staff elected under arrangements approved
by the Academic Board. 1

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1.1.3.4. Up to 2 co-options (non voting)

1.1.3.5. Independent Governor (observer and non-voting)

1.1.4 Student representatives may not attend Boards, Panels, Committees of Examiners
nor any Board, Panel, Committee, Sub-Committee concerned with examination
matters.

1.1.5 Any student member of the Academic Board or its committees may be required to
withdraw if he or she or a named student, past or present or prospective is being
considered.

1.1.6 There shall be no representative, substitute or alternative members nor any proxies
but the Chair shall arrange for a voting deputy where approved leave of absence
occurs for more than two regular meetings. Up to two non-voting co-options for any
one item at any one meeting may be arranged by the Chair subject to the agreement
of the Academic Board. There shall be no other non-voting participants.

1.2 Observers at Academic Board Meetings

Any member of the Academic Staff, not being a member of the Academic Board, may observe a meeting of the Academic Board but may not speak (unless co-opted for the meeting or for an item, and subject to the Chair's recognition) nor vote. Any member of the Academic Staff who wishes to attend as an observer under these conditions must indicate his/her wish to the Secretary by noon two clear working days before a meeting (e.g. noon Monday for an afternoon meeting on the following Wednesday).

1.3 Secretary of the Academic Board

The Secretary of the Academic Board shall be the Registrar and Secretary

1.4 Elections

The Secretary of Academic Board is responsible for co-ordinating elections of the Board.

1.5 Summoning Meetings of the Academic Board

1.5.1 Meetings of the Academic Board shall normally be held at least four times a year.

1.5.2 All meetings of the Board shall be summoned by the Secretary to the Board, who shall send to each member the agenda and supporting papers so that they may arrive at least three working days before the meeting.

1.5.3 The Secretary to the Board shall call a special meeting at any time at the request of the Chair or of any three or more voting members of the Board.

1.5.4 The agenda for any meeting shall be prepared by the Secretary to the Board in consultation with the Chair.

1.5.5 'The Agenda' shall appear as an item on the agenda to allow discussion of the agenda if desired.

1.5.6 Any voting member of the Board may submit items for inclusion in the agenda and must do so in writing to the Secretary at least seven days before the meeting is to take place, submitting appropriate supporting papers.

1.6 Responsibilities of the Board

1.6.1 Subject to the provisions of the Articles of Government, to the overall responsibility of the Governors, to the requirements, where appropriate, of validating and accrediting bodies, and to the responsibility of the Vice Chancellor, the Academic Board shall be responsible for considering the development of the academic activities of the University and the resources needed to support them and for advising the Vice Chancellor and the Board of Governors thereon.

1.6.1.1 The University of Worcester Higher Education Corporation's Power to Award Degrees derives from an Order made by the Privy Council in exercise of the powers conferred on them by section 76 of the Further and Higher Education Act 1992 (a), dated 14th March 1997. The awards are of the kind mentioned in paragraph (a) of section 76 (2) of the said Act.

1.6.1.2 The Corporation has delegated responsibility to the Academic Board for the procedures for the award of such qualifications.

- 1.6.1.3 The Academic Board has granted authority to the Registrar and Secretary of the University to administer the arrangements for the conferment of awards of the University upon individual students who have satisfied the requirements for conferment.
- 1.6.2 The Academic Board will take any action it considers necessary to protect the quality of taught courses and the standard of the University's awards.
- 1.6.3 The Academic Board shall have the power to withdraw approval (or not to renew approval) if the University has evidence that a programme is no longer meeting minimum acceptable standards.
- 1.6.4 The Academic Board is responsible for advising the Vice Chancellor about general issues relating to research, scholarship, teaching and courses at the University including:
- a) the principles underlying and informing the academic regulatory framework, the regulatory framework itself and procedures for ensuring its probity
 - b) the maintenance of academic standards and the validation and review of courses
 - c) the approval of the University's quality assurance procedures
 - d) the approval of taught programmes of study leading to the awards of the University
 - e) the consideration of proposals for new awards
 - f) the content of the curriculum
 - g) criteria for the admission of students
 - h) the policies and procedures for assessment and examination of the academic performance of students
 - i) the appointment and removal of external examiners
 - j) the procedures for the award of qualifications and honorary academic titles
 - k) the procedures for the expulsion of students for academic reasons
- 1.6.5 Advising on such other matters as the Board of Governors or the Vice Chancellor may refer to the Academic Board.
- 1.6.6 The Academic Board may delegate its responsibilities to a sub-committee.
- 1.7 Conduct of Business
- 1.7.1 The quorum of the Board shall be 50%.
- 1.7.2 All decisions shall be reached by a simple majority of those voting.
- 1.7.3 The Chair at any meeting shall have a vote as a member of the Board and also a casting vote.
- 1.7.4 The Secretary shall keep minutes of each meeting to include a complete record of all decisions reached by the Board. The minutes of each meeting shall be circulated to all members of the Board and shall be confirmed at the next regular meeting of the Board.
- 1.7.5 The Academic Board may establish such committees as it considers necessary for purposes enabling it to carry out its responsibilities. The number of members of any such committee and the terms in which they are to hold and vacate office shall be determined by the Academic Board.

- 1.7.6 The terms of reference and the membership of any committee established by the Board shall be determined by the Board and recorded in the minutes of the Board.
- 1.7.7 The Vice Chancellor shall be an ex-officio member of all Standing Committees and receive their papers. The Deputy Vice Chancellor and Deputy Chief Executive shall similarly receive papers of all Standing Committees. The Secretary of the Academic Board shall receive all papers of Academic Board Standing Committees and their Sub-Committees and the right to attend all meetings of these bodies as an observer.
- 1.7.8 Each Standing Committee established by the Board shall have a Secretary provided by Registry Services or other Office who shall be responsible, in consultation with the Chair of the committee, for calling meetings and circulating agenda items.
- 1.7.9 The Secretary shall keep minutes of each meeting and circulate copies to all members of the committee.
- 1.7.10 Each Board and Standing Committee shall report its decisions and recommendations to the Board, normally by presenting a formal summary paper to the Board. Full minutes of each committee will be provided to the Secretary and also lodged in the Library and placed on the University's intranet.
- 1.7.11 The constitution of any Board or its committee established by the Academic Board may include representatives of the student body or of the teaching staff who are not themselves members of the Board.
- 1.7.12 Each Board or Committee established by the Academic Board may co-opt members for a meeting or an item on an agenda at the discretion of its Chair. These co-opted members may be invited to speak but may not vote. Where such co-options involve external consultants who receive a fee such co-options must be clearly identified in the minutes and each committee must submit to Academic Board for its June meeting a summary of its co-options undertaken through the year.

2. STANDING COMMITTEES OF THE ACADEMIC BOARD

The following are the Standing Committees of the Academic Board which shall effect the responsibilities subsequently detailed by making reports and recommendations to the Academic Board on matters which are referred to them by the Board or on matters which the committees consider should be brought to the attention of the Board.

1. Academic Standards and Quality Enhancement Committee(ASQEC)
2. Institute Boards
3. Research & Knowledge Transfer Committee (R&KTC)
4. Research Degrees Board (RDB)
5. Honorary Awards Committee (HAC)
6. Representations Committee (RC)
7. Academic Governance Committee (AGC)

They shall normally meet three times in each academic year, with the exception of HAC which shall normally meet on one occasion only.

The quorum for the Standing Committees of the Academic Board shall not be less than 50% of the membership, excluding co-opted members.

In the absence of the Chair at any meeting, the Committee shall elect an Acting Chair from amongst its membership.

2.1 Academic Standards and Quality Enhancement Committee (ASQEC)

Membership

Director of Quality and Educational Development (Chair)
Registrar and Secretary (Vice Chair)
Director of Regional Engagement
Director of Information and Learning Services or nominee
Chair of Externally Provided Programmes Committee
Chair of Learning, Teaching and Student Experience Committee
Chair of Audit and review Committee
2 nominees of the Students' Union who shall normally be a sabbatical or other elected officer
Up to two nominees from each academic institute, chosen to ensure that person(s) responsible for Quality Assurance and Enhancement and Learning and Teaching are included
Secretary: Head of Quality Assurance and Enhancement
In attendance: Head of Registry Services
Head of Academic Development and Practice

Terms of Reference

The role of the Academic Standards and Quality Enhancement Committee is to advise Academic Board on:

- a) a strategic approach to the formulation, development, evaluation and promotion of University wide Quality Assurance and Enhancement policies and procedures;
- b) appropriate arrangements to assure the standards of the University's academic awards;
- c) a strategy for learning, teaching and assessment
- d) policies and practices which enhance the overall quality of the student experience

Specifically, ASQEC shall:-

1. To advise Academic Board on the quality management and enhancement strategy, and the framework for assuring academic standards and promoting quality enhancement.
2. To develop and exercise oversight of policies, procedures and regulatory frameworks to assure the standards of academic awards and the quality of academic programmes and ensure their effective implementation.
3. To oversee the development, implementation and evaluation of the University's Learning, Teaching and Assessment Strategy and associated strategies, policies and procedures for:

- Programme design, approval, monitoring and review
 - Admission and AP(E)L
 - Widening participation
 - Retention and progression
 - Student assessment
 - Collaborative provision
 - Student support and learning resources
4. To promote good practice and innovation in learning, teaching and assessment methods and the management of the student experience, and to foster a culture of quality improvement throughout the University with respect to academic programmes and the student experience.
 5. To receive and consider reports of internal developmental audits, and reports of external audits and review, make recommendations for action and monitor implementation as appropriate
 6. To ensure appropriate arrangements are in place to approve the appointment of External Examiners on behalf of Academic Board and to ensure appropriate action on issues raised through external examiner reports.
 7. To approve on behalf of Academic Board the validation of University awards and programmes of study, and to recommend to Academic Board the approval of collaborative partners
 8. To keep abreast of national developments in quality assurance and enhancement and to recommend appropriate actions and responses.
 9. To report annually to Academic Board on the academic health of the University's portfolio of taught programmes and the quality of the student experience.

To assist it in its work, ASQEC has reporting to it the following sub-committees:-

2.1.1. Audit and Review Committee

Membership

Director of Quality and Educational Development (Chair)
 Head of Quality Assurance and Enhancement
 Head of Registry Services
 A representative of each academic department
 Three representatives of the ASQEC Committee, nominated by the Chair
 Representative of the Students Union who shall normally be a sabbatical or other elected officer
 Secretary: a member of the Academic Quality Assurance and Enhancement Unit

Purpose

The Audit and Review Committee is responsible to ASQEC for all matters concerning the effectiveness of the University's academic quality assurance systems, monitoring and reporting arrangements.

Terms of Reference

1. To consider reports of course approval and re-approval and periodic reviews, and make recommendations to ASQEC for the approval or re-approval of programmes, and where appropriate any subsequent action.
2. To monitor the effectiveness of and the implementation of the outcomes of, internal approval and review processes of academic programmes.
3. To receive the annual monitoring report on quality and standards from IQC's and to monitor through sampling the effectiveness of the annual course monitoring process and report relevant findings to Institutes and ASQEC
4. To keep under review the effectiveness of arrangements for student representation and involvement in quality management
5. To consider nominations for External Examinerships and make recommendation for appointment to ASQEC
6. To receive the minutes of the Institute Quality Committees
7. To carry out on behalf of ASQEC, audits of administrative, quality management and regulatory processes relating to the quality and standards of taught programmes and make recommendations for development
8. To report annually to ASQEC on the validation and periodic review process

2.1.2 Learning, Teaching and Student Experience Committee

Membership

Chair, who shall be a Head of Institute
Director of the Undergraduate Modular Scheme
Director of Collaborative and Sub-degree Programmes
Deputy Director of Information and Learning Services
A nominee from each academic department who shall normally be the Learning and Teaching Co-ordinator
Head of Student Services
Head of Registry Services
2 nominees of the Students' Union who shall normally be sabbatical or other elected officers
Director of Quality and Educational Development (Ex-Officio)
Secretary: Head of Academic Development and Practice

[Note: Other Heads of Services may be invited to attend meetings for relevant items]

Terms of Reference

The Learning, Teaching and Student Experience Committee will monitor, report and make recommendations to ASQEC on all aspects of the student experience, including learning, teaching and assessment and other service provision impacting directly on the student experience.

1. To advise Academic Board through ASQEC on matters pertaining to the overall management, delivery and development of taught programmes and

the development of learning, teaching and assessment, learning resources and student support.

2. To advise and make recommendations to ASQEC on appropriate arrangements to obtain student feedback on the quality of the student experience, and to consider the outcomes of student feedback, including the National Student Survey, and make appropriate recommendations to respond.
3. To receive and consider annual reports and action plans for learning, teaching and assessment from academic departments and updated development and operational plans for service departments.
4. To monitor student admissions, progress, achievement and career destinations of students on taught programmes of study and receive annual reports on the University's widening participation, admissions, retention, and other related strategies and policies, and recommend action as appropriate.
5. To oversee implementation of the University's Equal Opportunities Policy and action plans with respect of the student experience and make recommendations accordingly.
6. To develop guidance for academic departments and services on matters relating to the enhancement of the quality of the student experience
7. To consider and make recommendations on the development of learning resources and student support to support the learning, teaching and assessment strategy.
8. To encourage pedagogical research and scholarly activity to underpin developments in learning, teaching and assessment, and to disseminate good practice and innovation in learning and teaching, and the assessment of student performance.
9. To approve and monitor the award of prizes on behalf of Academic Board.

1.3 Externally Provided Programmes Committee

Membership

Chair, who shall be a Head of Institute
Registrar and Secretary
Director of Collaborative and Sub-degree Programmes
Director of Regional Engagement
Institute Representatives (6)
A representative of partner organisations
A representative of the Students' Union who shall normally be a sabbatical or other elected officer
Research and Development Manager, ILS
Director of Quality and Educational Development (Ex-Officio)
Secretary: Deputy Head of Academic Quality and Enhancement Unit
In attendance: Head of Registry Services or nominee

Terms of Reference

The role of the Externally Provided Programmes Committee is to advise Academic Board, through AQSEC, on matters relating to the University's externally provided and collaborative programmes, including distance learning programmes of study.

1. To advise on the development and implementation of University policy and strategy on partnerships and collaborative academic provision, and the quality management processes to assure academic standards and quality of provision.
2. To advise on policy, criteria and procedures for the approval, monitoring and review of academic partnerships and collaborative provision leading to an award or academic credit of the University, including provision involving off-site or distance learning
3. To ensure continuing adherence to the section of the QAA Code of Practice on collaborative provision and flexible and distributed learning.
4. To evaluate the effectiveness of quality assurance procedures in respect of collaborative provision and report to AQSEC accordingly.
5. To receive and consider reports of partnership reviews and to make recommendations to ASQEC regarding the renewal of a partnership arrangement.
6. To promote best practice in the operation and quality management of collaborative, flexible and distributed learning provision across University departments.
7. To report annually to AQSEC on the standing and academic health of educational partnerships and associated collaborative provision.

2.2. Institute Boards

Membership

The Board will be chaired by the Head of Institute; the membership of each institute board will reflect the size and nature of the institute but will include key chairs within the institute and institute representatives on central committees, with a facility for a small number of 'ordinary' members of the academic staff of the institute. There will also be a provision for a representative from ILS and student and support staff representatives. Student representation should be for two years to allow for continuity. The new student representative should be appointed before the end of the academic year and should shadow the incumbent student representative. Where there is sufficient postgraduate provision in the Institute there should be both undergraduate and postgraduate student representation. Institutes will be required to submit their proposed membership to Academic Board for approval.

Secretary: Academic Support Manager

Sub-Committees

Institute Boards may establish sub-committees, although all institutes will establish Institute Quality Assurance Committees. Proposals to establish sub-committees must be submitted to the Secretary of the Academic Board. Such sub-committees should include Institute Research and Knowledge Transfer and Learning and Teaching

Committees unless it is decided that these matters should be managed either by the Institute Board itself or, in the case of Learning and Teaching, through the Institute Quality Assurance Committee.

Terms of Reference

1. To agree the Institute's development plan and to monitor achievement against the objectives therein.
2. To maintain within the institute the quality assurance procedures and processes, established by AQSC, on behalf of Academic Board.
3. To ensure that the policies and strategies approved by the Academic Board are implemented and monitored within the department.
4. To approve and oversee the implementation of a Scholarship, Research, Innovation and Enterprise strategy for the department.
5. To monitor and promote the enhancement of the quality of the student experience.
6. To monitor arrangements for admissions and recruitment to courses in the institute.
7. To assure the proper conduct of the assessment and examination of students, including the arrangements for examination boards with the institute.
8. To keep under review arrangements for membership of University committees.
9. To advise the Head of Institute on the resources needed to support the activities of the institute.
10. To serve as a forum for consultation on proposals relating to the academic regulations and procedures of the University, and the formulation of strategies and policies relating to the academic activities of the University.
11. To monitor regularly the full range of activities within the remit of the institute, including any research or specialist centres and to produce an annual report for the Academic Board.
12. Such other responsibilities as may be determined by the Academic Board.

2.3 Research and Knowledge Transfer Committee

Membership

Deputy Vice Chancellor (Chair)
Registrar and Secretary
Director of Regional Engagement
Director of Information and Learning Services or nominee
Director of Quality and Educational Development
Research Support and Development Officer
Head of Business Partnerships Office

Up to two nominees from each academic institute, to include the Research Co-ordinator and the person responsible for the Knowledge Transfer agenda, unless this is one and the same person

A student representative who shall be a registered PGR student

Secretary: Manager of Graduate Research School

Up to 2 co-opted members

Terms of Reference

The Research and Knowledge Transfer Committee is concerned with matters of policy and strategy to promote, across the University, research, scholarly activity, knowledge transfer, innovation and enterprise.

1. To advise the Academic Board on the University's policy and strategy to foster and to encourage research, scholarship and knowledge transfer, and to raise the external profile of the University in these areas of its activity.
2. To ensure that there is synergy between the strategies and policies to promote research, knowledge transfer and innovation, and other institutional strategies, including the Learning, Teaching and Assessment strategies.
3. To develop appropriate procedures relating to the conduct of research and knowledge transfer and to monitor their implementation (This includes responsibility for ethical issues and intellectual property).
4. To identify and disseminate effective practice in the generation and transfer of knowledge, in order to make an effective contribution to the economy and culture of the University's sub-region and to stimulate a culture of enterprise and innovation.
5. To receive annual reports including Research Reports from the Institutes/Worcester Business School, and the Research Centres.
6. To oversee the institutional response to the next Research Excellence Framework and any successor arrangements.
7. To monitor the activities of the Graduate Research School and the Business Development Office, and to ensure that these activities contribute to the achievement of the University's Strategic Plan.
8. To make recommendations to the Academic Board on the approval and monitoring of research and specialist centres.
9. To advise on staff and professional development activities to ensure that staff have the requisite skills and expertise to support the University's aims and objectives in this area.
10. To advise the Board of Executive Managers on the resources necessary for the successful conduct of research, knowledge transfer and related activities.

In order to fulfil external requirement, there will also be an Ethics Committee.

2.3.1 Ethics and Research Governance Committee

Membership

Chair, who will be a Head of Institute

A Nominee of the Research Degrees Board

Representative from each of the academic departments (6)

1 member nominated from the membership of the Research and Knowledge Transfer Committee

Secretary: Research Support and Development Officer

Terms of Reference

The Committee seeks to maintain high ethical standards in the conduct of research undertaken either at or under the auspices of the University of Worcester. It aims to ensure the well-being of those involved in research, whether as researchers or participants, and to safeguard the standards and reputation of the institution in matters of academic and professional practice. It functions as a sub-committee of the Research & Knowledge Transfer Committee.

1. To promulgate good practice in research and professional practice across the institution.
2. To act in an advisory capacity to University Committees, Institute Committees, Research Centres and individuals (staff or student) on ethical and research governance matters
3. To keep the University's I Guidelines on Ethics and Research Governance under review, responding in particular to Research Council and Government Frameworks/Guidelines, and to make recommendations to Academic Board for their development.
4. To keep the University's procedures for ethical approval of staff/student research projects under review, responding in particular to Research Council and Government Framework/Guidelines, and to make recommendations to Academic Board for their development.
5. To ensure mechanisms are in place to monitor the conduct of research that has been granted approval
6. To monitor the operation of Institute Ethics Sub-Committees/Groups and to receive reports from these groups via the Institute R&KT sub-committees
7. To undertake final reviews of research projects (staff and student) when such projects are referred to the Committee by the Institutes.
8. To formulate institutional responses to national and international developments relating to ethical issues and research governance issues.

2.4 Research Degrees Board

Membership

Chair (to be appointed by Academic Board on a three year rotation)

Research Training Co-ordinator

Up to 3 members of staff from each Academic department, to reflect the range of disciplines in which research students are based (to be nominated by the Head of Institute and approved annual by the Academic Board)

Up to two co-opted members from within or outside the University

Secretary: Graduate Research School Manager

The terms of office of the nominated members is normally for three years, which may be renewable for one further term. The terms are organised in such a way as to ensure that not more than one third of the membership is due for renewal in any one year. The membership of the Committee, as far as possible, includes the range of disciplines of research degree activity in the University.

No person registered for a research degree is permitted to be a member of the Board.

Terms of Reference

The Research Degrees Board reports to the Academic Board. The Research Degrees Board has the following Terms of Reference

1. To scrutinise and approve or reject research degree proposals for MPhil, MPhil/PhD, and PhD based on the advice of the Institute and external experts. This includes approve of the:-
 - Programme of work (including the consideration of ethical issues)
 - Suitability of the student
 - Period of registration, including any exceptional shortening or extension
 - Mode of attendance
 - Supporting arrangements, including any programme of related or integrated study and any collaboration with an external establishment
 - Appointment of supervisors and advisers
2. To scrutinise and approve or reject preliminary applications for the PhD by Portfolio to establish if the work meets the appropriate quality and standards threshold expected of a traditional PhD
3. To monitor progress of and changes to a student's registration
 - To monitor the progress of all research students and approve as appropriate any changes in the circumstances of the student which directly affect the registration.
 - To approve any changes to the supervisory team
 - To approve any suspensions or extensions to periods of registration
 - To approve the withdrawal of a registered student
4. To consider and approve or reject applications for transfer to PhD
5. To consider and approve or reject examinations arrangements for MPhil/PhD, Professional Doctorate and PhD by Portfolio
6. To complete the examination process in respect of individual candidates by considering the examiners' recommendations and determining awards for the degrees of MPhil/PhD, Professional Doctorate, PhD by Portfolio and MA/MSc (by research)
7. To act as a quality committee for the Research Training Programme (RTP) and to receive the exam board minutes, annual monitoring report and external examiner report for the RTP
8. To receive an annual monitoring report from the Graduate Research School
9. To oversee the implementation of the new regulations and procedures
10. To periodically review the University's regulations for the degree of MPhil/PhD, Professional Doctorate, PhD by Portfolio and MA/MSc (by research) and recommend any changes to Academic Board for approval
11. To report at least annually to the Academic Board of the University.

2.5 Honorary Awards Committee

Membership

Vice Chancellor (Chair)

Deputy Vice Chancellor

Two heads of Institute nominated by Academic Board

An independent governor to be appointed for a period of 3 years on the recommendation of the Board of Governors' Nominations Committee

A nominee of Academic Board chosen from amongst the elected members of the Board who shall serve for no more than three years

(Members other than those who are members ex-officio shall be eligible for re-nomination. Their membership of the Committee shall end if they cease to be a member of the body which nominated them.)

Secretary: Registrar and Secretary

Terms of Reference

1. The Committee shall consider nominations for:
 - i) Honorary Degrees of the University
 - ii) Fellowships of the University

2. The Committee shall consider nominations for Honorary Degrees submitted by anyone of the following:
 - Members of staff of the University
 - Registered students of the University
 - University alumni
 - Members of the Board of Governors

Members of the Committee may also propose nominations for consideration

Nominations for Honorary Degrees shall be invited for submission to the Registrar and Secretary by a stated date each year. The nominations shall take the form of a short-up-to-date curriculum vitae, together with a supporting letter signed by the nominator and stating why an award should be considered.

The Committee shall consider nominations received and shall recommend names for Honorary Degrees to Academic Board.

2.6. Representations Committee

Membership

Registrar and Secretary (Chair)

Head of Academic Quality and Enhancement

A representative of each academic department

A representative of the Students' Union who shall normally be a sabbatical or other elected officer

Secretary: Head of Registry Services

The Representations Committee is responsible, on behalf of Academic Board, for the policies and procedures relating to:-

- Appeals against academic decisions
- Allegations of cheating
- Claims of Exceptional Mitigating Circumstances
- Student Discipline
- Student Complaints
- Fitness to Practice

Terms of Reference

1. To monitor the implementation of the above procedures and to make recommendations thereon.
2. To ensure that the arrangements for the management of student cases, including population of the various panels and committees, are appropriate.
3. To prepare periodic reports to the Academic Board on the number and outcome of cases heard under the above procedures; such reports will monitor cases according to: gender, age, ethnicity and disability.
4. To ensure that procedures reflect best practice and comply with legal requirements and take account of the advice of the Office of the Independent Adjudicator.
5. To keep under consideration the introduction Alternative Dispute Resolution.
6. To ensure that staff involved in hearing cases are properly briefed and trained.

The Representations Committee shall have the following sub-committees reporting to it, which shall be constituted according to the relevant procedures:-

- Student Appeals Committee
- Cheating Committee
- Mitigations Committee
- Student Discipline Committee(s)
- Student Complaints Committee
- Fitness to Practice Committee

[Note: the membership and terms of reference of these committees is set out in the relevant procedures]

2.7 Academic Governance Committee

Membership

Deputy Vice Chancellor (Chair)
Chair of Academic Standards and Quality Enhancement Committee
Chair of Research Degrees Board
Chair of Learning, Teaching and Student Experience Committee
Chair of Externally Provided Programmes Committee
Chair of Ethics Committee
Secretary: Registrar and Secretary

Terms of Reference

The Academic Governance Committee will advise Academic Board on matters relating to effective academic governance, so as to ensure that the University applies principles of best practice and regulation.

1. To monitor the effectiveness of the University's academic committee structure.
2. To ensure that the University's policies and procedures relating to the work of the Academic Board and its sub-committees is kept under review.
3. To review and advise on the constitution of Academic Board and its sub-committees
4. To consider recommendations from committees of Academic Board for the establishment of standing groups.
5. To receive and consider annual reports from committees of Academic Board on the effective conduct of their business, and to report to Academic Board as appropriate.
6. To conduct a review every three years of the effectiveness of the University's academic governance arrangements which will include a review of the committee structure and of the policies and procedures which come within the remit of the Academic Board.

2.8 Academic Portfolio Committee

Note: The Academic Portfolio Committee whose terms of reference include the consideration of proposals for new programmes of study and for the closure of courses also has a reporting line into Academic Board (as well as to the University's Board of Executive Managers).

Membership

Pro Vice Chancellor (Resources) (Chair)
 Deputy Vice Chancellor
 Registrar and Secretary
 Director of Quality and Educational Development
 Director of Regional Engagement
 Two departmental Academic Board representatives
 Senior Planning Officer, Resources (Secretary)

In Attendance:
 Heads of Academic Departments
 Director of Finance or nominee

Terms of Reference

1. To consider and review all course proposals, prior to validation, within the context of the University's Strategic Plan to ensure appropriateness to the University's academic provision
2. To ensure that each proposal has a clear academic rationale, illustrates marketability and fits within existing provision and University regulatory frameworks
3. To ensure each proposal shows full financial viability over a maximum period of 4 years as illustrated on the costing profile and is based on the Full Economic Costing methodology
4. To identify any resource implications both academic and relates, and report as necessary
5. To consider and recommend withdrawal of courses/programmes where a clear rationale exists.