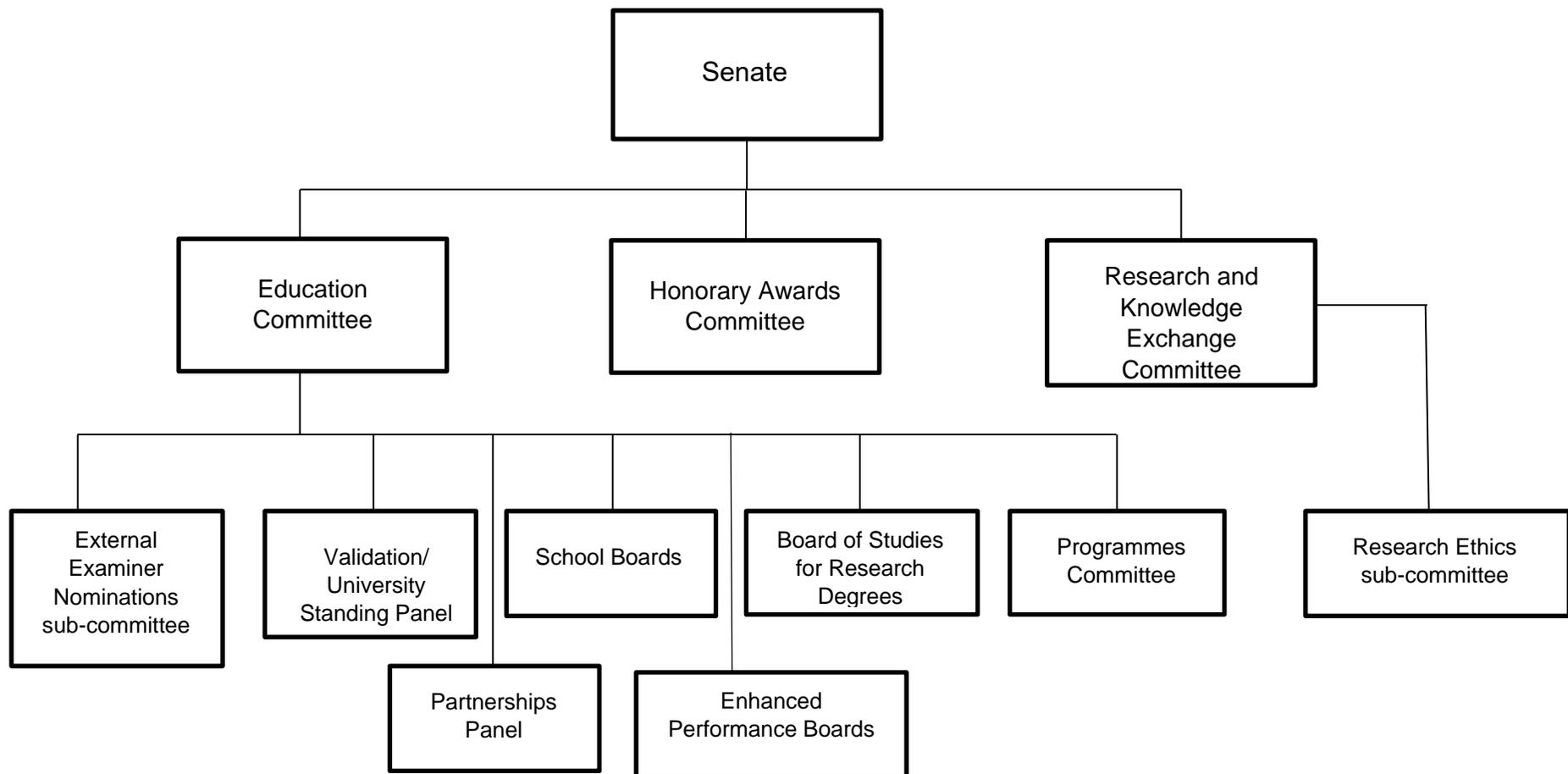


**SENATE AND IT'S SUB COMMITTEES**

**TERMS OF REFERENCE**

**2021-22**

Senate and its Sub-Committees 2021-22



## **Code of Conduct**

All members of University committees are expected to comply with the code of conduct outlined below.

Each member of the committee should conduct himself or herself in accordance with the seven principles of the Committee on Standards in Public Life (the Nolan Committee – second report (May 1996)).

Each member of the committee should respect the responsibilities of committee membership and act accordingly, including:

- acting in good faith in the interests of the University, not permitting any personal or sectional interest to take precedence
- acting carefully within the terms of reference
- maintaining confidentiality and respecting sensitivity of information
- avoiding conflict (actual or potential) between their personal interests and their duties to the committee/University
- disclosing any actual, potential or perceived conflict of interest, financial or otherwise, to the committee Chair
- preparing appropriately for meetings
- arriving on time
- advising the Chair in advance of any absence
- switching off mobile phones/pagers prior to the start of meetings
- participating fully and openly in discussions, and
- respecting the expertise, views and time of others.

### SENATE

#### Strategic Vision: Teaching Intensive Research Informed (TIRI)

The University of Bolton will be a teaching intensive, research informed higher education institution whose distinctive high quality, student-focused, undergraduate and postgraduate programmes attract applications from all over the world.

#### TERMS OF REFERENCE 2021-22

##### 1. Authority of the Committee

Subject to the provisions of the University's Articles of Government, to the overall responsibility of the Board of Governors and to the responsibilities of the President & Vice Chancellor, there shall be a Senate of the University.

##### 2. Purpose of the Committee

Senate is the University's most senior committee in relation to academic matters. It has overall responsibility for the University's qualifications, the oversight of academic quality, standards and information and for the quality framework. It directly approves changes to the academic regulations for taught and research programmes of study. More detailed functions are largely delegated to its sub committees: Education Committee and Research and Knowledge Exchange Committee.

##### 3. Non-delegable functions

Senate will never delegate the approval of strategies, regulations and/or policies.

##### 4. Delegated authority

The Senate has delegated its authority to the following committees:

###### Assessment Boards

On behalf of Senate, Assessment Boards determine the results of assessments, student progression and the classification of awards. Senate receives regular reports on student progression and achievement and approves the regulations which are used to define the conduct of Assessment Boards and the rules governing progression and attainment.

###### Honorary Awards sub-committee

The Honorary Awards sub-committee has delegated authority to identify and approach candidates for the award of honorary degrees.

###### Education Committee

The Education Committee has delegated authority to review and approve processes for the implementation of policies related to the University's Learning, Teaching and Assessment Strategy, the Student Experience Strategy and the University's Employability Strategy. The Education Committee also oversees the arrangements for assuring academic quality and standards on University programmes of study in both an on and off campus context.

## Appendix A

### Research and Knowledge Exchange

On behalf of Senate, to implement the Strategic Plan as it relates to research, knowledge exchange and industrial engagement, including the approval, review and oversight of the implementation of any related policies and procedures. To oversee the submission of bids for research and/or knowledge exchange funding.

#### **5. Duties of the Committee**

- i. To determine the University's academic aims and objectives and to promote effective student learning, teaching, scholarship and research.
- ii. To advise the President & Vice Chancellor and Board of Governors on the development of the University's academic activities and the resources needed to support these activities.
- iii. To approve a framework of principles and regulations to be complied with by all of the University's programmes of study and programmes of supervised research, including University programmes offered in collaboration with external organisations.
- iv. To determine conditions and procedures for the granting and conferment of Degrees, Diplomas, Certificates, other academic awards, prizes and distinctions by the University, including honorary academic awards and titles.
- v. To be responsible for academic standards, academic quality audit, the validation and review of programmes of study and programmes of supervised research, subject to the requirements of external bodies.
- vi. To maintain oversight of the arrangements for ensuring that students have the opportunity to express their opinions on their overall experience and to ensure that students are well-prepared for employment in fields related to their degrees.
- vi. To establish policies and procedures on matters relating to the admission of students, student retention, teaching, curriculum content, assessment and examination of the academic performance of students, subject to the requirements of the University's authority and that of any external bodies.
- vii. To appoint and, if necessary, to remove internal and external examiners or, where appropriate, recommend the appointment of examiners to external validating bodies.
- viii. To determine procedures whereby students may appeal against decisions made by an Assessment Board.
- ix. To determine procedures for the expulsion of students for academic reasons, after having consulted with the Board of Governors.
- x. To advise on such other matters as the President & Vice Chancellor or Board of Governors may refer to Senate.

## Appendix A

### 6. Membership

Under the Articles of Government, Senate should have no more than thirty members, selected under arrangements approved by the Board of Governors. The President & Vice Chancellor shall be Chairperson and in the event of the membership being at any time below thirty, the proportion of staff holding designated management posts should not be less than half. The membership of Senate shall be as follows:

- Chair – President & Vice Chancellor
- Fifteen holders of designated management posts (to include Pro Vice Chancellor (Academic Strategy) (Vice Chair), Assistant Vice Chancellor (Academic Operations) (Vice Chair), Deans of Faculty, Heads of Schools/Centres/Institutes; others to be designated (managers with cross institutional responsibilities) (nominated by the President & Vice Chancellor))
- Five members of the permanent academic teaching staff (no more than two from an individual School) (elected by and from the permanent academic teaching staff)
- Five members of the Professoriate
- Two student representatives
- Two other permanent non-teaching staff (nominated by the Vice Chancellor).

#### Membership for the 2021-22 academic year

Professor George Holmes (*Chair, President & Vice Chancellor*)

*Fifteen holders of designated management posts (to include Pro Vice Chancellor (Academic Strategy) (Vice Chair), Assistant Vice Chancellor (Academic Operations) (Vice Chair), Deans of Faculties, Heads of Schools; others to be designated (managers with cross institutional responsibilities)):*

Dr Greg Walker (*Vice Chair, Pro Vice Chancellor (Academic Strategy)*)

Dr Julian Coleman (*Vice Chair, Assistant Vice Chancellor (Academic Operations)*)

Professor Mohammed Abdel-Haq (*Assistant Vice Chancellor, Postgraduate Development*)

Dr Claire Aindow (*Associate Dean, Off Campus Division*)

Dr Mark Busfield (*Director, NCME*)

Caroline Cowburn (*Assistant Vice Chancellor, Transformation*)

Dr Sue Duncan (*University Registrar*)

Dr Zubair Hanslot (*Provost*)

Dr Trish Houghton (*Head of School, School of Nursing and Midwifery*)

Dr Jane Howarth (*Dean of Faculty, Faculty of Health & Well-being*)

Sam Johnson (*Head of School, School of the Arts*)

Prof Patrick McGhee (*Assistant Vice Chancellor, Office for Students*)

Dr Anne Miller (*Academic Registrar*)

Dr Gill Waugh (*Dean of Faculty, Faculty of Professional Studies*)

Simon Wiggins (*Dean of Faculty, Faculty of Engineering and Creative Technologies*)

*Five members elected by and from the permanent academic teaching staff (no more than two from an individual School):*

Meksha Burrin, Institute of Management

Beverley Caddick, School of Law

## **Appendix A**

Chris Grant, Off Campus Division  
Mark Holland, School of Clinical and Biomedical Sciences  
Liba Whittaker, School of Health and Human Sciences

*Five members of the Professoriate:*

Prof Jerome Carson  
Professor Russell Gurbutt  
Prof Baljinder Kandola  
Prof Danny Morton  
Prof Peter Myler

*Two student representatives:*

Liam Preece  
Nihit Tiwari

*Two other permanent non-teaching staff (nominated by the President & Vice Chancellor):*

Hilary Birtwistle (*Head, Quality Systems*)  
Tim Openshaw (*Assistant Vice Chancellor, Strategic Planning and Student Experience*)

Arrangements for elections of the permanent academic teaching staff shall be the responsibility of the Secretary to Senate who shall be the Returning Officer.

Elected members will hold office for two years, as will members nominated by the President & Vice Chancellor.

### **7. Quorum**

Meetings shall be quorate when at least one half of the total prescribed membership is present, including the Chair (or Vice Chair where the role exists), and when at least one half of those members present are University staff (as distinct from external members or students).

### **8. Appointment of Chair/Vice Chair**

- The Chair shall be the President & Vice Chancellor
- The Vice Chairs shall be the Pro Vice Chancellor (Academic Strategy) and the Assistant Vice Chancellor (Academic Operations).

### **9. Meetings**

Meetings should be held at least three times per academic year.

### **10. Attendance at Meetings**

- tbc (*Student Observer*)
- Chris McClelland (*Executive Director, Human Resources*)
- Kelly Perkin (*Chief Executive, Alliance Learning*)
- Joel Prescott (*Associate Director - Corporate Intelligence and Data Integrity*)
- Sharon Sturgess (*Executive Assistant*)
- Brennan Tighe (*Head of Student Experience and Learning Enhancement*)
- Tony Unsworth (*Assistant Vice Chancellor – (Resources)*)

## **Appendix A**

- Bill Webster (*Principal, Bolton College*)

### **11. Committee Reporting**

The Committee reports to the Board of Governors. Minutes are published on the University Public Drive.

### **12. Review**

Terms of Reference are reviewed by Senate, annually.

### **13. Sub-committees**

Subject to the agreement of the President & Vice Chancellor and the Board of Governors, Senate may establish such committees as it considers necessary to enable it to carry out its responsibilities.

## EDUCATION COMMITTEE



### TERMS OF REFERENCE 2021 – 22

#### Strategic Vision: Teaching Intensive Research Informed (TIRI)

The University of Bolton will be a teaching intensive, research informed higher education institution whose distinctive high quality, student-focused, undergraduate and postgraduate programmes attract applications from all over the world.

#### 1. Authority of the Committee

On behalf of Senate, the Committee is responsible for the development and review of the University's Learning, Teaching and Assessment and Employability strategies and approving, reviewing and overseeing the implementation of attendant policies, procedures and practices. The Committee will be responsible for overseeing policies and procedures for assuring academic quality and standards and for maintaining a consistently high quality of student experience and for promoting a culture of continual improvement. The Committee will oversee the arrangements for assuring the academic quality and standards of off-campus collaborative provision.

#### 2. Duties of the Committee

- i. To formulate, revise, promote and oversee the implementation of the University's Learning, Teaching and Assessment Strategy and the University's Employability Strategy and to recommend these for approval to Senate.
- ii. To oversee the implementation of the University's strategic plan in relation to learning, teaching, standards, assessment, employability and the wider student experience through the development of relevant policies and procedures.
- iii. To make recommendations to Senate on the approval of collaborative partnerships and to monitor their operation, identifying risk and taking action as required.
- iv. To develop, approve and monitor policies and procedures for the promotion of student engagement, student representation and the gathering of feedback from students.
- v. To monitor the quality and standards of taught and research degree programmes and the quality of students' academic experience on those programmes throughout the University and its partner institutions through:
  - o Consideration of reports from the Quality Assurance Agency and Professional, Statutory and Regulatory Bodies;
  - o Subject reviews and other visits;
  - o Management information on the student experience, including student surveys and progression, retention, employability and achievement data;
  - o Local reports from School Boards pertaining to the above and to ensure that, where necessary, appropriate action is taken.
- vi. To monitor the effectiveness of the External Examiner system, including receiving and considering summary reports of matters raised by External

Examiners, to approve responses to them on behalf of the University and to take action as required.

- vii. To support the enhancement of learning and teaching and the student experience through the development and dissemination of good practice and innovation and by raising the profile of learning and teaching, both on-campus and off-campus.
- viii. To promote a self-critical, reflective approach to academic standards throughout the University and its partners and to identify and encourage good practice and innovation in learning, teaching, curriculum development and assessment, including the use of new learning technologies, and to identify and promote related opportunities for staff development.
- ix. To monitor and evaluate the preparation of students for employment and life by introducing policy and promoting:
  - o curriculum provision for employability skills;
  - o opportunities for work experience, internships and placements
  - o careers' awareness/guidance.

### **3. Membership**

#### Members:

Chair (Assistant Vice Chancellor (Office for Students))  
Deputy Chair (Academic Registrar)  
School/Division members, nominated by the Heads of Schools/Division, usually Academic Co-ordinator (SELE) and Academic Co-ordinator (R&R)  
One Learning and Teaching Fellow  
One student member of Senate  
One undergraduate student representative, elected/appointed by the Students' Union  
  
One postgraduate student representative, elected/appointed by the Students' Union  
Director of Student Services and Experience  
Executive Dean, Research & Graduate School  
Head, Information Systems and Technology  
Head, Careers and Employability  
Director of Jobs for Students  
Student Liaison Officer

#### In attendance

Head, Quality Systems\*  
Head of Standards and Enhancement (Taught Provision)\*

Associate Teaching Professor\*

Associate Director - Corporate Intelligence and Data Integrity\*

\* = in attendance plus other members of University staff to be invited to attend as and when necessary

Secretary: Standards and Enhancement Officer

## Observers and Contributors

The Teaching Intensive Research Informed (TIRI) Professors are observers and contributors to the meetings of Education Committee.

### **4. Quorum**

Meetings shall be quorate when at least one half of the total prescribed membership is present, including the Chair (or Deputy Chair where the role exists), and when at least one half of those members present are University staff (as distinct from external members or students).

### **5. Appointment of Chair/Deputy Chair**

- The Chair shall be the Assistant Vice Chancellor (Office for Students)
- The Deputy Chair shall be the Academic Registrar

### **6. Meetings**

Meetings shall be held at least four times per academic year.

### **7. Committee Reporting**

The Committee reports to Senate. Minutes are published on the University Public Drive.

### **8. Review**

Terms of Reference are reviewed at the first meeting of the Committee annually and any changes are approved by Senate.

### **9. Standing Approvals' Panels**

The Committee shall authorise the Academic Registrar to establish University Standing Panels on the Committee's behalf to consider proposals for programme approval. The University Standing Panel shall be constituted from academic staff reviewers, the trained student reviewers and external reviewers to enable appropriately informed, objective and impartial consideration of proposed programmes. Panels will normally be chaired by the Academic Registrar or nominee and will undertake an independent appraisal of the proposal development record for a programme. The full terms of reference for the University Standing Panel are included in the Programme Approval Handbook 2021/22.

## RESEARCH AND KNOWLEDGE EXCHANGE COMMITTEE

### TERMS OF REFERENCE 2021-22

#### Strategic Vision: Teaching Intensive Research Informed (TIRI)

The University of Bolton will be a teaching intensive, research informed higher education institution whose distinctive high quality, student-focused, undergraduate and postgraduate programmes attract applications from all over the world.

#### 1. Authority of the Committee

The Committee is advisory to Senate on the development of the Strategic Plan in relation to research, knowledge exchange/transfer, and industry engagement and for developing policies and initiatives concerning the maintenance, growth and enhancement of related activities and the University's research activity (including scholarship, knowledge transfer and the creation and exploitation of new knowledge) within the overall context of the current Strategic Plan. The Committee's remit will include the development of business opportunities and the creation and exploitation of new knowledge within the overall context of the Strategic Plan.

#### 2. Duties of the Committee

- i. To engage with the research landscape across the higher education sector and its funding bodies, partners and users, so as to inform research policy and planning within the University.
- ii. To identify opportunities for knowledge exchange and industry engagement with research and the wider University, including opportunities for student internships and placements, and to identify potential sources of funding, and research partners from the UK, EU and overseas, so as to inform policy and planning within the University.
- iii. To formulate and implement University research strategies and associated policies according to the commitments made in the Strategic Plan and to ensure that appropriate staff development is made available to support these activities.
- iv. To formulate and implement University knowledge exchange and employer engagement policies, strategies and implementation plans according to the commitments made in the Strategic Plan.
- v. To identify opportunities by which the University is able to achieve its knowledge exchange and industry engagement-related goals and to measure progress against these goals, including:
  - the development of products and services leading to knowledge exchange and industrial engagement outcomes;
  - the development of mechanisms to support and deliver high added-value consultancy and knowledge exchange;
  - the creation, exploitation and dissemination of innovative approaches to industry engagement;

- the development of mechanisms to assist in new knowledge creation and transfer.
- vi. To advise the Vice Chancellor on the appropriate strategic utilisation and distribution of the Funding Council third stream income in support of research and employer engagement (such as the HEIF grant and any successful SDF application) and, on behalf of Senate, to monitor and report back on the outcomes achieved.
- vii. To advise the Vice Chancellor on the appropriate distribution of the Funding Council research grant (including any special funds for research) and on the level and distribution of internal funding for research.
- viii. To consider annual reports from Schools and research teams and relevant central services relating to the achievement of University and local research plans and to report to Senate accordingly.
- ix. To receive progress reports from Schools, research centres and institutes on their acquisition and use of external project funding in support of innovation and employer engagement and on their achievement of the funded outcomes.
- x. To advise as required by Senate on the configuration and content of any returns and statements on research and on knowledge exchange and industry engagement made to external bodies.
- xi. To disseminate good practice in the preparation of bids for external funding.

### **3. Membership**

- Chair – Member of the Professoriate
- Assistant Vice Chancellor, Office for Students
- A member from each School, nominated by the Head of School.
- Six co-options as agreed with the Chair of the Committee, representative of the research and enterprise activity of the University
- Up to three external representatives from relevant industries to be nominated by the Heads of Schools
- Up to three Research Student Representatives.

#### Invited to attend:

- Associate Director, Student Life
- KTP Coordinator
- Research and Innovation Administrator (Secretary)

### **4. Quorum**

Meetings shall be quorate when at least one half of the total prescribed membership is present, including the Chair (or Deputy Chair where the role exists), and when at least one half of those members present are University staff (as distinct from external members or students).

### **5. Appointment of Chair/Deputy Chair**

- The Chair shall be a member of the Professoriate.
- The Deputy Chair, where such a role exists, shall be nominated by the Committee from amongst its professoriate members.

**6. Meetings**

Meetings shall be held at least three times per academic year.

**7. Committee Reporting**

The Committee reports to Senate. Minutes are published on the University Public Drive.

**8. Review**

Terms of Reference are reviewed at the first meeting of the Committee annually and any changes are approved by Senate.

## HONORARY AWARDS COMMITTEE



### Strategic Vision: Teaching Intensive Research Informed (TIRI)

The University of Bolton is a teaching intensive, research informed higher education institution whose distinctive high quality, student-focused, undergraduate and postgraduate programmes attract applications from all over the world.

## TERMS OF REFERENCE 2021-22

### 1. Authority and duties of the Committee

The Honorary Awards Committee is a decision-making subcommittee of Senate. **It has responsibility for identifying and proposing suitable candidates for the award of honorary degrees to the President and Vice-Chancellor of the University** and shall:

- (a) after consultation with the University on proposed names, take decisions on names to be put to the President and Vice Chancellor for approval for the conferral of Honorary Degrees; and
- (b) make recommendations to the President and Vice Chancellor on any proposal for the revocation of an honorary degree.
- (c) report annually on its activities to Senate.

### 2. Membership

3.1 The Committee shall consist of:

- the President and Vice-Chancellor or her/his nominee acting as Chair
- Two members nominated by the President and Vice Chancellor
- One student member of Senate
- One member of the Board of Governors selected under arrangements to be determined by that Board
- Up to two co-options as determined by the Committee
- Three staff members of Senate

The period of appointment for appointed members shall be one year renewable for a maximum of four years.

## RESEARCH ETHICS SUB-COMMITTEE

### Strategic Vision: Teaching Intensive Research Informed (TIRI)

By 2020 the University of Bolton will be a teaching intensive, research informed higher education institution whose distinctive high quality, student-focused, undergraduate and postgraduate programmes attract applications from all over the world.

### TERMS OF REFERENCE 2021-22

#### 1. Authority of the Committee

The Sub-committee has delegated responsibility **from the Research and Knowledge Exchange Committee** for consideration and decision-making with respect to all matters relevant to the University's Research Ethics policies and procedures. **Approval of policies for Research Ethics would be subject to endorsement by the Research and Knowledge Exchange Committee and approval by Senate.**

#### 2. Duties of the Committee

- i. To establish, implement and review ethics policies, procedures and guidelines for research projects involving human participants or human data or material, and to disseminate these as appropriate within the University.
- ii. To provide guidance to staff and students on the ethics of conducting research involving human participants or human data or material.
- iii. To advise on and approve procedures to be implemented by Schools and Research Institutes for the ethics review of projects involving human participants or human data or material which are undertaken by undergraduate students and taught postgraduate students, and to monitor the effectiveness of these procedures.
- iv. To review and approve research undertaken by staff, visiting researchers, postgraduate research students or external researchers which involves human participants or human data or material and/or which is referred to the Committee by Schools and Research Institutes, prior to the commencement of that research.
- v. To consider any issues concerning the ethics of research referred to the Committee.
- vi. To report as required to Senate on ethics review activities.

#### 3. Membership *(to be nominated annually by the Vice Chancellor and confirmed by Senate)*

- Chair – Chair of the Research and Knowledge Exchange Committee or nominee
- Ten Research Ethics Officers (representative of the University's Schools, Research Institutes and the Off Campus Division)
- Two external representatives

- Two student representatives, of whom at least one should be a postgraduate research student

#### **4. Quorum**

Meetings shall be quorate when at least two Research Ethics Officers, the Chair (or Deputy Chair) and two other members are present.

#### **5. Appointment of Chair/Deputy Chair**

- The Chair shall be appointed by the Vice Chancellor / Assistant Vice Chancellor

#### **6. Meetings**

The Committee will normally meet as cases arise. Dates for submission of proposals will be published. Closing dates for submissions will be two weeks prior to the meeting (or eleven days if multiple copies are provided) and will be strictly adhered to. The Committee aims to convey decisions to the applicants within one week of the meeting, or within four weeks of receipt of the application, unless there are queries to be made of the applicant, or a need for outside opinion. Applications can be sent to the Secretary of the Committee between meetings for circulation among Committee members, and decisions made by post or email, to be ratified at the next Committee meeting.

There should normally be at least one full meeting of the committee per academic year.

#### **7. Attendance at Meetings**

- Health and Safety Officer
- Secretary (nominated by the Research and Graduate School).

#### **8. Committee Reporting**

The Committee reports to the Research and Knowledge Exchange Committee.

#### **9. Review**

Terms of Reference are reviewed at the first meeting of the Committee annually and any changes are approved by Senate.

## **PROGRAMMES COMMITTEE**

### **TERMS OF REFERENCE 2021-22**

#### **Strategic Vision: Teaching Intensive Research Informed (TIRI)**

The University of Bolton will be a teaching intensive, research informed higher education institution whose distinctive high quality, student-focused, undergraduate and postgraduate programmes attract applications from all over the world.

#### **1. Authority of the Committee**

Programmes Committee is a sub-committee of the Education Committee. Programmes Committee has delegated authority to approve the academic portfolio planning of on and off campus provision in the light of the Annual Academic Planning Process. This includes the suspension, withdrawal and renewal of taught academic programmes. The Committee considers the initial case for the academic approval of new on and off campus programmes which have been preceded, where necessary, by strategic approval from the Strategic Planning Resources and Development Committee (SPRDC).

#### **2. Duties of the Committee**

- i. To develop the academic strategy related to the University's portfolio, including consideration of the viability of academic programmes and the resources required for their successful delivery.
- ii. To consider outline proposals from the University academic areas and external organisations for new programmes of study and authorise programmes to proceed to programme approval.
- iii. To receive site appraisal reports pertaining to the delivery of prospective collaborative programmes and to decide whether sufficient resource is available at an existing or prospective partner organisation to allow for programme delivery.
- iv. To approve external advisers, external reviewers and external panel members.
- v. To approve the suspension and/or discontinuation of programmes and to report this to Education Committee.
- vi. To approve title changes to programmes.
- vii. To approve proposed intermediate changes to programmes.
- viii. To approve articulation and progression arrangements.
- ix. To keep under review the academic planning and development process.
- x. To develop a proactive approach to the development of the University's programme portfolio.
- xi. To advise on such other matters as the Vice Chancellor or Senate may refer to it.

### **3. Membership**

- Chair - Academic Registrar
- Deputy Chair – Assistant Vice Chancellor (Strategic Planning and Student Experience)
- Assistant Vice Chancellor (Academic Operations)
- One Head of School nominated by the Chair of Education Committee
- Associate Dean of Off Campus Division or a nominee
- Director of Marketing and Undergraduate Recruitment
- Provost
- One Academic Coordinator\*, nominated by the Chair of Education Committee
- One student representative, nominated by the Students' Union and approved by the Chair of Education Committee

\*A reserve nominee holding this post shall also be appointed. The reserve nominee will attend meetings where the primary member may have a conflict of interest.

The AVC(OfS) to attend the meetings as an observer.

The Head of Apprenticeship Development to be in attendance.

The Associate Director - Corporate Intelligence and Data Integrity, Strategic Planning & Student Data Management to be in attendance

### **4. Appointment of Chair**

- The Chair shall be the Academic Registrar
- The Deputy Chair shall be the Assistant Vice Chancellor (Strategic Planning and Student Experience)

### **5. Meetings**

Meetings normally shall be held five times a year.

### **6. Committee Reporting**

The Committee reports to Education Committee. Minutes are published on the University Public Drive.

### **7. Review**

Terms of Reference are reviewed annually by the Academic Registrar in collaboration with the Chair of Education Committee and any changes are approved by Senate.

# SCHOOL BOARDS

## TERMS OF REFERENCE 2021-22

### **Strategic Vision: Teaching Intensive Research Informed (TIRI)**

The University of Bolton will be a teaching intensive, research informed higher education institution whose distinctive high quality, student-focused, undergraduate and postgraduate programmes attract applications from all over the world.

#### **1. Authority of the Committee**

On behalf of the Education Committee, School Boards are responsible for the implementation the University's strategic priorities as they relate to the School and to monitor the achievement of planned objectives.

#### **2. Duties of the Committee**

- i. To develop and monitor the School Local Plan.
- ii. To manage the portfolio of programmes within the School (including programme developments, new programmes and programme closures)
- iii. To oversee and report on School staffing and resources (financial and physical, including health and safety)
- iii. To oversee and report on the quality monitoring and review of programmes within the School
- iv. To manage learning, teaching and assessment and the student experience within the School
- v. To develop and review strategies for student retention and support within the School
- vi. To oversee and report on School recruitment initiatives and marketing communications
- vii. To oversee and report on research, enterprise, employability and work-related learning initiatives
- viii. To report on and feed into the business of SSLCs, as well as University-wide committees.
- ix. To receive reports from University Services and discuss where necessary.
- x. To Identify any School-related *Reportable Events* and to feed these back to the Chair and/or Secretary of the Reportable Events Panel

#### **3. Membership**

- Head of School/Centre (Chair)
- Dean (alternative Chair)
- Academic Co-ordinator – Standards, Enhancement and the Learner Experience
- Academic Co-ordinator – Recruitment and Retention
- Teaching Professor(s)
- School Research Co-ordinator
- School Teaching and Learning Champion
- School Employability Champion
- School Enterprise Champion
- Seven academic staff members representative of the subject areas covered by the Board
- School Board Student Representative/s and relevant Community Engagement Co-ordinator
- A member of academic administrative staff
- A member of technical staff (if applicable)
- A member of Student Services
- A Student Liaison Officer
- A Library representative
- One person from another school nominated by their Head of School and approved by AVC (OfS)

Invited to attend:

- Administrator (Secretary)
- A member of IS&T (To supply a report when not in attendance)
- A senior member of the Standards of Enhancement Office
- A member of senior management as appropriate

**4. Quorum**

Meetings shall be quorate when at least one half of the total prescribed membership is present, including the Chair and when at least one half of those members present are University staff (as distinct from external members or students).

**5. Appointment of Chair**

The Chair is the Head of School/Centre or the Dean of Faculty

**6. Meetings**

Meetings shall normally be held at least two times per academic year. A calendar of meetings must be supplied to Senate at the start of each academic session.

**7. Committee Reporting**

The School Boards report to Education Committee. Minutes are published on the University Public Drive.

**8. Review**

Terms of Reference are reviewed by the Standards and Enhancement Office annually and any changes are approved by Education Committee and Senate.

## OFF-CAMPUS DIVISION BOARD

### Strategic Vision: Teaching Intensive Research Informed (TIRI)

The University of Bolton will be a teaching intensive, research informed higher education institution whose distinctive high quality, student-focused, undergraduate and postgraduate programmes attract applications from all over the world. The role of Off Campus Division Board in achieving that objective is crucial given their focus on implementing agreed objectives locally in the context of the University's Strategic Plan.

### TERMS OF REFERENCE 2021-22

#### 1. Authority of the Committee

On behalf of the Education Committee, the Off-Campus Board is responsible for the implementation the University's strategic priorities as they relate to the Off-Campus Division and to monitor the achievement of planned objectives.

#### 2. Duties of the Committee

- i. To develop and monitor the Local Plan.
- ii. To manage the portfolio of programmes within the off-campus division academic team (including programme developments, new programmes and programme closures)
- iii. To oversee and report on division staffing and resources (financial and physical, including health and safety)
- iii. To oversee and report on the quality monitoring and review of partnerships managed within the division
- iv. To lead on the enhancement of learning, teaching and assessment and the student experience at partner organisations managed by the division working with link tutors, including ensuring that students have the opportunity to voice their opinion on their interactions with the School/Centre and that they are well prepared for employment
- v. To lead on the development and review of strategies for retention at partner organisations managed by the school
- vi. To oversee and report on recruitment initiatives and marketing communications at partner organisations managed by the division
- vii. To oversee and report on research, enterprise and employability initiatives
- viii. To report on and feed into the business of school SSLCs, as well as University-wide committees.

#### 3. Membership

- Associate Dean, Off-Campus Division (Chair)
- Head of Collaborative Provision Partnerships (Deputy Chair)
- Senior Administration Manager
- Senior Partnership Managers
- Partnerships Relations Manager
- School Research Co-ordinator

- School Employability Champion
- Academic Partnership Managers
- Partnership Co-ordinators
- Programme Leaders
- A member of Student Services
- A Library representative
- One person from another school nominated by their Head of School and approved by AVC (Office for Students)
- Partner Representatives
- Student Representatives

Invited to attend:

- Administrator (Secretary)
- A senior member of the Standards of Enhancement Office
- A member of senior management as appropriate
- A member of IS&T

**4. Quorum**

Meetings shall be quorate when at least one half of the total prescribed membership is present, including the Chair and when at least one half of those members present are University staff (as distinct from external members or students).

**5. Appointment of Chair**

The Chair is the Associate Dean of Division

**6. Meetings**

Meetings shall normally be held at least three times per academic year. A calendar of meetings must be supplied to Senate at the start of each academic session.

**7. Committee Reporting**

The Off-Campus Board reports to Education Committee. Minutes are published on the University Public Drive.

**8. Review**

Terms of Reference are reviewed by the Standards and Enhancement Office annually and any changes are approved by Education Committee and Senate.

## BOARD OF STUDIES FOR RESEARCH DEGREES

### TERMS OF REFERENCE 2021-22

#### **Strategic Vision: Teaching Intensive Research Informed (TIRI)**

By 2020 the University of Bolton will be a teaching intensive, research informed higher education institution whose distinctive high quality, student-focused, undergraduate and postgraduate programmes attract applications from all over the world.

#### **1. Authority of the Committee**

The Board is responsible to Education Committee for ensuring the maintenance of the academic standards of programmes of study leading to the award of degrees by research, including the control of all matters relating to the registration, supervision and examination of research students.

#### **2. Duties of the Committee**

- i. To establish and ensure the implementation of the University's regulations, policies and procedures for the admission, registration, supervision and examination of students who wish to follow programmes of study at the University leading to degrees by research.
- ii. To approve the initial qualifications of persons wishing to register as research students with the University and to be responsible for considering and requiring any necessary amendments to proposed programmes of study, supervisory arrangements, research training and related studies, prior to formal registration of the programme.
- iii. To consider and require any necessary amendments to proposals for the transfer of a student's registration from Master of Philosophy to Doctor of Philosophy.
- iv. To consider and require any necessary amendments to the proposed examination arrangements for research students, including the appointment of internal and external examiners and to receive final reports of the decisions of examiners for recommendation to Senate.
- v. To implement and monitor the operation of the University's Code of Practice for Research Supervisors and Students across the University and to consider regular reports on how supervisory responsibilities are being carried out.
- vi. To implement and monitor the University's Research Degree Quality Assurance Procedures, by considering annual research progress records from supervisors and students and taking any necessary actions to safeguard the standard of awards and the quality of the research student experience.
- vii. To report to Education Committee on all matters concerning the management, administration and quality assurance of research degree programmes of study and the operation of the University's research degree procedures.

### **3. Membership**

- Chair – a member of Professoriate nominated by the Chairperson of Education Committee.
- Executive Dean of the Research and Graduate School
- Five members nominated by the Chairperson of Education Committee from the academic staff of the University, on the basis of their experience of successful research activity and successful research degree supervision and examination up to Master of Philosophy and Doctor of Philosophy level.
- One member from each School and Off-campus, who holds the role of Research Coordinator within a School/Off Campus to be nominated by the Head of School.
- Up to three external members chosen for their record as researchers, supervisors and examiners, and for the subject specialisms which they may add to the range of expertise of the Board. (To reflect regulatory requirements when conducting Standing Panels off-campus, the role of external member may be taken from time to time by varying representatives from the University's partner organisations).
- A minimum of three student representatives, who should be enrolled on research degree programs at the University, excluding members of academic staff.

With the exception of the student representatives, members should not be enrolled on research degrees at the University.

### **4. Quorum**

Meetings shall be quorate when at least one half of the total prescribed membership is present, including the Chair (or Deputy Chair) and when at least one half of those members present are University staff (as distinct from students).

Student members will be asked to leave when considering reserved business items

### **5. Appointment of Chair/Deputy Chair**

- The Chair shall be nominated by the Chairperson of Education Committee.
- The Deputy Chair shall be nominated by the Chair.

### **6. Meetings**

Meetings shall be held at least five times per academic year.

### **7. Attendance at Meetings**

- Research Degrees Administrator (Secretary)
- Member of Standards & Enhancement Office (SEO) nominated by Academic Registrar.

- Nominated student representatives will be present during unreserved business.

## **8. Committee Reporting**

The Board reports to Education Committee.

## **9. Review**

Terms of Reference are reviewed at the first meeting of the Board annually and any changes are approved by Senate.

## **10. Chair's Actions**

It is acknowledged that the Board sometimes needs to make decisions on student critical matters between meetings of the Board in order to avoid undue delay to the student's progression. In such cases Chair's action maybe requested. However, certain student related matters do need to be properly considered by all members of the Board (excepting student representatives). In order to facilitate this, for the list of items that follow, the Chair may only agree a course of action once the item has been circulated to Board members for comment;

- Approval of viva voce examiners (R5)
- Consideration of extension/suspension requests (R3)
- Changing the supervisory team (R4)
- Agreeing to recommend the award of a research degree (either through approving an EPhD2 or E3)

The Research Degrees Administrator will ensure that the document is circulated to Board members with a specified deadline for response so that the Chair can make an informed decision.

## **11. Standing Panels**

- i. In addition to its normal meetings, the Board shall make use of Standing Panels convened by the responsible person (the Convenor) in each School and Off-Campus.
- ii. The Convenor should ensure that each Standing Panel shall:
  - comprise at least three members selected by the Convenor for their capacity to make a meaningful contribution to the business under consideration by the Panel; members may be included who are relatively inexperienced in research degree matters, as long as the capacity of the Standing Panel to arrive at valid decisions is not compromised as a result;
  - include adequate representation from the relevant research area(s), bearing in mind the business under consideration at the Panel's meeting;
  - contain at least one member who is independent of the supervisory team and the student;
  - contain at least one member who is also a member of the Board of Studies for Research Degrees;
  - normally be chaired by a member of the Professoriate or other senior researcher.
- iii. The Convenor shall ensure that no Standing Panel Chair has direct involvement with any applicant under consideration (including acting in a supervisory or advisory capacity to

the applicant). If this situation arises then an alternative Chair shall be appointed for the Standing Panel meeting in question.

- iv. Directors of Studies and second supervisors should be invited to be in attendance at Panel meetings convened to consider their own students but must not chair or be members of any such Panel, except in the case of Panels convened to assess the annual progress of all students in the local organisational unit.
- v. Additionally, no Standing Panel shall comprise a membership in which half or more of its number have direct involvement with an applicant under consideration. If necessary, the Convener shall seek replacement members, whether internal and/or external to the local academic unit, so that the majority of Standing Panel members do not have direct involvement with an applicant under consideration.
- vi. Panels shall consider:
  - a. Proposals for initial registration;
  - b. Proposals for transfer from Master of Philosophy to Doctor of Philosophy;
  - c. Mid-programme assessments in respect of applicable students registered for PhD direct;
  - d. The annual progress of research students.

Panels are responsible for making clear recommendations to the Board on the registration, annual and mid-term progress, and transfer of award intention by students, with the Board having the final right of approval of all recommendations.

- vii. Upon request by the Convener, an Administrator from the Research and Graduate School will normally make the practical arrangements for the Standing Panel and act as Panel Secretary, recording the proceedings and producing a report for the Board of Studies.

## **EXTERNAL EXAMINERS NOMINATIONS SUB-COMMITTEE**

Strategic Vision: Teaching Intensive Research Informed (TIRI)

By 2020 the University of Bolton will be a teaching intensive, research informed higher education institution whose distinctive high quality, student-focused, undergraduate and postgraduate programmes attract applications from all over the world.

### **TERMS OF REFERENCE 2021-22**

#### **1. Authority of the Committee**

The Committee has delegated authority from Senate to consider and make recommendations to Education Committee on the appointment, duties and termination of the appointments of external examiners for the University's taught programmes of study. Education Committee is then asked to endorse appointments for ratification by Senate.

#### **2. Duties of the Committee**

Reporting to Education Committee, the Sub-committee shall:

- i. Consider applications for the appointment of external examiners (including extensions of terms of office and redistribution of responsibilities) to all taught programmes leading to awards of the University and to recommend approved applications to Education Committee.
- ii. Recommend to Education Committee proposals relating to the termination of an external examiner's appointment in those exceptional cases where an examiner has not fulfilled his/her duties in a manner consistent with the standards required by the University.
- iii. Take such steps as may be necessary to ensure that professional, statutory and regulatory bodies' requirements with respect to external examiners are satisfied.
- iv. The Chair shall be authorised to take such executive action as may be necessary to expedite urgent business, provided that a report of such action is provided to the Sub-committee and Education Committee.

#### **3. Membership**

- Chair – Nominated by the Chair of the Education Committee: Executive Dean, Research and Graduate School.
- At least one Education Committee member with experience and expertise in the delivery and assessment of taught awards
- At least two representatives from academic staff who are experienced in the delivery of taught programmes.

**Members shall be approved by Education Committee.**

#### **4. Quorum**

Meetings shall be quorate when at least one half of the total prescribed membership is present or responds to nominations remotely, including the Chair/Deputy Chair.

**5. Appointment of Chair/Deputy Chair**

The Chair and Deputy Chair shall be nominated by the Chair of the Education Committee.

**6. Meetings**

Nominations will normally be considered by circulation to members, with meetings being held if required. There will normally be at least one face-to-face meeting per year to consider sub-committee membership, terms of reference, current nominations and any other business which may arise.

**7. Attendance at Meetings**

Standards and Enhancement Officer (Secretary).

**8. Committee Reporting**

The Sub-committee reports to the Education Committee.

**9. Review**

Terms of Reference are reviewed by the sub-committee annually and any changes are approved by the Education Committee.

## Terms of reference and membership of the University Standing Panel

### **Strategic Vision: Teaching Intensive, Research Informed (TIRI)**

*By 2021 the University of Bolton will be a teaching intensive, research informed higher education institution whose distinctive high quality, student-focused, undergraduate and postgraduate programmes attract applications from all over the world.*

## TERMS OF REFERENCE

### 1. Authority of the Panel

On behalf of Senate the panel is responsible for scrutinising proposals for new or revised academic programmes of study that lead to University or external qualifications.

### 2. Duties of the Panel

- i. In advance of meeting, to review, electronically, the Proposal Development Record for designated programme proposals, according to the Agenda and notification from the USP Secretary;
- ii. To consider whether for each programme proposal there is sufficient evidence that **due process has been followed** at programme and School/ Division levels;
- iii. To attend the relevant meeting of the Panel and to be prepared to discuss the suitability of designated programme proposals for approval;
- iv. In advance and at the meeting, to sample and review, electronically, the evidence held in each Proposal Development Record on the Moodle site.

The **essential process documents** for review are:

- The SEO Secretary's Report
- Either the Consultation Report from the relevant Academic Coordinator (SELE) or Internal Advisor
- The Consultation Report from the External Advisor(s) / PSRB representative(s) and the proposing team's response to any comments
- For off-campus partnerships: the Partnership Operations Manual

The **essential programme documents** for review are:

- The Programme Specification(s)
- The Module Specifications
- The Programme Handbook(s)

The *process documents* available for sampling, electronically, as required, include:

- Report of the consultation with students
- Report of the consultation with employers/professionals
- The Programme Approval criteria

The *programme documents* available for sampling, electronically, as required, include:

- Evidence to show how the proposal meets University requirements
- Programme/ Placement/ Mentoring Handbook(s)
- Staff CVs and module/ leadership responsibilities

- Any curriculum mapping
  - Information to confirm provision of learning resources
  - Any specific programme regulations/ PSRB requirements
  - Marketing materials
  - Records of Academic Approval
- v. At the meeting of the Panel: to consider and confirm whether for each programme proposal there is sufficient evidence that ***due process has been followed*** at programme and School/ Division levels. To reach a clear decision, the Panel can sample, electronically, the evidence in the folder containing the Programme Development Record on Moodle.
- vi. To make recommendations to the University Senate on ***whether or not to approve*** of a programme proposal. The possible outcomes are:
- Approval for a 5 year period or until the next periodic review and reapproval ;
  - Approval for a designated period that is less than 5 years;
  - Non-approval with detailed reasons;
  - Exceptionally, the Panel can require that the proposal is returned to an appropriate earlier stage. Detailed reasons would accompany this decision.
  - Exceptionally the Panel can require that a proposal be considered at a programme approval event. Detailed reasons would accompany this decision.
- vii. To identify any affirmations and/ or commendations of the proposal;
- viii. To produce an annual report to the Education Committee and to Senate, the purpose of which will be to
- list the new and existing University qualifications and programme tiles approved during the preceding academic year;
  - provide assurance that due process has been followed;
  - highlight features of good practice for dissemination across the institution.

### 3. Membership

#### Members:

- Chair;
- External Reviewer with experience of external quality assessment (QAA review);
- One Student Reviewer nominated by the Bolton Students' Union, who must be independent from the programme(s) requiring approval and qualified to the same of the next level (FHEQ) as the provision under consideration;
- One Internal Reviewer who will be a member of University staff independent from the programme(s) requiring approval, with experience of approval and review;
- The USP Secretary, who will be a members of the Standards and Enhancement Office.

### 4. Quorum

Meetings shall be quorate when the following are present:

- the Chair (or nominee);
- the External Reviewer;
- One other member – either an Internal Reviewer or a Student Reviewer.

### 5. Appointment of Chair/ Deputy Chair

The Chair will be drawn, on rotation from: the Academic Registrar or an experienced senior academic who must be independent from the programme(s) requiring approval.

### 6. Meetings

Meetings shall be held monthly during each academic year or otherwise as determined by the volume of business.

**7. Committee Reporting**

The Panel reports to Senate through its sub-committee, Education Committee.

**8. Review**

Terms of reference are reviewed at the first meeting of the Panel annually and any changes are subject to approval by Senate.

## **PARTNERSHIPS PANEL**

### **TERMS OF REFERENCE 2020-21**



#### **Purpose**

The purpose of the Partnerships Panel is to provide academic oversight of the University's Off Campus provision, to disseminate good practice and to ensure that risk is mitigated.

#### **Duties of the panel**

1. Monitor the operation of the University's procedures for management of academic standards and quality in Off Campus provision, identifying features of good practice for further dissemination and matters that should be drawn to the attention of the Education Committee. The Panel will provide a route of escalation, and provide advice and interventions as required.
2. Ensure that timely and appropriate action is taken in response to the outcomes of approval, monitoring and review for Off Campus provision.
3. Advise on the implications for the University's procedures for management of academic standards and quality in Off Campus provision of changes in the external operating environment, including but not limited to:
  - a. changes to the UK Quality Code for Higher Education
  - b. developments in external quality assessment frameworks, following the Higher Education and Research Act, 2017: Office for Students Regulatory Framework and the Teaching Excellence Framework.
  - c. changes to the expectations and regulations of other relevant external agencies and national jurisdictions, where relevant.
5. Advise on the continuing development of the University's procedures for management of academic standards and quality in Off Campus provision.
4. Consider and ratify proposed academic staff appointments and Directors of Studies for postgraduate research in partner organisations.
5. Consider the partner overview reports produced by the Off Campus Division
6. Provide an annual overview report for submission to the Education Committee.

## **Membership**

### Members

Academic Registrar  
Associate Dean -Off Campus Division  
Head of Collaborative Provision Partnerships  
Head of Standards and Enhancement (Taught Provision)  
An AC SELE from a UoB School  
A Programme Leader/Link tutor  
The Senior Partnership Managers

### Secretary

Academic Quality and Standards Officer

### Invited to attend as relevant from time to time.

Co-opted members with Off Campus roles or experience and representatives from partner organisations  
Senior Administration Manager: Academic Office  
Executive Dean, Research and Graduate School

## **Quorum**

Meetings shall be quorate when at least one half of the total prescribed membership is present, including the Chair (or Deputy Chair), and when at least one half of those members present are University staff (as distinct from external members or students).

## **Appointment of Chair/Deputy Chair**

- The Chair shall be the Academic Registrar
- The Deputy Chair shall be the Head of Standards and Enhancement (Taught Provision)

## **Meetings**

Meetings shall be held at least 4 times per academic year.

## **Committee Reporting**

The Panel reports to the Education Committee.

## Enhanced Performance Board for Degree Apprenticeships, Terms of Reference 2021-22



### Purpose

The purpose of the **Enhanced Performance Board for Degree Apprenticeships** is to provide academic oversight of the University's apprenticeship provision, to disseminate good practice and to ensure that risk is mitigated.

### Duties of the panel

1. Monitor the operation of the University's procedures for management of academic standards and quality in apprenticeship arrangements, identifying features of good practice for further dissemination, and matters to be drawn to the attention of the Education Committee. The following standing agenda items to constitute the basis of the monitoring arrangements during meetings of the Board:
  - a. Progress against the Quality Improvement Plan (QiP), derived from the Self-Assessment Report (SAR).
  - b. Achievement in-year and best case
  - c. Teaching observation strengths/AFI and CPD identified from observations
  - d. Caseloads/workload allocation
  - e. Compliance
  - f. Review compliance and quality
  - g. Attendance (%)
2. Ensure that timely and appropriate action is taken in response to the outcomes of the approval, monitoring and review of apprenticeships.
3. Advise on the implications for the University's procedures for management of academic standards and quality in apprenticeships and in the external operating environment, including but not limited to the following:
  - a. changes to the Ofsted Education Inspection Framework
  - b. changes to the expectations and regulations of other relevant external agencies and governments, where relevant
  - c. development of Standards and Assessment Plans by the Institute for Apprenticeships and Technical Education and related bodies
4. Advise on the continuing development of the University's procedures for management of academic standards and quality in Apprenticeship provision.
5. Provide an annual overview report for submission to the Education Committee's final meeting.

## **Membership**

### **Members**

Assistant Vice Chancellor, Transformation (Chair)

Assistant Vice Chancellor (Academic Operations) / Chair of the Committee of Deans

Head of Apprenticeships Development

Academic Registrar (Deputy Chair)

Deans of Faculties which have Degree Apprenticeships

Secretary: an SEO Officer

Apprenticeship Officer

Quality and Compliance Officer (tbc)

### **Quorum**

Meetings shall be quorate when at least one half of the total prescribed membership is present, including the Chair (or Deputy Chair), and when at least one half of those members present are University staff (as distinct from external members or students).

### **Appointment of Chair/Deputy Chair**

- The Chair shall be the Assistant Vice Chancellor, Transformation
- The Deputy Chair shall be Academic Registrar

### **Meetings**

Meetings shall be held at least 4 times per academic year, with an additional meeting to confirm the Final SAR

### **Committee Reporting**

The Panel reports to the Education Committee.