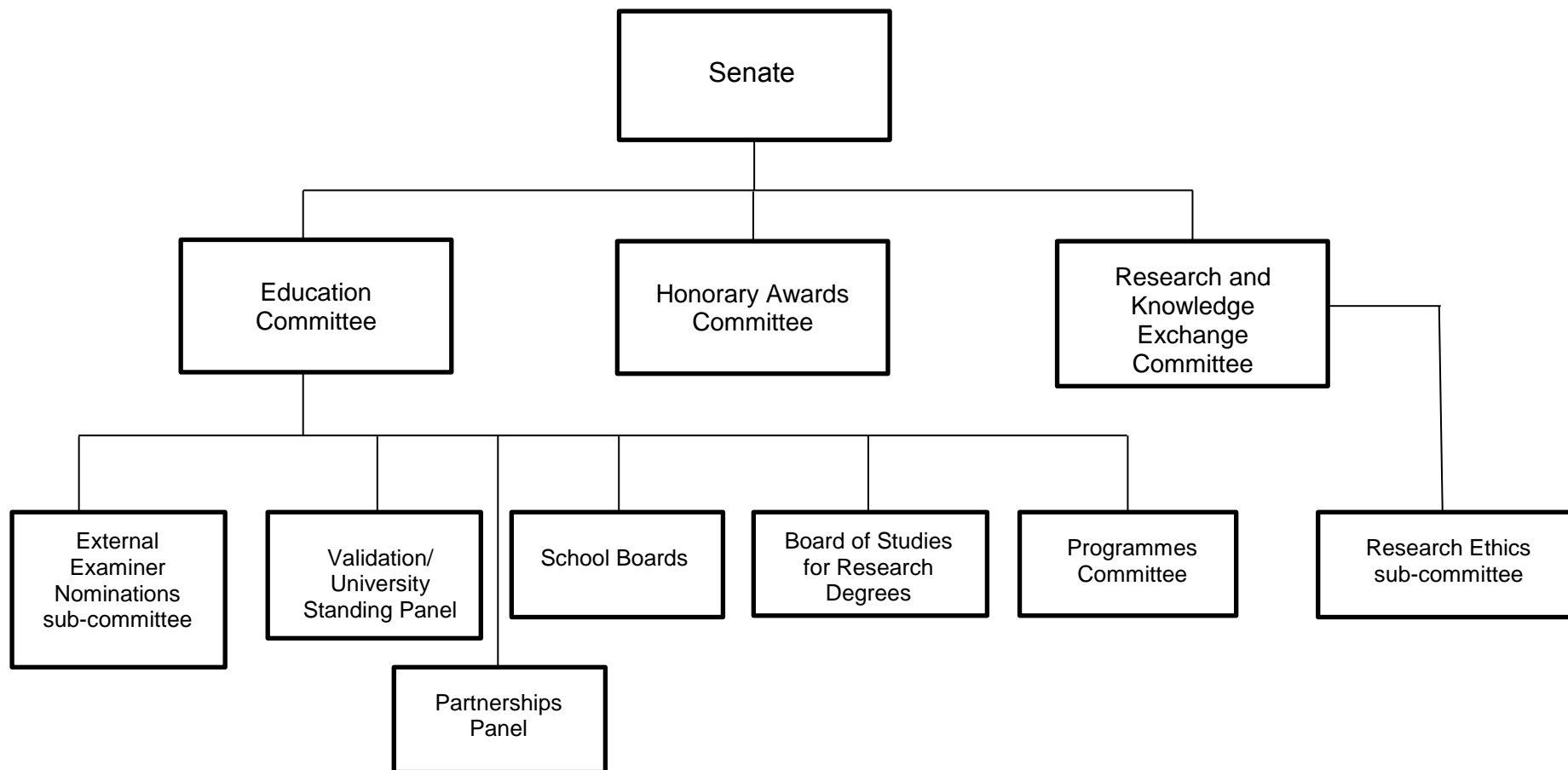


## Senate and its Sub-Committees 2017-18



## **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)) and is required to adhere in accordance with their status in the University to the University of Bolton Staff Charter for all University Staff and/or the University's Code of Conduct for Senior Staff and/or the Student Entitlement Statement.

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)**

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**

#### **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 Employability, Enterprise and Apprenticeships 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.

#### 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.

## 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) (Deputy Chair), Deans of Faculty, Heads of Schools /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 2017-18 academic year

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

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

Dr Kondal Kandadi (*Deputy Chair, Pro-Vice Chancellor (Academic)*)

Sue Duncan (*University Registrar*)

Dr Andrew Graham (*Executive Dean, Research and Graduate School*)

Prof Patrick McGhee (*Assistant Vice-Chancellor, Quality Assurance*)

Dr Anne Miller (*Academic Registrar*)

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

Bob Biggs (*Head of Centre, Dentistry*)

Anna Fitzpatrick (*Head of School, School of Sport and Biomedical Sciences*)

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

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

Bill Dawson (*Director of the Institute of Management*)

Simon Wiggins (*Head of School, School of Creative Technologies*)

Dr Emily McIntosh (*Director, Student Life*)

Bill Webster (*Assistant Vice-Chancellor, Development (On Secondment)*)

*Vacancy*

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

Claire Aindow  
Dr Gill Allen  
Jo Daly  
Zaman Kala  
Nyree Kendall

*Five members of the Professoriate:*

Prof Jerome Carson  
*Vacancy*  
Prof Baljinder Kandola  
Prof Peter Myler  
Prof Danny Morton

*Two student representatives:*

Stacey Johnson  
Dan Edmondson

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

Hilary Birtwistle  
*Vacancy*

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 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).

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

- The Chair shall be the President & Vice Chancellor
- The Deputy Chair shall be the Pro-Vice Chancellor (Academic).

## **9. Meetings**

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

**10. Attendance at Meetings**

- Pat Foster (*Committee Services Manager*)
- Dr Marie Norman (*Head of Student Experience and Learning Enhancement*)
- Mr Tony Unsworth (*Assistant Vice Chancellor – Resources*)
- Joel Prescott
- Julian Coleman

**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 at the first meeting of 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**

### **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**

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

The Education Committee is an advisory and decision-making sub-committee of Senate.

On behalf of Senate, the Committee has delegated authority to:

- oversee and endorse for Senate's approval, the development and review of the University's Learning, Teaching and Assessment and Employability strategies;
- oversee the implementation of regulations, policies, procedures and practices related to the Learning, Teaching and Assessment and Employability strategies;
- oversee and endorse for Senate's approval, 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;
- oversee processes and procedures for maintaining academic quality and standards of taught and research degree provision;
- oversee arrangements for assuring the academic quality and standards of off-campus collaborative provision;
- approve processes and procedures associated with and to give effect to the University's Learning, Teaching and Assessment and Employability strategies.

#### **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 (Quality))

Deputy Chair (Academic Registrar)

Pro Vice Chancellor (Academic)

Sixteen School/Division members, nominated by the Heads of

Schools/Division, usually

AGC (SELE) and AGC (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, Student Life

Executive Dean, Research & Graduate School

Head, Information Systems and Technology

Student Services Manager, Library and Student Services

Head, Careers and Employability

Student Liaison Officer

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

Head of Learning Enhancement and Student Experience\*

Academic Quality Manager\*

Corporate Intelligence and Data Integrity Manager\*

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

Secretary: Standards and Enhancement Officer

#### **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 (Quality)
- 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 2017/18.

## **RESEARCH AND KNOWLEDGE EXCHANGE COMMITTEE**

### **TERMS OF REFERENCE**

#### **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 Research and Knowledge Exchange Committee is an advisory committee 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, Quality
- Pro Vice Chancellor, Academic
- 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 representative from relevant industries to be nominated by the Heads of Schools

#### Invited to attend:

- Postgraduate Research Manager
- 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)**

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 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**

#### **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 the Assistant Vice Chancellor (Academic).

#### **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 2017-18**

### **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**

##### **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 and consider 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
- Executive Dean, Market and Corporate Intelligence (Deputy Chair)
- Pro Vice Chancellor (Academic)
- One Head of School nominated by the Chair of Education Committee
- Head of Off Campus Division or a nominee
- Director of Student Recruitment and Admissions
- One Academic Group 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(Q) to attend the meetings as an observer.

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

- The Chair shall be the Academic Registrar
- The Deputy Chair shall be the Executive Dean, Market and Corporate Intelligence

#### **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/CENTRE BOARDS**

### **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. The role of School/Centre Boards in achieving that objective is crucial given their focus on implementing agreed objectives locally in the context of the University's Strategic Plan 2015-20.

### **TERMS OF REFERENCE**

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

On behalf of the Education Committee, School/Centre 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/Centre 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, 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 develop and review strategies for retention within the school
- vi. To oversee and report on school recruitment initiatives and marketing communications
- vii. To oversee and report on research, enterprise and employability initiatives
- viii. To report on and feed into the business of school SSLCs, Student-Staff Forums, as well as University-wide committees.

#### **3. Membership**

- Head of School (Chair)
- Academic Group Co-ordinator- Standards, Enhancement and the Learner Experience (Deputy Chair)
- Academic Group Co-ordinator – Recruitment and Retention (Deputy Chair)
- School Research Co-ordinator
- School Teaching and Learning Champion

- School Employability Champion
- Seven academic staff members representative of the subject areas covered by the Board
- School Board Student Representative/s and relevant School Community Engagement Officer
- A member of academic administrative staff
- A member of technical staff (if relevant)
- A member of Student Services (including SLOs)
- A Library representative
- One person from another school nominated by their Head of School and approved by AVC (Quality)

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 Head of School

**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 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)**

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. 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 2015-20.

### **TERMS OF REFERENCE**

#### **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**

- Head, Off-Campus Division (Chair)

- Academic Group Co-ordinator- Standards, Enhancement and the Learner Experience (Deputy Chair)
- Senior Administration Manager
- Programmes Validation Manager
- Academic Group Co-ordinator – Partnership Set-up (Deputy Chair)
- Partnerships Relations Manager
- School Research Co-ordinator
- School Employability Champion
- Academic Partnership Managers
- A member of Student Services
- A Library representative
- One person from another school nominated by their Head of School and approved by AVC (Quality)
- 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 Head 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.

## **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**

#### **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.

#### **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. Consider applications for the appointment of Institutional Senior External Examiner (role specification in appendix 1) and to recommend approved applications to Education Committee.
- iii. 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.
- iv. Take such steps as may be necessary to ensure that professional, statutory and regulatory bodies' requirements with respect to external examiners are satisfied.
- v. 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 Officer from the Standards & Enhancement Office.
- Two Education Committee members with experience and expertise in the delivery and assessment of taught awards.
- At least two representatives from amongst Heads of School/Heads/Professors/other senior post-holders.

Members shall be approved by Education Committee.

#### **Membership for the 2016/17 academic year**

Greg Allen (Chair and Nominated Officer from the Standards & Enhancement Office)

Pauline Matthews (School of Education and Psychology)

Gill Smart (Institute for Materials Research & Innovation, School of Engineering, Sports & Sciences)

Gill Allen (School of Education and Psychology)

*Heads of School/Heads//Professors/other senior post-holders):*

Andrew Graham (Executive Dean, Research and Graduate School)

Lisa Cove-Burrell (Head of Standards and Enhancement)

*Reserve Member (in case of absence of other members):*

Paul Birkett (Deputy Chair and Senior Policy and Practice Advisor, Quality Assurance)

#### **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 Nominated Officer from the Standards & Enhancement Office.

#### **6. Meetings**

Nominations will be considered by circulation to members, with meetings being held if required.

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

Standards and Enhancement Administrator (Examinations and External Examiners) (Secretary).

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

The Sub-committee **reports to Education Committee.**



## **9. Review**

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

## **UNIVERSITY STANDING PANEL**

### **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. Terms of Reference**

The University Standing Panel has delegated authority from Senate and Education Committee to consider proposals for programmes of study and to make recommendations to Education Committee and Senate for their approval or rejection. Programme proposals will be considered by a University Standing Panel / Validation Panel / Internal Subject Review Panel, which has the following responsibilities:

- i. To ensure that the proposed/modified programme will fulfil the University's expectations of academic standards and quality
- ii. To ensure that the provision meets the relevant Expectations of the UK Quality Code for Higher Education
- iii. To ensure that students will have the opportunity to develop and achieve the agreed learning outcomes of the programme
- iv. To confirm the academic validity of the proposal through exploration of the criteria for programme approval
- v. To ensure that students will have the opportunity to engage as partners in the quality assurance of their education
- vi. To identify and affirm or commend good practice in programme design, delivery and assessment
- vii. To identify and affirm or commend good practice in the management of academic standards and quality of the students' learning experience
- viii. To ensure that the provision meets the requirements of any relevant PSRB and/or external awarding body/organisation
- ix. To advise the University Senate on whether or not to approve the proposal and whether there should be any conditions (mandatory) or recommendations (discretionary) associated with that approval.

#### **2. Membership**

A University Standing Panel will normally comprise the following members, as a minimum.

- Chair (Academic Registrar or nominee)
- Internal Panel Member
- Student Panel Member
- External Advisor – in a generic capacity
- Secretary
-

## **PARTNERSHIPS PANEL**

### **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.

### **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. Authority is delegated from the Education Committee for the Partnerships Panel to approve processes for the oversight and monitoring of partnership arrangements and institutions.

### **Duties of the panel**

1. Monitor the operation of the University's procedures for management of academic standards and quality in the Off Campus provision, identifying features of good practice for further dissemination and issues that should be drawn to the attention of the Education Committee.
2. Ensure that timely and appropriate action is taken in response to the outcomes of approval, monitoring and review for the Off Campus provision.
3. Advise on the implications for the University's procedures for management of academic standards and quality in the Off Campus provision of changes in the external operating environment
  - a. changes to the changes to the baseline regulatory requirements including the QAA UK Quality Code for Higher Education
  - b. developments in external quality assessment and the Teaching Excellence Framework, following the Higher Education and Research Act, 2017
  - c. changes to the expectations and regulations of other relevant external agencies and governments, where relevant.
4. Consider and authorise proposed academic staff appointments and Directors of Studies for postgraduate research in partner organisations.
5. Consider the Partner Overview Forms produced by the Off Campus Division
6. Provide an annual overview report for submission to the Education Committee.
7. Advise on the continuing development of the University's procedures for management of academic standards and quality in the Off Campus provision.

### **Membership**

#### Members

- i. Academic Registrar
- ii. Head of Off Campus Division
- iii. Head of Standards and Enhancement (Taught Provision)
- iv. AGC SELE Off-Campus Division
- v. An AGC SELE from a UoB School
- vi. A Programme Leader/Link tutor

### Secretary

- viii. A Standards and Enhancement Officer (Secretary)

### Invited to attend

- ix. Co-opted members with Off Campus roles or experience and representatives from partner organisations as relevant from time to time.  
x. Senior Administration Manager: Off Campus and Space Management  
xi. 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.