Senate and its Sub-Committees 2023-24

```
                              ┌──────────────┐
                              │    Senate    │
                              └──────────────┘
          ┌────────────────────────┼────────────────────────┐
┌──────────────────┐    ┌──────────────────┐    ┌──────────────────────┐
│    Education     │    │  Honorary Awards │    │    Research and      │
│    Committee     │    │    Committee     │    │     Knowledge        │
└──────────────────┘    └──────────────────┘    │     Exchange         │
                                                 │     Committee        │
                                                 └──────────────────────┘
```

- Validation/ University Standing Panel
- Partnerships Panel
- School Boards
- Enhanced Performance Boards
- Board of Studies for Research Degrees
- Programmes Committee
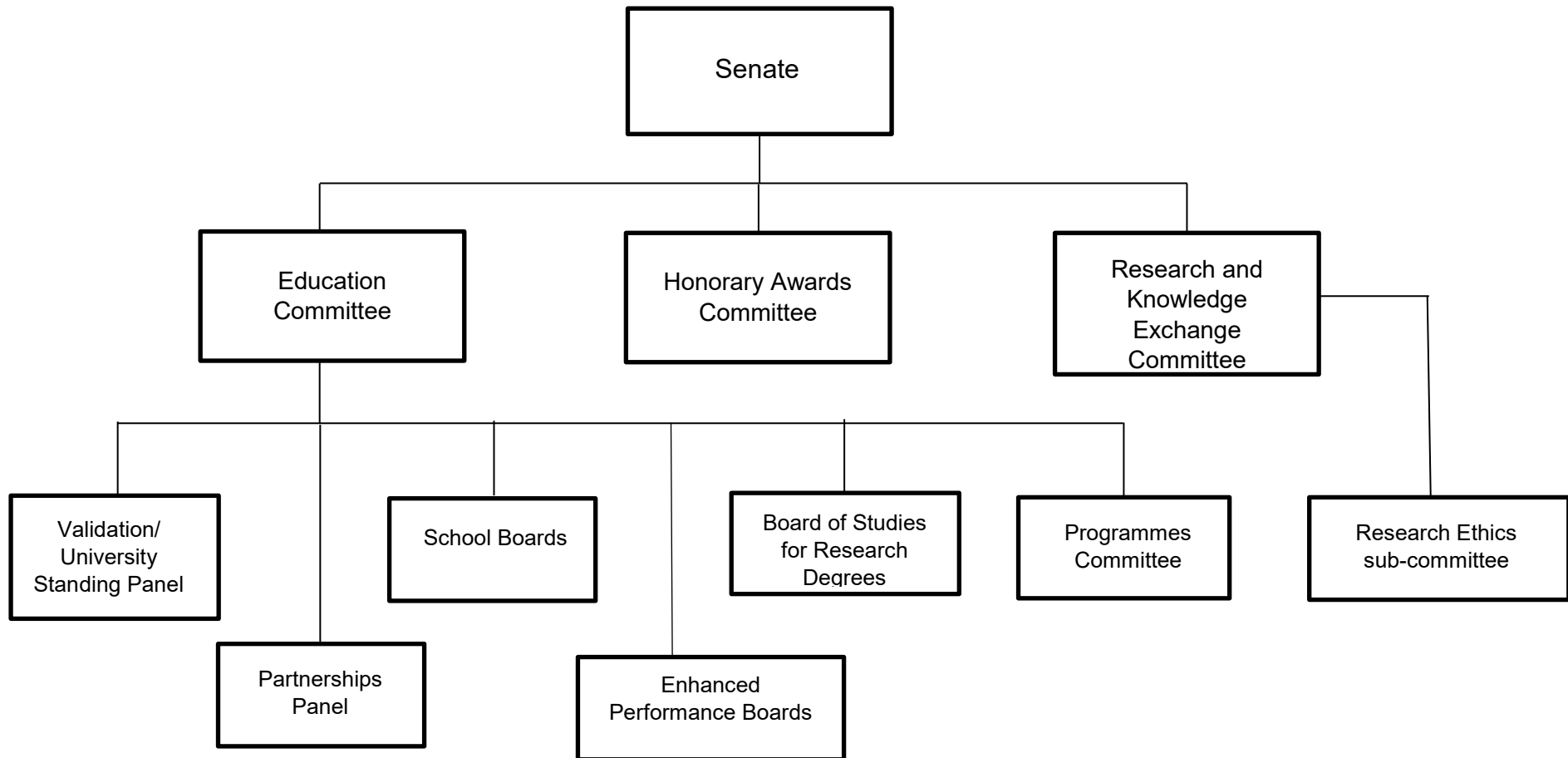- Research Ethics sub-committee

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 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

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 Academic Strategy, The Student Success Strategy, The University Graduate Employment Strategy, the University Employer Engagement Strategy, The University Apprenticeship Strategy, The Group Apprenticeship Strategy, The University Knowledge Exchange 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 continuation, completion, progression, attainment and achievement, 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 Strategy) (Vice Chair), Assistant Vice Chancellor (Knowledge Exchange) (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 2023-24 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 (Knowledge Exchange) (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 (Knowledge Exchange))*
Professor Mohammed Abdel-Haq *(Assistant Vice Chancellor, Postgraduate Development)*
Claire Aindow *(Dean, Off Campus Division)*
Neil Shaw *(Director Greater Manchester Business School)*
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 *(Assistant Vice Chancellor, Health/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 Lisa Cove *(Acting Academic Registrar)*
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):

Approved by Board of Governors 4th July 2023

TBA – nominations to be received

Five members of the Professoriate:

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

Two student representatives:

Uchenna Moses, President of the Students' Union
Meg Edwards

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 Information)*

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**

    - Chris McClelland *(Executive Director, Human Resources)*
    - Dr Gill Waugh (*Chief Executive, Alliance Learning*)
    - Joel Prescott *(Associate Director - Corporate Intelligence and Data Integrity)*
    - Tony Unsworth *(Assistant Vice Chancellor – (Resources))*
    - Bill Webster *(Principal, Bolton College)*

11. **Committee Reporting**

Approved by Board of Governors 4th July 2023

The Committee reports to the Board of Governors. Minutes are published on the University Moodle site.

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

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 2023-24

1. **Authority of the Committee**

    On behalf of Senate, the Committee is responsible for the development and review of the University's Academic Strategy, The Student Success Strategy, The Graduate Employment Strategy, The Employer Engagement Strategy, The Apprenticeship Strategy, The Group Apprenticeship Strategy, The Knowledge Exchange Strategy 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 Academic Strategy, The Student Success Strategy, The Graduate Employment Strategy, The Employer Engagement Strategy, The Apprenticeship Strategy, The Group Apprenticeship Strategy, The Knowledge Exchange 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:

Approved by Senate 19th June 2023

- 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 student continuation, completion, progression, attainment 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
Director of Jobs for Students
Student Liaison Officer

In attendance

Pro Vice Chancellor (Academic Strategy)
Assistant Vice Chancellor (Transformation)
Assistant Vice Chancellor (Strategic Planning and Information)

Group Director of Apprenticeships
Head, Quality Systems
Head of Standards and Enhancement (Taught Provision)
Associate Teaching Professors
Associate Director, Corporate Intelligence and Data Integrity
Students' Union Manager
Senior Policy and Practice Advisor
* Other members of University staff to be invited to attend as and when necessary

<u>Secretary:</u> Standards and Enhancement Office member

<u>Observers and Contributors</u>

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 Moodle Site.

8. Review

Terms of Reference are reviewed at the meeting of the Committee annually preceding the academic year to which they will apply 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 2023/24.

RESEARCH AND KNOWLEDGE EXCHANGE 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 2023-24

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;

Approved by Senate 19th June 2023

-   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
- Deputy Chair, nominated by RKEC
- 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 Research Student Representatives.

Invited to attend:
- Associate Director, Student Life
- KTP Coordinator
- Research and Innovation Administrator (Secretary)
- Up to three external representatives from relevant industries to be invited as required

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.

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 Moodle site.

8.   Review

Terms of Reference are reviewed at the meeting of the Committee annually preceding the academic year to which they will apply and any changes are approved by Senate.

Approved by Senate 19th June 2023

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 2023-24

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.

Approved by Senate 19th June 2023

RESEARCH ETHICS SUB-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 2023/24

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

Approved by Senate 19th June 2023

- 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 meeting of the Committee annually preceding the academic year to which they will apply and any changes are approved by Senate.

Approved by Senate 19th June 2023

PROGRAMMES 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 2023/24

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 scrutinise proposals in terms of alignment with 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.

Approved by Senate 19th June 2023

3. Membership

- Chair - Academic Registrar
- Deputy Chair - Assistant Vice Chancellor (Strategic Planning & Information)
- Assistant Vice Chancellor (Knowledge Exchange)
- One Head of School nominated by the Chair of Education Committee
- Dean of Off Campus Division or a nominee
- Director of Marketing, Student Recruitment and Admissions
- 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.

In attendance:
The Director of Apprenticeships
The Associate Director - Corporate Intelligence and Data Integrity, Strategic Planning & Student Data Management
Head of Quality Systems

4. Appointment of Chair
- The Chair shall be the Academic Registrar
- The Deputy Chair shall be the Assistant Vice Chancellor (Strategic Planning & Information)

5. Meetings

Meetings normally shall be held four times a year.

6. Committee Reporting

The Committee reports to Education Committee. Minutes are published on the University Moodle site.

7. Review

Terms of Reference are reviewed at the meeting of the Committee annually preceding the academic year to which they will apply and any changes are approved by Senate.

Approved by Senate 19th June 2023

SCHOOL BOARDS

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 2023-24

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 and employability initiatives

viii.   To report on and feed into the business of SSLCs, as well as University-wide committees.

3.   Membership

- Head of School/Centre (Chair)
- Dean
- Academic Coordinator – Standards, Enhancement and the Learner Experience
- Academic Coordinator – Recruitment and Retention
- Teaching Professor(s)
- School Research Coordinator
- School Teaching and Learning Champion
- School Employability Champion
- School Enterprise Champion

Approved by Senate 19th June 2023

- 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

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 Moodle site.

8.   Review

Terms of Reference are reviewed by Board Chairs annually preceding the academic year to which they will apply and any changes are approved by Senate.

Approved by Senate 19th June 2023

OFF CAMPUS DIVISION BOARD

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. 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 2023/24

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**

    *   Dean, Off Campus Division (Chair)
    *   Head of Academic and Collaborative Partnerships (Deputy Chair)
    *   Head of Centre, Strategic Partnerships (Academic Centres)

- Head of Centre, Independent Academic Units
- Senior Administration Manager
- Programme Leaders
- Senior Partnerships Managers
- School Research Coordinator
- School Employability Champion
- Academic Partnership Managers
- Partnership Leads
- Partnership Coordinator Team Leader
- Partnership Coordinators
- 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 Dean of Division

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 Off Campus Board reports to Education Committee. Minutes are published on the University Moodle site.

8. **Review**

   Terms of Reference are reviewed at the meeting of the Board annually preceding the academic year to which they will apply and any changes are approved by Senate.

Approved by Senate 19th June 2023

BOARD OF STUDIES FOR RESEARCH DEGREES

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 2023-24

1.   Authority of the Committee

The Board is responsible to Education Committee for ensuring the maintenance of the academic standards and quality 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, for example, the outcomes and action plans arising from internal quality assurance reviews of postgraduate degree provision, the results of postgraduate student surveys, summary reports of the 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.

Approved by Senate 19th June 2023

3. Membership

- Chair – a member of Professoriate nominated by the Chairperson of Education Committee.

- Head of the Research & Doctoral Division

- 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 Doctorate 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.

Approved by Senate 19th June 2023

8.   Committee Reporting

The Board reports to Education Committee.

9.   Review

Terms of Reference are reviewed at the meeting of the Board annually preceding the academic year to which they will apply 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 Convener) in each School and Off-Campus.

ii. The Convener should ensure that each Standing Panel shall:

- comprise at least three members selected by the Convener 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 Convener 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.

Approved by Senate 19th June 2023

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 transfer from Master of Philosophy to Doctor of Philosophy;
b. Mid-programme assessments in respect of applicable students registered for PhD direct and Professional Doctorates;

Panels are responsible for making clear recommendations to the Board on the 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 Doctoral Division 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.

University Standing Panel

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 2023-24

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

27

- 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 re-approval ;
- 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 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) in comparison with 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 member 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.

Approved by Senate 19th June 2023

7. Committee Reporting

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

8. Review

Terms of Reference are reviewed at the meeting of the Panel annually preceding the academic year to which they will apply and any changes are approved by Senate.

Approved by Senate 19th June 2023

PARTNERSHIPS PANEL

TERMS OF REFERENCE 2023-24

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.

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 issues 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

    a. changes to the QAA UK Quality Code for Higher Education

    b. developments in external quality assessment Framework, following the Higher Education and Research Act, 2017: Office of Students Regulatory Framework and Teaching Excellence Framework.

    c. changes to the expectations and regulations of other relevant external agencies and governments, where relevant.

4. Provide an annual overview report for submission to the Education Committee.

5. Advise on the continuing development of the University's procedures for management of academic standards and quality in the Off Campus provision**.**

6. Consider and authorise proposed academic staff in partner organisations.

7. Consider the partner overview reports produced by the Off Campus Division

Off Campus only

8. Provide an annual overview report for submission to the Education Committee.

9. Advise on the continuing development of the University's procedures for management of academic standards and quality in Off Campus provision**.**

Membership

Members
Academic Registrar
Dean Off Campus Division
Head, School of Academic and Collaborative Partnerships
Head, Centre of Strategic Partnerships (Academic Centres)

Approved by Senate 19th June 2023

Head, Centre for Independent Academic Units
Head of Standards and Enhancement (Taught Provision)
An AC SELE from a UoB School
A Programme Leader/Link tutor
Heads of Centre
Senior Partnership Managers
Head of Academic Compliance whose alternate is the Academic Compliance Co-ordinator

<u>Secretary</u>
Academic Quality and Standards Manager
Academic Quality and Standards Officer (shadowing during 2023/24)

<u>Invited to attend</u>
Co-opted members with Off Campus roles or experience and representatives from partner organisations as relevant from time to time.
Senior Administration Manager: Academic Office

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.

Review

Terms of Reference are reviewed at the meeting of the Board annually preceding the academic year to which they will apply and any changes are approved by Senate.

Enhanced Performance Board for Degree Apprenticeships

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

Purpose

The purpose of the **Enhanced Performance Board for Degree Apprenticeships** is to provide oversight for both compliance, against ESFA funding regulations and quality, as inspected by Ofsted, 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 processes for the management of risk associated to apprenticeship compliance and Quality of Education, ensuring that these arrangements are robust, 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 will 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. Performance
        i. Achievement in-year and best case
        ii. Roll over learners
        iii. Out of Funding Learners
    c. Safeguarding
        i. University, Apprentices and Employers
    d. Monitoring of:
        i. Learner Progress
        ii. Learner Feedback
        iii. Employer Feedback
    e. Quality of Education
        i. Teaching observation strengths/AFI and CPD identified from observations
        ii. Timeliness and quality of apprenticeship reviews
        iii. Quality assurance of integrated degree apprenticeships End Point Assessment
    f. Resources for Apprenticeships
        i. Central Apprenticeship Team (CAT)
        ii. Faculty / School Apprenticeship delivery structures including human and physical resources
        iii. Work Based Trainer - Caseloads/workload allocation

Approved by Senate 19th June 2023

g. Compliance
    i. As measured by the ESFA Apprenticeship Accountability Framework
h. Attendance (%)
i. Apprenticeships development planning
    i. New Provision
    ii. Review of current provision
j. External apprenticeship development

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)
Academic Registrar (Deputy Chair)
Board of Governors Apprenticeship designated Governors
Assistant Vice Chancellor (Knowledge Exchange)
Pro-Vice Chancellor (Academic Strategy)
Group Director of Apprenticeships
Director of Apprenticeships
Head of Apprenticeship Quality and Compliance
Apprenticeship Quality Manager
Apprenticeship Compliance Manager
Deans of Faculties which have Degree Apprenticeships
Director of Student Services & Experience
Director of Employer Partnerships
Head of Academic Compliance
Director of Jobs for Students

Secretary: an SEO Officer

Invited to attend as relevant from time to time.
Representatives from Student Data Management
Representatives from Finance

Associate Head of Regulatory Compliance
Head of Student Services
Academic Compliance Coordinator

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 the 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.

Review

Terms of Reference are reviewed at the meeting of the Board annually preceding the academic year to which they will apply and any changes are approved by Senate.

Approved by Senate 19th June 2023