

# Constitution of the Senate and its Standing Committees

Nineteenth Edition September 2016



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# **FOREWORD**

This publication contains full details of the Constitution of the Senate and its Standing Committees as approved by the Senate on 15 June 2016 and the Board of Governors on 7 July 2016. In addition to the Constitution, the Terms of Reference for each committee are also provided.

An electronic copy of this publication is available at:

www.anglia.ac.uk/constitution

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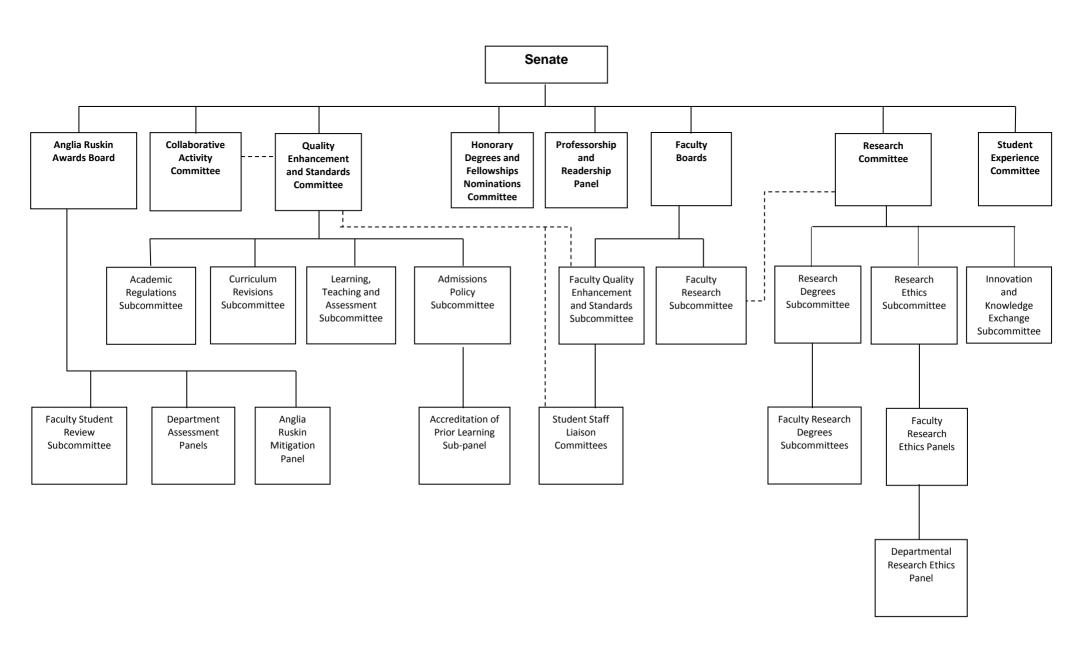
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#### COMMITTEE STRUCTURE FROM SEPTEMBER 2016

(Primary Standing Committees are shown in bold type)



# CONSTITUTION OF THE SENATE AND ITS STANDING COMMITTEES

# (i) INTERPRETATION

In this Constitution, the following words and expressions shall have the meaning indicated in this paragraph:

"Academic Agreement" means an institutional agreement concluded between two Associate Colleges to set out their formal working relationship and define the terms and conditions under which both parties will operate;

"Academic Award" means any Degree, Diploma, Certificate or other qualification approved by the Senate of Anglia Ruskin University;

"Articles of Government" means the Articles of Government of Anglia Ruskin University Higher Education Corporation;

"Campus" means Anglia Ruskin University's premises wherever located in the counties of Essex and/or Cambridgeshire;

"Chair" means the individual chairing a committee;

"Confirmation of Candidature" means the process whereby PhD candidates are confirmed as candidates for the award of Doctor of Philosophy;

"Deputy Vice Chancellor" means the officers occupying these posts in Anglia Ruskin University;

"Directors of Studies" means the officers occupying these posts;

"Executive" members means the Vice Chancellor, Deputy Vice Chancellors, Pro Vice Chancellors and Deans of Faculty and Heads of Support Services or Heads of academic and related departments;

"Executive Secretary" means the officer servicing a committee;

"External Examiners" means those independent and impartial advisers, appointed by Anglia Ruskin University to provide informed comment on the academic standards set by Anglia Ruskin University and student achievement in relation to those standards;

"Faculty" means an academic faculty of Anglia Ruskin University or such other department as the Board of Governors may determine from time to time;

"General Notice Board" is a notice board so designated by the Vice Chancellor;

"Head of Department"/"Pro Vice Chancellor and Dean of Faculty" means that person occupying the senior post within the Department or Faculty but may be interpreted flexibly according to Faculty organisation;

"Joint Venture Company" means arrangements made between Anglia Ruskin University and one or more external bodies whereby Anglia Ruskin University and the external body enter into a formal joint venture agreement for the delivery of education:

"Members of Staff" includes all staff of Anglia Ruskin University;

"National Regulations" means such regulations as shall be published by the Department for Innovation, Universities and Skills (DIUS) from time to time;

"Parent Committee" means the committee to which a subcommittee reports;

A Course comprises an approved range of modules designed to prepare students for a named award:

"Course Leaders" mean the officers occupying these posts;

"President of the Students' Union" means the officer occupying the post of President of the Students' Union:

"Professional Award" means any Anglia Ruskin University award which is formally recognised by a Professional, Statutory or Regulatory Body for the purpose of professional practice;

"Professional Register" means a register maintained by the relevant Professional Statutory or Regulatory Body, listing those candidates who have successfully completed an award formally recognised by that Professional Statutory Body and who have therefore satisfied certain Professional Statutory or Regulatory Body requirements for professional practice;

"Provost" means the officer occupying this post;

"Course Group" means a group of educationally related courses;

"Senior Management" or "Senior Manager" means those officers of Anglia Ruskin University so designated by the Vice Chancellor from time to time;

"Standing Committee" means a permanent committee of the Senate formally established by the Senate;

"Students' Union" means the body of students known as the Anglia Ruskin Students' Union;

"Students' Union Officer" means an officer of the Students' Union;

"The Board of Governors" means the Board of Governors of Anglia Ruskin University Higher Education Corporation;

"University" means Anglia Ruskin University Higher Education Corporation and its wholly owned subsidiaries;

"University Award" means any Degree, Diploma, Certificate or other qualification approved by the Senate of Anglia Ruskin University;

"Vice Chancellor" means the Vice Chancellor and Chief Executive of Anglia Ruskin University;

"Vice Chancellor's Group" means those officers occupying the posts of Vice Chancellor, Deputy Vice Chancellor, University Secretary and Director of Finance:

"Visiting Professor" means an individual external to Anglia Ruskin University, who already holds Professorial or similar status taking into account the criteria adopted, for professors within Anglia Ruskin University.

# (ii) AMENDMENT TO THE CONSTITUTION

- (ii.i) Any proposal to add to, amend or rescind this Constitution in whole or in part shall be submitted to an ordinary meeting of the Senate and shall be discussed and voted on at a subsequent meeting, which shall be held not less than three clear days after the ordinary meeting. The quorum at such a meeting shall be fifty per cent of the Constitution, excluding co-opted members.
- (ii.ii) A motion to add to, amend or rescind the Constitution shall require a majority of two thirds of those present and voting. If such a motion is carried it shall be submitted for approval to the next meeting of the Board of Governors.

# (iii) COPIES OF THE CONSTITUTION

A copy of the Constitution of the Senate and its Standing Committees shall be given to every member of the Senate and shall be available, upon request to the Executive Secretary to the Senate, to every member of staff and every student. A copy shall be available in each of Anglia Ruskin University libraries and published on the Intranet.

#### 1. SENATE

The Standing Committees of the Senate are:

Anglia Ruskin Awards Board
Collaborative Activity Committee
Faculty Boards
Honorary Degrees and Fellowships Nominations Committee
Professorship and Readership Panel
Quality, Enhancement and Standards Committee
Research Committee
Student Experience Committee

For quoracy see paragraph 27.1 (f)

#### 1.1 Terms of Reference

Subject to the provisions of the Articles of Government to the overall responsibility of the Board of Governors and to the responsibilities of the Vice Chancellor, the Senate shall be responsible for:

- (a) general issues relating to the research, scholarship, teaching and courses at Anglia Ruskin University, including criteria for the admission of students; the appointment and removal of internal and external examiners; policies and procedures for assessment and examination of the academic performance of students; the content of the curriculum, academic standards and the approval and review of courses; the procedures for the award of qualifications and honorary academic titles; and the procedures for the expulsion of students for academic reasons. Such responsibilities shall be subject to the requirements of validating and accrediting bodies.
- (b) considering the development of the academic activities of Anglia Ruskin University and the resources needed to support them and for advising the Vice Chancellor and the Board of Governors thereon; and
- (c) advising on such other matters as the Board of Governors or the Vice Chancellor may refer to the Senate.

Specifically it shall:

# **Strategic Issues**

- (d) consider and make recommendations to the Board of Governors on Anglia Ruskin University's Corporate Plan.
- (e) make recommendations on the current and future academic profile of Anglia Ruskin University.
- (f) determine admissions strategies and policies. Promote and encourage the provision of various routes to higher education and implement policies for equal opportunities in education and in the recruitment of students in all areas for which it has responsibility.
- (g) consider, monitor and review Anglia Ruskin University's Learning, Teaching& Assessment Strategy.

(h) consider, monitor and review Anglia Ruskin University's Research and Scholarship Strategy and make recommendations as appropriate.

# **Academic Standards & Quality**

- (i) maintain institutional oversight of the processes for setting, maintaining and enhancing academic standards and the quality of education for all Anglia Ruskin University's awards at all delivery points, ensuring that the processes satisfy the requirements of external agencies.
- (j) consider, monitor and review the regulatory framework governing Anglia Ruskin University's awards.
- (k) be responsible for academic standards, the quality of education and ethics issues relating to Anglia Ruskin University's research awards and make decisions on these matters.
- (I) be responsible for the appointment and removal of internal and external examiners; policies and procedures for assessment and examination of the academic performance of students; the conferment of Anglia Ruskin University's academic awards, honorary academic titles and, where appropriate, for making recommendations of awards to external bodies.

# Other issues

- (m) monitor and oversee the activities of its Standing Committees, initiating action as and when required.
- (n) nominate members of staff to serve as the Senate's representatives on other bodies.

#### 1.2 Constitution

The Senate shall comprise no more than 40 members, including the Vice Chancellor (who shall be Chair) and such other members of staff and students as may from time to time be approved by the Board of Governors. Collectively the following categories of membership shall comprise at least half the total membership of the Senate: The Vice Chancellor, Deputy Vice Chancellors, Pro Vice Chancellors and Deans of Faculty and Heads of Support Services or academic departments. The remaining members shall include other members of staff and students, and may include co-opted members. The Vice Chancellor shall nominate a deputy Chair from among the members of the Senate to take the Chair in his/her place. The period of appointment of members and the selection or election arrangements shall be subject to the approval of the Board of Governors.

Vice Chancellan and Chief Everytive

Vice Chancellor and Chief Executive Chair	1
Deputy Vice Chancellors	3
<ul> <li>Pro Vice Chancellor and Deans of Faculty</li> <li>Faculty of Arts, Law &amp; Social Sciences</li> <li>Lord Ashcroft International Business School</li> <li>Faculty of Health, Social Care &amp; Education</li> <li>Faculty of Medical Science</li> <li>Faculty of Science &amp; Technology</li> </ul>	5
Pro Vice Chancellor, Medical School	1
Principal of Anglia Ruskin London Provost of the Chelmsford Campus Pro Vice Chancellor (Partnerships) University Librarian Director of the Academic Office Director of Learning Development Services Director of Research and Innovation Development Office Director of Student Services Pro Vice Chancellor Corporate and International Development Chairs of Standing Committees of Senate (if not already represented) One Head of Department per Faculty, nominated by the PVC and Dean of Faculty (to include one Professor in this category) One member of academic staff of Anglia Ruskin London, nominated by the Principal of Anglia Ruskin London Elected members:	0
<ul> <li>One member of academic staff per Faculty whose role includes the full range of academic duties including research, elected by Anglia Ruskin University academic staff from that Faculty</li> </ul>	; 5
<ul> <li>One member of each Faculty Board elected by and from the membership of the Faculty Board</li> </ul>	5
<ul> <li>One member of support staff from each of the Cambrid and Chelmsford campuses</li> </ul>	
President of the Students' Union and one Students' Union Representative who shall be a Sabbatical Officer	_2
TOTAL	<u>39</u>

Executive Secretary (not a member): from the Academic Office

# **Designated Observers**

Students' Union Staff Representative Assistant Director (Strategic Planning), Academic Office Director of IT Services Director of the Doctoral School

21 Executive members (the Articles of Government require at least half of the total membership to comprise the Vice Chancellor, Deputy Vice Chancellors and Heads of academic and related departments).

# (a) Elected Members of Staff

Elections shall be by a simple majority. The returning officer shall be the Executive Secretary to the Senate.

# (b) Students' Union representatives

The mechanism for the appointment of student members shall be determined by the Students' Union in accordance with its constitution.

# 1.3 Period of Appointment

The period of appointment for an elected staff member shall be two years commencing on 1 September. Elections for such appointments shall be held in the preceding semester. Elected staff members shall be eligible for immediate re-election to the Senate, but shall normally be restricted to one further period of appointment.

#### 1.4 Absence and Vacancies

Any member (other than an ex officio member) who is absent from three consecutive ordinary meetings of the Senate shall cease to be a member, unless the member's absence is approved by the Chair of the Senate. Any member (other than an ex officio member) who is incapacitated from serving or who communicates in writing to the Executive Secretary to the Senate a wish to resign shall cease to be a member of the Senate.

Every vacancy in the Senate membership shall be notified by the Executive Secretary to the appointing or electing body.

If a "short term" vacancy arises within the elected Senate membership (e.g. due to secondment) a representative shall be nominated by the absentee but approved by the Senate. If the nomination is not approved by the Senate, an alternative nomination will be sought. The representative shall hold office for the unexpired period of appointment of the replaced member, or until that member is able to take up the vacated position.

If a vacancy arises as a result of an elected member not serving for the full period of the appointment, an election for a new member to serve on the Senate for the outstanding period will be held.

# 1.5 Officers of the Senate

The Vice Chancellor shall be Chair of the Senate.

There shall be an Executive Secretary to the Senate, who shall be appointed by the Chair. The Executive Secretary shall have the right to participate in the deliberations of the Senate but not to vote.

#### 1.6 Ex Officio Members

The Vice Chancellor shall be an ex officio member of all Standing Committees of the Senate. Chairs of parent committees shall be ex officio members of Subcommittees unless specifically excluded. Attendance at Subcommittees shall be at their discretion.

# 1.7 Designated Observers

There shall be designated observers who have the right to participate in the deliberations of the Senate but not to vote. Designated observers shall be reviewed annually and must be identified as such at each meeting.

#### 1.8 Observers

Any member of Anglia Ruskin staff who is not a member of the Senate may attend meetings of the Senate or its Subcommittees as an observer. Such an observer does not have a general right of audience or the right to vote but may address the Senate or its Subcommittees by consent and must therefore identify themselves as observers. The number observing at any one meeting shall normally not exceed one-third of the total Senate membership. The Chair of the Senate shall have the right to restrict the attendance of observers.

#### 1.9 Committees of the Senate

- (a) The Senate shall establish such Standing Committees as is necessary to carry out its responsibilities, provided that the establishment of each committee is first approved by the Vice Chancellor and the Senate.
- (b) Committees established by the Senate, other than those Standing Committees which have an ex officio Chair, or where a Chair is already designated, shall elect a chair for a three year period of appointment from its own membership, unless the Senate determines otherwise. The Chair shall be eligible for immediate re-election. All Standing Committees shall nominate a Vice Chair from amongst their membership. Where the Chair of a subcommittee is not a member of the 'parent committee' he/she may attend that committee as a designated observer.
- (c) Named officers on Standing Committees of the Senate may nominate a designated alternate to serve in their place on the committee on a regular basis. Designated alternates shall be approved in advance by the Chair of the committee.
- (d) Where it is not possible for a named officer to attend a meeting of the Standing Committee, a named proxy representative may attend that meeting following prior consultation with the Executive Secretary. The proxy representative does not have the right to vote.
- (e) Standing Committees established by the Senate, other than those which have ex officio Executive Secretaries, shall appoint a Secretary who need not be a member of the Senate.
- (f) Standing Committees established by the Senate shall report back to the Senate through mechanisms determined by the Senate.
- (g) With the exception of Awards Boards every Standing Committee established by the Senate shall determine its own quoracy rules to be approved by the Senate and based upon the rules of the Senate.

- (h) Committee procedures and practices shall operate within the spirit of the constitution and rules of the Senate, unless specified otherwise by the Senate.
- (i) In considering the matters scheduled on each agenda, all Committees shall have regard for Anglia Ruskin University's policies and procedures relating to equal opportunities, including racial and sexual discrimination and discrimination against persons with disabilities.

Approved by Board of Governors, June 2016

# 2. QUALITY, ENHANCEMENT AND STANDARDS COMMITTEE

A Standing Committee of the Senate with the following Subcommittees:

Academic Regulations Subcommittee Admissions Policy Subcommittee Curriculum Revisions Subcommittee Learning, Teaching and Assessment Subcommittee

For quoracy see paragraph 27.1 (f)

#### 2.1 Terms of Reference

- (a) to recommend to the Senate the regulatory framework for Anglia Ruskin University's awards.
- (b) to oversee the effective, efficient and consistent management and implementation of Anglia Ruskin University's Academic Regulations.
- (c) to develop, monitor and review Anglia Ruskin University's quality assurance and enhancement policies and procedures, ensuring they are fit for purpose and are consistently implemented across Anglia Ruskin University at all delivery points.
- (d) to monitor and review the quality of education necessary to maintain academic standards and achieve the objectives of Anglia Ruskin University and make decisions as appropriate.
- (e) to develop for approval by the Senate and to implement, monitor and review Anglia Ruskin University's Learning, Teaching and Assessment Strategy, including any revisions which may be required from time to time.
- (f) to identify appropriate measures to support the continuous improvement of learning and teaching across Anglia Ruskin University.
- (g) to develop and implement appropriate staff development to support implementation of Anglia Ruskin University's Learning, Teaching and Assessment Strategy, Academic Regulations and Senate Codes of Practice.
- (h) to develop, implement, monitor and review mechanisms for disseminating and embedding best practice throughout Anglia Ruskin University.
- (i) to oversee the development and consistent implementation of criteria for the admission of students.
- (j) to oversee the management of Anglia Ruskin University's collaborative arrangements with Associate Colleges including receipt of reports of all Institutional Approval and Review events.
- (k) to consider the annual report from the Academic Regulations Subcommittee, on Academic Appeals and Offences including recommendations for the development of policy and procedures in relation to academic appeals and academic disciplinary matters.
- (I) to consider recommendations from the Academic Regulations Subcommittee, for revisions to the Academic Regulations.

- (m) where not devolved to Faculties, to oversee the work of the Curriculum Revisions Subcommittee for revisions to the approved curriculum.
- (n) to monitor the work of the Faculty Quality, Enhancement and Standards Subcommittees with regard to their responsibilities for quality assurance activity (ie: annual monitoring, curriculum revisions, external examiners and professional, statutory and regulatory bodies).
- (o) to develop, implement, monitor and review Anglia Ruskin policies and procedures related to the accreditation of prior learning (APL) and the accreditation of learning within organisations outside Anglia Ruskin University (but excluding Anglia Ruskin University's Associate Colleges), taking into account national developments.

#### 2.2 Constitution

# Deputy Vice Chancellor (Academic) Chair

Pro Vice Chancellor (Partnerships)

A Pro-Vice Chancellor and Dean of Faculty

Principal, Anglia Ruskin London (or nominee)

Deputy Deans (with responsibility for quality assurance/LTA)

Director of the Academic Office (Vice-Chair)

Director of Learning Development Services (or nominee)

Director of Student Services

Director of Human Resources (or nominee)

Head of Anglia Learning and Teaching (or nominee)

Pro Vice Chancellor Corporate and International Development

One Director of Studies from each Faculty

One Deputy Head of Department from each Faculty, nominated by the PVC and Dean (for a term of office of 3 years)

Director of Learning, Teaching and Assessment from each Faculty

One representative from each UK Associate College participating in a Joint Venture Company

University Librarian (or nominee)

Two Students' Union Representatives

Two students from the campus at which the meeting is held

Assistant Director (Quality Assurance), Academic Office

Two students from the campus at which the meeting is held

Chairs of Subcommittees of the Quality, Enhancement and Standards Committee (if not already represented)

Executive Secretary (not a member): from the Academic Office

# **Designated Observers**

One representative from IT Services
One Students' Union Staff representative
Quality Enhancement Co-ordinator, Students' Union

#### 3. ACADEMIC REGULATIONS SUBCOMMITTEE

A subcommittee of the Quality, Enhancement and Standards Committee.

For quoracy see paragraph 27.1 (f)

# 3.1 Terms of Reference

- (a) to review the Academic Regulations on an annual basis, in the light of curriculum developments.
- (b) to consider regulations for any new academic awards approved by the Senate.
- (c) to resolve any issues of ambiguity and misinterpretation relating to the Academic Regulations that may arise from time to time.
- (d) to recommend to the Quality, Enhancement and Standards Committee proposed changes to the Academic Regulations, prior to their submission to the Senate for approval.
- (e) to oversee the operation of the academic appeals and assessment offences policies and related procedures and to consider the annual report on Academic Appeals and Offences including recommendations for the development of policy and procedures in relation to these areas.

#### 3.2 Constitution

# Director of the Academic Office Chair

One Deputy Dean OR Director of Studies per Faculty
Principal, Anglia Ruskin London (or nominee)
One academic member representing each Faculty, elected by the Faculty Board
Assistant Director (Quality Assurance), Academic Office
Director of Student Services (or nominee)
Academic Officer of the Students' Union

Executive Secretary (not a member): from the Academic Office

#### **Designated Observers**

Assessment Manager, Academic Office Examinations and Academic Appeals Manager, Academic Office Students' Union Staff representative

#### 4. ADMISSIONS POLICY SUBCOMMITTEE

A Subcommittee of the Quality, Enhancement and Standards Committee with the following Sub-panel:

Accreditation of Prior Learning Sub-panel

For quoracy see paragraph 27.1 (f)

#### 4.1 Terms of Reference

- (a) to monitor and review on behalf of the Senate the general and specific entry requirements for admission to Anglia Ruskin's awards, as set out in Section 4 of the Academic Regulations, and to submit to Quality, Enhancement and Standards Committee any recommendations for revisions to those regulations.
- (b) to monitor annually the detailed entry requirements and selection criteria for all undergraduate and taught postgraduate Courses within Anglia Ruskin (except those for research degrees whose entry requirements are the responsibility of the Research Degrees Subcommittee).
- (c) to oversee the annual review by Faculties of the currency of approved course tariffs for accreditation of prior learning
- (d) to consider and approve on behalf of the Senate recommendations from Faculties for the exceptional admission of candidates to undergraduate and taught postgraduate Courses within the University under the appropriate regulations within Section 4 of the Academic Regulations.
- (e) to discuss developments within HE relating to admissions and submit any recommendations for changes to policy and procedures to Quality, Enhancement and Standards Committee.
- (f) to implement, monitor and review annually the Senate Code of Practice on Admissions and to submit any recommendations for modifications and/or changes to Quality, Enhancement and Standards Committee.
- (g) to implement, monitor and review annually the associated Procedural Document on the admission process and, where appropriate, to submit any recommendations for modifications and/or changes to the Quality, Enhancement and Standards Committee.
- (h) to develop and monitor admissions policies and procedures for all Courses and all modes of delivery to ensure they offer fair and equitable treatment to all applicants and comply with relevant legislation and ensure effective and efficient implementation.
- (i) to monitor the implementation of university policy in relation to the admissions element of our Access Agreements with the Office for Fair Access and to submit any recommendations to the Quality, Enhancement and Standards Committee and any other relevant working groups.
- (j) to monitor and review annually the volume and results of the Admissions Complaints and Appeals procedure and report outcomes to Quality, Enhancement and Standards Committee and to submit an annual report analysing the outcomes.

- (k) to receive and consider development and training proposals for staff involved in the admissions processes and to receive and consider progress reports on implementation of these proposals.
- (I) to refer to other committees and working groups, as appropriate, issues arising from this committee.
- (m) to consider and evaluate any proposals for new operational systems and processes which may be submitted from time to time to develop and enhance policies and procedures.
- (n) to receive and note the minutes of the Accreditation of Prior Learning Sub-Panel.
- (o) to receive and note the updated list of approved Faculty Course tariffs (since the last meeting) in relation to Accreditation of Prior Learning.
- (p) to undertake such other responsibilities as may be determined from time to time by the Quality, Enhancement and Standards Committee.

#### 4.2 Constitution

# Pro Vice Chancellor Corporate and International Development Chair

A Deputy Dean or Director of Studies from each Faculty

Five Admissions Tutors (one from each Faculty)

Head of UK/EU Admissions Corporate Marketing, International and Development Services

Head of International Admissions, Corporate Marketing, International and Development Services

Senior Adviser, (Accreditation) Admissions, Corporate Marketing, International and Development Services

Principal, Anglia Ruskin London (or nominee)

Director of the Academic Office (or nominee)

Director of Learning Development Services (or nominee)

Director of Student Services (or nominee)

Secretary (not a member): from Corporate Marketing, International and

**Development Services** 

#### **Designated Observers**

Director of International Services, Corporate Marketing, International and

Development Services

One representative from a UK Associate College

# 5. ACCREDITATION OF PRIOR LEARNING SUB-PANEL

A Sub-panel of the Admissions Policy Subcommittee

For quoracy see paragraph 27.1 (f)

#### 5.1 Terms of Reference

- (a) to receive and consider the approval or non-approval of proposals for the accreditation of prior and experiential learning and encapsulations and for the allocation of specific credit in such cases.
- (b) to ensure consistent and objective decision making when agreeing the award of credit for the accreditation of prior and experiential learning.
- (c) to identify and bring to the attention of the Admissions Policy Subcommittee areas of good practice for dissemination throughout Anglia Ruskin University and any issues arising from the consideration of applications for accreditation of prior learning.

# 5.2 Constitution

# A Faculty APL Adviser (appointed on a rotating basis) Chair

Faculty APL Advisers

One Faculty APL Admissions Tutor (nominated by the PVC and Dean)

Head of UK/EU Admissions (or nominee)

One representative from Corporate Marketing, International and Development Services

Secretary (not a member): from the Academic Office

# 6. CURRICULUM REVISIONS SUBCOMMITTEE

A Subcommittee of the Quality, Enhancement and Standards Committee.

For quoracy see paragraph 27.1 (f)

# 6.1 Terms of Reference

Where responsibility has not been devolved to Faculties:

- (a) to consider proposals for revisions to the curriculum structure, content and delivery of individual Courses, including revisions to existing modules and the introduction of new modules and to submit recommendations to the Quality, Enhancement and Standards Committee.
- (b) to scrutinise the pattern of revisions to individual Courses and to refer to the Quality, Enhancement and Standards Committee any case where in the view of the subcommittee the cumulative extent of such revisions results in a significant change to the content and intended learning outcomes for an individual Course.

# 6.2 Constitution

# Director of the Academic Office Chair

Three members appointed by the Quality, Enhancement and Standards Committee (at least one appointee shall be a member of the Quality, Enhancement and Standards Committee and one appointee shall be a staff member from a UK Associate College participating in a Joint Venture Company) One Director of Studies from each Faculty for which the Subcommittee is responsible

One Director of Studies from the remaining Faculties

One Course Leader, from each Faculty for which the Subcommittee is responsible, nominated by the PVC and Dean

Assistant Director (Quality Assurance), Academic Office

Executive Secretary (not a member): from the Academic Office

# 7. LEARNING, TEACHING AND ASSESSMENT SUBCOMMITTEE

A Subcommittee of the Quality, Enhancement and Standards Committee.

For quoracy see paragraph 27.1 (f)

#### 7.1 Terms of Reference

- (a) to develop, implement, monitor and review Anglia Ruskin University's Learning, Teaching and Assessment Strategy proposing any revisions which may be required from time to time to the Quality, Enhancement and Standards Committee for consideration.
- (b) to develop and implement on behalf of the Quality, Enhancement & Standards Committee, appropriate staff development to support implementation of Anglia Ruskin University's Learning, Teaching and Assessment Strategy.
- (c) to monitor the effectiveness of the support provided for implementation of Anglia Ruskin University's Learning, Teaching and Assessment Strategy.
- (d) to identify appropriate measures to support the continuous improvement of learning and teaching across Anglia Ruskin University, including the use of the VLE and associated technologies.
- (e) to manage on behalf of the Quality, Enhancement and Standards Committee the development of Anglia Ruskin University's distance and work-based learning provision, including the establishment of appropriate policies and procedures to support the planned growth in these areas of activity, in accordance with the Corporate Plan.
- (f) to oversee on behalf of the Quality, Enhancement and Standards Committee corporate design features for all distance learning materials of all types (e.g. brand presentation etc.).
- (g) to develop, implement, monitor and review mechanisms for disseminating and embedding best practice in learning, teaching and assessment throughout Anglia Ruskin University.

# 7.2 Constitution

# Deputy Vice Chancellor (Academic) Chair

Director of Learning Development Services

Head of Anglia Learning & Teaching

Deputy Deans (with responsibility for quality assurance/LTA)

Principal, Anglia Ruskin London (or nominee)

One member of academic staff from each Faculty, nominated by the PVC and

Dean of Faculty

Director of Learning, Teaching and Assessment from each Faculty

Director of HR (or nominee)

Director of Student Services (or nominee)

University Librarian (or nominee)

Director of IT Services (or nominee)

Director of the Academic Office (or nominee)

Distance Learning Delivery Co-ordinator, Learning Development Services

One representative from each UK partner institution participating in a Joint Venture Company

Two students from the campus at which the meeting is held Two Students' Union representatives

Executive Secretary (not a member): from the Academic Office

# **Designated Observer**

One Students' Union Staff Representative Deputy Head of Anglia Learning and Teaching Academic Developer: E-Assessment

#### 8. COLLABORATIVE ACTIVITY COMMITTEE

A Standing Committee of the Senate

For quoracy see paragraph 27.1 (f)

#### 8.1 Terms of Reference

- (a) to oversee the management of Anglia Ruskin University's academic collaborative arrangements with Associate Colleges and other corporate partners as defined by the Senate Code of Practice on Collaborative Provision (and Chapter B10 of the QAA's UK Quality Code).
- (b) to ensure that there are processes in place to assure the equivalence of the student experience at UK and international Associate Colleges.
- (c) to maintain the Register of Collaborative Activity and Register of Teaching Staff at Associate Colleges.
- (d) to receive and consider responses to recommendations for enhancement set at Institutional Approval and Institutional Review events.
- (e) to oversee the annual monitoring process for all Associate Colleges through the receipt of annual monitoring reports, thereby providing a holistic overview of each Associate College's provision. The Committee's conclusions are reported to the Senate's Quality, Enhancement & Standards Committee on the outcome for inclusion in the overall conclusions of annual monitoring to the Senate.
- (f) to receive reports at each meeting on the operation of new academic partnerships throughout the first year of operation (including the first year of a validation arrangement) which can be extended for further years at the discretion of the committee.
- (g) to receive and consider reports from relevant activities that pertain to Anglia Ruskin provision at a corporate partner(s) and/or Associate College(s) such as QAA IQER events, PSRB reports etc.
- (h) to monitor Anglia Ruskin's engagement with international governmental and/or regulatory bodies in countries where Anglia Ruskin's Associate Colleges are located (eg: MQA in Malaysia, CPE in Singapore, ACTT in Trinidad, TEC in Botswana).
- (i) to receive reports at each meeting of student registration data for all courses at all Associate Colleges and corporate partners.
- (j) to oversee and monitor the accuracy, trustworthiness and reliability of public information pertaining to Anglia Ruskin approved provision which is available from Associate Colleges, including publicity materials.
- (k) to consider issues arising from meetings of Course Management Committees (CMCs) held at Associate Colleges.
- (I) to establish and oversee a series of Partnership Management Groups (PMGs) for Associate Colleges engaging with multiple faculties and to consider issues arising from meetings of PMGs.

- (m) to receive details of the allocation of permanent Anglia Ruskin staff as Link Tutors for courses delivered at Associate Colleges and corporate partners.
- (n) to approve and monitor exit strategies for partnerships with Associate Colleges and corporate partners which have been terminated with a view to ensuring that Anglia Ruskin satisfies its obligations to students registered at such Associate Colleges and corporate partners.

# 8.2 Constitution

# Pro-Vice-Chancellor (Partnerships) Chair

Deputy Vice-Chancellor (Academic)

A Pro-Vice-Chancellor and Dean of Faculty [Vice-Chair]

Deputy Deans (with responsibility for collaborative and/or corporate activity)

Director of the Academic Office

Director of Learning Development Services (or nominee)

Pro Vice Chancellor Corporate and International Development

One Head of Department from each Faculty for departments with collaborative activity nominated by the PVC and Dean (for a term of office of 3 years)

One Deputy Head of Department from each Faculty for Course Groups with collaborative activity nominated by the PVC and Dean (for a term of office of 3 years)

Faculty Directors of Collaborative Provision (or equivalent), where appointed University Librarian (or nominee)

Director of IT Services (or nominee)

Assistant Director (Quality Assurance), Academic Office

Executive Secretary (not a member): Partnerships Manager from the Academic Office

# **Designated Observers**

Director of Student Services (or nominee) Head of Registration Service

# 9. FACULTY BOARDS<sup>1</sup>

A Standing Committee of the Senate with the following Subcommittees:

Faculty Quality, Enhancement and Standards Subcommittee Faculty Research Subcommittee

For quoracy see paragraph 27.1 (f)

#### 9.1 Terms of Reference

The Faculty Board is the supreme academic body in the Faculty. It is responsible to the Senate for all matters concerned with the academic activities of the Faculty. Its primary roles are considering academic policy and monitoring the effectiveness of academic delivery.

- (a) to provide a forum for deliberation on matters of academic policy and the development of the Faculty through the Faculty's Strategic Plan, so as to contribute to the achievement of our University's Corporate Plan.
- (b) to act as a forum for discussion of student issues and to monitor the experience of students in the Faculty at all locations of delivery.
- (c) to strengthen links between departments across the Faculty and its Associate Colleges.
- (d) to have oversight of the work of Discipline Network Groups, where these exist.
- (e) to consider and advise on developments in the Faculty's educational portfolio.
- (f) to provide a forum to discuss innovation in the curriculum, learning and teaching methods and employability and to monitor, via the Faculty Learning, Teaching and Assessment Subcommittee, the Faculty's action plan to implement the Learning, Teaching and Assessment Strategy.
- (g) to approve and review the Faculty Research, Scholarship and Knowledge Transfer Plan; to receive for information recommendations from the Faculty Research Degrees Subcommittee concerning research students' progress and awards [NB the recommendations shall be formally considered by ARU's Research Degrees Subcommittee].
- (h) to monitor, via the Faculty Quality, Enhancement and Standards Subcommittee, the performance and academic standards of the Course Groups for which the Faculty has responsibility, including any issues arising from student survey outcomes, recruitment and retention statistics, external examiners' reports and departmental annual monitoring reports.
- (i) to identify through the annual monitoring, periodic review and other quality assurance mechanisms, good practice and innovation in learning, teaching and assessment and to recommend to the Senate their dissemination throughout ARU.

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A Faculty Board is also constituted for Anglia Ruskin London

- (j) to receive for information nominations for appointment of External Examiners approved by the PVC and Dean of Faculty for recommendation to the Deputy Vice-Chancellor (Academic), in accordance with the Senate Code of Practice on External Examiners for Taught Courses.
- (k) to consider the faculty staff development plan, taking account of emerging needs.
- (I) to establish and manage subcommittees and working groups to support the effective discharge of its remit.
- (m) to undertake such other duties and responsibilities as may be determined by the Senate.
- (n) to report to the Senate as required on any issues arising from the execution of its terms of reference.
- (o) to determine policy and strategy on staff research, scholarly activity, consultancy and related activities.

# 9.2 Constitution (up to a maximum of 30 members)

# Pro Vice Chancellors and Dean of the Faculty Chair

Deputy Deans of the Faculty

Heads of Department (or equivalent organisational units)

One college representative from each Joint Venture Company associated with the Faculty

One college representative from each college offering Courses within the Faculty Board's remit (but excluding those colleges participating in a JVC for whom separate representation is provided)

Three Anglia Ruskin University Faculty staff elected by Anglia Ruskin University Faculty members, of which a minimum of two must be members of academic staff

Faculty Director of Research

Directors of the Faculty's Research Institutes

The Director(s) of Studies

Faculty Director of Learning, Teaching and Assessment

Deputy Head of Departments (at the discretion of the Pro Vice Chancellor and Dean of Faculty, provided the maximum of 30 members is not exceeded)

One representative from the Students' Union

Two student representatives drawn from Course Groups within the Faculty (preferably 1 full-time and 1 part-time) from the campus at which the meeting is held

Executive Secretary (not a member): Faculty Quality Assurance Officer

# **Designated Observers**

University Librarian (or nominee)

Director of IT Services (or nominee)

Director of Student Services (or nominee)

Director of the Academic Office (or nominee)

Faculty Administration Manager/Business and Resources Manager

A Staff member of the Students' Union

# 10. FACULTY QUALITY, ENHANCEMENT AND STANDARDS SUBCOMMITTEE<sup>2</sup>

A Subcommittee of the Faculty Board with the following Subcommittee:

Student Staff Liaison Committees

For quoracy see paragraph 27.1 (f)

#### 10.1 Terms of Reference

- (a) to monitor and review the quality of education and the student experience at all delivery points and in all modes of delivery, ensuring that effective processes are in place to assure the equivalence of the student experience.
- (b) to consider the summaries of Departmental annual monitoring meetings and associated action plans.
- (c) to consider the summary annual monitoring reports from relevant Associate Colleges and associated action plans.
- (d) to oversee Departmental preparations for periodic review and to monitor progress with the resulting Quality Enhancement Plan.
- (e) to oversee the Faculty's engagement with Professional, Statutory and Regulatory Bodies (PSRBs).
- (f) to oversee external examiner arrangements for the Faculty's Departmental Assessment Panels, ensuring adequate and appropriate coverage in accordance with the Senate Code of Practice on External Examiners for Taught Courses.
- (g) [where devolved responsibility for managing the curriculum revisions process has been agreed] to consider proposals for minor revisions to the curriculum in accordance with the Senate Code of Practice on Curriculum Approval and Review.
- (h) to consider proposals for new Anglia Ruskin University short courses, up to a maximum of 15 credits at any level.
- (i) to undertake such other responsibilities as may be determined from time to time by the Faculty Board and/or Senate's Quality, Enhancement and Standards Committee.

# 10.2 Constitution

Deputy Dean (with responsibility for quality assurance) Chair

Five members of the Faculty nominated by the Pro Vice Chancellors and Deans of Faculty and approved by the Faculty Board of whom at least three must be Faculty Board members.

One academic member from another Faculty Board's Quality, Enhancement & Standards Subcommittee

Director of the Academic Office (or nominee)

A Faculty Quality, Enhancement and Standards Subcommittee is also constituted for Anglia Ruskin London

Two student representatives
One representative of the University Library

Executive Secretary: (not a member) Faculty Quality Assurance Officer

# **Designated Observer**

Quality Systems Officer, Academic Office One staff member of the Students' Union

# 11. STUDENT STAFF LIAISON COMMITTEES (SSLCs)

A Subcommittee of the Faculty Quality, Enhancement and Standards Subcommittee

For quoracy see paragraph 27.1 (f)

# **Purpose**

To act as the official forum for liaison between students and staff on issues related to the management and student experience of the course including matters relating to curriculum content, learning, teaching and assessment and learning resources.

# 11.1 Terms of Reference

- (a) to receive and discuss reports from Student Representatives
- (b) to receive and discuss matters relating to the delivery of the course's constituent modules including (where relevant) ideas for revision to the curriculum
- (c) to receive and discuss matters relating to support available to students registered for the course
- (d) to receive and discuss various management information which relate to the course including outcomes from student feedback mechanisms such as National Student Survey results, Student Experience Survey and Module Evaluation results and other data such as external examiners' reports

# 11.2 Constitution for core campus SSLCs

# Head (or Deputy Head) of Department Chair

Relevant Course Leader

At least three Module Leaders from the course's constituent modules (providing representation for all academic staff who contribute to the course) All elected student course representatives

University Librarian (or nominee)

Faculty Administration Manager/Business and Resources Manager (or nominee)

Executive Secretary (not a member): Nominated by the Faculty Administration Manager/Business and Resources Manager (or equivalent)

# **Designated Observers**

Deputy Deans of Faculty
Director of Studies
Faculty Director of Learning, Teaching and Assessment
One Faculty Student Adviser
Students' Union Staff representative

# 11.3 Constitution for Associate College SSLCs

# The local HE Coordinator, Academic Director/Manager (or equivalent postholder) Chair

The local Course Leader(s) (or equivalent postholder(s)) for all Anglia Ruskin Courses delivered at the Associate College\*

All local Module Leaders\*\*

The Student Adviser (or equivalent local postholder)

The Librarian (or equivalent local postholder or nominee)

The Director of Information Technology (or equivalent local postholder or nominee)

At least one student representative from each year of study for each Anglia Ruskin Course (or within a group of subject-related Courses if the Associate College delivers several Courses in a subject)

Executive Secretary: to be provided by the Associate College

- \* or one Course Leader representing a subject area if the Associate College offers a number of Courses in the same subject
- \*\* or one Module Leader representing a subject area if the Associate College offers a large number of modules

# **Designated Observers**

Academic managers and other staff from Anglia Ruskin University including the Deputy Vice Chancellor (Academic), Deputy Deans, Deputy Head of Department and Course Leaders, Link Tutors and the Director of the Academic Office (or nominee) have the right to attend meetings (which in the case of international Associate College should be scheduled to coincide with visits to the Associate College by such staff)

#### 12. FACULTY RESEARCH SUBCOMMITTEE

A Subcommittee of the Faculty Board

For quoracy see paragraph 27.1 (f)

#### 12.1 Terms of Reference

- (a) to recommend to the Faculty Board mechanisms for promoting and embedding the development and enhancement of a research culture to support individual colleagues and our postgraduate research students.
- (b) to support achievement of Anglia Ruskin's Research and Scholarship Strategy and Knowledge Transfer Strategy through the development, implementation, monitoring and review of a Faculty Research, Scholarship and Knowledge Transfer Strategy.
- (c) to develop for approval by the Faculty Board an annual Faculty Research, Scholarship and Knowledge Transfer Plan, to support the Faculty's Strategy.
- (d) to establish mechanisms to monitor and evaluate the quality and volume of research and knowledge transfer activity within the Faculty.
- (e) to undertake such other responsibilities as may be determined from time to time by the Faculty Board.

#### 12.2 Constitution

# The individual with responsibility for research within the Faculty, who represents the Faculty on the Research Committee Chair

The individual with responsibility for leading research activity within each department in the Faculty

Two active researchers within the Faculty nominated by the Dean and PVC

Two research student representatives from within the Faculty

Director of Research within the Faculty

Director of Research Students within the Faculty

Directors of Research Institutes/Groups within the Faculty

One Postdoctoral researcher

Co-opted members at the discretion of the Chair

Executive Secretary (not a member): Faculty Research Administrator

# **Designated Observer**

A representative of the University Library

#### 13. ANGLIA RUSKIN AWARDS BOARD

A Standing Committee of the Senate with the following Subcommittees:

Anglia Ruskin Mitigation Panel Departmental Assessment Panels Faculty Student Review Subcommittee

#### 13.1 Terms of Reference

- (a) to receive the approved module results and the award of the associated credit for all students registered at Anglia Ruskin University.
- (b) to consider recommendations from the Faculty Student Review Subcommittees on the application of compensation for a failed module on an individual student basis.
- (c) to consider recommendations from the Faculty Student Review Subcommittees concerning the re-assessment of individual students and the total volume of re-assessment for such students.
- (d) to consider, approve and, exceptionally, modify recommendations from the Faculty Student Review Subcommittees on the formal progression decision and the discontinuation of each student registered at Anglia Ruskin University.
- (e) exceptionally, on the recommendation of the Chair of the Anglia Ruskin Mitigation Panel, to consider any issues referred by the Anglia Ruskin Mitigation Panel.
- (f) to assess whether students are eligible for an award and to recommend to the Senate the conferment of such awards, with the appropriate classifications if applicable.
- (g) to assess, where appropriate, whether students have demonstrated competence to practise and to advise the Faculty Director(s) of Studies whether such students should be recommended by Anglia Ruskin University to a professional or statutory body for inclusion on the appropriate professional register.
- (h) to consider, on the recommendation of the relevant Faculty Student Review Subcommittee, cases where a Deputy Head of Department has provisionally approved the transfer of a student's registration from one Course to another Course (not necessarily within the Faculty) and for which any conditions of transfer have been met, including the approval of the transfer of credit and associated marks or grades. In such cases, the Anglia Ruskin Awards Board does not confer any award, even if the credit requirements of the original intended award (or any associated intermediate award) have been satisfied.
- (i) to consider any matters referred to the Anglia Ruskin Awards Board by the Vice-Chancellor (or nominee) or the Senate.

#### 13.2 Constitution

# A Deputy Vice Chancellor Chair

All Pro Vice Chancellors and Deans of Faculty (or a Deputy Dean from within the Faculty)

Principal, Anglia Ruskin London

Pro Vice Chancellor (Partnerships)

The Chair of the Anglia Ruskin Mitigation Panel

One Director of Studies from each Faculty

Three External Examiners appointed by the Senate on the recommendation of the Deputy Vice Chancellor (Academic)

One representative from each Associate College operating under a Validation Agreement

Director of the Academic Office (or nominee) (Vice Chair)

# 13.3 Right of Attendance

The following have the right to attend meetings of the Anglia Ruskin Awards Board but not to vote:

- Director of Student Services (or nominee)
- Clinical/Agency Personnel Practice teachers, where appropriate

# 13.4 Quoracy

The quorum for meetings of the Anglia Ruskin Awards Board is eight who must include:

- Deputy Vice Chancellor (Academic) (or nominee)
- Chair of the Anglia Ruskin Mitigation Panel
- At least one of the External Examiners appointed by the Senate
- One representative from each Faculty

Executive Secretary (not a member): Assessment Manager, Academic Office (or nominee)

The Anglia Ruskin Awards Board meet after Departmental Assessment Panels, the Anglia Ruskin Mitigation Panel and Faculty Student Review Subcommittees

#### 14. DEPARTMENTAL ASSESSMENT PANELS<sup>3</sup>

A Subcommittee of the Anglia Ruskin Awards Board

# 14.1 Terms of Reference

- (a) to ensure that appropriate academic standards are set for all assessed work for modules within their remit including consideration of mean marks, standard deviation.
- (b) to consider and approve assessment marks.
- (c) to consider the appropriateness of mark ranges in the context of anticipated or normative mark standards and to moderate where appropriate.
- (d) to consider and approve module results and the award of the associated credit.
- (e) to determine for a student who has failed a module at the first attempt the form and timing of re-assessment on the following basis:
  - either (a) the form of re-assessment is normally a resit of the failed elements. Exceptionally, an alternative method of re-assessment is provided e.g. where the original method of assessment can no longer be repeated for an individual student
  - or (b) the re-assessment is undertaken after further attendance (where deemed necessary in view of the subject area e.g. laboratory work for a science-based subject)
- (f) to identify those modules for which incomplete marks have been submitted for referral to the Pro Vice Chancellor and Dean of Faculty for action, where appropriate.
- (g) to consider any matters referred to the Departmental Assessment Panel by the Vice-Chancellor (or nominee) or the Senate.
- (h) to ensure that decisions on module results are accurately recorded and are available to the appropriate Faculty Student Review Subcommittee and to the Anglia Ruskin Awards Board.

# 14.2 Constitution

The Head of Department responsible for the modules under consideration Chair

The Module Leader for each module under consideration or a named substitute with authority to speak on behalf of the Module Leader

Deputy Head of Department

The External Examiner(s) appointed by the Senate

Representatives from UK Associate Colleges, where appropriate

Specified, practice-based internal assessors, where appropriate.

Departmental Assessment Panels are also constituted for Anglia Ruskin London and the Associate Colleges Globe Education Services and MAHSA University

One representative of any Associate College operating under a franchise arrangement, which delivers an Anglia Ruskin approved curriculum, which is not delivered at any of the main campuses.

Executive Secretary (not a member): from the Academic Office

# **Designated Observer**

Director of Academic Office (or nominee)

# 14.3 Quoracy

The quorum for meetings of Departmental Assessment Panels is 50% of the Module Leaders (or their named substitute) whose modules are under consideration. The following members must attend for the decisions of a meeting to be valid unless unforeseen circumstances exceptionally prevent attendance, in which case appropriate alternative arrangements should be made provided the circumstances arise a sufficient time in advance of the meeting:

- The Head of Department responsible for the modules under consideration
- At least one of the External Examiner(s) appointed by the Senate.

Departmental Assessment Panels meet before the Anglia Ruskin Awards Board.

# 15. ANGLIA RUSKIN MITIGATION PANEL

A Subcommittee of the Anglia Ruskin Awards Board.

# 15.1 Terms of Reference

(a) to consider all claims for mitigation and to determine the outcome in all cases in accordance with the Regulations governing mitigation.

#### 15.2 Constitution

Director of the Academic Office or a Deputy Dean from a Faculty Chair
Two representatives from each Faculty from Deputy Deans and Directors of
Studies (including Assistant Directors of Studies)
Principal, Anglia Ruskin London (or nominee)

Director of Student Services (or nominee)

Director of the Academic Office (or nominee)

Executive Secretary (not a member): from the Academic Office

The Anglia Ruskin Mitigation Panel meets before Faculty Student Review Subcommittees.

# 15.3 Quoracy

The quorum for meetings of the Anglia Ruskin Mitigation Panel is six members, which must include at least one representative from each Faculty.

#### 16. FACULTY STUDENT REVIEW SUBCOMMITTEES<sup>4</sup>

A Subcommittee of the Anglia Ruskin Awards Board.

# 16.1 Terms of Reference

- (a) to review the academic achievement of all students registered within the Faculty;
- (b) to recommend to the Anglia Ruskin Awards Board that compensation for a failed module(s) is applied on an individual student basis in accordance with the Academic Regulations;
- (c) to recommend to the Anglia Ruskin Awards Board that an individual student who has failed a module at the first attempt should be required to undertake the method of re-assessment, as agreed by the DAP, following further tuition. Such decisions are made where, in the opinion of the Subcommittee, the student's performance to date suggests that the likelihood of successful retrieval of first attempt failure in the module(s) concerned without further tuition is low<sup>5</sup>. These recommendations are subject to the limits prescribed in the Academic Regulations;
- (d) to identify those students who, having failed a module after re-assessment, are permitted under the Academic Regulations to re-take the same module or take a replacement module within the limits prescribed in the Academic Regulations;
- (e) to recommend to the Anglia Ruskin Awards Board, in cases where the total volume of module re-assessment for an individual student (as proposed by each DAP) is excessive, a revised schedule of (re)assessment in terms of timing, form and attendance requirements, in order to ensure that an individual student's assessment load in any one assessment period is reasonable and appropriate;
- (f) to recommend to the Anglia Ruskin Awards Board a formal progression decision for each student;
- (g) to recommend to the Anglia Ruskin Awards Board, for those students who are not considered under Anglia Ruskin's progression scheme, the discontinuation of students who have exceeded the volume of retake/replacement modules prescribed in the Academic Regulations;
- (h) to recommend to the Anglia Ruskin Awards Board cases where a Deputy Head of Department has provisionally approved the transfer of a student's registration from one course to another course (not necessarily within the Faculty) and for which any conditions of transfer have been met; to recommend the transfer of credit and associated marks or grades and; not to recommend the conferment of any award in such cases, even if the credit requirements of the original intended award (or any associated intermediate award) have been satisfied.

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<sup>&</sup>lt;sup>4</sup> A Faculty Student Review Subcommittee is also constituted for Anglia Ruskin London

A student is entitled to request to undertake further tuition prior to undertaking the re-assessment in a module where it has not been explicitly required by the DAP or Faculty Student Review Subcommittee

#### 16.2 Constitution

# Deputy Dean (or nominee) Chair

All Deputy Heads of Department within the Faculty Faculty Director(s) of Studies
An External Examiner(s), if required by a professional, statutory and regulatory body

# 16.3 Quoracy

The quorum for meetings of Faculty Student Review Subcommittees is either one third of the total membership or four members, whichever is the greater. The following members must attend for the decisions of a meeting to be valid unless unforeseen circumstances exceptionally prevent attendance, in which case appropriate alternative arrangements should be made provided the circumstances arise a sufficient time in advance of the meeting:

- Deputy Dean (or nominee)
- A Director of Studies from the Faculty
- An External Examiner(s), if required by a professional, regulatory or statutory body

Executive Secretary (not a member): from the Academic Office

Faculty Student Review Subcommittees meet before the Anglia Ruskin Awards Board and after Departmental Assessment Panels and the Anglia Ruskin Mitigation Panel.

#### 17. HONORARY DEGREES AND FELLOWSHIPS NOMINATIONS COMMITTEE

A Standing Committee of the Senate.

For quoracy see paragraph 27.1 (f)

#### 17.1 Terms of Reference

- (a) to consider on behalf of the Senate, nominations received for Honorary Degrees and Fellowships.
- (b) to recommend to the Senate names of proposed recipients for Honorary Degrees and Fellowships.

#### 17.2 Constitution

Ex-Officio

# The Vice Chancellor Chair

A Deputy Vice Chancellor to be nominated by the Vice Chancellor

The Pro Vice Chancellors and Deans of Faculty

A lay member of the Board of Governors nominated by the Chair of the Board of Governors (to serve on a three year period)

Two members elected by and from the Senate (to serve a three year period)

Pro Vice Chancellor, Corporate and International Development

The Secretary to the Senate (Secretary)

Appointed members may be re-appointed for subsequent terms provided they continue to be eligible for nomination in those categories.

#### 18. PROFESSORSHIP AND READERSHIP PANEL

A Standing Committee of the Senate.

For quoracy see paragraph 27.1 (f). For the quoracy to confer a title see 19.2 below.

# 18.1 Terms of Reference

- (a) to receive and consider, in the light of all information and advice, applications for the conferment of the titles Professor or Reader and Visiting Professor or Reader.
- (b) to approve on behalf of the Senate the conferment of such titles.

#### 18.2 Constitution

# **Standing members**

# Vice Chancellor Chair

Three Professors of Anglia Ruskin University two of whom are drawn from all Professors across Anglia Ruskin

One member elected from the membership of the Senate (for a term of office of two years)

Executive Secretary (not a member): from the Academic Office

For the purpose of conferring a title, a quorum shall consist of the Vice Chancellor and three other members.

## 19. RESEARCH COMMITTEE

A Standing Committee of the Senate with the following Subcommittees:

Research Degrees Subcommittee Research Ethics Subcommittee Innovation and Knowledge Exchange Subcommittee

For quoracy see paragraph 27.1 (f)

#### 19.1 Terms of Reference

- (a) to exercise corporate responsibility for the formulation of policy and strategy in relation to:
  - research and scholarship
  - Innovation and Knowledge Exchange
- (b) to promote and embed collective responsibility for such policy and strategy, and in particular the development of an academic culture supporting individual colleagues and our postgraduate research students.
- (c) to promote and champion innovation and development to enhance the quality and volume of our research and scholarship, and knowledge exchange activity.
- (d) to offer advice and support to Faculties on all matters relating to the management and development of our research and scholarship, and knowledge exchange activity.
- (e) to develop, monitor and review policy and procedure relating to the submission of applications for external research funding and other income.
- (f) to recommend to the Senate and the Corporate Management Team (CMT) strategy in relation to:
  - research and scholarship
  - knowledge exchange
  - external income generation

and monitor and review the implementation of such policy and strategy

- (g) to monitor and evaluate the quality and volume of our research and knowledge transfer activity, using relevant statistical and other data, for report to the Senate, highlighting areas of good practice for wider dissemination and identifying issues that require attention.
- (h) to receive and consider periodic research, scholarship and knowledge exchange reports and plans from each Faculty.
- (i) to inform institutional policy in the light of developments in the area of research, scholarship and knowledge transfer activity arising from the work of national agencies such as the QAA, UKCGE, the funding councils, HEFCE etc and to disseminate such information throughout the institution

- (i) to lead the preparation of institutional responses to external bodies in the area of research, scholarship and knowledge exchange.
- (k) to develop, monitor and review policy and procedure for the appointment and career development of research staff.
- (I) to develop, monitor and review policy and procedure relating to establishment of research groups, centres and institutes
- (m) to develop, monitor and review on an annual basis the provision of infrastructure for research, scholarship and knowledge exchange.
- (n) to consider on behalf of the Senate whether a prima facie case has been established by candidates applying for a Higher Doctorate.
- (o) to monitor and oversee the activities of its subcommittees, including consideration of the Annual Report from the Research Ethics Subcommittee and the Annual Report on Research Degrees.

#### 19.2 Constitution

# Deputy Vice Chancellor (Research and Innovation) Chair

Chairs of Subcommittees (if not already represented)

One Pro-Vice-Chancellor and Dean of Faculty

Two representatives from each Faculty, nominated by the Pro Vice Chancellor and Dean of Faculty, one of whom will be the Deputy Dean for Research (or equivalent)

Director of Research and Innovation Development Office (or nominee)

Director of the Doctoral School, Research and Innovation Development Office One Director of a Research Institute elected by and from the Directors of all the Research Institutes

Research Policy and REF Manager, Research and Innovation Development Office

Director of Human Resources (or nominee)

University Librarian (or nominee)

One Postdoctoral researcher (for a term of office of two years nominated by the Chair of the Committee)

Two research degrees students, (for a term of office of one year, elected by research degrees students)

One Early Career Researcher nominated by the Chair of the Committee

Executive Secretary (not a member): from the Doctoral School

## **Designated Observer**

Deputy Director, Doctoral School

#### 20. RESEARCH DEGREES SUBCOMMITTEE

A Subcommittee of the Research Committee with the following Subcommittee:

Faculty Research Degrees Subcommittees

For quoracy see paragraph 27.1 (f)

#### 20.1 Terms of Reference

- (a) to recommend to the Senate the regulatory framework for Anglia Ruskin University's research degree awards.
- (b) to oversee the effective, efficient and consistent management of Anglia Ruskin University research degrees, through regular reports from the Faculty Research Degrees Subcommittees and annual reports on:
  - pass, resubmission, failure, completion and withdrawal rates
  - · comments from examiners
  - delivery of Anglia Ruskin University and Faculty level researcher development activity
  - feedback from recent graduates
  - feedback from students
- (c) to develop, monitor and review Anglia Ruskin University's quality assurance and enhancement policies and procedures for research degrees, ensuring they are fit for purpose and are consistently implemented across Anglia Ruskin University.
- (d) to monitor and review the quality of Anglia Ruskin University and Faculty level researcher development activity, considering any revisions which may be required from time to time.
- (e) to monitor, review and develop strategies to enhance the quality of the student experience of Anglia Ruskin University's research degree programmes.
- (f) to approve the appointment of examiners for individual research students.
- (g) to consider an annual report on research degrees activity.
- (h) on behalf of the Senate to consider the recommendations of examiners in respect of research degree awards to individual candidates, and to ensure that the examination process is completed in full and that the recommendations of examiners are acted on.
- (i) to consider the reports from External Moderators on Stage 1 completed by Professional Doctorate candidates and the action being taken by Faculties in response to any issues raised by the External Moderator.
- (j) to consider and approve applications for the upgrade or confirmation of registration from individual candidates.

# 20.2 Constitution

# Deputy Vice Chancellor (Research and Innovation) Chair

Director of Research and Innovation Development Offices

Director of the Doctoral School, Research and Innovation Development Office Deputy Director of the Doctoral School

Two members of academic staff from each Faculty, nominated by the Pro Vice Chancellors and Deans of Faculty, (to include the Chair of the Faculty Research Degrees Subcommittee)

Chair or Vice Chair of Research Ethics Subcommittee

One representative from Cambridge Theological Federation

One representative elected by and from the Professional Doctorate Programme Directors, for a term of office of two years

Two research degrees students representing research degrees students across all our campuses, for a term of office of one year

Executive Secretary (not a member): from the Doctoral School

# **Designated Observers**

Research Degrees Manager, Doctoral School Director of the Academic Office (or nominee) Director of Learning Development Services (or nominee)

# 21. FACULTY RESEARCH DEGREES SUBCOMMITTEES

A Subcommittee of the Research Degrees Subcommittee.

For quoracy see paragraph 27.1 (f)

#### 21.1 Terms of Reference

- (a) to monitor the progress of all research degrees students within the Faculty, ensuring that action is taken, as appropriate, to ensure timely completion.
- (b) to receive and approve reports from reviewers for the Research Proposal stage.
- (c) to receive and approve reports from reviewers for Annual Review.
- (d) to consider the Faculty postgraduate research activity report and associated action plan and to monitor achievement of the action plan.
- (e) to consider feedback from students arising from the Postgraduate Research Experience Survey, annual monitoring and Faculty researcher development activity, determining action as appropriate.
- (f) to monitor and review the effectiveness of the Faculty's researcher development activity and consider any proposals for revisions.
- (g) to receive and consider the External Moderator's report on Stage 1 Professional Doctorate candidates, determining action as appropriate.
- (h) to consider candidates requests for intermission (up to the first six months) and write up status (up to the first twelve months), withdrawal and extensions to the period of research degree registration.
- (i) to monitor the workload of supervisors and to approve any proposed changes to the composition of supervisory teams.
- (j) to submit its minutes to the Research Degrees Subcommittee following each meeting detailing all actions taken, and on the key issues arising at the meeting.
- (k) to consider any reports/business referred to the Subcommittee by the Research Degrees Subcommittee.

#### 21.2 Constitution

The Chair shall be appointed by the Pro Vice Chancellors and Deans of Faculty and shall have supervised at least one research degree student to completion and shall hold a PhD or Professional Doctorate.

Deputy Dean

Faculty Directors of Research/Research Students (may be the same person)
Up to eight Members of academic staff with individual experience of research
degree supervision and/or examination, nominated by the Pro Vice Chancellors
and Deans of Faculty or Deputy Dean – appointed for a term of office of 3 years
Chair of Faculty Research Ethics Panel (where not already represented)
Programme Directors for the Professional Doctorate programme (where not

Programme Directors for the Professional Doctorate programme (where not already represented)

Director of Research, Research and Innovation Development Office (or nominee)

One representative from Cambridge Theological Federation (ALSS only) Research Degrees Manager, Doctoral School

Executive Secretary (not a member): from the Doctoral School

# **Designated Observers**

Chair or Vice Chair of Research Degrees Subcommittee Pro Vice Chancellors and Deans of Faculty Faculty Research Administrator

#### 22. RESEARCH ETHICS SUBCOMMITTEE

A Subcommittee of the Research Committee with the following subgroup:

Faculty Research Ethics Panels

For quoracy see paragraph 27.1 (f)

#### 22.1 Terms of Reference

- (a) to advise the Senate, through the Research Committee, on all matters pertaining to the ethics of research undertaken by members of staff and students of Anglia Ruskin University or its Associate Colleges.
- (b) to be responsible for the development of policy and guidance on research governance and ethics.
- (c) to be responsible for the provision of oversight for all research-related ethical issues.
- (d) to provide authoritative and definitive guidance on any specific ethics problems that are referred to the Subcommittee.
- (e) to assess applications for ethical approval only when referred by a Faculty Research Ethics Panel (FREP).
- (f) to have delegated authority from the Research Committee to define the circumstances in which ethics approval from the Research Ethics Subcommittee (RESC) or FREPs is required.
- (g) to consider an annual report from each of the Faculty Research Ethics Panels.
- (h) to provide an annual report to the Research Committee that includes a summary of the decision made in response to applications for ethical approval in the previous year by RESC and all FREPs.
- (i) to audit a sample of applications processed by FREPs to ensure that there is consistency in the operation of FREPs across Anglia Ruskin University.
- (j) to advise on research ethics training provided.
- (k) to undertake such other responsibilities in relation to ethical matters in research which may be referred to the Committee by the Senate, the Research Committee or FREPs from time to time.

#### 22.2 Constitution

# Deputy Vice Chancellor (Research and Innovation) Chair

One representative from each Faculty nominated by the PVC and Dean, who shall normally be the FREP Chair

One representative from a UK Associate College who is actively engaged in research

Two members external to Anglia Ruskin University with professional expertise Research Ethics and Governance Manager, Research and Innovation Development Office

University Chaplain (or nominee)

Director of Research and Innovation Development Office

Pro Vice Chancellor (Partnerships)

Director of the Doctoral School, Research and Innovation Development Office One research degrees student for a term of office of one year

Executive Secretary (not a member): from Research and Innovation Development Office

# **Designated Observer**

Director, Academic Office (or nominee) Deputy Director, Doctoral School

All members of the Research Ethics Subcommittee must have undertaken appropriate training in research ethics. Refer to Section 4.3 of the Code of Practice for Applying for Ethical Approval at Anglia Ruskin University for further information.

# 23. FACULTY RESEARCH ETHICS PANEL (FREP)

A Subgroup of the Research Ethics Subcommittee with the following subgroup:

Departmental Research Ethics Panel (DREP)

For quoracy see paragraph 27.1 (f)

#### 23.1 Terms of Reference

- (a) to approve or reject, on behalf of the RESC, research ethics applications to ensure that research conforms to the highest ethical standards.
- (b) to consider recommendations from the Departmental Research Ethics Panels, within the Faculty.
- (c) to check that researchers have clarified that for research conducted overseas, whether local approval is required and have obtained this if required.
- (d) to refer to the Office of the Secretary and Clerk any application where, in the view of the Chair, the proposed research poses a risk of a legal or security related nature to Anglia Ruskin University. The Chair will seek guidance from the Secretary and Clerk before the FREP decides if the proposed research can be granted ethical approval and/or the nature of any special arrangements which need to be put in place. The FREP in its absolute discretion may also seek advice on any other concern regarding a proposed research proposal.
- (e) to maintain a database of all ethics applications submitted, whether or not ethics approval was given.
- (f) to be responsible for ensuring that NHS, Social Care, Ministry of Justice and Ministry of Defence documentation is complete prior to the commencement of research requiring approval from these bodies. Further information is in Section 3 of the Code of Practice for Applying for Ethical Approval at Anglia Ruskin University.
- (g) to note cases where the researcher has had to apply for additional insurance.
- (h) to inform applicants of the progress of their application in a timely manner. Applicants should normally receive a decision within 10 working days of the meeting of the FREP.
- (i) to refer applications for ethical approval to another FREP that has more expertise in the area of the application.
- (j) to monitor ethical approval granted to researchers.
- (k) to monitor attendance at research ethics training sessions or completion of online ethics training.
- (I) to notify researchers that they need to re-apply for ethical approval, if needed, before the expiry of their ethical approval (one year for taught students, three years for postgraduate research students and staff).

- (m) to submit minutes on the activity of each FREP meeting to the RESC, including details of applications received, the outcome of each and reporting on timescales from receipt to feedback on applications.
- (n) to submit an annual report to the Research Ethics Subcommittee on the operation of the FREP and the key issues arising.

[Note: With regard to point (a) where members of Anglia Ruskin University are required to submit proposals to an external Ethics Committee (ie NHS Research Ethics Committee via the Health Research Authority), ethical approval from the FREP should not normally be required. Where research has had ethical approval from another university, ethical approval from Anglia Ruskin may also not be required].

#### 23.2 Constitution

# Faculty Chair on Research Ethics Subcommittee Chair

The Faculty Director of Research and / or the Director of Research Degrees
One representative from each department within the Faculty nominated by the
Dean in consultation with the Director of Research
One academic representative from a FREP for another faculty
One representative from a UK Associate College (if required\*)
One lay person or a representative from the stakeholder group (if required\*)
Co-opted members at the discretion of the Chair

All members of the Faculty Research Ethics Panels must have undertaken appropriate training in research ethics. Refer to Section 4.3 of the Code of Practice for Applying for Ethical Approval for further information.

<sup>\*</sup> These members will be required if the applicants' research requires specialist expertise and input from members of UK Associate Colleges or stakeholders.

## 24. DEPARTMENTAL RESEARCH ETHICS PANEL (DREP)

A Sub group of the Faculty Research Ethics Panel (FREP).

The quorum is three members.

#### 24.1 Terms of Reference

- (a) to facilitate a rigorous ethics approval process for minimal risk ethics applications, including monitoring the timescales of processing applications from receipt to approval.
- (b) to consider minimal risk ethics applications from members/students of the department recommending one of the following decisions:
  - recommending approval to the FREP
  - requiring revisions to be made and approved by Chair's action on behalf of the DREP, prior to submission to the FREP
  - · requiring resubmission to the DREP
  - · refer to the FREP
  - reject
- (c) to notify researchers that they need to re-apply for ethical approval, if needed, before the expiry of their ethical approval (one year for taught students, three years for postgraduate research students and staff).
- (d) to submit minutes on the activity of each DREP meeting to the FREP, including details of applications received, the recommendation to the FREP and reporting on timescales from receipt to feedback on applications.
- (e) through the Secretary to the DREP, to inform applicants of the progress of their application in a timely manner. Applicants should normally receive a decision within 10 working days of the meeting of the DREP.
- (f) To note cases where the researcher has had to apply for additional insurance.
- (g) to check that researchers have clarified that for research conducted overseas, whether local approval is required and obtained if this is required.
- (h) to maintain a database of all ethics applications submitted, whether or not ethics approval was given.

# 24.2 Constitution

# A member of the Faculty Research Ethics Panel, typically the Department representative <u>Chair</u>

The module leader(s) for undergraduate and postgraduate research project modules

The departmental research co-ordinator

A member of another DREP within the Faculty or FREP member within the Faculty

Additional members may be appointed to fulfil the requirements of professional bodies, as appropriate

Biological Safety Officer (for the Biological Sciences DREP only)

Executive Secretary (not a member): from within the Faculty

All members of the Departmental Research Ethics Panel must have undertaken appropriate training in research ethics. Refer to Section 4.3 of the Code of Practice for Applying for Ethical Approval for further information.

#### 25. INNOVATION AND KNOWLEDGE EXCHANGE SUBCOMMITTEE

A Subcommittee of the Research Committee

For quoracy see paragraph 27.1 (f)

#### 25.1 Terms of Reference

- (a) to exercise corporate responsibility for the formulation of policy and strategy in relation to innovation and knowledge exchange
- (b) to promote and embed collective responsibility for such policy and strategy, and in particular the development of a culture responsive to the needs of businesses and other external organisations in the context of innovation and knowledge exchange
- (c) to offer advice and support to Faculties and Support Services on all matters relating to the management and development of our innovation activity
- (d) to complement the work of the Research Committee in promoting and championing knowledge exchange activity
- (e) to make recommendations to the Research Committee on policy and strategy in relation to innovation and knowledge exchange and to monitor and review the implementation of such policy and strategy
- (f) to monitor and evaluate the quality and volume of our innovation activity, using relevant statistical and other data, for report to the Senate highlighting areas of good practice for wider dissemination and identifying issues that require attention
- (g) to inform institutional policy in the light of developments in the area of innovation support, including funding support, arising from the work of bodies such as Local Enterprise Partnerships, other Local Authorities, NHS Clinical Commissioning and similar bodies etc., and to disseminate such information throughout the institution
- to lead the preparation of institutional responses to external bodies in the areas of innovation, business support and knowledge exchange in the business context
- (i) to develop, monitor and review on an annual basis the provision of infrastructure for innovation activity

#### 25.2 Constitution

# Deputy Vice Chancellor with responsibility for Research and Knowledge Exchange Chair

One Pro-Vice-Chancellor and Dean of Faculty

Five representatives (with responsibility for innovation and knowledge exchange) one from each Faculty (nominated by the Pro-Vice Chancellors and Deans)

A Director from one of the Research Institutes, elected by and from the Directors of all our Research Institutes

Director of Research and Innovation Development Office Vice Chair

Assistant Director, Business Partnerships and Support, Research and Innovation Development Office

Assistant Director, Enterprise and Innovation, Research and Innovation Development Office

MedTech Director

A nominated representative from the MedBic Management Board A nominated representative from the Student Enterprise Group Strategic Initiatives and Commercial Projects Manager, Research and Innovation Development Office

Executive Secretary (not a member): from the Research and Innovation Development Office

#### 26. STUDENT EXPERIENCE COMMITTEE

A Standing Committee of the Senate.

For quoracy see paragraph 27.1 (f)

#### 26.1 Terms of Reference

- (a) to monitor and review the quality of the Anglia Ruskin University student experience locally, regionally and internationally by developing, implementing, monitoring and reviewing appropriate student feedback mechanisms and management intended to achieve this purpose.
- (b) to develop appropriate strategies to enhance the student experience, informed by the feedback received from students.
- (c) to consider an annual report from the Director of Student Services.
- (d) to develop, implement, monitor and review a range of policies relating to the student experience.

#### 26.2 Constitution

## Deputy Vice Chancellor (Research and Innovation) Chair

One Pro-Vice-Chancellor and Dean of Faculty

Pro Vice Chancellor (Partnerships)

One Deputy Dean from each Faculty

Principal, Anglia Ruskin London (or nominee)

Two academic members of staff (with teaching responsibilities) from each Faculty University Librarian (or nominee)

Director of Student Services (Vice Chair)

Head of Anglia Learning and Teaching (or nominee)

Director of Estates and Facilities (or nominee)

Faculty Student Advice Service Manager

Student and Customer Experience Team Manager

Director of Research, Research and Innovation Development Office

One Faculty Business and Resources Manager, elected by and from all Faculty Business and Resources Managers

Two Undergraduate Students from the Campus at which the meeting is held

Two Postgraduate Students from the Campus at which the meeting is held

Two Research Students from the campus at which the meeting is held

Two Students' Union Representatives

One representative from each UK Associate College participating in a Joint Venture Company

Executive Secretary (not a member): from the Academic Office

# **Designated Observers**

PVC Corporate and International Development (or nominee)

Representative from the Chaplaincy

Director of IT Services (or nominee)

Director of Academic office (or nominee)

Two Students' Union Staff representatives Head of International Student Advice Service One Assistant Director of Student Services

# 27. PROCEDURES FOR THE CONDUCT OF MEETINGS OF THE SENATE AND ITS STANDING COMMITTEES

# 27.1 Meetings

- (a) The Senate shall hold an ordinary meeting at least once a semester.
- (b) The Vice Chancellor or any ten members of the Senate may at any time instruct the Executive Secretary to call a special meeting of the Senate, stating in writing the specific purpose of the meeting and signing their names on the summons.
- (c) Notice of a meeting of the Senate shall state the place, date and time of the meeting and in the case of a special meeting the specific business for which the meeting is being convened. Normally ordinary meetings shall take place alternately on the Cambridge and Chelmsford campuses.
- (d) A notice to attend, together with the agenda and full supporting information and appropriate documentation of items of business, shall be sent to all members of the Senate not less than six working days before an ordinary meeting and in any event not less than three days before a special meeting of the Senate.
- (e) The accidental omission to give notice to, or the non receipt of notice by any person entitled to receive notice of a meeting of the Senate or of any committee or subcommittee of the Senate shall not invalidate proceedings of that meeting.
- (f) The quorum for meetings of the Senate shall be thirteen members (ie one third of the membership) of whom two shall be elected members. Standing Committees of the Senate shall determine their quorum based on the quorum of the Senate.

# 27.2 Agenda

- (a) Members of the Senate may submit items within the terms of reference of the Senate to the Executive Secretary for inclusion in the agenda of an ordinary meeting of the Senate.
- (b) The Executive Secretary shall compile the agenda for each meeting of the Senate; normally all matters for inclusion should be submitted fourteen working days prior to the meeting. Any item submitted later shall be deferred to a subsequent meeting unless the Chair of the Senate decides that it shall be brought forward as a matter of urgency. In the case of special meetings of the Senate which are convened to consider a specific item of business, deferral of the item to a subsequent meeting cannot occur.
- (c) The Senate shall receive at each ordinary meeting, a report from all Standing Committees.
- (d) The President of the Students' Union may submit reports to the Senate for its consideration in matters affecting students.
- (e) Papers of the Senate and its Standing Committees are not normally confidential. Personal and confidential details concerning individuals

should not be included in the text or reports or minutes in view of their wide distribution. Where a permanent record is necessary, it should be made in a confidential annex to the minutes with a distribution limited to those who need to know.

(f) A copy of the agenda will be published on My.Anglia.

#### 27.3 Minutes

- (a) The minutes of the proceedings of the Senate, as a correct record, shall be kept in a book or file provided for that purpose and on approval by the Senate shall be signed by the person presiding as Chair.
- (b) Copies of the minutes shall be circulated to every member of the Senate normally no more than fourteen clear days after a meeting of the Senate.
- (c) The minutes, once verified provisionally by the Chair of the Senate, shall be published on My.Anglia.
- (d) The minutes of the proceedings of the Senate shall be sent to the Board of Governors.

# 27.4 Attendance by non-members

The Senate may invite or require any person, not being a member of the Senate, to attend such parts of meetings when appropriate matters are before the Senate. Such persons shall have the right to speak on such matters but shall not have the right to vote.

# 27.5 Procedures for the Conduct of Meetings

(a) The order of business at a meeting of the Senate shall normally be as follows:

Appointment of a Chair in the absence of the Vice Chancellor.

Verification of the minutes of the preceding meeting.

Consideration of matters arising from the minutes

Adjourned business.

Vice Chancellor's report.

Business indicated in the notice of the meeting.

Receipt and adoption of reports and recommendations from Standing Committees of the Senate.

Any other business.

Date of next meeting.

The order of the items on the agenda may be changed with the consent of the meeting.

(b) Motions and amendments shall not be discussed unless they have been proposed and seconded. A motion or amendment may be withdrawn by the mover with the consent of the meeting. A motion may not be withdrawn while an amendment is under discussion.

- (c) Members shall have the right to speak on more than one occasion on a motion or amendment. The Chair may, with the consent of the meeting, impose a time limit on members' speeches before or during the discussion of any particular matter.
- (d) Amendments may be moved by any members other than the mover or seconder of the original motion at any time prior to the motion being put to the vote. An amendment must be relevant to the motion and seek to modify the motion while preserving its main purpose. Amendments which have the effect of negating the motion are invalid.
- (e) Only one amendment shall be discussed at a time. If an amendment is carried, the original motion as amended shall become the substantive motion and may itself become the subject of further amendments.
- (f) When a motion is being debated, no other motion may be moved excepting a motion:
  - (i) to amend the motion;
  - (ii) to adjourn the debate;
  - (iii) to proceed to the next business;
  - (iv) the closure ('that the question be now put');
  - (v) to adjourn the meeting.

Motions (iii), (iv) and (v) shall be put to the meeting without discussion.

- (g) At any time during a meeting, a point of order may be raised. A point of order shall relate to an alleged breach of the Rules of the Senate or other irregularity in the proceedings and shall take precedence over all other business. Points of order shall be dealt with immediately by the Chair who shall give a ruling thereon which shall be final.
- (h) Every proposition before the Senate shall be determined by a majority of the votes of those present and voting on the proposition and where there is an equal division of votes, the Chair of the meeting shall have a second or casting vote.
- (i) The Senate shall not normally consider proposals to change its adopted policies or substantially modify them, within two years of their adoption, except where it is demonstrated that:
  - significant new matters or circumstances have arisen in relation to the policy; and the Senate agrees that this is the case on presentation of such an item on the agenda, before considering the substance of such items at the next meeting; or
  - (ii) that such policy change has been proposed with due consultation through Anglia Ruskin University's committee structures.
- (j) The Senate may, at its discretion, exclude any member from taking part in the discussion or voting on any item or items. Any person so excluded shall withdraw from the room while the item or items are under discussion.
- (k) Where more than two persons are nominated for one position as a representative of the Senate, and, after the vote, none of those nominated

has an absolute majority of the votes cast, the name of the person receiving the lowest number of votes shall be removed from the list of those nominated and a fresh vote taken. This procedure shall be continued until one candidate receives an absolute majority of the votes cast.

- (I) The proceedings of the Senate shall not be invalidated by any vacancy in the constitution or by any defect in the election, appointment or qualification of any member of the Senate.
- (m) The Executive Secretary shall request that all members and others present at a meeting of the Senate record their attendance.
- (n) Rules regulating procedures at Senate meetings shall apply as far as is reasonably practicable to Standing Committees of the Senate. Whether such rules shall apply to any subcommittees shall be a matter for the discretion of the committee establishing the subcommittees.

#### 28. CHAIR'S ACTION

The Chair of the Senate or of a Standing Committee, may take action between meetings on matters of a routine character or which are of special urgency and shall report any such action to the next meeting of the Senate or the appropriate Standing Committees.

# 29. SUSPENSION OF THE PROCEDURES FOR THE CONDUCT OF MEETINGS

Any one or more procedures for the conduct of meetings, except paragraph 20, may in any case of urgency or upon motion be suspended at any meeting of the Senate so far as regards the business at such meeting, provided that three-fourths of the members of Senate's agreement and voting shall decide.

#### 30. AMENDMENT TO THE PROCEDURES FOR THE CONDUCT OF MEETINGS

The Senate shall have power to rescind or amend the procedures for the conduct of meetings subject to a motion of which notice is properly given and carried by a majority of three-fourths of the members of the Senate present and voting.

## 31. POSTAL MEETINGS OF THE SENATE

In the case of there being only one substantive item or an urgent item for the Senate to consider the following procedure shall be used:

- 31.1 The Executive Secretary to the Senate shall consult with the Chair or Vice Chair on the matter. Where it is decided that a postal meeting is the best method of achieving a resolution, the Executive Secretary will circulate to members full supporting papers on the item requiring a decision. The papers shall include a clear resolution.
- **31.2** A reply slip, to be returned to the Executive Secretary, will enable members either to agree or refuse to agree the resolution.
- **31.3** The Executive Secretary shall seek to contact any member from whom a reply has not been received by the due date

- **31.4** Should one or more members be unable to respond for any reason this shall be recorded as support for the substantive item.
- **31.5** Should one or more members disagree with the resolution, the resolution shall be required to be considered within the normal Rules and Regulations of the Senate.