



Anglia Ruskin
University

Constitution of the Academic Committee Structure

First Edition

September 2017



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INTRODUCTION

- (i) Anglia Ruskin University's [Articles of Government](#) establish an Academic Board "...which is responsible for:
 - (a) general issues relating to the research, scholarship, teaching and courses at the 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 contents of the curriculum; academic standards and the validation 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 the University and the resources needed to support them and for advising the Principal and the Board of Governors thereon; and
 - (c) advising on such other matters as the Board of Governors or the Principal may refer to the Academic Board.

In exercising its responsibilities, the Academic Board will arrange, so far as is practicable, for its tasks to be performed by Faculties where these tasks are related to matters not affecting other Faculties or the University as a whole."

[Articles of Government, April 1995, Amended 2005]

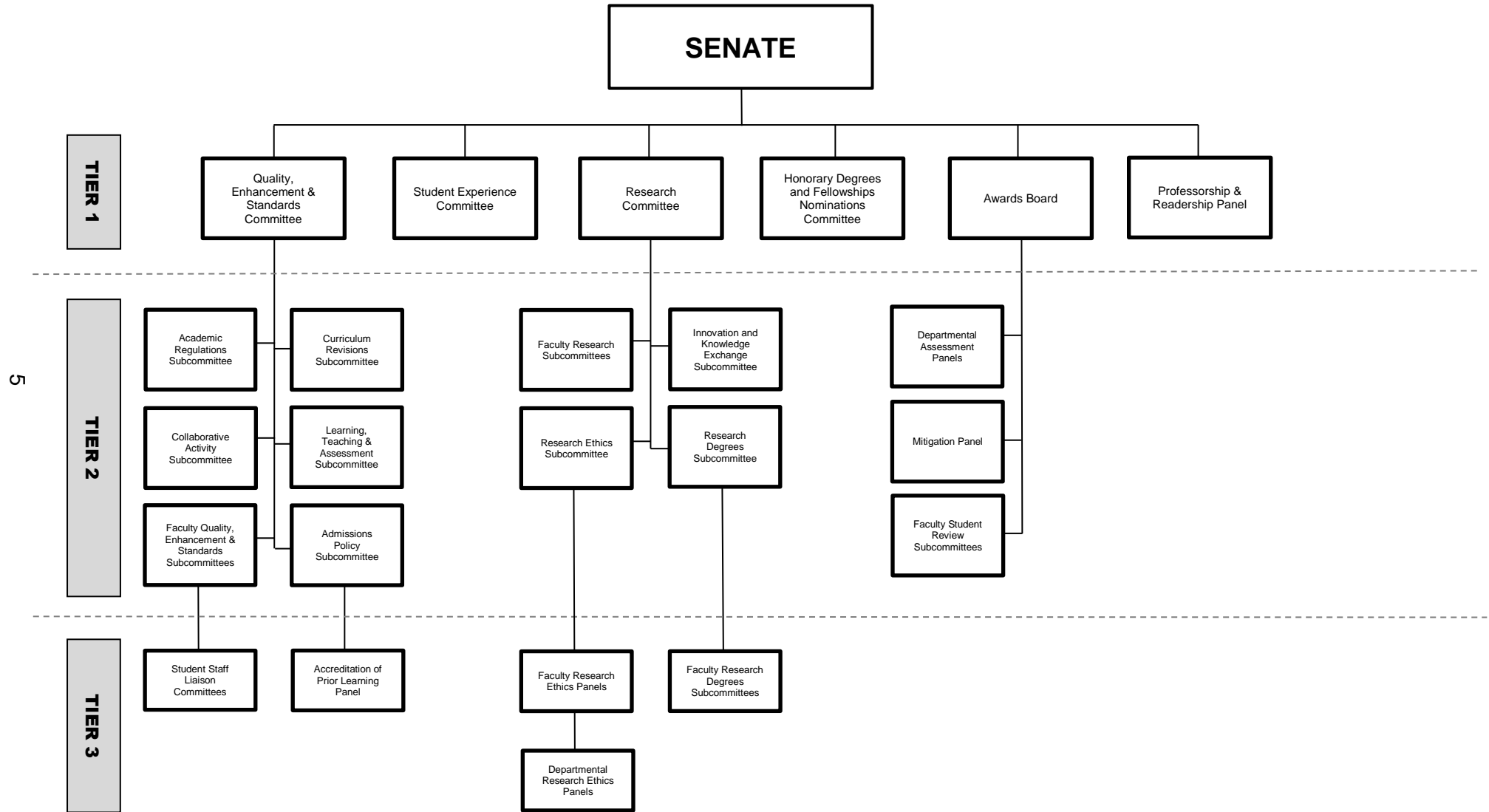
- (ii) The Academic Board of Anglia Ruskin University is **The Senate**.
- (iii) The *Articles of Government* empower the Senate to establish such committees as it considers necessary to enable it to carry out its responsibilities provided that each establishment is first approved by the Vice-Chancellor and the Board of Governors. The number of members of any such committee and the terms on which they are to hold and vacate office is determined by the Senate.
- (iv) The Senate's established standing committees and subcommittees are organised into three tiers. Tier 1 is the most senior tier, responsible directly to the Senate. Tier 1 committees undertake either a deliberative function (eg: policy development and oversight) or diligence function (eg: application of regulations).
- (v) The *Constitution of the Academic Committee Structure* details the terms of reference and constitution for the Senate and each of its standing committees and subcommittees and supercedes and replaces the document entitled *Constitution of the Senate and Its Standing Committees* which was last published in September 2016. The document is reviewed annually by the Academic Registry.
- (vi) Amendments to the constitution and terms of reference of the Senate itself require approval by the Board of Governors following agreement by the Senate.
- (vii) Amendments to the constitutions and terms of reference of the Senate's established standing committees and subcommittees require approval by the Senate only.
- (viii) Each academic year, the Academic Registry publishes a calendar of meetings for the Senate and its standing committees and subcommittees.
- (ix) All meetings of the Senate and its standing committees and subcommittees are conducted electronically except where the nature of the business requires otherwise.

- (x) Agendas, minutes and papers for meetings of the Senate and its standing committees and subcommittees are available for staff and students on My.Anglia via the [Academic Registry's webpages](#) (except for committees which administer individual matters such as those involved in the assessment process where such details are confidential).

PAUL BAXTER
Academic Registrar

September 2017

SECTION 1 - DIAGRAM OF ACADEMIC GOVERNANCE COMMITTEE STRUCTURE



SECTION 2

PROCEDURE FOR THE CONDUCT OF MEETINGS

2.1 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 any standing 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. The quorum for each individual standing and subcommittee of the Senate is stated below.

2.2 Officers of the Senate

- (a) The Vice-Chancellor acts as Chair of the Senate.
- (b) The Academic Registry provides a senior member of staff to act as Executive Secretary to the Senate, who shall be approved by the Chair. The Executive Secretary has the right to participate in the deliberations of the Senate but not to vote.

2.3 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 is published on My.Anglia.

2.4 Minutes

- (a) The minutes of the proceedings of the Senate, as a correct record, shall be kept by the Academic Registry.
- (b) Copies of the minutes are 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, are published on My.Anglia.
- (d) A report of the proceedings of the Senate is sent to the Board of Governors.

2.5 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.

2.6 Procedures for the Conduct of Meetings

- (a) The order of business at a meeting of the Senate is 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) 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.
- (c) 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;
 - that such policy change has been proposed with due consultation through Anglia Ruskin University's committee structures.
- (d) 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.
- (e) 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.
- (f) 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.
- (g) The Executive Secretary requests that all members and others present at a meeting of the Senate record their attendance.
- (h) Rules regulating procedures at meetings of the Senate apply as far as is reasonably practicable to Standing Committees of the Senate. Whether such rules shall apply to any subcommittees are a matter for the discretion of the committee establishing the subcommittees.

2.7 Chair's Action

The Chair of the Senate or of a Standing Committee of the Senate, 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.

2.8 Suspension of the Procedures for the Conduct of Meetings

Any one or more procedures for the conduct of meetings 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 quarters of the members of the Senate's agree by voting to do so.

2.9 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 quarters of the members of the Senate present and voting.

2.10 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:

- The Executive Secretary to the Senate consults 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 circulates full supporting papers on the item requiring a decision to all members. The papers include a clear resolution;
- A reply slip, to be returned to the Executive Secretary, will enable members either to agree or refuse to agree the resolution;
- The Executive Secretary seeks to contact any member from whom a reply has not been received by the due date;
- Should one or more members be unable to respond for any reason this is recorded as support for the substantive item;
- Should one or more members disagree with the resolution, the resolution is required to be considered within the normal Rules and Regulations of the Senate.

2.11 Elected Members of Staff

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

2.12 Students' Union Representatives

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

2.13 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/trimester. Elected staff members shall be eligible for immediate re-election to the Senate, but shall normally be restricted to a maximum of two consecutive periods of appointment.

2.14 Absence and Vacancies

- (a) 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.
- (b) Every vacancy in the Senate membership shall be notified by the Executive Secretary to the appointing or electing body.
- (c) If a "short term" vacancy arises within the elected Senate membership (eg 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 return to take up the vacated position.

- (d) 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.

2.15 Ex Officio Members

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

2.16 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.

2.17 Observers

Any member of Anglia Ruskin staff who is not a member of the Senate may attend meetings of the Senate or its Standing Committees and 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.

2.18 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, the Senate and the Board of Governors.
- (b) The Chairs of the Senate and its Standing and Subcommittees should make every effort to ensure that the membership of their Standing or Subcommittee is representative of Anglia Ruskin's community. Where necessary, Chairs have the option to appoint co-opted members to a committee to achieve diversity of membership.
- (c) 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.
- (d) 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.

- (e) 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.
- (f) 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.
- (g) Standing Committees established by the Senate shall report back to the Senate through mechanisms determined by 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.

SECTION 3

INTERPRETATION AND TERMINOLOGY

The following words and expressions have the meaning indicated below:

Academic Agreement	an institutional agreement between Anglia Ruskin and an Associate College to set out the formal working relationship and define the terms and conditions under which both parties operate
Academic Award	any Degree, Diploma, Certificate or other qualification approved by the Senate of Anglia Ruskin University
Articles of Government	the Articles of Government of Anglia Ruskin University Higher Education Corporation
Campus	Anglia Ruskin University's premises wherever located
Chair	the individual chairing a committee
Executive Secretary	the officer servicing a committee
External Examiners	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
Joint Venture Company	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
Parent Committee	the committee to which a standing or subcommittee is responsible
Professional Award	any Anglia Ruskin University award which is formally recognised by a Professional, Statutory or Regulatory Body for the purpose of professional practice
Professional Register	a register maintained by the relevant Professional Statutory or Regulatory Body, listing those candidates who have successfully completed an award formally recognised by that Body and who have therefore satisfied certain Professional Statutory or Regulatory Body requirements for professional practice
Standing Committee	a permanent committee of the Senate formally established by the Senate
Students' Union	the body of students known as the Anglia Ruskin Students' Union
Students' Union Officer	an officer of the Students' Union
The Board of Governors	the Board of Governors of Anglia Ruskin University Higher Education Corporation
Vice Chancellor's Group	those officers occupying the posts of Vice Chancellor, Deputy Vice Chancellor, Secretary & Clerk and Director of Finance;

4. THE SENATE

Responsible to:	Board of Governors
Standing Committees:	Awards Board Honorary Degrees and Fellowships Nominations Committee Professorship & Readership Panel Quality, Enhancement & Standards Committee Research Committee Student Experience Committee
Chair:	Vice-Chancellor
Executive Secretary:	Academic Registry
Quorum:	13 members (ie: one third of the full membership) of whom two shall be elected members

4.1 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 the Senate shall:

Strategic Issues

- (d) consider and make recommendations to the Board of Governors on Anglia Ruskin University's Corporate Strategy.
- (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.
- (l) 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.

4.2 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 either 21 of the 40 members or at least half the total membership of the Senate: the Vice-Chancellor, the Deputy Vice-Chancellors, Pro-Vice-Chancellors and Deans of Faculty and Directors of relevant Professional Services.

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.

Ex-Officio Members

- Vice-Chancellor
- Deputy Vice-Chancellor (Advanced Systems)
- Deputy Vice-Chancellor (Education)
- Deputy Vice-Chancellor (Research & Innovation)
- Pro-Vice-Chancellors and Deans of Faculty
- Pro-Vice-Chancellor (Medical School)

Chair

- Pro-Vice-Chancellor (Partnerships)
- Principal, Anglia Ruskin London
- Academic Registrar
- Director of Doctoral School, Research & Innovation Development Office
- Director of Learning Development Services
- Director of Research & Innovation Development Office
- Director of Student Services
- University Librarian
- Chairs of Standing Committees of the Senate (if not already represented)

Nominated Members

- One Head of Department per Faculty, nominated by the 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

- Two members 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
- One member of professional staff from each of the Cambridge and Chelmsford campuses

Student Members

- President of the Students' Union
- One Students' Union Sabbatical Officer

Designated Observers

- Assistant Academic Registrar (Data & Strategic Performance)
- Chief Information Officer
- Director of the International Office
- Director of Corporate Marketing
- Students' Union Staff Representative

5. ACADEMIC REGULATIONS SUBCOMMITTEE

Tier:	2
Responsible to:	Quality, Enhancement & Standards Committee
Subcommittees:	None
Chair:	Academic Registrar
Executive Secretary:	Academic Registry
Quorum:	One third of the membership

5.1 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.

5.2 Constitution

Ex-Officio Members

- Academic Registrar **Chair**
- One Deputy Dean OR Director of Studies per Faculty
- Assistant Academic Registrar (Academic Governance), Academic Registry
- Director of Student Services (or nominee)
- Principal, Anglia Ruskin London (or nominee)

Nominated Members

- One academic member of staff per Faculty, nominated by the Deputy Dean (with responsibility for quality assurance)

Student Members

- Students' Union Sabbatical Officer

Designated Observers

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

6. ACCREDITATION OF PRIOR LEARNING SUB-PANEL

Tier:	3
Responsible to:	Admissions Policy Subcommittee
Subcommittees:	None
Chair:	Faculty AP(E)L Advisor (on a rotational basis)
Executive Secretary:	Academic Registry
Quorum:	One third of the membership

6.1 Terms of Reference

- (a) to receive and consider the 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.

6.2 Constitution

Ex-Officio Members

- Faculty APL Advisers (one of whom acts as **chair** on a rotation basis)
- Head of UK/EU Admissions, Corporate Marketing Services

Nominated Members

- One Faculty APL Admissions Tutor (nominated by the Dean of Faculty)
- One representative from Corporate Marketing Services (nominated by the Director of Corporate Marketing)

7. ADMISSIONS POLICY SUBCOMMITTEE

Tier:	2
Responsible to:	Quality, Enhancement & Standards Committee
Subcommittees:	Accreditation of Prior Learning Sub-panel
Chair:	Director of Marketing
Executive Secretary:	Corporate Marketing Services
Quorum:	One third of the membership

7.1 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 the 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 (NB: entry requirements for postgraduate research degrees are the responsibility of the Research Degrees Subcommittee do not fall under this Subcommittee's remit).
- (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 the 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 the Quality, Enhancement and Standards Committee.
- (g) 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.
- (h) 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.
- (i) to monitor and review annually the volume and results of the Admissions Complaints and Appeals procedure and report outcomes to the Quality, Enhancement and Standards Committee and to submit an annual report, analysing the outcomes.
- (j) 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.

- (k) to refer to other committees and working groups, as appropriate, issues arising from this committee.
- (l) 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.
- (m) to receive and note the minutes of the Accreditation of Prior Learning Sub-Panel.
- (n) to receive and note the updated list of approved Faculty Course tariffs (since the last meeting) in relation to Accreditation of Prior Learning.
- (o) to undertake such other responsibilities as may be determined from time to time by the Quality, Enhancement and Standards Committee.

7.2 Constitution

Ex-Officio Members

- Director of Corporate Marketing **Chair**
- A Deputy Dean or Director of Studies per Faculty
- Head of UK/EU Admissions, Corporate Marketing
- Head of International Admissions, International Office
- Principal, Anglia Ruskin London (or nominee)
- Senior Admissions Adviser (Accreditation), Corporate Marketing

Nominated Members

- One Admissions Tutor per Faculty (nominated by the Dean of Faculty)
- One member of Academic Registry Staff (nominated by the Academic Registrar)
- One member of Learning Development Services Staff (nominated by the Director of Learning Development Services)
- One member of Student Services Staff (nominated by the Director of Student Services)

Designated Observers

- Director of International Office
- One representative from a UK Associate College

8. AWARDS BOARD

Tier:	1
Responsible to:	The Senate
Subcommittees:	Departmental Assessment Panel Faculty Student Review Subcommittee Mitigation Panel
Chair:	Deputy Vice-Chancellor (Education)
Executive Secretary:	Academic Registry
Quorum:	Eight members (and must include at least one external examiner and one representative from each Faculty)

8.1 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 Subcommittee on the application of compensation for a failed module on an individual student basis.
- (c) to consider recommendations from the Faculty Student Review Subcommittee 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 Subcommittee on the formal progression decision for each student (where appropriate) and the continuation or discontinuation of each student registered at Anglia Ruskin.
- (e) exceptionally, on the recommendation of the Chair of the Anglia Ruskin Mitigation Panel, to consider any issue 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 PSRB 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 accordance with the Academic Regulations). 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.

8.2 Constitution

Ex-Officio Members

- Deputy Vice Chancellor (Education) **Chair**
- Academic Registrar **Vice-Chair**
- Pro Vice Chancellors and Deans of Faculty or one Deputy Dean per Faculty
- Pro Vice Chancellor (Partnerships)
- Principal, Anglia Ruskin London
- One Director of Studies per Faculty
- External Examiners appointed by the Senate on the recommendation of the Deputy Vice Chancellor (Education)
- One representative per Associate College operating under a Validation Agreement

Designated Observers

- Assessment Manager, Academic Registry

8.3 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

9. COLLABORATIVE ACTIVITY SUBCOMMITTEE

Tier:	2
Responsible to:	Quality, Enhancement & Standards Committee
Subcommittees:	None
Chair:	Pro-Vice-Chancellor (Partnerships)
Executive Secretary:	Academic Registry
Quorum:	One third of the membership

9.1 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 engagements, 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 Student Staff Liaison Committees (SSLCs) held at Associate Colleges.

- (l) 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.

9.2 Constitution

Ex-Officio Members

- Pro-Vice-Chancellor (Partnerships) **Chair**
- Deputy Vice-Chancellor (Education) **Vice-Chair**
- Academic Registrar
- Assistant Academic Registrar (Academic Governance)
- Chief Information Officer
- Deputy Deans (with responsibility for collaborative and/or corporate activity)
- Director of the International Office
- Director of Learning Development Services
- Faculty Directors of Collaborative Provision (or equivalent), where appointed
- University Librarian

Nominated Members

- A Pro-Vice-Chancellor and Dean of Faculty (nominated by the Vice-Chancellor)
- One Head of Department per Faculty for departments with collaborative activity (nominated by the Dean of Faculty)

Designated Observers

- Director of Student Services
- Head of Quality Assurance Service, Academic Registry
- Head of Registration Service, Academic Registry

10. CURRICULUM REVISIONS SUBCOMMITTEE

Tier:	2
Responsible to:	Quality, Enhancement & Standards Committee
Subcommittees:	None
Chair:	Academic Registrar
Executive Secretary:	Academic Registry
Quorum:	One third of the membership

10.1 Terms of Reference

In accordance with the *Senate Code of Practice on Curriculum Approval & Review*, for 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.

10.2 Constitution

Ex-Officio Members

- Academic Registrar **Chair**
- Assistant Academic Registrar (Academic Governance), Academic Registry
- One Director of Studies per Faculty

Nominated Members

- One Course Leader, from each Faculty for which the Subcommittee is responsible (nominated by the Dean of Faculty)
- 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)

Designated Observers

- Head of Quality Assurance Service, Academic Registry

11. DEPARTMENT ASSESSMENT PANEL (DAP)

Tier:	2
Responsible to:	Awards Board
Subcommittees:	None
Chair:	Head of Department
Executive Secretary:	Academic Registry
Quorum:	50% of Module Leaders (or named substitute) whose modules are under consideration (and must also include the Head of Department and at least one external examiner)

11.1 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, and comparisons with student achievement in previous years and/or assessment periods);
- (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** (i) the form of re-assessment is normally a resit of the failed elements. Exceptionally, an alternative method of re-assessment is provided (eg where the original method of assessment can no longer be repeated for an individual student);
 - or** (ii) the re-assessment is undertaken after further attendance (where deemed necessary in view of the subject area eg laboratory work for a science-based subject);
- (f) to identify those modules for which incomplete marks have been submitted for referral to the 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.

11.2 Constitution

Ex-Officio Members

- Head of Department responsible for the modules under consideration **Chair**
- Deputy Head(s) of Department

- The Module Leader for each module under consideration (or a named substitute with authority to speak on behalf of the Module Leader)
- External Examiner(s)
- Representatives from Associate Colleges which deliver a curriculum under a franchise arrangement (see the *Senate Code of Practice on Collaborative Provision*, available at www.anglia.ac.uk/codes) that is not delivered at Anglia Ruskin's main campuses;
- Representatives from other UK Associate Colleges, where appropriate;
- Specified, practice-based internal assessors, where appropriate.

Designated Observers

- Academic Registrar

12. DEPARTMENT RESEARCH ETHICS PANEL (DREP)

Tier:	3
Responsible to:	Faculty Research Ethics Panel
Subcommittees:	None
Chair:	Departmental Representative from the Faculty Research Ethics Panel
Executive Secretary:	Faculty
Quorum:	3 members

12.1 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 Faculty Research Ethics Panel (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 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.
- (d) 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.
- (e) to note cases where the researcher has had to apply for additional insurance.
- (f) to check that researchers have clarified that for research conducted overseas, whether local approval is required and obtained if this is required.
- (g) to maintain a database of all ethics applications submitted, whether or not ethics approval was given.

12.2 Constitution

Ex-Officio Members

- (a) A member of the FREP (typically the Department representative) **Chair**
- (b) Departmental Research Co-ordinator
- (c) Module leader(s) for taught research project modules

Nominated Members

- (d) A member of another DREP within the Faculty or FREP member within the Faculty (nominated by the Chair)

12.3 Miscellaneous

- (a) All members of the DREP must have undertaken appropriate training in research ethics (see the *Code of Practice for Applying for Ethical Approval* for further information).
- (b) Additional members may be appointed to fulfil the requirements of a Professional, Statutory or Regulatory Body (PSRB), as appropriate
- (c) A Biological Safety Officer is appointed to the Biological Sciences DREP in the Faculty of Science & Technology.

13. FACULTY QUALITY, ENHANCEMENT & STANDARDS SUBCOMMITTEE (FQESSC)

Tier:	2
Responsible to:	Quality, Enhancement & Standards Subcommittee
Subcommittees:	Student Staff Liaison Committee
Chair:	Deputy Dean of Faculty (with responsibility for Quality Assurance)
Executive Secretary:	Academic Registry
Quorum:	One third of the membership

13.1 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 act as a forum for discussion of student issues.
- (c) to provide a forum to discuss innovation in the curriculum, learning and teaching methods and employability and to monitor the Faculty's action plan to implement the Learning, Teaching and Assessment Strategy.
- (d) to consider the summaries of Departmental annual monitoring meetings and associated action plans.
- (e) to consider the summary annual monitoring reports from relevant Associate Colleges and associated action plans.
- (f) to oversee Departmental preparations for periodic review and to monitor progress with the resulting Quality Enhancement Plan.
- (g) to oversee the Faculty's engagement with Professional, Statutory and Regulatory Bodies (PSRBs).
- (h) 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*.
- (i) [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*.
- (j) to consider proposals for new Anglia Ruskin University short courses, up to a maximum of 15 credits at any level.
- (k) to undertake such other responsibilities as may be determined from time to time by the Quality, Enhancement & Standards Committee.

13.2 Constitution

Ex-Officio Members

- Deputy Dean (with responsibility for quality assurance) **Chair**
- Academic Registrar or nominee
- Director(s) of Studies
- Director(s) of Learning, Teaching & Assessment

Nominated Members

- One representative of each department within the Faculty (nominated by the Head of Department)
- One academic member from another Faculty Quality, Enhancement & Standards Subcommittee (nominated by the Chair)
- One representative of the University Library (nominated by the University Librarian)

Student Members

- Two student representatives

Designated Observers

- Quality Systems Officer, Curriculum Records Service, Academic Registry
- One Students' Union Staff Member

14. FACULTY RESEARCH DEGREES SUBCOMMITTEE (FRDSC)

Tier:	3
Responsible to:	Research Degrees Subcommittee
Subcommittees:	None
Chair:	Appointed by the Pro Vice Chancellor and Dean of Faculty and shall have supervised at least one research degree student to completion and shall hold a PhD or Professional Doctorate
Executive Secretary:	Research and Innovation Development Office
Quorum:	One third of the membership

14.1 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 consider any reports/business referred to the Subcommittee by the Research Degrees Subcommittee.

14.2 Constitution

Ex-Officio Members

- Deputy Dean of Faculty
- Chair of Faculty Research Ethics Panel (where not otherwise represented) Faculty Director of Research
- Director of Doctoral School, Research and Innovation Development Office
- Faculty Director of Research Students
- Professional Doctorate Programme Directors (where not otherwise represented)

- Research Degrees Manager, Doctoral School, Research and Innovation

Nominated Members

- Senior Member of Faculty Staff who has supervised at least one research degree student to completion and who holds a PhD or Professional Doctorate **Chair**
- Up to eight Members of academic staff with individual experience of research degree supervision and/or examination (nominated by the Dean of Faculty) appointed for a term of office of 3 years

Designated Observers

- Chair or Vice Chair of Research Degrees Subcommittee
- Dean of Faculty
- Faculty Research Administrator

14.3 Miscellaneous

One representative from the Cambridge Theological Federation is appointed as a member to the FRDSC for the Faculty of Arts, Law & Social Sciences.

15. FACULTY RESEARCH ETHICS PANEL (FREP)

Tier:	3
Responsible to:	Research Ethics Subcommittee
Subcommittees:	Departmental Research Ethics Panel
Chair:	Faculty Chair for Research Ethics
Executive Secretary:	Research and Innovation Development Office
Quorum:	One third of the membership

15.1 Terms of Reference

- (a) to approve or reject, on behalf of the Research Ethics Subcommittee (RESC), research ethics applications to ensure that research conforms to the highest ethical standards.

[Note: With regard to point (a) where members of Anglia Ruskin University are required to submit proposals to external committees (eg NHS or Ministry of Defence Research Ethics committees), approval from FREP will not normally be required. However, please note that in situations where Health Research Authority Approval from the NHS or governance approval from social care is required only, approval from the FREP is still likely to be required. Where research has had ethical approval from another university, ethical approval from Anglia Ruskin may also not be required but this must be determined by the FREP Chair].

- (b) to consider recommendations from the Departmental Research Ethics Panels (DREPs) 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 proof of ethics and/or governance approval for the NHS, Social Care, Ministry of Justice and Ministry of Defence is obtained prior to the commencement of research requiring approval from these bodies and ensuring that where Anglia Ruskin is sponsoring the research, as defined by the Department of Health, all arrangements for compliance with this are in place. Further information is available in 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 ten 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.
- (l) 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.
- (m) to submit an annual report to the RESC on the operation of the FREP and the key issues arising.

15.2 Constitution

Ex-Officio Members

- Faculty Representative on the Research Ethics Subcommittee **Chair**
- Faculty Director of Research
- Faculty Director of Research Students

Nominated Members

- One academic representative from a FREP for another faculty (nominated by the Chair)
- One representative from each department within the Faculty (nominated by the Dean of Faculty in consultation with the Director of Research)
- Co-opted members at the discretion of the Chair

15.3 Miscellaneous

- (a) All members of the FREP must have undertaken appropriate training in research ethics (see the *Code of Practice for Applying for Ethical Approval* for further information).
- (b) The Chair may approve the appointment of additional members from a UK Associate College or appropriate stakeholder group if an applicant's research requires specialist expertise and input from members of a UK Associate College or other stakeholder

16. FACULTY RESEARCH SUBCOMMITTEE

Tier:	2
Responsible to:	Research Committee
Subcommittees:	None
Chair:	Faculty lead on research and representative on the Research Committee
Executive Secretary:	Faculty
Quorum:	One third of the membership

16.1 Terms of Reference

- (a) to recommend to the Research Committee and the Dean of Faculty 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 Management Team an annual Faculty Research, Scholarship and Knowledge Transfer Plan, to support the Faculty's Strategy.
- (d) to receive for information recommendations from the Faculty Research Degrees Subcommittee concerning research students' progress and awards
- (e) to establish mechanisms to monitor and evaluate the quality and volume of research and knowledge transfer activity within the Faculty.
- (f) to undertake such other responsibilities as may be determined from time to time by the Research Committee.

16.2 Constitution

Ex-Officio Members

- Faculty lead on research and representative on the Research Committee **Chair**
- Department Leads for research within the Faculty
- Directors of Research Institutes/Groups within the Faculty
- Faculty Director of Research
- Faculty Director of Research Students
- One Postdoctoral researcher

Nominated Members

- Two active researchers within the Faculty (nominated by the Dean of Faculty)
- Co-opted members at the discretion of the Chair

Student Members

- Two research student representatives from within the Faculty

Designated Observers

- Representative of the University Library (nominated by the University Librarian)

17. FACULTY STUDENT REVIEW SUBCOMMITTEE

Tier:	2
Responsible to:	Awards Board
Subcommittees:	None
Chair:	Deputy Dean of Faculty OR Director of Studies
Executive Secretary:	Academic Registry
Quorum:	One third of the membership OR 4 members, whichever is greater (and must include either a Deputy Dean or a Director of Studies)

17.1 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. 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 by 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 where appropriate.
- (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.

17.2 Constitution

- Deputy Dean of Faculty
- Faculty Directors of Studies
- All Deputy Heads of Department within the Faculty

Chair
Vice-Chair

17.3 Miscellaneous

If required by a Professional, Statutory and Regulatory Body (PSRB), an external examiner may be appointed to the membership of the Subcommittee.

18. HONORARY DEGREES AND FELLOWSHIPS NOMINATIONS COMMITTEE

Tier:	1
Responsible to:	The Senate
Subcommittees:	None
Chair:	Vice-Chancellor
Executive Secretary:	Academic Registry
Quorum:	One third of the membership

18.1 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.

18.2 Constitution

Ex-Officio Members

- Vice-Chancellor **Chair**
- Deans of Faculty
- Director of Corporate Marketing

Nominated Members

- A Deputy Vice-Chancellor (nominated by the Vice-Chancellor)
- A lay member of the Board of Governors nominated by the Chair of the Board of Governors (to serve for a three year period)

Elected Members

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

18.3 Miscellaneous

Nominated members may be re-nominated for subsequent terms provided they continue to be eligible for nomination in those categories

19. INNOVATION & KNOWLEDGE EXCHANGE SUBCOMMITTEE

Tier:	2
Responsible to:	Research Committee
Subcommittees:	None
Chair:	Deputy Vice-Chancellor (Research & Innovation)
Executive Secretary:	Research & Innovation Development Office
Quorum:	One third of the membership

19.1 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 Professional 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
- (h) 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

19.2 Constitution

Ex-Officio Members

- Deputy Vice-Chancellor (Research and Innovation) **Chair**
- 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

Nominated Members

- One Dean of Faculty (nominated by the Vice-Chancellor)
- One representative per Faculty with responsibility for innovation and knowledge exchange (nominated by the Dean of Faculty)
- 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

Elected Members

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

20. LEARNING, TEACHING & ASSESSMENT SUBCOMMITTEE

Tier:	2
Responsible to:	Quality, Enhancement & Standards Committee
Subcommittees:	None
Chair:	Deputy Vice-Chancellor (Education)
Executive Secretary:	Academic Registry
Quorum:	One third of the membership

20.1 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 LMS, 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 Strategy.
- (f) to oversee on behalf of the Quality, Enhancement and Standards Committee corporate design features for all distance learning materials of all types (eg 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.

20.2 Constitution

Ex-Officio Members

- Deputy Vice Chancellor (Education) **Chair**
- Academic Registrar
- Chief Information Officer
- Deputy Deans of Faculty (with responsibility for quality assurance/LTA), one per Faculty
- Director of Learning Development Services
- Directors of Learning, Teaching and Assessment, one per Faculty
- Director of Human Resources Services
- Director of Student Services

- Distance Learning Delivery Co-ordinator, Learning Development Services Head of Anglia Learning & Teaching
- Principal, Anglia Ruskin London (or nominee)
- University Librarian
- One representative from each UK partner institution participating in a Joint Venture Company

Nominated Members

- One member of academic staff from each Faculty (nominated by the Dean of Faculty)

Student Members

- Two students
- Two Students' Union Sabbatical Officer

Designated Observers

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

21. MITIGATION PANEL

Tier:	2
Responsible to:	Awards Board
Subcommittees:	None
Chair:	Academic Registrar
Executive Secretary:	Academic Registry
Quorum:	6 members (and must include one representative from each Faculty)

21.1 Terms of Reference

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

21.2 Constitution

Ex-Officio Members

- Academic Registrar
- Deputy Deans of Faculty
- Director of Student Services (or nominee)
- Directors of Studies from each Faculty
- Principal of Anglia Ruskin

Chair

22. PROFESSORSHIP AND READERSHIP PANEL

Tier:	1
Responsible to:	The Senate
Subcommittees:	None
Chair:	Vice-Chancellor
Executive Secretary:	Academic Registry
Quorum:	Vice-chancellor and 3 other members

22.1 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.

22.2 Constitution

Ex-Officio Members

- Vice-Chancellor **Chair**

Nominated Members

- Three Professors of Anglia Ruskin University two of whom are drawn from all Professors across Anglia Ruskin (nominated by the Vice-Chancellor)

Elected Members

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

23. QUALITY, ENHANCEMENT & STANDARDS COMMITTEE (QESC)

Tier:	1
Responsible to:	The Senate
Subcommittees:	Academic Regulations Subcommittee Admissions Policy Subcommittee Collaborative Activity Subcommittee Curriculum Revisions Subcommittee Faculty Quality, Enhancement & Standards Committee Learning, Teaching & Assessment Subcommittee
Chair:	Deputy Vice-Chancellor (Education)
Executive Secretary:	Academic Registry
Quorum:	One third of the membership

23.1 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.
- (k) to consider from the Academic Regulations Subcommittee recommendations for the development of policy and procedures in relation to academic appeals and academic disciplinary matters.

- (l) 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.

23.2 Constitution

Ex-Officio Members

- Deputy Vice Chancellor (Education) **Chair**
- Academic Registrar **Vice-Chair**
- Deputy Deans (with responsibility for quality assurance/LTA)
- Director of Corporate Marketing
- Director of Human Resources Services
- Director of Learning Development Services
- Director of Learning, Teaching and Assessment, one per Faculty
- Director of Student Services
- Director of Studies, one per Faculty
- Head of Anglia Learning and Teaching
- A Pro-Vice Chancellor and Dean of Faculty
- Pro Vice Chancellor (Partnerships)
- Principal, Anglia Ruskin London
- University Librarian
- One representative from each UK Associate College participating in a Joint Venture Company
- Chairs of Subcommittees of the Quality, Enhancement and Standards Committee (if not already represented)

Nominated Members

- One Deputy Head of Department per Faculty (nominated by the Dean of Faculty) for a term of office of 3 years

Student Members

- Two students
- Two Students' Union Sabbatical Officers

Designated Observers

- Assistant Academic Registrar (Academic Governance), Academic Registry
- One representative from IT Services
- One Students' Union Staff representative
- Quality Enhancement Co-ordinator, Students' Union

24. RESEARCH COMMITTEE

Tier:	1
Responsible to:	The Senate
Subcommittees:	Faculty Research Subcommittees Innovation & Knowledge Exchange Subcommittee Research Degrees Subcommittee Research Ethics Subcommittee
Chair:	Deputy Vice-Chancellor (Research & Innovation)
Executive Secretary:	Research and Innovation Development Office
Quorum:	One third of the membership

24.1 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.
- (l) 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.

24.2 Constitution

Ex-Officio Members

- Deputy Vice Chancellor (Research and Innovation) **Chair**
- Deputy Deans of Faculty for Research (or equivalent), one per Faculty
- Director of Research and Innovation Development Office (or nominee)
- Director of the Doctoral School, Research and Innovation Development Office
- Director of Human Resources Services
- Head of Research Excellence and Enhancement, Research and Innovation Development Office
- University Librarian
- Chairs of Subcommittees (if not already represented)

Nominated Members

- One Pro-Vice-Chancellor and Dean of Faculty (nominated by the Vice-Chancellor)
- One Early Career Researcher nominated by the Chair of the Committee
- One Postdoctoral researcher (for a term of office of two years nominated by the Chair of the Committee)
- One representative from each Faculty (nominated by the Dean of Faculty)

Elected Members

- One Director of a Research Institute elected by and from the Directors of all the Research Institutes

Student Members

- Two research degrees students, (for a term of office of one year, elected by research degrees students)
- One Students' Union Sabbatical Officer

Designated Observers

- Deputy Director, Doctoral School, Research and Innovation Development Office
- One Students' Union Staff Representative

25. RESEARCH DEGREES SUBCOMMITTEE

Tier:	2
Responsible to:	Research Committee
Subcommittees:	Faculty Research Degrees Subcommittee
Chair:	Deputy Vice-Chancellor (Research & Innovation)
Executive Secretary:	Research and Innovation Development Office
Quorum:	One third of the membership

25.1 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.

25.2 Constitution

Ex-Officio Members

- Deputy Vice Chancellor (Research and Innovation) **Chair**
- Deputy Director of the Doctoral School, Research and Innovation Development Office
- Director of Research and Innovation Development Office
- Director of the Doctoral School, Research and Innovation Development Office
- Chairs of the Faculty Research Degrees Subcommittees
- Chair or Vice Chair of Research Ethics Subcommittee

Nominated Members

- One member of academic staff from each Faculty (nominated by the Dean of Faculty)
- One representative from Cambridge Theological Federation

Elected Members

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

Student Members

- Two research degrees students representing research degrees students across all our campuses, for a term of office of one year
- One Students' Union Sabbatical Officer

Designated Observers

- Academic Registrar
- Director of Learning Development Services
- Research Degrees Manager, Doctoral School, Research and Innovation Development Office
- Research Development Programme Manager, Research and Innovation Development Office
- One Students' Union Staff representative

26. RESEARCH ETHICS SUBCOMMITTEE

Tier:	2
Responsible to:	Research Committee
Subcommittees:	Faculty Research Ethics Panel
Chair:	Director, Research and Innovation Development Office
Executive Secretary:	Research and Innovation Development Office
Quorum:	One third of the membership

26.1 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 (FREPs).
- (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 FREPs.
- (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.

26.2 Constitution

Ex-Officio Members

- Director, Research and Innovation Development Office **Chair**
- Deputy Vice Chancellor (Research and Innovation)
- Research Ethics and Integrity Manager, Research and Innovation Development Office
- University Chaplain
- Director of Research and Innovation Development Office

- Pro Vice Chancellor (Partnerships)
- Director of the Doctoral School, Research and Innovation Development Office

Nominated Members

- One representative from each Faculty (nominated by the Dean of Faculty), who shall normally be the FREP Chair
- Two members external to Anglia Ruskin University with professional expertise
- One representative from a UK Associate College who is actively engaged in research

Student Members

- One research degree student for a term of office of one year

Designated Observers

- Academic Registrar
- Deputy Director, Doctoral School, Research and Innovation Development Office

26.3 Miscellaneous

All members of the Research Ethics Committee must have undertaken appropriate training in research ethics (see the *Code of Practice for Applying for Ethical Approval* for further information).

27. STUDENT EXPERIENCE COMMITTEE

Tier:	1
Responsible to:	The Senate
Subcommittees:	None
Chair:	Deputy Vice-Chancellor (Education)
Executive Secretary:	Academic Registry
Quorum:	One third of the membership

27.1 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.

27.2 Constitution

Ex-Officio Members

- Deputy Vice Chancellor (Education) **Chair**
- Pro Vice Chancellor (Partnerships)
- Deputy Dean of Faculty, one per Faculty
- Principal, Anglia Ruskin London
- Director of Student Services **Vice Chair**
- University Librarian
- Head of Anglia Learning and Teaching, Learning Development Services
- Director of Estates and Facilities Services
- Faculty Student Advice Service Manager, Student Services
- Student and Customer Experience Team Manager, Student Services
- Director of Doctoral School, Research and Innovation Development Office

Nominated Members

- One Dean of Faculty (nominated by the Vice-Chancellor)
- Two academic members of staff (with teaching responsibilities) from each Faculty (nominated by the Dean of Faculty)
- One representative from each UK Associate College participating in a Joint Venture Company

Elected Members

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

Student Members

- Two Undergraduate Students
- Two Postgraduate Students
- Two Research Students
- Two Students' Union Sabbatical Officers

Designated Observers

- Director of Corporate Marketing
- Representative from the Chaplaincy
- Chief Information Officer, IT Services
- Academic Registrar
- Two Students' Union Staff representatives
- Head of International Student Advice Service
- One Assistant Director of Student Services

28. STUDENT STAFF LIAISON COMMITTEE (SSLC)

Tier:	3
Responsible to:	Faculty Quality, Enhancement & Standards Subcommittee
Subcommittees:	None
Chair:	<ul style="list-style-type: none"> • Head (or Deputy) of Department • Associate College HE Co-ordinator/Academic Director
Executive Secretary:	<ul style="list-style-type: none"> • Faculty • Associate College
Quorum:	One third of the membership (and must include at least one elected student representative)

28.1 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.

28.2 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.

28.3 Organisation

SSLCs can be organised to operate by individual course or by a group of cognate courses, in order to ensure the most operation of the forum for liaison between students and staff. Each Department will determine the organizational structure to be adopted for approval each year by the relevant Faculty Quality, Enhancement & Standards Subcommittee.

28.4 Constitution for Core Campus SSLCs

Ex-Officio Members

- 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)
- University Librarian
- Faculty Business Manager

Student Members

- All elected student course representatives

Designated Observers

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

28.5 Constitution of Associate College SSLCs

Ex-Officio Members

- Associate College's HE Coordinator/Academic Director (or equivalent) **Chair**
- Associate College's Course Leader(s) (or equivalent postholder(s)) for all Anglia Ruskin Courses delivered at the Associate College¹
- All local Module Leaders²
- Associate College's Student Adviser (or equivalent postholder)
- Associate College's Librarian (or equivalent postholder)
- Associate College's Director of Information Technology (or equivalent postholder)

Student Members

- 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)

Designated Observers

Academic managers and other staff from Anglia Ruskin University, including the Deputy Vice Chancellor (Education), Deputy Deans of Faculty, Deputy Heads of Department, Course Leaders, Link Tutors and the Academic Registrar 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)

¹ or one Course Leader representing a subject area if the Associate College offers a number of Courses in the same subject area

² or one Module Leader representing a subject area if the Associate College offers a large number of modules



Anglia Ruskin
University

Additional copies of the Constitution of the Academic Committee Structure
are available from:

Academic Registrar
Anglia Ruskin University
Bishop Hall Lane
Chelmsford
CM1 1SQ

Tel: 0845 196 4931

www.anglia.ac.uk/constitution