



Cambridge & Chelmsford

# **Constitution of the Senate and its Standing Committees**

Thirteenth Edition  
January 2011





Cambridge & Chelmsford

# **Constitution of the Senate and its Standing Committees**

Thirteenth Edition

January 2011



## **FOREWORD**

This publication contains full details of the Constitution of the Senate and its Standing Committees as approved by the Senate on 17 November 2010 and the Board of Governors on 25 November 2010. In addition to the Constitution, the Terms of Reference for each Committee is also given.

An electronic copy of this publication is available on:

[www.anglia.ac.uk/constitution](http://www.anglia.ac.uk/constitution)



## CONTENTS

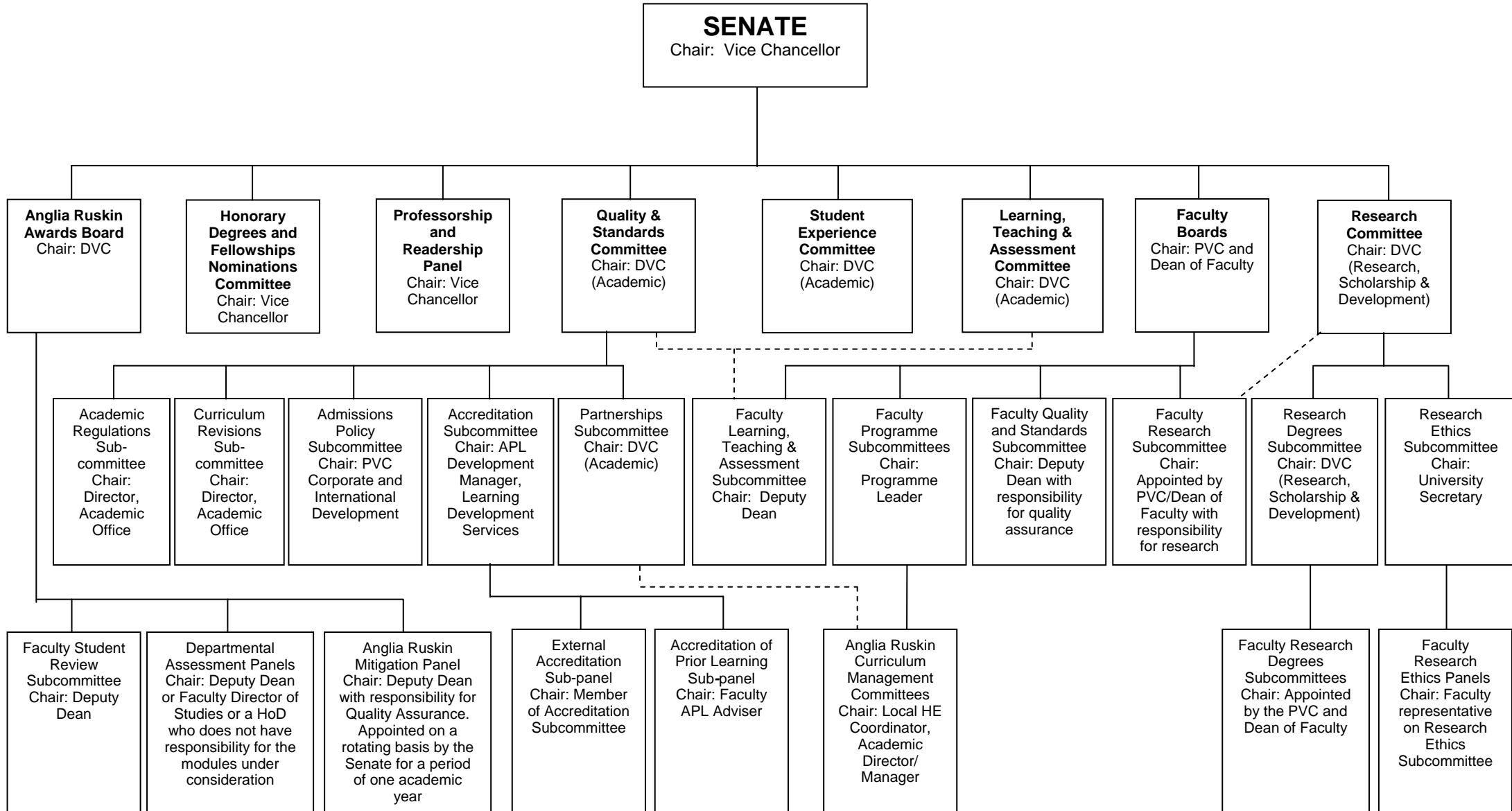
<b>(i)</b>	<b>Interpretation</b>	1
<b>(ii)</b>	<b>Amendment to the Constitution</b>	3
<b>(iii)</b>	<b>Copies of the Constitution</b>	3
<b>1.</b>	<b>Senate</b>	4
1.1	Terms of Reference	4
1.2	Constitution	6
1.3	Period of Appointment	7
1.4	Absence and Vacancies	7
1.5	Officers of the Senate	8
1.6	Ex Officio Members	8
1.7	Designated Observers	8
1.8	Observers	8
1.9	Committees of the Senate	8
<b>2.</b>	<b>Quality and Standards Committee</b>	10
2.1	Terms of Reference	10
2.2	Constitution	11
<b>3.</b>	<b>Academic Regulations Subcommittee</b>	12
3.1	Terms of Reference	12
3.2	Constitution	12
<b>4.</b>	<b>Accreditation Subcommittee</b>	13
4.1	Terms of Reference	13
4.2	Constitution	13
<b>5.</b>	<b>Accreditation of Prior Learning Sub-panel</b>	14
5.1	Terms of Reference	14
5.2	Constitution	14
<b>6.</b>	<b>External Accreditation Sub-panel</b>	15
6.1	Terms of Reference	15
6.2	Constitution	15
<b>7.</b>	<b>Admissions Policy Subcommittee</b>	16
7.1	Terms of Reference	16
7.2	Constitution	17
<b>8.</b>	<b>Curriculum Revisions Subcommittee</b>	18
8.1	Terms of Reference	18
8.2	Constitution	18
<b>9.</b>	<b>Partnerships Subcommittee</b>	19
9.1	Terms of Reference	19
9.2	Constitution	19

<b>10. Faculty Boards</b>	20
10.1 Terms of Reference	20
10.2 Constitution	21
<b>11. Faculty Learning, Teaching and Assessment Subcommittee</b>	23
11.1 Terms of Reference	23
11.2 Constitution	23
<b>12. Faculty Programme Subcommittees</b>	24
12.1 Terms of Reference	24
12.2 Constitution	24
<b>13. Anglia Ruskin Curriculum Management Committee</b>	26
13.1 Terms of Reference	26
13.2 Constitution	27
13.3 Membership	27
13.4 Minutes	27
<b>14. Faculty Quality and Standards Subcommittee</b>	29
14.1 Terms of Reference	29
14.2 Constitution	
<b>15. Faculty Research Subcommittee</b>	30
15.1 Terms of Reference	30
15.2 Constitution	30
<b>16. Anglia Ruskin Awards Board</b>	31
16.1 Terms of Reference	31
16.2 Constitution	32
16.3 Right of Attendance	32
16.4 Quoracy	32
<b>17. Departmental Assessment Panels</b>	33
17.1 Terms of Reference	33
17.2 Constitution	33
17.3 Quoracy	34
<b>18. Anglia Ruskin Mitigation Panel</b>	35
18.1 Terms of Reference	35
18.2 Constitution	35
18.3 Quoracy	35
<b>19. Faculty Student Review Subcommittees</b>	36
19.1 Terms of Reference	36
19.2 Constitution	37
19.3 Quoracy	37
<b>20. Honorary Degrees and Fellowships Nominations Committee</b>	38
20.1 Terms of Reference	38
20.2 Constitution	38
<b>21. Learning, Teaching &amp; Assessment Committee</b>	39
21.1 Terms of Reference	39
21.2 Constitution	39

<b>22. Professorship and Readership Panel</b>	41
22.1 Terms of Reference	41
22.2 Constitution	41
<b>23. Research Committee</b>	42
23.1 Terms of Reference	42
23.2 Constitution	43
<b>24. Research Degrees Subcommittee</b>	44
24.1 Terms of Reference	44
24.2 Constitution	45
<b>25. Faculty Research Degrees Subcommittees</b>	46
25.1 Terms of Reference	46
25.2 Constitution	47
<b>26. Research Ethics Subcommittee</b>	48
26.1 Terms of Reference	48
26.2 Constitution	49
<b>27. Faculty Research Ethics Panel</b>	50
27.1 Terms of Reference	50
27.2 Constitution	50
<b>28. Student Experience Committee</b>	51
28.1 Terms of Reference	51
28.2 Constitution	51
<b>29. Procedures for the Conduct of Meetings of the Senate and its Standing Committees</b>	53
29.1 Meetings	53
29.2 Agenda	53
29.3 Minutes	54
29.4 Attendance by non-members	54
29.5 Procedures for the Conduct of Meetings	54
<b>30. Chair's Action</b>	56
<b>31. Suspension of the Procedures for the Conduct of Meetings</b>	56
<b>32. Amendment to the Procedures for the Conduct of Meetings</b>	56
<b>33. Postal Meetings of the Senate</b>	56

# COMMITTEE STRUCTURE FROM JANUARY 2011

(Primary Standing Committees are shown in bold type)



**CONSTITUTION OF THE SENATE AND ITS  
STANDING COMMITTEES  
(Thirteenth Edition)**

**(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 partner institutions 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 and 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 Pathway comprises an approved range of modules designed to prepare students for a named award;

“Pathway 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 or Statutory Body for the purpose of professional practice;

“Professional Register” means a register maintained by the relevant Professional Statutory 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 Body requirements for professional practice;

“Programme” means a group of educationally related pathways;

“Programme Leaders” means the officers occupying these posts;

“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;

“Student 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:

Quality and Standards Committee  
Anglia Ruskin Awards Board  
Faculty Boards  
Honorary Degrees and Fellowships Nominations Committee  
Learning, Teaching & Assessment Committee  
Professorship and Readership Panel  
Research Committee  
Student Experience Committee

For quoracy see paragraph 29.1 (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.
- (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.

## 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. 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.

<b>Vice Chancellor and Chief Executive</b>	<b><u>Chair</u></b>	<b>1</b>
Deputy Vice Chancellors		3
Pro Vice Chancellors and Deans of Faculty:		5
• Ashcroft International Business School		
• Faculty of Arts, Law & Social Sciences		
• Faculty of Education		
• Faculty of Health & Social Care		
• Faculty of Science & Technology		
University Librarian		1
Director of the Academic Office		1
Director of Learning Development Services		1
Director of Research, Development and Commercial Services		1
Director of Student Services		1
Pro Vice Chancellor Corporate and International Development		1
Chairs of Standing Committees of Senate (if not already represented)		0
One Head of Department per Faculty, nominated by the PVC and Dean of Faculty (to include one Professor in this category)		5
One Programme Leader per Faculty, nominated by the PVC and Dean of Faculty		5
Elected members:		
• 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		5
• One member of each Faculty Board elected by and from the membership of the Faculty Board		5
• One member of support staff from each of the Cambridge and Essex campuses		2
President of the Students' Union and one Students' Union Representative who shall be a Sabbatical Officer		2
		—
<b>TOTAL</b>		<b><u>39</u></b>

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

### Designated Observers

Students' Union Staff Representative  
Assistant Director (Strategic Planning)  
Director of Information Systems and Media Services

20 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, November 2010

## **2. QUALITY AND STANDARDS COMMITTEE**

A Standing Committee of the Senate with the following Subcommittees:

Academic Regulations Subcommittee  
Accreditation Subcommittee  
Admissions Policy Subcommittee  
Curriculum Revisions Subcommittee  
Partnerships Subcommittee

For quoracy see paragraph 29.1 (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 monitor and review the quality of the academic experience and determine action as appropriate.
- (f) to oversee the development and consistent implementation of criteria for the admission of students.
- (g) to oversee the management of Anglia Ruskin University's collaborative arrangements with partner institutions and in particular to approve each Academic Agreement.
- (h) 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.
- (j) to consider recommendations from the Curriculum Revisions Subcommittee for revisions to the approved curriculum.
- (k) to consider recommendations from the Curriculum Revisions Subcommittee related to individual pathways (including their constituent modules), particularly cases where the cumulative extent of revisions to an individual pathway causes concern or results in a significant change to the content and intended learning outcomes of that pathway.
- (l) to monitor the work of the Faculty Quality 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)

- (m) to consider regular reports from the Accreditation Subcommittee, including recommendations for the development of policy and principles on these matters.
- (n) to consider reports from the Partnerships Subcommittee, including recommendations for the development of policy and procedures in relation to collaborative provision.

## **2.2 Constitution**

### **Deputy Vice Chancellor (Academic) Chair**

Vice Chancellor (ex officio)

Pro Vice Chancellors and Deans of Faculty [or Deputy Deans (with responsibility for quality assurance)]

Director of the Academic Office (Vice-Chair)

Director of Learning Development Services (or nominee)

Director of Student Services

Pro Vice Chancellor Corporate and International Development

Directors of Studies from each Faculty

3 representatives from each Faculty nominated by the PVC and Dean (for a term of office of 3 years)

One representative from each UK partner institution participating in a Joint Venture Company, appointed by the JVC Management Board

University Librarian

Two Students' Union Representatives

Deputy Director (Academic Systems) from the Academic Office

Chairs of Sub-committees of the Quality and Standards Committee (if not already represented)

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

### **Designated Observers**

One representative from Information Systems and Media Services

Students' Union Staff representative

Head of the Quality Assurance Division within the Academic Office

A representative of the Strategic Planning and Policy Team within the Academic Office

### **3. ACADEMIC REGULATIONS SUBCOMMITTEE**

A subcommittee of the Quality and Standards Committee.

For quoracy see paragraph 29.1 (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 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  
Head of Quality Assurance Division, Academic Office  
Director of Student Services (or nominee)  
Academic Affairs Officer of the Students' Union

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

##### **Designated Observer**

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

#### 4. ACCREDITATION SUBCOMMITTEE

A Subcommittee of the Quality and Standards Committee with the following subgroups:

Accreditation of Prior Learning Sub-panel  
External Accreditation Sub-panel

For quoracy see paragraph 29.1 (f)

##### 4.1 Terms of Reference

- (a) 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 partner institutions);
- (b) to consider and evaluate any proposals for new systems and processes which may be submitted from time to time to develop and enhance the above policies and procedures;
- (c) to consider proposals for the accreditation of prior certificated learning (APCL) and the accreditation of prior experiential learning (APEL) and to determine the allocation of general and specific credit at the appropriate level in each case (if approved);
- (d) to consider proposals from Faculties for the recognition of awards and qualifications for direct entry to named pathways (to be known as pathway tariffs) [*NB: if approved the pathway tariffs are added to a Pathway Tariff Database maintained by the Admissions Office*].
- (e) to consider proposals for the accreditation and endorsement of learning within organisations outside Anglia Ruskin University and to determine the allocation of general and specific credit at the appropriate level in each case (if approved);
- (f) to undertake such other responsibilities as may be determined from time to time by the Quality and Standards Committee.

##### 4.2 Constitution

###### **APL Development Manager, Learning Development Services Chair**

Faculty APCL/APEL Advisers

Director of the Academic Office (or nominee)

Director of Learning Development Services (or nominee)

Head of UK and EU Admissions (or nominee)

One representative from Corporate Marketing, International and Development Services

One academic staff member from each Faculty, nominated by the Dean

One External Adviser nominated by the subcommittee and appointed by Senate

Two co-opted members nominated by the Senate

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

## 5. ACCREDITATION OF PRIOR LEARNING SUB-PANEL

A Sub-panel of the Accreditation Subcommittee

For quoracy see paragraph 29.1 (f)

### 5.1 Terms of Reference

- (a) to receive, consider and recommend to the Accreditation Subcommittee the approval or non-approval of proposals for the accreditation of prior and experiential learning and for the allocation of general and specific credit in such cases;
- (b) to ensure consistent and objective decision making when recommending the award of credit for the accreditation of prior and experiential learning;
- (c) to identify and bring to the attention of the Accreditation Subcommittee areas of good practice for dissemination throughout Anglia Ruskin University.

### 5.2 Constitution

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

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

Head of Admissions (or nominee)

One representative from Corporate Marketing, International and Development Services

Secretary (not a member): from the Academic Office

## 6. EXTERNAL ACCREDITATION SUB-PANEL

A Sub-panel of the Accreditation Subcommittee.

For quoracy see paragraph 29.1 (f)

### 6.1 Terms of Reference

- (a) to consider proposals for the accreditation of external 'in-company' training programmes and for the allocation of general and specific credit in such cases;
- (b) to consider proposals for the accreditation of short courses developed by Anglia Ruskin University
- (c) to ensure consistent and objective decision making when approving the award of general and specific credit;
- (d) to identify and bring to the attention of the Accreditation Subcommittee areas of good practice for dissemination throughout Anglia Ruskin University.

### 6.2 Constitution

#### **A member of the Accreditation Subcommittee Chair**

One independent Assessor for each proposal under consideration  
(member of the Accreditation Subcommittee or subject specialist)

Two academic staff members of the Accreditation Subcommittee

Director of the Academic Office (or nominee)

One representative from Corporate Marketing, International and  
Development Services

One representative from the Learning Development Services

Secretary (not a member): from the Academic Office

## **7. ADMISSIONS POLICY SUBCOMMITTEE**

A Subcommittee of the Quality and Standards Committee.

For quoracy see paragraph 29.1 (f)

### **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 Quality 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 pathways within Anglia Ruskin (except those for research degrees whose entry requirements are the responsibility of the Research Degrees Subcommittee);
- (c) to consider and approve on behalf of the Senate recommendations from Faculties for the exceptional admission of candidates to undergraduate and taught postgraduate pathways within the University under the appropriate regulations within Section 4 of the Academic Regulations;
- (d) to discuss developments within HE relating to admissions and submit any recommendations for changes to policy and procedures to Quality and Standards Committee;
- (e) 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 and Standards Committee;
- (f) 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 and Standards Committee;
- (g) to monitor admissions policies and procedures for all pathways and all modes of delivery to ensure they offer fair and equitable treatment to all applicants and comply with relevant legislation;
- (h) to monitor and review annually the volume and results of the Admissions Complaints and Appeals procedure and report outcomes to Quality and Standards Committee and to submit an annual report analysing the outcomes;
- (i) 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;
- (j) to refer to other committees and working groups, as appropriate, issues arising from this committee;

- (k) to undertake such other responsibilities as may be determined from time to time by the Quality and Standards Committee.

## **7.2 Constitution**

### **Pro Vice Chancellor Corporate and International Development Chair**

A Deputy Dean (with responsibility for quality assurance) or Director of Studies from each Faculty

Five Admissions Tutors (one from each Faculty)

Head of UK/EU Admissions

HR Consultant – Diversity

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

Senior Adviser, Accreditation of Admissions, Corporate Marketing, International and Development Services

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

### **Designated Observers**

Head of International Business Support, Corporate Marketing, International and Development Services

One representative from a Regional partner institution

## 8. CURRICULUM REVISIONS SUBCOMMITTEE

A Subcommittee of the Quality and Standards Committee.

For quoracy see paragraph 29.1 (f)

### 8.1 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 pathways, including revisions to existing modules and the introduction of new modules and to submit recommendations to the Quality and Standards Committee;
- (b) to scrutinise the pattern of revisions to individual pathways and to refer to the Quality 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 pathway.

### 8.2 Constitution

#### **Director of the Academic Office Chair**

Three members appointed by the Quality and Standards Committee (at least one appointee shall be a member of the Quality and Standards Committee and one appointee shall be a staff member from a UK partner institution 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 Programme Leader, from each Faculty for which the Subcommittee is responsible, nominated by the Dean

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

## 9. PARTNERSHIPS SUBCOMMITTEE

A Subcommittee of the Quality and Standards Committee

For quoracy see paragraph 29.1 (f)

### 9.1 Terms of Reference

- (a) to coordinate the management of all Anglia Ruskin's UK and International Partnerships. For these purposes the remit of the Partnerships Subcommittee shall be limited to those arrangements covered by the Senate's Code of Practice on Collaborative Provision in relation to franchised delivery, dual awards, joint awards and outcentres.
- (b) to receive on a regular basis appropriate management information related to Anglia Ruskin's partner institutions to enable the Subcommittee to exercise its coordinating role, including an updated definitive list of approved partnerships, the pathways delivered by each partner, student registrations (as at 30 October and 28 February within each academic year), any issues raised by external examiners and minutes of the Liaison Groups established in accordance with the Academic Agreement for each partner.
- (c) To receive for information the reports of all Institutional Approval and Institutional Review events once these have been considered by the Senate, and particularly the responses to recommendations for quality enhancement included in these reports.

### 9.2 Constitution

#### **Deputy Vice Chancellor (Academic) Chair**

Vice Chancellor (ex officio)

Pro Vice Chancellors and Deans of Faculty (or nominee)

Director of the Academic Office (ex officio) (Vice Chair)

Pro Vice Chancellor Corporate and International Development (ex officio)

University Librarian (ex officio) (or nominee)

All Directors of Studies

Head of Student Registration (ex officio)

One representative from each UK partner institution

One Students' Union representative

One representative from the Strategic Policy and Planning Unit within the Academic Office

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

#### **Designated Observers**

One Students' Union Staff Representative

Head of Quality Assurance (or nominee) within the Academic Office

Director of Learning Development Services (or nominee)

## 10. FACULTY BOARDS

A Standing Committee of the Senate with the following Subcommittees:

Faculty Learning, Teaching and Assessment Subcommittee  
Faculty Programme Subcommittees  
Faculty Quality and Standards Subcommittee  
Faculty Research Subcommittee

For quoracy see paragraph 29.1 (f)

### 10.1 Terms of Reference

The Senate has delegated operational oversight of the following activities to Faculty Boards.

#### Curriculum Planning & Development

- (a) to formulate strategic plans for curriculum development within the Faculty taking account of the objectives and priorities of local, regional, national and international developments in higher education.
- (b) to consider proposals for the development and delivery location of new and existing pathways within the Faculty's remit, and to submit recommendations to the Corporate Management Team.
- (c) to oversee the co-ordination and strengthening of progression routes between courses within the Faculty's remit, thus enabling the transfer of students between partner institutions.
- (d) to oversee the development and implementation of policies and procedures to maximise student recruitment and retention for those courses within the Faculty's remit.
- (e) to advise on the promotion of pathways and courses within the remit of the Faculty.
- (f) to oversee the rationalisation, planning and co-ordination of module delivery and courses within the Faculty's remit in order to use resources more effectively and efficiently.

#### Quality Assurance

- (g) to oversee the implementation of Anglia Ruskin University's policies and procedures for assuring academic standards throughout the Faculty.
- (h) specifically to oversee and report annually to the Senate on implementation of Anglia Ruskin University's policies and procedures for the approval, annual monitoring and periodic review of taught courses and their constituent modules within the Faculty's remit thereby ensuring consistency and comparability in the attainment of academic standards and the quality of educational support for those courses.
- (i) to oversee implementation of Anglia Ruskin University's policies and procedures for assuring the quality of the student experience. In so doing the Faculty Board shall receive reports from its Subcommittees.

- (j) 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 Anglia Ruskin University.
- (k) to recommend to the Deputy Vice Chancellor (Academic), in accordance with the Senate Code of Practice on External Examiners for Taught Programmes of Study (including Flexible and Distributed Learning), nominations for the appointment of External Examiners.
- (l) to consider the Faculty Learning, Teaching and Assessment Strategy including any revisions which may be made on an annual basis, and monitor the effectiveness of the support provided for implementation of the strategy.
- (m) to support and disseminate opportunities for academic staff development within the Faculty and to advise the Senate of any emerging needs and priorities, as appropriate.
- (n) to determine policy and strategy on staff research and development, consultancy and related activities.
- (o) to receive for information recommendations from its Faculty Research Degrees Subcommittee concerning research student progress and awards. *[NB. The recommendations shall be formally considered by Anglia Ruskin University's Research Degrees Subcommittee].*
- (p) to report to the Senate as required on any issues arising from the execution of its terms of reference.
- (q) to undertake such other duties and responsibilities as may be determined by the Senate from time to time.

## **10.2 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, appointed by the JVC Management Board

One college representative from each college offering one or more pathways 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

Chair of the Faculty Research Degrees Subcommittee

The Director(s) of Studies

One Faculty Learning and Teaching Adviser

Programme Leaders (at the discretion of the Pro Vice Chancellors and Deans of Faculty provided the maximum of 30 members is not exceeded)

One representative from the Students' Union

Two student representatives drawn from programmes 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 Information Systems and Media Services (or nominee)

Director of Student Services (or nominee)

Director of the Academic Office (or nominee)

Faculty Administration Manager/Business and Client Services Manager

A Staff member of the Students' Union

One representative from the Strategic Policy and Planning Unit within the Academic Office

## 11. FACULTY LEARNING, TEACHING AND ASSESSMENT SUBCOMMITTEE

A Subcommittee of the Faculty Board.

For quoracy see paragraph 29.1 (f)

### 11.1 Terms of Reference

- (a) to recommend to the Faculty Board mechanisms for promoting the development of learning and teaching in support of Anglia Ruskin University's Learning, Teaching and Assessment Strategy and the Faculty's Learning, Teaching and Assessment Strategy;
- (b) to identify and develop a strategic framework for the continuous improvement of learning and teaching within the Faculty;
- (c) to establish mechanisms for disseminating and embedding best practice in learning and teaching throughout the Faculty;
- (d) to develop strategies to enhance students' learning opportunities in workbase/practice environments;
- (e) to undertake such other responsibilities as may be determined from time to time by the Faculty Board;

### 11.2 Constitution

#### **Deputy Dean (Academic Development/Student Experience) Chair**

Pro Vice Chancellor and Dean of Faculty (ex-officio)

Directors of Studies

Faculty Learning and Teaching Advisers

One member of academic staff from each department in the Faculty

University Librarian (or nominee)

Director of Student Services (or nominee)

Director of Learning Development Services (or nominee)

Director of Information Systems and Media Services (or nominee)

Faculty Learning Technologist

Faculty Administration Manager/Business and Client Services Manager (or nominee)

One undergraduate student from the campus at which the meeting is held

One postgraduate student from the campus at which the meeting is held

One Students' Union representative

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

Executive Secretary (not a member): Faculty Administration Manager/Business and Client Services Manager (or nominee)

#### **Designated Observer**

Students' Union Staff representative

## 12. FACULTY PROGRAMME SUBCOMMITTEES

A Subcommittee of the Faculty Board.

For quoracy see paragraph 29.1 (f)

Programme Subcommittees are established to oversee the delivery of all pathways assigned to a particular programme at all locations in (in both the UK and overseas) and all modes of delivery. Programme Subcommittees meet at least twice a year. If a particular pathway has a large number of students the Faculty may wish to establish a separate Pathway Subcommittee reporting to the Programme Subcommittee.

### 12.1 Terms of Reference

- (a) to monitor student achievement of the aims and intended learning outcomes of the pathways assigned to the Programme;
- (b) 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;
- (c) to consider the External Examiners' reports for all pathways assigned to the Programme and to submit to the Faculty Board any recommendations arising from the reports, where appropriate;
- (d) to monitor and review the continuing relevance and currency of the curriculum;
- (e) to monitor the retention and progression of students registered on the programme;
- (f) to prepare and approve an annual monitoring report on the Programme according to the requirements of the Senate;
- (g) to receive reports of meetings of staff/student committees established at partner institutions to consider students' views on the local delivery and management of Anglia Ruskin's pathways.

### 12.2 Constitution

#### **Programme Leader**      **Chair**

Pathway Leaders contributing to the Programme

Appropriate student representation reflecting the composition of the Programme and the modes of delivery of its constituent pathways<sup>1</sup>

University Librarian (or nominee)

Director of Student Services (or nominee)

Faculty Administration Manager/Business and Client Services Manager (or nominee)

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

---

<sup>1</sup> The detail of the student representation for each Programme will be determined by the Programme Leader in consultation with officers of the Students' Union to ensure that an appropriate balance of representation is achieved.

### **Designated Observers**

The appropriate Pro Vice Chancellors and Deans of Faculty and Deputy Deans of Faculty

The appropriate Heads of Department

The appropriate Director of Studies

Faculty Quality Assurance Officer

Students' Union Staff representative

### 13. ANGLIA RUSKIN CURRICULUM MANAGEMENT COMMITTEE

A Subcommittee (operating at all UK and international partner institutions) of the Faculty Programme Subcommittee.

For quoracy see paragraph 29.1 (f)

The following terms of reference and membership define Anglia Ruskin's minimum expectations for local oversight and management of Anglia Ruskin's pathways by a formal committee at each partner institution, particularly the requirement that students have the opportunity to comment on curriculum management and delivery.

Individual partner institutions may develop and expand the following arrangements to reflect local circumstances and requirements e.g. by making appropriate adjustments to the committee's constitution in terms of Module Leader attendance and student representation: see section 14.2 below.

#### 13.1 Terms of Reference

- (a) To oversee on behalf of Anglia Ruskin University all aspects of curriculum management and delivery for all pathways offered by *[insert title of partner institution]* leading to Anglia Ruskin awards, including the allocation of teaching staff for the annual delivery of modules, the provision of learning resources, as prescribed by Anglia Ruskin, and the timely preparation of local Student Handbooks and Module Guides for distribution to students.
- (b) to ensure that the academic standards set by Anglia Ruskin for each of its pathways are set and maintained by *[insert title of partner institution]* in its delivery of those pathways and that the quality of educational support provided by *[insert title of partner institution]* in curriculum delivery enables students to achieve those standards.
- (c) to ensure that Anglia Ruskin's Academic Regulations and quality assurance policies and procedures (as set out in the Senate Codes of Practice and associated Procedural Documents) are implemented locally.

*[NB Ongoing staff development from Anglia Ruskin staff in the Vice Chancellor's Office, Faculties and Support Services will be provided, as and when required, to promote knowledge and understanding of these policies]*

- (d) to consider any matters raised by student representatives related to curriculum management and delivery of Anglia Ruskin's pathways and the quality of the student experience.
- (e) to consider annually in October/early November a written overview of local delivery of Anglia Ruskin's pathways in each subject area for submission to the relevant Programme Leader(s) at Anglia Ruskin for use in preparing the annual monitoring report.
- (f) to identify through appropriate mechanisms opportunities to enhance curriculum delivery and the quality of the student experience and to share good practice in these areas. Such mechanisms include action in response to student evaluations (eg module evaluation forms) and issues raised in annual monitoring reports.

- (g) to approve, monitor and review the *[insert title of partner institution]*'s local staff development strategy which is designed to facilitate the professional development of teaching and administrative staff (including part time staff) in:
- their contribution to *[insert title of partner institution]*'s educational objectives
  - the promotion of a higher education ethos and environment
- (h) to meet at least once a semester to fulfil the above responsibilities.

## 13.2 Constitution

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

The local Pathway Leader(s) (or equivalent postholder(s)) for all Anglia Ruskin pathways delivered at the partner institution\*

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 pathway (or within a group of subject-related pathways if the partner institution delivers several pathways in a subject))

Executive Secretary: to be provided by the partner institution

\* or one Pathway Leader representing a subject area if the partner institution offers a number of Pathways in the same subject

\*\* or one Module Leader representing a subject area if the partner institution 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, Pathway Leader(s), Link Tutors and the Director of the Academic Office (or nominee) have the right to attend meetings (which in the case of international partners should be scheduled to coincide with visits to the partner institution by such staff)

## 13.3 Membership

*[Insert local names as per above constitution]*

## 13.4 Minutes

Minutes of meetings of the Anglia Ruskin Curriculum Management Committee at partner institutions are submitted by the Chair as soon as possible after the meeting to the relevant Programme Leader(s) at Anglia Ruskin University for consideration by the Programme Subcommittee. The Minutes are also submitted

to the Partnerships Subcommittee of the Senate's Quality and Standards Committee (QSC) for information to enable the Subcommittee to have an overview of curriculum management and delivery at all UK and international partner institutions.

In certain circumstances the Programme Leader(s) at Anglia Ruskin may refer the Minutes to the Director of Studies or Deputy Dean for wider discussion.

## 14. FACULTY QUALITY AND STANDARDS SUBCOMMITTEE

A Subcommittee of the Faculty Board

For quoracy see paragraph 29.1 (f)

### 14.1 Terms of Reference

- (a) to consider on behalf of the Faculty Board the annual monitoring reports on those Programmes for which the Faculty Board is responsible.
- (b) to prepare an overview report on the annual monitoring process for discussion by the Faculty Board [NB the overview report will follow a prescribed template in accordance with the Senate Code of Practice on Curriculum Approval and Review].
- (c) to oversee the Faculty's engagement with Professional, Statutory and Regulatory Bodies (PSRBs).
- (d) to oversee the nomination of external examiners 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 Pathways.
- (e) [where devolved responsibility for managing the curriculum revisions process has been agreed,] to consider proposals for revisions to the curriculum structure content and delivery of individual pathways including revisions to existing Modules and the introduction of new modules and to submit recommendations to the Senate's Quality and Standards Committee.
- (f) [where devolved responsibility for managing the curriculum revisions process has been agreed] to scrutinise the pattern of revisions to individual pathways and to refer to the Senate's Quality 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 pathway.
- (g) to undertake such other responsibilities as may be determined from time to time by the Faculty Board and/or Senate's Quality & Standards Committee;

### 14.2 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 member from another Faculty Board's Quality & Standards Sub-committee

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

#### **Designated Observer**

Academic Regulations Officer, Academic Office

## 15. FACULTY RESEARCH SUBCOMMITTEE

A Subcommittee of the Faculty Board

For quoracy see paragraph 29.1 (f)

### 15.1 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.

### 15.2 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

Co-opted members at the discretion of the Chair

Executive Secretary (not a member): Faculty Research Administrator

#### **Designated Observer**

Faculty Liaison Librarian

## 16. ANGLIA RUSKIN AWARDS BOARD

A Standing Committee of the Senate with the following Subcommittees:

Departmental Assessment Panels  
Anglia Ruskin Mitigation Panel  
Faculty Student Review Subcommittee

### 16.1 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 continuation or 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 new and relevant evidence brought forward by a student or member of staff which the Chair of the Anglia Ruskin Mitigation Panel considers likely to have affected the outcome of an original claim for mitigation already considered by the Anglia Ruskin Mitigation Panel
- (f) exceptionally, to consider a late claim for mitigation if, in the opinion of the Chair of the Anglia Ruskin Mitigation Panel, there is a justified reason for the lateness e.g. the student has been hospitalised
- (g) 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
- (h) 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
- (i) to consider, on the recommendation of the relevant Faculty Student Review Subcommittee, cases where a Programme Leader has provisionally approved the transfer of a student's registration from one pathway to another pathway (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.

- (j) to consider any matters referred to the Anglia Ruskin Awards Board by the Vice-Chancellor (or nominee) or the Senate

## **16.2 Constitution**

### **A Deputy Vice Chancellor Chair**

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

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) from among the External Examiners appointed to membership of the Departmental Assessment Panels

## **16.3 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)
- Director of the Academic Office (or nominee)
- Clinical/Agency Personnel Practice teachers, where appropriate

## **16.4 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): from the Academic Office

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

## 17. DEPARTMENTAL ASSESSMENT PANELS

A Subcommittee of the Anglia Ruskin Awards Board

### 17.1 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 (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.

### 17.2 Constitution

**Either a Deputy Dean or the Faculty Director of Studies or a Head of Department (who must not be the Head of Department responsible for the modules under consideration). In all cases the postholder is from within the Faculty Chair**

The Head of Department responsible for the modules under consideration  
The Module Leader for each module under consideration or a named substitute with authority to speak on behalf of the Module Leader  
All Programme Leaders within the department  
The External Examiner(s) appointed by the Senate  
Representatives from UK partner institutions, where appropriate  
Specified, practice-based internal assessors, where appropriate.

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

### **17.3 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.

## **18. ANGLIA RUSKIN MITIGATION PANEL**

A Subcommittee of the Anglia Ruskin Awards Board.

### **18.1 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.

### **18.2 Constitution**

**One Deputy Dean (with responsibility for quality assurance) from each Faculty Chair**

One Director of Studies from each Faculty  
Director of Student Services (or nominee)  
Director of the Academic Office (or nominee)

The Chair is one of the Deputy Deans (with responsibility for quality assurance) to be appointed on a rotating basis by the Senate for a period of one academic year.

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

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

### **18.3 Quoracy**

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

## 19. FACULTY STUDENT REVIEW SUBCOMMITTEES

A Subcommittee of the Anglia Ruskin Awards Board.

### 19.1 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 whether a student who has failed a module at the first attempt should be required to undertake the re-assessment, as agreed by the Departmental Assessment Panel, following further attendance (where deemed necessary in view of the subject area e.g. laboratory work for a science-based subject), subject to the limits prescribed in Regulation 2.17
- (c) to identify those students who, having failed a module after re-assessment, are permitted under Academic Regulation 6.68-6.73 to re-take the same module or take a replacement module within the limits prescribed in Regulation 6.72.
- (d) to recommend to the Anglia Ruskin Awards Board whether continuation or discontinuation is approved for each student (see Regulations 7.20-7.21) or whether a student is eligible for an award. In making recommendations the Subcommittee takes account of the following:
  - all module results
  - cases where a student is eligible for compensation [NB Approval of compensation is the responsibility of the Anglia Ruskin Awards Board]
  - cases where marks have been annulled as a result of successful mitigation
  - cases where, after mitigation and compensation have been taken into account, a student has too many re-assessments outstanding to proceed immediately to new learning
  - cases where a student should be transferred to a lower award
  - student intermissions
  - the outcome of any disciplinary process on an academic, professional or personal matter
  - student withdrawals
  - cases where a student is likely to withdraw through persistent non-attendance or is required to do so for this reason.
- (e) to recommend to the Anglia Ruskin Awards Board that compensation for a failed module is applied on an individual student basis in accordance with the Regulations governing compensation.
- (f) to recommend to the Anglia Ruskin Awards Board that, in cases where the total volume of module re-assessment for an individual student, as proposed by each Departmental Assessment Panel, is excessive, the proposals are reviewed, particularly in terms of their timing, form and the attendance requirements.
- (g) to recommend to the Anglia Ruskin Awards Board cases where a Programme Leader has provisionally approved the transfer of a student's registration from one pathway to another pathway (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.

- (h) to consider annually in Semester 1 a report on the use of short and long term extensions within the Faculty [NB An annual overview report across all Faculties is considered by the Senate's Student Experience Committee].

## 19.2 Constitution

### **Deputy Dean (or nominee)**                      **Chair**

All Programme Leaders within the Faculty

Faculty Director(s) of Studies

An External Examiner(s), if required by a professional, statutory and regulatory body

## 19.3 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 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.

## **20. HONORARY DEGREES AND FELLOWSHIPS NOMINATIONS COMMITTEE**

A Standing Committee of the Senate.

For quoracy see paragraph 29.1 (f)

### **20.1 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.

### **20.2 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.*

## 21. LEARNING, TEACHING & ASSESSMENT COMMITTEE

A Standing Committee of the Senate

For quoracy see paragraph 29.1 (f)

### 21.1 Terms of Reference

- (a) 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.
- (b) develop and implement appropriate staff development to support implementation of Anglia Ruskin University's Learning, Teaching & 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 VLE and the provision of work-based learning.
- (e) to develop, implement, monitor and review mechanisms for disseminating and embedding best practice in learning, teaching and assessment throughout Anglia Ruskin University.
- (f) to respond to requests for policy action and guidance from the Senate and other committees and boards of Anglia Ruskin University, and from external bodies.
- (g) to monitor the work of the Faculty Learning, Teaching and Assessment Subcommittees with regard to their responsibilities for learning, teaching and assessment strategy and development.

### 21.2 Constitution

#### **Deputy Vice Chancellor (Academic)    Chair**

Vice Chancellor (ex officio)

Director of Learning Development Services

Head of INSPIRE (Vice Chair)

Pro Vice Chancellors and Deans of Faculty (or nominee)

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

All Learning and Teaching Advisers

Director of Training and Development (HR)

Director of Student Services (or nominee)

University Librarian (or nominee)

Director of the Academic Office (or nominee)

One representative from each UK partner institution participating in a Joint Venture Company, appointed by the JVC Management Board

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 Students' Union representatives

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

## **Designated Observers**

Students' Union Staff Representative  
Director, Information Systems and Media Services  
Representatives of partner institutions  
Assistant Director (Quality Systems) of the Academic Office  
Representative, Advice and Representation Team, Students' Union

## **22. PROFESSORSHIP AND READERSHIP PANEL**

A Standing Committee of the Senate.

For quoracy see paragraph 29.1 (f). For the quoracy to confer a title see 21.2 below.

### **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**

#### **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

#### **Ad hoc members**

Two external Professors nominated by the Vice Chancellor

For the purpose of conferring a title, a quorum shall consist of one external Professor, the Vice Chancellor and two other members.

## 23. RESEARCH COMMITTEE

A Standing Committee of the Senate with the following Subcommittees:

Research Degrees Subcommittee  
Research Ethics Subcommittee

For quoracy see paragraph 29.1 (f)

### 23.1 Terms of Reference

- (a) to exercise corporate responsibility for the formulation of policy and strategy in relation to:
  - research and scholarship
  - knowledge transfer
- (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 transfer 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 transfer activity
- (e) to develop, monitor and review policy and procedure relating to the submission of external research grant applications
- (f) to recommend to the Senate and the Corporate Management Team (CMT) strategy in relation to:
  - research and scholarship
  - knowledge transferand 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 an annual research, scholarship and knowledge transfer plan 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
- (j) to lead the preparation of institutional responses to external bodies in the area of research, scholarship and knowledge transfer

- (k) to develop, monitor and review policy and procedure for the appointment of contract research staff
- (l) to develop, monitor and review policy and procedure relating to establishment of research groups and centres. The Committee shall have the power to approve research groups, but in the case of centres shall make recommendations to the Senate
- (m) to develop, monitor and review on an annual basis the provision of infrastructure for research, scholarship and knowledge transfer
- (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, for postgraduate research programmes, the outcomes of quality and standards review processes undertaken at institutional level and by external bodies

## 23.2 Constitution

### **Deputy Vice Chancellor (Research, Scholarship and Development) Chair**

Vice Chancellor (ex officio)

Five representatives (with responsibility for research, scholarship and knowledge transfer) one from each Faculty (nominated by the Pro Vice Chancellors and Deans of Faculty)

Five representatives of the Readers and Professors one from each Faculty (nominated by the Pro Vice Chancellors and Deans of Faculty)

Director of Research, Development and Commercial Services (or nominee)

Directors of the Research Institutes (5)

University Librarian (or nominee)

Director of Human Resources (or nominee)

One representative of the Learning, Teaching and Assessment Committee (nominated by the Chair of the Learning, Teaching and Assessment Committee)

Two student representatives from Postgraduate Research programmes, from the campus at which the meeting is held

Three co-opted members appointed by the Chair of the Research Committee

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

## **24. RESEARCH DEGREES SUBCOMMITTEE**

A Subcommittee of the Research Committee with the following Subcommittee:

Faculty Research Degrees Subcommittees

For quoracy see paragraph 29.1 (f)

### **24.1 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 and failure rates
  - comments from examiners
  - annual student monitoring
  - delivery of Anglia Ruskin University and Faculty level research training programmes
  - completion and withdrawal rates
  - recruitment profiles
  - feedback from recent graduates
  - feedback from students via the Postgraduate Student Feedback Questionnaire
- (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 research training programmes, 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.

## 24.2 Constitution

### **Deputy Vice Chancellor (Research, Scholarship and Development) Chair**

Vice Chancellor (ex officio)

Deputy Vice Chancellor (Academic)

Director of Research, Development and Commercial Services

Assistant Director (Research Support), Research, Development and Commercial Services

Deputy Director of the Academic Office

Two members of academic staff from each Faculty, nominated by the Pro Vice Chancellors and Deans of Faculty, who have experience of research degree supervision and examination

Faculty Directors of Research

Faculty Directors of Research Students

Chairs of Faculty Research Degrees Subcommittees

Chair or Vice Chair of Research Ethics Subcommittee

One representative from Cambridge Theological Federation

One research degrees student from the campus at which the meeting is held

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

### **Designated Observers**

Research Degrees Manager, Academic Office

Director of Learning Development Services (or nominee)

## **25. FACULTY RESEARCH DEGREES SUBCOMMITTEES**

A Subcommittee of the Research Degrees Subcommittee.

For quoracy see paragraph 29.1 (f)

### **25.1 Terms of Reference**

#### **Academic Matters**

- (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, for information, reports on research proposals approved by the Faculty and to monitor the completion of any conditions of approval;
- (c) to consider for approval applications for Confirmation of PhD Candidature.
- (d) to consider the Faculty Annual Monitoring Synoptic 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 the Faculty Research Training Programme, determining action as appropriate.
- (f) to monitor and review the effectiveness of the Faculty's research degree training programme, and consider any proposals for revisions.
- (g) to consider the progression of Professional Doctorate candidates from Stage 1 to Stage 2.
- (h) to receive and consider the External Moderator's report on Stage 1 Professional Doctorate candidates, determining action as appropriate.

#### **Procedural Issues**

- (i) to consider candidates requests for intermission, and withdrawal from research degree programmes and extensions to the period of research degree registration.
- (j) to monitor the workload of supervisors and to approve any proposed changes to the composition of supervisory teams.
- (k) to monitor the recruitment profile of research degree candidates', and their progress, determining action as appropriate.
- (l) to submit a summary report to the Research Degrees Subcommittee following each meeting detailing all actions taken, and on the key issues arising at the meeting.
- (m) to consider any reports/business referred to the Subcommittee by the Research Degrees Subcommittee.

## 25.2 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 (with responsibility for quality assurance)

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 (with responsibility for research) – 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 already represented)

External Moderator for the Professional Doctorate Programme\*

Assistant Director (Research Support) Research Development and Commercial Services (ex-officio) (or nominee)

One representative from Cambridge Theological Federation (ALSS only)

Research Degrees Manager, Academic Office

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

### **Designated Observers**

Chair or Vice Chair of Research Degrees Subcommittee

Pro Vice Chancellors and Deans of Faculty

Faculty Research Administrator

\* invited only when progression of candidates from Stage 1 to Stage 2 of the Professional Doctorate programme are discussed.

## **26. RESEARCH ETHICS SUBCOMMITTEE**

A Subcommittee of the Research Committee with the following subgroups:

Faculty Research Ethics Panels

For quoracy see paragraph 29.1 (f)

### **26.1 Terms of Reference**

- (a) to advise the Vice Chancellor, through the Research Committee, on all matters pertaining to the ethics of research investigations and undertaken by members of staff and students of Anglia Ruskin University or its regional partner colleges;
- (b) to consider ethics applications to ensure that research conforms to the highest ethical standards;
- (c) to have delegated authority from the Research Committee to define the circumstances in which ethics approval from the Research Ethics Subcommittee or Faculty Research Ethics Panels (FREPs) is required;
- (d) to have delegated authority for the Research Committee to approve (with or without amendment) or to reject ethics applications related to research;
- (e) to refer appeals against the rejection of proposals by the Research Ethics Subcommittee to a Panel to be constituted by the Research Committee;
- (f) to be consulted and to advise on the appropriateness of research ethics training within Anglia Ruskin University and its partner colleges;
- (g) to keep under review guidelines on ethics and in particular guidelines and procedure in relation to research involving human subjects;
- (h) to maintain a database of all ethics applications submitted, whether or not, ethics approval was given. (The database will be accessible by members of the Research Committee, Research Ethics Subcommittee, FREP and RDSC);
- (i) to provide advice on university and faculty-based ethics training for research supervisors and students;
- (j) to report, at least annually, to the Research Committee on the volume of applications considered, and the decisions taken, together with any issues of concern to be brought to the attention of the Research Committee.
- (k) to undertake such other responsibilities in relation to ethical matters which may be referred to the Committee by the Senate or the Research Committee from time to time.

[Note: With regard to point (c) where members of Anglia Ruskin University are required to submit proposals to an external Ethics Committee (ie ethics committees of other universities, learned societies or RECs), an additional

application to the Research Ethics Subcommittee should not normally be required].

## **26.2 Constitution**

### **University Secretary Chair**

One representative from each Faculty with an understanding of ethical issues and who are actively engaged in research

Five subject Experts, not covered by Faculty representatives (eg legal, biomedical, epidemiological/statistician, qualitative research, Anglia Ruskin University Health & Safety Officer) (or nominee)

Two co-opted members appointed by the Chair

One representative from a UK partner institution

Two members external to Anglia Ruskin University with professional expertise  
Research Training and Ethics Manager

Executive Secretary (not a member): from Research, Development and Commercial Services

All members of the Research Ethics Subcommittee must have undertaken appropriate training in research ethics. There are currently two levels of training, that is, level 0 which is awareness about ethics in research and the University procedures of ethics and level 1 which deals with sensitive and high risk research.

## 27. FACULTY RESEARCH ETHICS PANEL (FREP)

A Sub group of the Research Ethics Subcommittee

For quoracy see paragraph 29.1 (f)

### 27.1 Terms of Reference

(a) on behalf of the Research Ethics Committee to grant approval of research ethics applications which fall within the following categories:

- Where participants in the research are over the age of 16, and are not members of any vulnerable group.

AND

If all the following conditions are fulfilled:

- (i) the procedure does not include the penetration of a participant's skin or body orifices by any substance or device, and
- (ii) a participant will not be presented with painful stimuli or high intensities of auditory, visual, electrical or other stimuli, and
- (iii) a participant will not be required to undergo long periods of sleeplessness, confinement, sensory deprivation or any other form of stress, and
- (iv) there is no foreseeable risk of physical, social or psychological harm to a participant arising from the procedure, and
- (v) there is no foreseeable invasion of privacy, and
- (vi) the experiments are designed to lead to worthwhile conclusions, and
- (vii) the applicant will adhere to the requirements outlined in the "Ethics Committee Code of Practice for the Conduct of Research".

The delegated approval will become invalid if the above conditions or risks alter in any way, in which case the applications must be resubmitted.

(b) To submit a report to the Research Ethics Subcommittee following each meeting of the FREP, highlighting the business transacted and any key issues arising.

### 27.2 Constitution

#### **Faculty representative 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 representative from a UK partner institution (if required\*)

One lay person or a representative from the stakeholder group (if required\*)

All members of the Faculty Research Ethics Panels must have undertaken the same level of research ethics training as the Research Ethics Subcommittee members.

\* These members will be required if the applicants' research requires specialist expertise and input from members of UK partner institutions or stakeholders.

## **28. STUDENT EXPERIENCE COMMITTEE**

A Standing Committee of the Senate.

For quoracy see paragraph 29.1 (f)

### **28.1 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 including:
  - the Student Charter
  - Student Communications Strategy
- (e) to ensure that there are processes in place to assure the equivalence of the student experience at UK and international partner institutions;
- (f) to consider an annual overview report on the use of short and long term extensions across Anglia Ruskin University.

### **28.2 Constitution**

#### **Deputy Vice Chancellor (Academic)    Chair**

Vice Chancellor (ex officio)

One Deputy Dean from each Faculty

One academic member of staff (with teaching responsibilities) from each Faculty

University Librarian (or nominee)

Director of Student Services    (Vice Chair)

Director of the Academic Office (or nominee)

Director of Estates and Facilities (or nominee)

Pro Vice Chancellor Corporate and International Development (or nominee)

One Student Adviser from each Campus

Assistant Director (Research Support), Research, Development and Commercial Services

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 partner institution participating in a Joint Venture Company appointed by the JVC Management Board

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

## **Designated Observers**

Representative from the Chaplaincy  
Director of Information Systems and Media Services (or nominee)  
Students' Union Staff representative  
Associate Directors of Office of Student Services

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

### **29.1 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 Essex 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 ten 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.

### **29.2 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 Committee 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.

### **29.3 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.

### **29.4 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.

### **29.5 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:
  - (i) 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.

- (l) 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.

### **30. 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.

### **31. 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.

### **32. 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.

### **33. 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:

- 33.1 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.
- 33.2 A reply slip, to be returned to the Executive Secretary, will enable members either to agree or refuse to agree the resolution.
- 33.3 The Executive Secretary shall seek to contact any member from whom a reply has not been received by the due date.
- 33.4 Should one or more members be unable to respond for any reason this shall be recorded as support for the substantive item.

33.5 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.



Additional copies of the Constitution of the Senate and its Standing Committees are available from:

Deputy Director of the Academic Office  
Anglia Ruskin University  
Bishop Hall Lane  
Chelmsford  
CM1 1SQ

Tel: 0845 196 4913

[www.anglia.ac.uk/constitution](http://www.anglia.ac.uk/constitution)