



Anglia Ruskin
University

Constitution of the Academic Committee Structure

Second Edition
September 2018



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INTRODUCTION

- (i) Anglia Ruskin University's [Articles of Government](#) establish an Academic Board "...which is responsible for:
- (a) general issues relating to the research, scholarship, teaching and courses at the University including criteria for the admission of students; the appointment and removal of internal and external examiners; policies and procedures for assessment and examination of the academic performance of students; the contents of the curriculum; academic standards and the validation and review of courses; the procedures for the award of qualifications and honorary academic titles; and the procedures for the expulsion of students for academic reasons. Such responsibilities shall be subject to the requirements of validating and accrediting bodies;
 - (b) considering the development of the academic activities of the University and the resources needed to support them and for advising the Principal and the Board of Governors thereon; and
 - (c) advising on such other matters as the Board of Governors or the Principal may refer to the Academic Board.

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

[Articles of Government, April 1995, Amended 2005]

- (ii) The Academic Board of Anglia Ruskin University is **The Senate**.
- (iii) The *Articles of Government* empower the Senate to establish such committees as it considers necessary to enable it to carry out its responsibilities provided that each establishment is first approved by the Vice-Chancellor and the Board of Governors. The number of members of any such committee and the terms on which they are to hold and vacate office is determined by the Senate.
- (iv) The Senate's established standing committees and subcommittees are organised into three tiers. Tier 1 is the most senior tier, responsible directly to the Senate. Tier 1 committees undertake either a deliberative function (eg: policy development and oversight) or diligence function (eg: application of regulations).
- (v) This Second Edition of the *Constitution of the Academic Committee Structure* details the terms of reference and constitution for the Senate and each of its standing committees and subcommittees and supercedes previous editions.
- (vi) The document is reviewed annually by the Academic Registry and is approved by the Senate¹ and, where required, the Board of Governors².
- (vii) Amendments to the constitution and terms of reference of the Senate itself require approval by the Board of Governors following agreement by the Senate.
- (viii) Amendments to the constitutions and terms of reference of the Senate's established standing committees and subcommittees require approval by the Senate only.

¹ Approved by the Senate: 14th June 2017 (First Edition); 13th June 2018 (Second Edition)

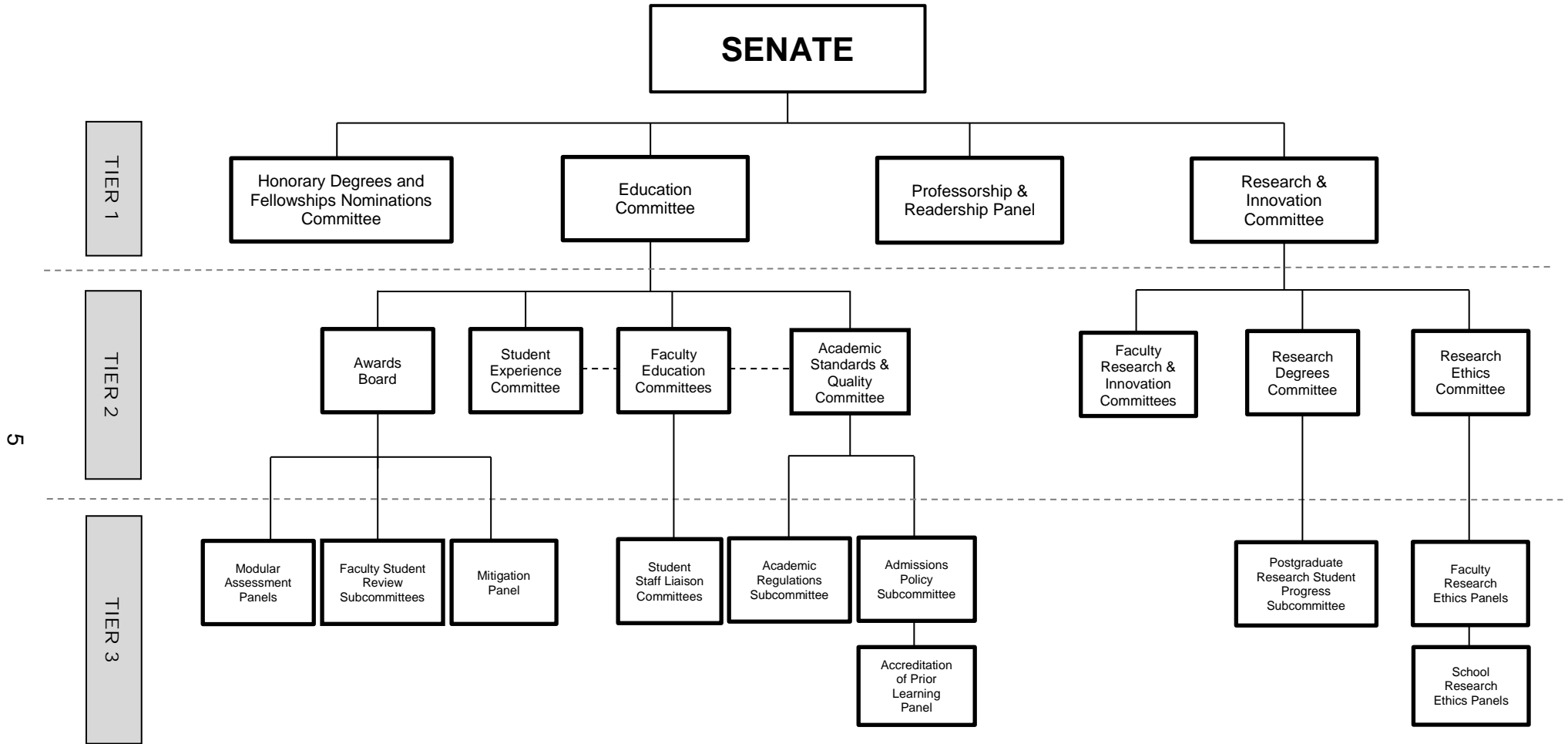
² Approved by the Board of Governors: 5th July 2018 (Second Edition)

- (ix) Each academic year, the Academic Registry publishes a calendar of meetings for the Senate and its standing committees and subcommittees.
- (x) All meetings of the Senate and its standing committees and subcommittees are conducted electronically except where the nature of the business requires otherwise.
- (xi) Agendas, minutes and papers for meetings of the Senate and its standing committees and subcommittees are available for staff and students on My.Anglia via the [Academic Registry's webpages](#) (except for committees which administer individual matters such as those involved in the assessment process where such details are confidential).

PAUL BAXTER
Academic Registrar

September 2018

SECTION 1 - DIAGRAM OF ACADEMIC GOVERNANCE COMMITTEE STRUCTURE



SECTION 2

PROCEDURE FOR THE CONDUCT OF MEETINGS

2.1 Meetings

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

2.2 Officers of the Senate

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

2.3 Agenda

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

- (e) Papers of the Senate and its Standing Committees are not normally confidential. Personal and confidential details concerning individuals should not be included in the text or reports or minutes in view of their wide distribution. Where a permanent record is necessary, it should be made in a confidential annex to the minutes with a distribution limited to those who need to know.
- (f) A copy of the agenda is published on My.Anglia.

2.4 Minutes

- (a) The minutes of the proceedings of the Senate, as a correct record, shall be kept by the Academic Registry.
- (b) Copies of the minutes are circulated to every member of the Senate normally no more than fourteen clear days after a meeting of the Senate.
- (c) The minutes, once verified provisionally by the Chair of the Senate, are published on My.Anglia.
- (d) A report of the proceedings of the Senate is sent to the Board of Governors.

2.5 Attendance by Non-Members

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

2.6 Procedures for the Conduct of Meetings

- (a) The order of business at a meeting of the Senate is as follows:

- Appointment of a Chair in the absence of the Vice-Chancellor;
- Verification of the minutes of the preceding meeting;
- Consideration of matters arising from the minutes;
- Adjourned business;
- Vice-Chancellor's report;
- Business indicated in the notice of the meeting;
- Receipt and adoption of reports and recommendations from Standing Committees of the Senate;
- Any other business;
- Date of next meeting;

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

- (b) Every proposition before the Senate shall be determined by a majority of the votes of those present and voting on the proposition and where there is an equal division of votes, the Chair of the meeting shall have a second or casting vote.
- (c) The Senate shall not normally consider proposals to change its adopted policies or substantially modify them, within two years of their adoption, except where it is demonstrated that:

- significant new matters or circumstances have arisen in relation to the policy and the Senate agrees that this is the case on presentation of such an item on the agenda, before considering the substance of such items at the next meeting or;
 - that such policy change has been proposed with due consultation through Anglia Ruskin University's committee structures.
- (d) The Senate may, at its discretion, exclude any member from taking part in the discussion or voting on any item or items. Any person so excluded shall withdraw from the room while the item or items are under discussion.
- (e) Where more than two persons are nominated for one position as a representative of the Senate, and, after the vote, none of those nominated has an absolute majority of the votes cast, the name of the person receiving the lowest number of votes shall be removed from the list of those nominated and a fresh vote taken. This procedure shall be continued until one candidate receives an absolute majority of the votes cast.
- (f) The proceedings of the Senate shall not be invalidated by any vacancy in the constitution or by any defect in the election, appointment or qualification of any member of the Senate.
- (g) The Executive Secretary requests that all members and others present at a meeting of the Senate record their attendance.
- (h) Rules regulating procedures at meetings of the Senate apply as far as is reasonably practicable to Standing Committees of the Senate. Whether such rules shall apply to any subcommittees are a matter for the discretion of the committee establishing the subcommittees.

2.7 Chair's Action

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

2.8 Suspension of the Procedures for the Conduct of Meetings

Any one or more procedures for the conduct of meetings may, in any case of urgency or upon motion, be suspended at any meeting of the Senate so far as regards the business at such meeting, provided that three quarters of the members of the Senate's agree by voting to do so.

2.9 Amendment to the Procedures for the Conduct of Meetings

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

2.10 Postal Meetings of the Senate

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

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

2.11 Elected Members of Staff

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

2.12 Students' Union Representatives

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

2.13 Period of Appointment

The period of appointment for an elected staff member shall be two years commencing on 1 September unless stated otherwise. Elections for such appointments shall be held in the preceding semester/trimester. Elected staff members shall be eligible for immediate re-election to the Senate, but shall normally be restricted to a maximum of two consecutive periods of appointment.

2.14 Absence and Vacancies

- (a) Any member (other than an ex officio member) who is absent from three consecutive ordinary meetings of the Senate shall cease to be a member, unless the member's absence is approved by the Chair of the Senate. Any member (other than an ex officio member) who is incapacitated from serving or who communicates in writing to the Executive Secretary to the Senate a wish to resign shall cease to be a member of the Senate.
- (b) Every vacancy in the Senate membership shall be notified by the Executive Secretary to the appointing or electing body.
- (c) If a "short term" vacancy arises within the elected Senate membership (eg due to secondment) a representative shall be nominated by the absentee but approved by the Senate. If the nomination is not approved by the Senate, an alternative nomination will be sought. The representative shall hold office for the unexpired period of appointment of the replaced member, or until that member is able to return to take up the vacated position.

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

2.15 Ex Officio Members

- (a) The Vice-Chancellor shall be an ex officio member of all Standing Committees and Subcommittees of the Senate. Chairs of parent committees shall be ex officio members of the listed Subcommittees unless specifically excluded. Attendance at Subcommittees shall be at their discretion.
- (b) For committees other than the Senate, on occasion, and in agreement with the Chair, an ex-officio member may identify a nominee to act as a full member or the committee in his/her stead.

2.16 Designated Observers

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

2.17 Observers

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

2.18 Committees of the Senate

- (a) The Senate shall establish such Standing Committees as is necessary to carry out its responsibilities, provided that the establishment of each committee is first approved by the Vice Chancellor, the Senate and the Board of Governors.
- (b) The Chairs of the Senate and its Standing and Subcommittees should make every effort to ensure that the membership of their Standing or Subcommittee is representative of Anglia Ruskin's community. Where necessary, Chairs have the option to appoint co-opted members to a committee to achieve diversity of membership.
- (c) Committees established by the Senate, other than those Standing Committees which have an ex officio Chair, or where a Chair is already designated, shall elect a chair for a three year period of appointment from its own membership, unless the Senate determines otherwise. The Chair shall be eligible for immediate re-election. All Standing Committees shall nominate a Vice Chair from amongst their membership. Where the Chair of a subcommittee is not a member of the 'parent committee' he/she may attend that committee as a designated observer.
- (d) Named officers on Standing Committees of the Senate may nominate a designated alternate to serve in their place on the committee on a regular basis. Designated alternates shall be approved in advance by the Chair of the committee.

- (e) Where it is not possible for a named officer to attend a meeting of the Standing Committee, a named proxy representative may attend that meeting following prior consultation with the Executive Secretary. The proxy representative does not have the right to vote.
- (f) Standing Committees established by the Senate, other than those which have ex officio Executive Secretaries, shall appoint a Secretary who need not be a member of the Senate.
- (g) Standing Committees established by the Senate shall report back to the Senate through mechanisms determined by the Senate.
- (h) Committee procedures and practices shall operate within the spirit of the constitution and rules of the Senate, unless specified otherwise by the Senate.
- (i) In considering the matters scheduled on each agenda, all Committees shall have regard for Anglia Ruskin University's policies and procedures relating to equal opportunities, including racial and sexual discrimination and discrimination against persons with disabilities.

SECTION 3

INTERPRETATION AND TERMINOLOGY

The following words and expressions have the meaning indicated below:

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

4. THE SENATE

Responsible to:	Board of Governors
Standing Committees:	Education Committee Honorary Degrees and Fellowships Nominations Committee Professorship & Readership Panel Research & Innovation Committee
Chair:	Vice-Chancellor
Executive Secretary:	Academic Registry
Quorum:	One third of the full membership of whom two shall be elected members

4.1 Terms of Reference

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

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

Specifically the Senate shall:

Strategic Issues

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

Academic Standards & Quality

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

Other Issues

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

4.2 Constitution

The Senate shall comprise no more than 40 members, including the Vice-Chancellor (who shall be Chair) and such other members of staff and students as may from time to time be approved by the Board of Governors.

Collectively the following categories of membership shall comprise either 21 of the 40 members or at least half the total membership of the Senate: the Vice-Chancellor, the Deputy Vice-Chancellors, Pro- Vice-Chancellors and Deans of Faculty, Heads of Academic Schools and Directors of relevant Professional Services.

The remaining members shall include other members of staff and students, and may include co-opted members. The Vice-Chancellor shall nominate a Deputy Chair from among the members of the Senate to take the Chair in his/her place. The period of appointment of members and the selection or election arrangements shall be subject to the approval of the Board of Governors.

Ex-Officio Members

- Vice-Chancellor
- Deputy Vice-Chancellor (Education)
- Deputy Vice-Chancellor (Research & Innovation)
- Pro-Vice-Chancellors and Deans of Faculty
- Pro-Vice-Chancellor (Medical School)
- Pro-Vice-Chancellor (Partnerships)
- Principal, Anglia Ruskin London
- Academic Registrar
- Director of Doctoral School, Research & Innovation Development Office

Chair

- University Librarian
- Chairs of Standing Committees of the Senate (if not already represented)

Nominated Members

- One Head of School per Faculty, nominated by the Dean of Faculty (to include one Professor in this category)
- One member of academic staff of Anglia Ruskin London, nominated by the Principal of Anglia Ruskin London

Elected Members

- Three members of academic staff per Faculty whose role includes the full range of academic duties, elected by Anglia Ruskin University academic staff from that Faculty
- One member of academic staff of Anglia Ruskin London, elected by Anglia Ruskin London academic staff
- One member of professional staff from each of the Cambridge and Chelmsford campuses

Student Members

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

Designated Observers

- Chief Operating Officer
- Chief Information Officer
- Director of Corporate Marketing
- Director of International Office
- Director of Learning Development Services
- Director of Research & Innovation Development Office
- Director of Strategic Planning & Performance
- Director of Student Services
- Students' Union Staff Representative

5. ACADEMIC REGULATIONS SUBCOMMITTEE

Tier:	3
Responsible to:	Academic Standards & Quality Committee
Subcommittees:	None
Chair:	Academic Registrar
Executive Secretary:	Academic Registry
Quorum:	One third of the membership

5.1 Terms of Reference

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

5.2 Constitution

Ex-Officio Members

- Academic Registrar
- One Director of Studies per Faculty
- Principal, Anglia Ruskin London
- Assistant Academic Registrar, Academic Registry
- Director of Student Services

Chair

Student Members

- Students' Union Sabbatical Officer

Designated Observers

- Assessment Manager, Academic Registry
- Students' Union Staff representative

6. ACADEMIC STANDARDS & QUALITY COMMITTEE (ASQC)

Tier:	2
Responsible to:	Education Committee
Subcommittees:	Academic Regulations Subcommittee Admissions Policy Subcommittee
Chair:	Deputy Vice-Chancellor (Education)
Executive Secretary:	Academic Registry
Quorum:	One third of the membership

6.1 Terms of Reference

- (c) to oversee the effective, efficient and consistent management and implementation of Anglia Ruskin University's Academic Regulations.
- (d) to develop, monitor and review Anglia Ruskin University's quality assurance and enhancement policies and procedures.
- (e) to oversee the development and consistent implementation of criteria for the admission of students.
- (f) to oversee the operation of Anglia Ruskin University's collaborative arrangements with Associate Colleges and other organisations.
- (g) to consider recommendations from the Academic Regulations Subcommittee for revisions to the Academic Regulations.
- (h) to monitor the work of the Faculty Education Committees with regard to their responsibilities for quality assurance activity (ie: annual monitoring, curriculum revisions, external examiners and professional, statutory and regulatory bodies).
- (i) to monitor all taught student related equality and diversity data.

6.2 Constitution

Ex-Officio Members

- Deputy Vice Chancellor (Education) **Chair**
- Academic Registrar **Vice-Chair**
- Deputy Deans (with responsibility for quality assurance, learning, teaching and assessment), one per Faculty
- Director of Corporate Marketing
- One Director of Learning, Teaching and Assessment per Faculty
- Director of Student Services
- One Director of Studies per Faculty
- Head of Anglia Learning and Teaching
- Pro Vice Chancellor (Partnerships)
- Principal, Anglia Ruskin London
- University Librarian
- One representative from each UK Associate College participating in a Joint Venture Company

Nominated Members

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

Student Members

- Two students (one undergraduate and one postgraduate taught)
- Two Students' Union Sabbatical Officers

Designated Observers

- Assistant Academic Registrar, Academic Registry
- One representative from IT Services
- One Students' Union Staff representative

7. ACCREDITATION OF PRIOR LEARNING SUB-PANEL

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

7.1 Terms of Reference

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

7.2 Constitution

Ex-Officio Members

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

Nominated Members

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

8. ADMISSIONS POLICY SUBCOMMITTEE

Tier:	3
Responsible to:	Academic Standards & Quality Committee
Subcommittees:	Accreditation of Prior Learning Sub-panel
Chair:	Director of Corporate Marketing
Executive Secretary:	Corporate Marketing Services
Quorum:	One third of the membership

8.1 Terms of Reference

- (a) to monitor and review on behalf of the Senate and the Education Committee the general and specific entry requirements for admission to Anglia Ruskin's awards, as set out in the *Academic Regulations*, and to submit to the Academic Standards & Quality Committee any recommendations for revisions to those regulations.
- (b) to monitor annually the detailed entry requirements and selection criteria for all undergraduate and taught postgraduate courses within Anglia Ruskin.
- (c) to oversee the annual review by Faculties of the currency of approved course tariffs for accreditation of prior learning
- (d) to consider and approve on behalf of the Senate recommendations from Faculties for the exceptional admission of candidates to undergraduate and taught postgraduate courses within the University in accordance with the *Academic Regulations*.
- (e) to discuss developments within HE relating to admissions and submit any recommendations for changes to policy and procedures to the Academic Standards & Quality Committee.
- (f) to implement, monitor and review annually the *Senate Code of Practice on Admissions* and to submit any recommendations for modifications and/or changes to the Academic Standards & Quality Committee.
- (g) to develop and monitor admissions policies and procedures for all courses and all modes of delivery to ensure they offer fair and equitable treatment to all applicants and comply with relevant legislation and ensure effective and efficient implementation.
- (h) to monitor the implementation of university policy in relation to the admissions element of our Access Agreement and to submit any recommendations to the Academic Standards & Quality Committee and any other relevant working groups.
- (i) to monitor and review annually the volume and results of the Admissions Complaints and Appeals procedure and report outcomes to the Academic Standards & Quality Committee and to submit an annual report, analysing the outcomes.
- (j) to receive and consider development and training proposals for staff involved in the admissions processes and to receive and consider progress reports on implementation of these proposals.
- (k) to refer to other committees and working groups, as appropriate, issues arising from this committee.

- (l) to consider and evaluate any proposals for new operational systems and processes which may be submitted from time to time to develop and enhance policies and procedures.
- (m) to receive and note the minutes of the Accreditation of Prior Learning Sub-Panel.
- (n) to receive and note the updated list of approved Faculty Course tariffs in relation to Accreditation of Prior Learning.

8.2 Constitution

Ex-Officio Members

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

Nominated Members

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

Designated Observers

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

9. AWARDS BOARD

Tier:	2
Responsible to:	Education Committee
Subcommittees:	Faculty Student Review Subcommittees Mitigation Panel Modular Assessment Panels
Chair:	Academic Registrar
Executive Secretary:	Academic Registry
Quorum:	Eight members (and must include at least one external examiner and one representative from each Faculty)

9.1 Terms of Reference

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

9.2 Constitution

Ex-Officio Members

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

Designated Observers

- Assessment Manager, Academic Registry
- Director of Student Services

10. EDUCATION COMMITTEE

Tier:	1
Responsible to:	The Senate
Subcommittees:	Academic Standards & Quality Committee Awards Board Faculty Education Committees Student Experience Committee
Chair:	Deputy Vice-Chancellor (Education)
Executive Secretary:	Academic Registry
Quorum:	One third of the membership

10.1 Terms of Reference

- (a) to oversee the effective implementation of the Education Strategy, receiving reports from Faculty Education Committees on the implementation of the Strategy at Faculty level.
- (b) to exercise institutional responsibility for the formulation of policy and strategy in relation to Education across all taught University awards with reference to institutional priorities and sector-wide requirements set by the QAA, HESA and the Office for Students.
- (c) to be responsible for the development and oversight of all Teaching Excellence and Student Outcomes Framework (TEF) activity, including issues relating to student access, transition, engagement, retention, success and progression into employment.
- (d) to oversee the development of quality assurance and enhancement processes and to receive regular reports and recommendations from the Academic Standards and Quality Committee.
- (e) to oversee the student experience of all taught students and to receive regular reports from the Student Experience Committee.
- (f) to recommend to the Senate the regulatory framework for Anglia Ruskin University's taught awards.
- (g) to monitor and oversee all University taught awards, receiving regular reports from the Awards Board (and related subcommittees).
- (h) to oversee taught admissions policy.
- (i) to oversee and monitor all taught student related equality and diversity data.
- (j) to have institutional oversight of major external quality assurance reviews (eg: QAA, PSRBs).
- (k) to identify appropriate measures, including staff development, to support the continuous improvement of innovative and accessible learning and teaching methods and strategies across the University's taught provision.
- (l) to oversee the management of Anglia Ruskin University's academic collaborative arrangements with Associate Colleges and other organisations.

- (m) to approve and monitor exit strategies for partnerships with Associate Colleges and other organisations which have been terminated with a view to ensuring that Anglia Ruskin satisfies its obligations to students in accordance with the published Student Protection Plan.

10.2 Constitution

Ex-Officio Members

- Deputy Vice-Chancellor (Education)
 - Two Pro-Vice-Chancellors and Deans of Faculty
 - Principal of Anglia Ruskin London
 - Pro-Vice-Chancellor (Partnerships)
 - One Deputy Dean (Education) per Faculty
 - Academic Registrar
 - Director of Corporate Marketing
 - Director of International Office
 - Director of Learning Development Services
 - Director of Strategic Planning & Performance
 - Director of Student Services
 - Head of Anglia Learning & Teaching
 - University Librarian
- Chair**
Vice-Chair (nominated by Chair)

Nominated Members

- One Head of School per Faculty (to be nominated by the Dean of Faculty)

Student Members

- Two Students' Union Sabbatical Officers

Designated Observers

- Assistant Academic Registrar, Academic Registry
- Chief Information Officer
- One Students' Union Staff Representative

11. FACULTY EDUCATION COMMITTEE (FEC)

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

11.1 Terms of Reference

- (a) to provide a forum to discuss innovation in the Faculty's curriculum and learning and teaching methods and strategies.
- (b) to monitor the Faculty's action plan to implement the Education Strategy.
- (c) to monitor subject-TEF related performance in the Faculty.
- (d) 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.
- (e) to consider the outcomes of the annual monitoring process, including the associated action plans, for the Faculty.
- (f) to oversee preparations for periodic review within the Faculty and to monitor progress with the resulting Quality Enhancement Plan.
- (g) to oversee the Faculty's engagement with Professional, Statutory and Regulatory Bodies (PSRBs).
- (h) to oversee external examiner arrangements for the Faculty's Modular Assessment Panels, ensuring adequate and appropriate coverage in accordance with the *Senate Code of Practice on External Examiners for Taught Courses*.
- (i) to manage the process for the approval of proposals for minor revisions to the curriculum in accordance with the *Senate Code of Practice on Curriculum Approval and Review*.

11.2 Constitution

Ex-Officio Members

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

Nominated Members

- Two representatives of each School within the Faculty (nominated by the Head of School)
- One representative of the Academic Registry (nominated by the Academic Registrar)
- One representative of the University Library (nominated by the University Librarian)

Student Members

- One Students' Union Sabbatical Officer
- One student representative

Designated Observers

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

12. FACULTY RESEARCH & INNOVATION COMMITTEE (FRIC)

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

12.1 Terms of Reference

- (a) to recommend to the Research & Innovation Committee and the Dean of Faculty mechanisms for promoting and embedding the development and enhancement of a research culture to support individual colleagues and our postgraduate research students.
- (b) to support achievement of Anglia Ruskin's Research and Innovation Strategy and through the development, implementation, monitoring and review of a Faculty Research & Innovation Strategy.
- (c) to establish mechanisms to monitor and evaluate the quality and volume of research and innovation activity within the Faculty.

12.2 Constitution

Ex-Officio Members

- Faculty lead on research and representative on the Senate's Research & Innovation Committee **Chair**
- School Leads for research within the Faculty
- Directors of Research Institutes/Groups within the Faculty
- Faculty Director of Research
- Faculty Director of Research Students
- One Postdoctoral researcher

Nominated Members

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

Student Members

- Two research student representatives from within the Faculty

Designated Observers

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

13. FACULTY RESEARCH ETHICS PANEL (FREP)

Tier:	3
Responsible to:	Research Ethics Committee
Subcommittees:	School Research Ethics Panels
Chair:	Faculty Chair for Research Ethics
Executive Secretary:	Faculty
Quorum:	One third of the membership

13.1 Terms of Reference

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

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

- (b) to consider recommendations from the School Research Ethics Panels (SREPs) within the Faculty and ratify approval of such recommendations as appropriate.
- (c) to check that researchers have clarified that for research conducted overseas, whether local approval is required and have obtained this if required.
- (d) to require assurances that appropriate measures have been put in place to address cases in which the Panel is aware of specific approvals or permissions that are required (including compliance with legislation related to the research) but believe these have not been sufficiently covered by the researcher.
- (e) to refer to the Office of the Secretary and Clerk any application where, in the view of the Chair, the proposed research poses a risk of a legal or security related nature to Anglia Ruskin University. The Chair will seek guidance from the Secretary and Clerk before the FREP decides if the proposed research can be granted ethical approval and/or the nature of any special arrangements which need to be put in place. The FREP in its absolute discretion may also seek advice on any other concern regarding a proposed research proposal.
- (f) to maintain a database of all ethics applications submitted, whether or not ethics approval was given.
- (g) to be responsible for ensuring that proof of ethics and/or governance approval for the NHS, Social Care, Ministry of Justice and Ministry of Defence is obtained prior to the commencement of research requiring approval from these bodies and ensuring that where Anglia Ruskin is sponsoring the research, as defined by the Department of Health, all arrangements for compliance with this are in place. Further information is available in the *Code of Practice for Applying for Ethical Approval at Anglia Ruskin University*.

- (h) to note cases where the researcher has had to apply for additional insurance.
- (i) to inform applicants of the progress of their application in a timely manner. Applicants should normally receive a decision within ten working days of the meeting of the FREP.
- (j) to refer applications for ethical approval to another FREP that has more expertise in the area of the application.
- (k) to monitor ethical approval granted to researchers.
- (l) to monitor attendance at research ethics training sessions or completion of online ethics training.
- (m) to submit minutes on the activity of each FREP meeting to the RESC, including details of applications received, the outcome of each and reporting on timescales from receipt to feedback on applications.
- (n) to submit an annual report to the RESC on the operation of the FREP and the key issues arising.

13.2 Constitution

Ex-Officio Members

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

Nominated Members

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

13.3 Miscellaneous

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

14. FACULTY STUDENT REVIEW SUBCOMMITTEE

Tier:	3
Responsible to:	Awards Board
Subcommittees:	None
Chair:	Deputy Dean of Faculty OR Director of Studies
Executive Secretary:	Academic Registry
Quorum:	One third of the membership OR 4 members, whichever is greater (and must include either a Deputy Dean or a Director of Studies)

14.1 Terms of Reference

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

14.2 Constitution

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

Chair
Vice-Chair

14.3 Miscellaneous

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

15. HONORARY DEGREES AND FELLOWSHIPS NOMINATIONS COMMITTEE

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

15.1 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.

15.2 Constitution

Ex-Officio Members

- Vice-Chancellor **Chair**
- Pro-Vice-Chancellors and Deans of Faculty
- Director of Corporate Marketing

Nominated Members

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

Elected Members

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

15.3 Miscellaneous

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

16. MITIGATION PANEL

Tier:	3
Responsible to:	Awards Board
Subcommittees:	None
Chair:	Academic Registrar
Executive Secretary:	Academic Registry
Quorum:	5 members (and must include one representative from each Faculty – see 16.3 (b) below)

16.1 Terms of Reference

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

16.2 Constitution

Ex-Officio Members

- Academic Registrar
 - Directors of Studies from each Faculty
 - Principal, Anglia Ruskin London
 - Director of Student Services
- Chair**

16.3 Miscellaneous

- (a) Mitigation claims received by the Panel are considered in strict confidence.
- (b) Faculties are required to provide double representation for meetings convened at the end of Semester/Trimester 1 and Semester/Trimester 2 in recognition of the larger volume of assessment tasks that are administered in these two periods.
- (c) For staff development purposes, a Course Leader from each Faculty (as agreed in advance with the appropriate Director of Studies) may attend meetings as an observer but may not participate in the Panel's deliberations.

17. MODULAR ASSESSMENT PANEL (MAP)

Tier:	3
Responsible to:	Awards Board
Subcommittees:	None
Chair:	Head of School
Executive Secretary:	Academic Registry
Quorum:	50% of Module Leaders (or named substitute) whose modules are under consideration (and must also include the Head of School and at least one external examiner)

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** (i) the form of re-assessment is normally a resit of the failed elements. Exceptionally, an alternative method of re-assessment is provided (eg where the original method of assessment can no longer be repeated for an individual student);
 - or** (ii) the re-assessment is undertaken after further attendance (where deemed necessary in view of the subject area eg laboratory work for a science-based subject);
- (f) to identify those modules for which incomplete marks have been submitted for referral to the Dean of Faculty for action, where appropriate;
- (g) to consider any matters referred to the Modular 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

Ex-Officio Members

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

Designated Observers

- Academic Registrar

17.3 Miscellaneous

Modular Assessment Panels (MAPs) are organised on a discipline basis as the primary function of the MAP is to consider academic standards achieved by students on all modules allocated to the discipline(s) for which the MAP is responsible. Due to the range of discrete disciplines managed by a School, two or more MAPs within a School are usually established in order to ensure that the membership of any individual MAP does not exceed manageable levels (both in terms of the number of Anglia Ruskin staff and external examiners) and that the MAP's deliberations remain appropriately focused. Proposals to establish new MAPs are considered and approved on behalf of the Senate by the Education Committee.

18. POSTGRADUATE RESEARCH STUDENT PROGRESS SUBCOMMITTEE (PGRSPSC)

Tier:	3
Responsible to:	Research Degrees Committee
Subcommittees:	None
Chair:	Director of the Doctoral School, Research & Innovation Development Office
Executive Secretary:	Research and Innovation Development Office
Quorum:	One third of the membership (and must include one representative from each Faculty)

18.1 Terms of Reference

- (a) to monitor the progress of all postgraduate research (PGR) students ensuring that action is taken, as appropriate, to ensure timely completion.
- (b) to receive and approve recommendations from review panels for Research Proposal and the appointment of supervisors.
- (c) to receive and approve recommendations from review panels for Annual Review.
- (d) to receive and approve recommendations from review panels for Upgrade or Confirmation of Registration.
- (e) to receive and approve nominations of examiners for individual PGR students.
- (f) on behalf of the Senate to receive and approve the recommendations of examiners in respect of PGR 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.
- (g) to receive and recommendation regarding PGR student appeals.
- (h) to receive and approve any other matter concerning a PGR student as defined in our regulations.

18.2 Constitution

Ex-Officio Members

- Director of the Doctoral School, Research & Innovation Development Office **Chair**
- Deputy Director of the Doctoral School, Research & Innovation Development Office
- Faculty Directors of Research Students (or equivalent)

Elected Members

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

Designated Observers

- Academic Registrar
- Research Degrees Manager, Doctoral School, Research and Innovation Office
- One member of professional staff (with responsibility for administering PGR students) per faculty

19. PROFESSORSHIP AND READERSHIP PANEL

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

19.1 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.

19.2 Constitution

Ex-Officio Members

- Vice-Chancellor **Chair**
- Two Deputy Vice-Chancellors

Nominated Members

- Two Professors, drawn from all Professors at Anglia Ruskin University, nominated by the Chair (for a term of office of three years)

Elected Member

- One Professor from the membership of Senate and elected by the membership of Senate (for a term of office of three years)

20. RESEARCH & INNOVATION COMMITTEE

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

20.1 Terms of Reference

- (a) to exercise corporate responsibility for the formulation of policy and strategy in relation to:
- research and scholarship;
 - innovation and Knowledge Exchange;
- and to monitor and review such policy and strategy.
- (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;
 - the development of a culture responsive to the needs of businesses and other external organisations in the context of innovation and knowledge exchange.
- (c) to promote and champion research and researcher development to enhance the quality and volume of our research and knowledge exchange activity.
- (d) to offer strategic advice and support to Faculties on all matters relating to the management and development of our research and scholarship, and knowledge exchange activity.
- (e) to develop, monitor and review policy and procedure relating to the submission of applications for knowledge exchange, external research funding and other income.
- (f) to recommend to the Senate and the Corporate Management Team (CMT) strategy in relation to external income generation and to monitor and review the implementation of such strategy.
- (g) to monitor and evaluate the quality and volume of our research, innovation and knowledge exchange activity, using relevant statistical and other data, for report to the Senate, highlighting areas of good practice for wider dissemination and identifying issues that require attention.
- (h) to receive and consider periodic research, scholarship and knowledge exchange reports and plans from each Faculty.

- (i) to inform institutional policy in the light of developments in the area of research, scholarship and knowledge exchange activity arising from the work of national agencies such as UKRI, Research England, QAA, UKCGE, the funding councils, OfS, 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, innovation and knowledge exchange.
- (k) to oversee the student experience of all postgraduate research students and to receive regular reports from the Research Degrees Committee.
- (l) to develop, monitor and review policy and procedure for the appointment and career development of research staff.
- (m) to develop, monitor and review policy and procedure relating to establishment of research groups, centres and institutes.
- (n) to develop, monitor and review on an annual basis the provision of infrastructure for research, scholarship and knowledge exchange.
- (o) to monitor and oversee the activities of its subcommittees, including consideration of the Annual Report from the Research Ethics Committee and the Annual Report on Research Degrees.
- (p) to oversee postgraduate research admissions policy.
- (q) to oversee all postgraduate research student related equality and diversity data.

20.2 Constitution

Ex-Officio Members

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

Nominated Members

- One Early Career Researcher nominated by the Chair of the Committee
- One Postdoctoral researcher (for a term of office of two years nominated by the Chair of the Committee)
- One Professor or Reader from each Faculty (nominated by the Dean of Faculty)

Elected Members

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

Student Members

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

Designated Observers

- One Assistant Director from the Research and Innovation Development Office (with responsibility for research funding or engagement with industry)
- One Students' Union Staff Representative

21. RESEARCH DEGREES COMMITTEE

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

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

21.2 Constitution

Ex-Officio Members

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

Nominated Members

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

Elected Members

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

Student Members

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

Designated Observers

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

22. RESEARCH ETHICS COMMITTEE

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

22.1 Terms of Reference

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

22.2 Constitution

Ex-Officio Members

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

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

Nominated Members

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

Student Members

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

Designated Observers

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

22.3 Miscellaneous

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

23. SCHOOL RESEARCH ETHICS PANEL (SREP)

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

During the introduction of a revised academic infrastructure in the 2018/19 academic year, and also a review of the academic governance structures for ethical approval, transitional arrangements will apply, as agreed with the Research and Innovation Development Office and the Deputy Vice-Chancellor (Research & Innovation). Where appropriate, such transitional arrangements will mean that there may not necessarily be a one-to-one relationship between SREPs and Schools insofar that an individual School may have more than one SREP with appropriately modified memberships.

23.1 Terms of Reference

- (a) to facilitate a rigorous ethics approval process for minimal risk ethics applications, including monitoring the timescales of processing applications from receipt to approval.
- (b) to consider minimal risk ethics applications from members/students of the School recommending one of the following decisions:
 - recommending approval to the Faculty Research Ethics Panel (FREP);
 - requiring revisions to be made and approved by Chair's action on behalf of the SREP, prior to submission to the FREP;
 - requiring resubmission to the SREP;
 - refer to the FREP;
 - reject
- (c) to submit minutes on the activity of each SREP meeting to the FREP, including details of applications received, the recommendation to the FREP and reporting on timescales from receipt to feedback on applications.
- (d) through the Secretary to the SREP, to inform applicants of the progress of their application in a timely manner. Applicants should normally receive a decision within 10 working days of the meeting of the SREP.
- (e) to note cases where the researcher has had to apply for additional insurance.
- (f) to check that researchers have clarified that for research conducted overseas, whether local approval is required and obtained if this is required.
- (g) to require assurances that appropriate measures have been put in place to address cases in which the Panel is aware of specific approvals or permissions that are required (including compliance with legislation related to the research) but believe these have not been sufficiently covered by the researcher.

- (h) to maintain a database of all ethics applications submitted, whether or not ethics approval was given.

23.2 Constitution

Ex-Officio Members

- A member of the FREP (typically the School representative) **Chair**
- School Research Co-ordinator
- Module leader(s) for taught research project modules

Nominated Members

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

23.3 Miscellaneous

- (a) All members of the SREP must have undertaken appropriate training in research ethics (see the *Code of Practice for Applying for Ethical Approval* for further information).
- (b) Additional members may be appointed to fulfil the requirements of a Professional, Statutory or Regulatory Body (PSRB), as appropriate.
- (c) A Biological Safety Officer is appointed to the School of Life Sciences SREP in the Faculty of Science & Engineering.
- (d) During the introduction of a revised academic infrastructure in the 2018/19 and a review of the academic governance structures for ethical approval, transitional arrangements will apply as agreed with the Research and Innovation Development Office and the Deputy Vice-Chancellor (Research & Innovation). Where appropriate, such transitional arrangements will mean that there may not necessarily be a one-to-one relationship between SREPs and Schools insofar that an individual School may have more than one SREP with appropriately modified memberships.

24. STUDENT EXPERIENCE COMMITTEE

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

24.1 Terms of Reference

- (a) to monitor, review and enhance the quality of the Anglia Ruskin University taught student experience locally, regionally and internationally.
- (b) to provide oversight for the development and implementation of an annual student experience action plan, facilitating collaboration across the institution and ensuring effective prioritisation of issues and links with the Education Strategy and associated annual Education Action Plans.
- (c) to oversee the management and development of innovative ways of capturing the student voice and consideration of student feedback outcomes and to make recommendations to the Education Committee and the Senate as appropriate.
- (d) to advise the Senate and the Education Committee on the enhancement and development of the co- and extra-curricular elements of the student experience as part of the delivery of the University's Education Strategy.
- (e) to receive reports from the Faculty Education Committees, and other specialist groups that are convened to direct specific areas of work on matters affecting the student experience (eg: Employability Steering Group, Student Retention Steering Group) in order to identify emerging issues and trends and to recommend action as appropriate to the Education Committee and the Senate.

24.2 Constitution

Ex-Officio Members

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

Nominated Members

- One Dean of Faculty (nominated by the Deputy Vice-Chancellor (Education))
- One academic member of staff (with teaching responsibilities) from each Faculty (nominated by the Dean of Faculty)

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

Elected Members

- One Faculty Head of Operations (or equivalent), elected by and from all Faculty Heads of Operations

Student Members

- Two Students' Union Sabbatical Officers
- Four Taught Students (of which there must be at least one undergraduate and one postgraduate)

Designated Observers

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

25. STUDENT STAFF LIAISON COMMITTEE (SSLC)

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

25.1 Purpose

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

25.2 Terms of Reference

- (a) to receive and discuss reports from Student Representatives.
- (b) to receive and discuss matters relating to the delivery of the course (including its constituent modules).
- (c) to provide a forum for consultation on proposals for revisions to the curriculum.
- (d) to receive and discuss matters relating to support that is available for students registered for the course.
- (e) to receive and discuss various management information which relate to the course including outcomes from student feedback mechanisms such as National Student Survey results, Student Experience Survey and Module Evaluation results and other data such as external examiners' reports.

25.3 Organisation

SSLCs can be organised to operate by individual course or by a group of cognate courses, in order to ensure the most operation of the forum for liaison between students and staff. Each School will determine the organisational structure to be adopted for approval each year by the relevant Faculty Education Committee.

25.4 Constitution for Anglia Ruskin Delivered SSLCs

Ex-Officio Members

- Head (or Deputy Head) of School **Chair**
- Relevant Course Leader
- At least three Module Leaders from the course's constituent modules (providing representation for all academic staff who contribute to the course)

- University Librarian
- Faculty Head of Operations (or equivalent)

Student Members

- All elected student course representatives

Designated Observers

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

25.5 Constitution of Associate College SSLCs

Ex-Officio Members

- Associate College's HE Coordinator/Academic Director (or equivalent) **Chair**
- Associate College's Course Leader(s) (or equivalent postholder(s)) for all Anglia Ruskin Courses delivered at the Associate College³
- All local Module Leaders⁴
- Associate College's Student Adviser (or equivalent postholder)
- Associate College's Librarian (or equivalent postholder)
- Associate College's Director of Information Technology (or equivalent postholder)

Student Members

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

Designated Observers

Academic managers and other staff from Anglia Ruskin University, including the Deputy Vice Chancellor (Education), Deputy Deans of Faculty, Deputy Heads of School, Course Leaders, Link Tutors and the Academic Registrar have the right to attend meetings (which in the case of international Associate College should be scheduled to coincide with visits to the Associate College by such staff)

³ or one Course Leader representing a subject area if the Associate College offers a number of Courses in the same subject area

⁴ or one Module Leader representing a subject area if the Associate College offers a large number of modules



Anglia Ruskin
University

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

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

Tel: 0845 196 4931

www.anglia.ac.uk/constitution