

# **BIMM University Governance Infrastructure**

**(Committee Terms of Reference and Composition)**



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## Contents

<b>Committee</b>	<b>Page</b>
BIMM University Limited Board	003
Remuneration Committee	008
Governance and Nominations Committee	011
BIMM Group Audit and Risk Committee	013
Equity, Diversity and Inclusion Committee	017
Academic Board	019
Learning, Teaching and Enhancement Committee	022
Quality Assurance and Compliance Committee	024
Commercial and Academic Planning Committee	026
Student Experience Committee	028
Research and Ethics Committee	030
Creative Futures Committee	032
Partnership Steering Group	034
Policy Oversight Group	036
Professorial Appointments Committee	038
Honorary Appointments Committee	040
Curriculum Development Working Group	041
Access and Participation Committee	043
Postgraduate Board of Studies	045
Undergraduate Boards of Studies	047
Prevent and Freedom of Speech Committee	049
Student Advisory Group	051
Student Representation Forum	053
Mitigating Evidence Committee	054
Academic Appeals Panel	056
PG Module Board	058
PG Continuation Board	059
PG Award Board	060
UG Module Board	061
UG Progress Board	062
UG Award Board	064
Scholarships and Bursaries Approval Group	065

**BIMM University Limited Board**  
**Terms of Reference and Composition 2025-26**

<b>Meets</b>	Quarterly with additional meetings as required
<b>Reports to</b>	Murphy TopCo (note that BIMM University Limited Board retains academic autonomy)
<b>Composition</b>	<p>The Board composition will include a majority of independent members in order to meet the obligations of the CUC Code and the generally held expectations of the higher education sector.</p> <p><b>Full members:</b></p> <ul style="list-style-type: none"> <li>• Up to six <b>Independent Members</b> appointed by Murphy Topco Ltd, who may be appointed either as Non-Executive Directors (NEDs) or Independent External Members (IEMs)</li> <li>• The Investor Director (ex officio)</li> <li>• Two <b>BIMM University Ltd Directors</b> comprising: <ul style="list-style-type: none"> <li>○ The Chief Executive Officer (CEO) and Vice Chancellor (<i>ex officio</i>)</li> <li>○ another BIMM University Ltd Director appointed by Murphy TopCo Limited</li> </ul> </li> <li>• Such other Directors as the Murphy Topco Ltd Board may appoint from time to time.</li> </ul> <p>The Chair and Deputy Chair should be appointed by Murphy TopCo Limited from the <b>Independent Members</b>, for an initial period of three years, renewable for two further three-year periods.</p> <p><b>In attendance:</b></p> <ul style="list-style-type: none"> <li>• The Chair of Murphy Topco Ltd (<i>ex officio</i>)</li> <li>• The Deputy Vice-Chancellor and Chief Operating Officer (<i>ex officio</i>)</li> <li>• The Chief Academic Officer, as Chair of Academic Board (<i>ex officio</i>)</li> <li>• The University Clerk (<i>ex officio</i>)</li> <li>• A student selected from amongst the students of the University who may serve in this role for up to 2 years</li> <li>• A member of academic staff selected by the Board from amongst the Senior Leadership Team of the University who may serve in this role for up to 3 years.</li> <li>• The Servicing Officer</li> </ul> <p>The Chair may invite other persons to attend meetings of the Board to participate in the discussion of specific agenda items.</p>
<b>Quorum</b>	<p>The minimum attendance for this board to be quorate will be three. This must include:</p> <ul style="list-style-type: none"> <li>• the Chair or Deputy Chair</li> <li>• one BIMM University Ltd Director</li> <li>• one Independent Member (who may be a Non-Executive Director or Independent External Member)</li> </ul> <p>If the Chair is unable to be present, the meeting will be chaired by the Deputy Chair.</p>

<p><b>Purpose</b></p>	<p>The BIMM University Limited Board will establish, approve and monitor the mission and strategic vision of the University, its long-term academic and business plans and key performance indicators, and ensure that these meet the interests of key stakeholders, especially staff, students and alumni.</p> <p>BIMM University Limited has adopted the CUC Higher Education Code of Governance on the 'apply or explain' basis. In so doing, it has agreed the following Terms of Reference. Further information on alignment with the codes is available from the University Clerk.</p> <p>These Terms of Reference should be read in conjunction with the Articles of Association. Where there is any ambiguity or unintended conflict, the Articles of Association shall take precedence, and the terms of reference shall be updated to reflect the same.</p>
<p><b>Terms of Reference</b></p>	<ol style="list-style-type: none"> <li>1. To be responsible for the mission, character and reputation of the University, setting the values and standards that underpin the University's strategy and operation.</li> <li>2. To ensure that processes are in place to monitor and evaluate the performance and effectiveness of the University against the plans and approved key performance indicators, benchmarked against other comparable Higher Education Providers.</li> <li>3. To establish, and keep under regular review the policies, procedures and limits within such management functions as shall be undertaken by and under the authority of the Chief Executive Officer and Vice Chancellor.</li> <li>4. To ensure the establishment and monitoring of systems of control and accountability, including financial and operational controls and risk assessment, and procedures for handling internal grievances and for managing conflicts of interest.</li> <li>5. To establish processes to monitor and evaluate the performance and effectiveness of the BIMM University Limited Ltd Board itself.</li> <li>6. To conduct its business in accordance with best practice in higher education corporate governance and the principles of public life drawn up by the Committee on Standards in Public Life.</li> <li>7. To safeguard the good name and values of the University.</li> <li>8. In partnership with BIMM Murphy Topco Ltd oversee the performance of the Chief Executive Officer and Vice Chancellor, as appointed by Murphy TopCo Limited as the chief executive of the University, and to report to Murphy TopCo Ltd on such performance.</li> <li>9. To appoint a Secretary to the Board and to ensure that, if the person appointed has managerial responsibilities in the University, there is an appropriate separation in the lines of accountability.</li> </ol>

	<ol style="list-style-type: none"><li>10. To be the employing authority for all staff in the University and to be accountable to Murphy Topco Ltd for ensuring that an appropriate human resources strategy is established.</li><li>11. To be the principal financial and business authority of the University, to ensure that proper books of account are kept, to monitor the annual budget and financial statements as approved by Murphy Topco Ltd, and to have overall responsibility for the University's assets, property and estate on a day-to-day basis.</li><li>12. To be the University's legal authority and, as such, ensure that systems are in place for meeting all of the University's legal obligations, including those arising from contracts and other legal commitments made in the University's name. This includes accountability for health, safety and security and for equality, diversity and inclusion.</li><li>13. To receive assurance from management that adequate provision has been made for the general welfare of students and staff.</li><li>14. To oversee the development, review and compliance with policies and practices on legal and regulatory requirements including without limitation the Higher Education Prevent Duty in England, Health &amp; Safety and Data Protection.</li><li>15. In partnership with the Academic Board take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured across the University.</li><li>16. To ensure that, in accordance with the Articles, academic staff, while engaged in research or teaching, have freedom within the law to question and test received wisdom and to put forward new ideas and controversial or unpopular opinions without placing themselves in jeopardy of losing their jobs or privileges they may have within the University.</li><li>17. To ensure that the University's Articles of Association, these Terms of Reference and other governing documents approved by the Board are followed at all times and that appropriate advice is available to enable this to happen.</li><li>18. To ensure that the OfS Public Interest Governance Principles are followed and that appropriate advice is available to enable this to happen.</li><li>19. To promote a culture which supports inclusivity and diversity across the University.</li><li>20. To ensure that all students and staff have opportunities to engage with the governance and management of the University.</li></ol>
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<b>Reporting Mechanism</b>	Following each meeting, the Board provides a report to Murphy TopCo Ltd Board in an agreed format.
<b>Confidentiality</b>	<p>Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member or student) should be dealt with sensitively and in accordance with the Conflicts of Interest Policy and Procedure. The Chair may reiterate the obligation staff and/or students present do not discuss such issues outside of the meeting so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.</p> <p>At the discretion of the Chair, certain items of business may be declared to be ‘reserved’, that is, business which for reasons of confidentiality is only open to members of Board, with the result that non-members are excluded. This may also extend to commercially sensitive matters, from which staff and student members may be excluded at the discretion of the Chair.</p>
<b>Chair’s Action</b>	In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to members for consideration and / or signed off by Chair’s Action, and reported to the next meeting of the Board.
<b>Delegation of Authority and Subcommittees</b>	<p>The Board may delegate any of its powers to any committee, to the Chair, or to the CEO and Vice Chancellor, and may confer the right of sub-delegation upon any such committee or persons upon such terms and conditions as the Board sees fit other than for such purposes as are assigned in the Articles of Association to the CEO and Vice Chancellor, provided always that the Board shall not delegate any of the following matters in respect to its status as an OfS regulated provider:</p> <ul style="list-style-type: none"> <li>• The determination of the educational character of the University</li> <li>• The approval of the annual forecasts of income and expenditure</li> <li>• The approval of the final accounts</li> <li>• Ensuring the solvency of the University and the safeguarding of their assets</li> <li>• The appointment of the CEO and Vice Chancellor</li> <li>• The appointment or dismissal of the auditors.</li> </ul> <p>The Board shall determine the membership, functions and terms of reference of any such committee. Persons who are not members of the University or Board may be appointed by the Board to membership of any such committee.</p> <p>Any committee so established may establish sub-committees and determine their membership and functions. Persons who are not Directors may be appointed by the committee to membership of any such sub-committee.</p> <p>Where the Board delegates any of its powers under the Articles, the relevant committee, committee Chair, the Chief Executive Officer and Vice Chancellor or other person (as the case may be) to whom the power or</p>

	<p>powers have been delegated shall report to the Board on any exercise of such power or powers.</p> <p>The Board delegates certain powers and responsibilities to the following subcommittees, the powers and responsibilities of which are set out in their terms of reference:</p> <p><b>Academic Board</b> The Academic Board is the senior academic committee accountable to BIMM University Limited Board (BULB) - it acts on delegated authority to maintain academic quality and standards for all BIMM University Limited awards, and for advising the Vice Chancellor and Chief Executive Officer and the BULB on all academic matters.</p> <p><b>BIMM Group Audit and Risk Committee</b> The Audit and Risk Committee is responsible for overseeing and providing assurance to the Board on the effectiveness of the operation of the University's processes and systems, the management of risk, and the correctness and integrity of the information provided to the Board and external bodies.</p> <p><b>Governance and Nominations Committee</b> The Governance and Nominations Committee is responsible for overseeing governance arrangements, including processes for internal and external review and evaluation of governance effectiveness. It is also responsible for overseeing the process of appointment and reappointment of members of the Board, making recommendations to the BIMM University Ltd Board. Murphy TopCo Limited is ultimately responsible for Board member appointments, as set out in the BIMM University Limited Board Terms of Reference. The Committee is responsible for reviewing the overall independence and diversity of the Board and its subcommittees and advising on the appropriate mix of skills and experience required for the Board to enable it to fulfil its responsibilities, and for succession planning for the Board and the Executive Management Group.</p> <p><b>Equity, Diversity and Inclusivity Committee</b> The Equity, Diversity and Inclusivity Committee is responsible for overseeing the development of a range of activities and interventions across the University and School to ensure their communities and culture are welcoming and generate a sense of belonging and mattering to all its stakeholders. The powers and responsibilities of the Equity, Diversity and Inclusivity Committee are set out in its terms of reference.</p>
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**BIMM Group Limited Remuneration Committee (RemCo)  
Terms of Reference and Composition 2025-26**

<b>Meets</b>	At least once a year
<b>Reports to</b>	Murphy TopCo Board, BIMM University Limited Board and MetFilm School Board
<b>Composition</b>	<p><b>Full members:</b></p> <ul style="list-style-type: none"> <li>• One Independent Member (who may be a Non-Executive Director or Independent External Member of the BIMM University Ltd Board (BULB) or MetFilm School Ltd Board (MFSLB))</li> <li>• The Investor Director (<i>ex officio</i>)</li> <li>• The Chair of the BIMM University Limited Board (<i>ex officio</i>)</li> <li>• The Chair of the MetFilm School Limited Board (<i>ex officio</i>)</li> <li>• such other Directors as the Murphy Topco Ltd Board may appoint from time to time.</li> </ul> <p>The Chair should be appointed but must be a Non-Executive Directors or Independent External Member. When considering the remuneration of the CEO and Vice-Chancellor, the meeting must be chaired by an Independent Member who is not also the Chair of BULB or MFSLB.</p> <p><b>In attendance:</b></p> <ul style="list-style-type: none"> <li>• The BIMM Group CEO and Vice Chancellor (<i>ex officio</i>). (The CEO and Vice-Chancellor must not be present for discussions affecting them).</li> <li>• Senior People Director (<i>ex officio</i>)</li> <li>• Chief Financial Officer (<i>ex officio</i>)</li> <li>• The University Clerk (<i>ex officio</i>)</li> <li>• The Servicing Officer</li> </ul> <p>Members of the Executive Management Group (EMG) may be invited by the Chair to attend meetings of the Committee to participate in the discussion of specific agenda items.</p>
<b>Quorum</b>	The minimum attendance for this board to be quorate will be the Chair plus two full members, one of whom must be an Investment Director.
<b>Purpose</b>	The Remuneration Committee’s purpose is to be responsible for determining and reviewing the salaries, terms and conditions, and any severance payments, for senior members of staff of the Group.
<b>Terms of Reference</b>	<ol style="list-style-type: none"> <li>1. To determine on appointment and review at least annually, the remuneration and benefits of the CEO and Vice-Chancellor, in accordance with company requirements</li> <li>2. To determine on appointment and review at least annually the salaries and benefits, including retained external income, terms and conditions, and objectives in relation to the group’s strategy, of current and historic members of the EMG in the context of: <ul style="list-style-type: none"> <li>○ established higher education practice.</li> <li>○ achievement of goals and objectives developed by the Group and</li> <li>○ an appropriate peer group.</li> </ul> </li> </ol>

	<ol style="list-style-type: none"> <li>3. To consider the outcomes of annual reviews of EMG in relation to salary profiles, increases and other payments</li> <li>4. To make recommendations on the remuneration of members of staff where the level of remuneration is greater than £100,000 per year.</li> <li>5. To consider and approve severance and other payments to members of staff where the level of remuneration before the payment(s) is greater than £100,000 per year or where the level of the payment(s) exceeds £100,000.</li> <li>6. To review and approve the proposed targets, incentive levels and payments for those eligible to participate in the discretionary bonus scheme.</li> <li>7. To assess and monitor gender and ethnicity pay equality across the group and for both registered entities.</li> <li>8. To review the reward strategy in place from time to time that is applicable to the rest of the workforce. This includes the annual pay review, pension schemes and job grading structures.</li> <li>9. To publish information about its approach and decisions regarding the remuneration of senior members of staff in accordance with sectoral expectations.</li> <li>10. To provide assurance of the Group’s executive level succession plans.</li> <li>11. To review the Committee’s effectiveness and the suitability of its membership and terms of reference annually.</li> <li>12. In taking decisions the committee should have particular regard to the Group’s strategy, staff retention factors, market position, equality duties, the CUC Remuneration Code, the need for transparency of process, and to meet Office for Students requirements.</li> </ol>
<p><b>Reporting Mechanism</b></p>	<p>The Remuneration Committee will report to Murphy TopCo through its minutes and other reports as required. It will also report on entity specific matters to BIMM University Limited Board and MetFilm School Board as appropriate.</p>
<p><b>Confidentiality</b></p>	<p>Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member or student) should be dealt with sensitively and in accordance with the <a href="#">Conflicts of Interest Policy and Procedure</a>. The Chair may reiterate the obligation that members present do not discuss such issues outside of the meeting so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.</p> <p>At the discretion of the Chair, certain items of business may be declared to be ‘reserved’, that is, business which for reasons of confidentiality is only open to members of Board, with the result that non-members are excluded. This may also extend to commercially sensitive matters, from which members may be excluded at the discretion of the Chair.</p>

<b>Chair's Action</b>	In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to members for consideration and/or signed off by Chair's Action, and reported to the next meeting of the Committee.
<b>Delegation of Authority and Subcommittees</b>	None

## Governance and Nominations Committee (GNC)

### Terms of Reference 2025-26

<b>Meets</b>	At least once a year
<b>Reports to</b>	BIMM University Limited Board, which in turn advises the Murphy TopCo Ltd Board on matters of governance and BIMM University Limited Board appointments.
<b>Composition</b>	<p><b>Full Members:</b></p> <ul style="list-style-type: none"> <li>• Chief Executive Officer &amp; Vice Chancellor (<i>ex officio</i>)</li> <li>• A minimum of two other members of the BIMM University Ltd Board (who may be the Investor Director, Non-Executive Directors or Independent External Members).</li> </ul> <p>A Chair and Deputy Chair will be appointed by the Board from the Independent Members, for an initial period of three years, renewable for two further three-year periods. The Investor Director may not be the Chair or Deputy Chair.</p> <p><b>In attendance:</b></p> <ul style="list-style-type: none"> <li>• University Clerk <i>ex officio</i></li> <li>• The Deputy Vice-Chancellor and Chief Operating Officer (<i>ex officio</i>)</li> <li>• Servicing Officer.</li> </ul> <p>The Chair may invite other persons to attend meetings of the Governance and Nominations Committee to participate in the discussion of specific agenda items.</p>
<b>Quorum</b>	The minimum attendance for this committee to be quorate will be the Chair or Deputy Chair plus one other full member.
<b>Purpose</b>	<p>The Governance and Nominations Committee is responsible for overseeing governance arrangements, including processes for internal and external review and evaluation of governance effectiveness. It is also responsible for overseeing the process of appointment and reappointment of members of the Board, making recommendations to the BIMM University Ltd Board. Murphy TopCo limited is ultimately responsible for Board member appointments, as set out in the BIMM University Limited Board Terms of Reference.</p> <p>The Committee is responsible for reviewing the overall independence and diversity of the Board and its subcommittees and advising on the appropriate mix of skills and experience required for the Board to enable it to fulfil its responsibilities, and for succession planning for the Board and the Executive Management Group.</p>
<b>Terms of Reference</b>	<p>The Governance and Nominations Committee shall:</p> <ol style="list-style-type: none"> <li>1. Consider and advise the BULB University Limited Board on matters of governance to ensure that the University’s governance structures and processes are fit for purpose.</li> <li>2. Ensure that the University’s governance arrangements are aligned as far as appropriate with the CUC HE Code of Governance, the Code of Governance for Independent Providers of Higher Education, and other recognised standards of good practice.</li> </ol>

	<ol style="list-style-type: none"> <li>3. Co-ordinate and oversee the processes for internal and external review and evaluation of governance effectiveness.</li> <li>4. Manage, on behalf of the Board, the appointment process for all appointed members of the Board and its sub-committees, including the engagement of any external search consultants.</li> <li>5. Make recommendations to the Board on the appointment and re-appointment of appointed members, taking account of the overall diversity of the Board and its subcommittees and ensuring that there is an appropriate mix of skills and experience on the Board to enable it to fulfil its responsibilities.</li> <li>6. Oversee the induction and ongoing development of process for new members of the Board.</li> <li>7. Make recommendations to the Board on succession planning for the Board and the Executive Management Group and to oversee the implementation of any agreed actions.</li> </ol>
<b>Reporting Mechanism</b>	The Governance and Nominations Committee will report to the BIMM University Limited Board through its minutes and other reports as required.
<b>Confidentiality</b>	<p>Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member or student) should be dealt with sensitively and in accordance with the Conflicts of Interest Policy and Procedure. The Chair may reiterate the obligation staff and/or students present do not discuss such issues outside of the meeting so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.</p> <p>At the discretion of the Chair, certain items of business may be declared to be ‘reserved’, that is, business which for reasons of confidentiality is only open to members of Board, with the result that non-members are excluded. This may also extend to commercially sensitive matters, from which members may be excluded at the discretion of the Chair.</p>
<b>Chair’s Action</b>	In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to members for consideration and / or signed off by Chair’s Action, and reported to the next meeting of the Committee.
<b>Delegation of Authority and Subcommittees</b>	The Governance and Nominations Committee may appoint ‘task and finish groups’ for specific tasks, and planning or working groups for ongoing areas of work (see the Governance handbook for further details). All such groups will report to the Governance and Nominations Committee.

**BIMM Group Audit and Risk Committee  
Terms of Reference 2025-26**

<b>Meets</b>	Minimum of four times a year.
<b>Reports to</b>	BIMM University Ltd Board, MetFilm School Ltd Board and TopCo.
<b>Composition</b>	<p><b>Full members:</b></p> <ul style="list-style-type: none"> <li>• A minimum of three Independent Members appointed by BULB who may be either Non-Executive Directors (NEDs) or Independent External Members (IEMs)</li> <li>• The Investor Director (<i>ex officio</i>)</li> </ul> <p>The Chair and Deputy Chair will be appointed by the board from the Independent Members, for an initial period of three years, renewable for two further three-year periods.</p> <p><b>In attendance:</b></p> <ul style="list-style-type: none"> <li>• Internal Auditors as required</li> <li>• External Auditors as required</li> <li>• Clerk</li> <li>• Servicing Officer</li> </ul> <p>Members of the Executive Team or the Chair of the Board may not be full members of the Audit and Risk Committee, but may be invited by the Chair to attend meetings of the Committee to participate in the discussion of specific agenda items.</p> <p>Any Board member may attend a meeting of the Audit and Risk Committee, including those who are not members of the Audit and Risk Committee by invitation.</p> <p>The Chair may invite other persons to attend meetings of the Committee to participate in the discussion of specific agenda items.</p>
<b>Quorum</b>	The minimum attendance for this committee to be quorate will be the Chair or Deputy Chair plus one other full member.
<b>Purpose</b>	The Audit and Risk Committee is responsible for overseeing and providing assurance to both the BIMM University Ltd and MetFilm School Ltd Boards on the effectiveness of the operation of the Group’s processes and systems, the management of risk, and the correctness and integrity of the information provided to the Board and external bodies.
<b>Terms of Reference</b>	<p>The Audit and Risk committee:</p> <ol style="list-style-type: none"> <li>1. will report annually to the Boards on the adequacy and effectiveness of the Group’s University’s risk management, control arrangements, and the management and quality assurance of data.</li> <li>2. shall, on behalf of BIMM University Ltd and MetFilm School Ltd Board, ensure that there adequate and effective arrangements in place to provide transparency about value for money for students and, where appropriate, for taxpayers, and will advise the BIMM University Ltd and MetFilm School Ltd Boards of all matters</li> </ol>

	<p>relating to value for money.</p> <ol style="list-style-type: none"> <li>3. is authorised to obtain appropriate external legal and other professional advice in order to fulfil its responsibility to the Boards.</li> <li>4. is authorised to investigate on behalf of the Boards anything that threatens or adversely affects the accomplishment of the Companies’ aims and objectives, its assets, the reliability of all records and information, and its compliance with all relevant laws, regulations, policies and its governing instruments.</li> </ol> <p>Specifically, the Audit and Risk Committee will:</p> <ol style="list-style-type: none"> <li>5. Recommend to the Boards a framework of effective audit coverage, having reviewed the internal and external audit processes and triangulating with management’s representations.</li> <li>6. Provide assurance to the Boards, through regular reports, that the internal financial control systems of the Companies are adequate and are functioning properly.</li> <li>7. Advise the Boards on the minimum and optimum level of internal and external audit arrangements.</li> <li>8. Ensure that regular audits are carried out in the following areas: legal, risk, financial (including statutory annual audits, VAT and PAYE), health &amp; safety, investments and insurance.</li> <li>9. Monitor internal and external audit reviews for each company and advise the Boards accordingly.</li> <li>10. Satisfy itself that satisfactory arrangements are in place to promote economy, efficiency and effectiveness and good value for money for students of the Companies.</li> <li>11. Advise the Boards on the effectiveness of policies and procedures for risk assessment and risk management.</li> <li>12. Investigate on behalf of the Board any financial or administrative matters which may put the Companies or Group at risk.</li> <li>13. Examine reports on special investigations and to advise senior management on any additional or alternative steps to be taken.</li> <li>14. Consider the appropriateness of executive action following internal audit reviews and to advise senior management on any additional or alternative steps to be taken.</li> <li>15. Ensure that there is coordination and good working relationships between internal audit, external audit and any other review bodies</li> </ol>
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	<p>that have been set up.</p> <ol style="list-style-type: none"> <li>16. Ensure the appropriateness of the IT Infrastructure and systems, data quality and regulatory compliance.</li> <li>17. Keep under review the Group’s business continuity plans.</li> <li>18. Keep under review the Group’s procedures for the detection of fraud or irregularity and ensure the provision of robust interest disclosure (whistleblowing) procedures.</li> <li>19. Receive and consider the Group’s Risk Register.</li> <li>20. Receive any relevant reports from the National Audit Office and its equivalents in Scotland, Wales and Northern Ireland, the regulator and other organisations.</li> </ol> <p>Internal &amp; External Auditors:</p> <ol style="list-style-type: none"> <li>21. Determine the frequency of tendering for external auditing services.</li> <li>22. Consider tenders for the external auditing services and recommend to the Boards which firm should carry out the annual external audit of both BIMM University Ltd and Met Film School’s statutory accounts and to advise on the appointment, including the remuneration and terms of appointment, the dismissal, and the acceptance of the resignation of, the external auditors.</li> <li>23. Scrutinise and advise the Boards on the contents of the draft audit report and of any management letter that the auditors may wish to present to the Boards, and to formulate for the Boards’ use any written representations that may be needed by the auditors in connection with the statutory accounts or any other financial statements.</li> <li>24. Discuss with the external auditors any problems or reservations arising from the draft external audit report and draft management letter, reporting relevant issues back to the Boards, and advising the Boards accordingly.</li> <li>25. Review the performance of the auditors and advise the Boards on any changes that ought to be made to their terms of engagement.</li> <li>26. Consider tenders for the internal auditing services and recommend to the Boards which firm(s) should carry out the internal audit.</li> <li>27. Discuss the resources available to the Internal Audit function and appropriate reporting requirements to the Audit and Risk Committee.</li> </ol>
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	28. Obtain any necessary external professional advice to enable the Audit and Risk Committee to carry out its responsibilities more effectively.
<b>Reporting Mechanism</b>	To report to the BIMM University Ltd Board, MetFilm School Ltd Board and TopCo through its minutes and other reports as required.
<b>Confidentiality</b>	<p>Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member or student) should be dealt with sensitively and in accordance with the Conflicts of Interest Policy and Procedure. The Chair may reiterate the obligation that members present do not discuss such issues outside of the meeting so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.</p> <p>At the discretion of the Chair, certain items of business may be declared to be ‘reserved’, that is, business which for reasons of confidentiality is only open to members of the Committee, with the result that non-members are excluded. This may also extend to commercially sensitive matters, from which staff and student members may be excluded at the discretion of the Chair.</p>
<b>Chair’s Action</b>	In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to members for consideration and / or signed off by Chair’s Action, and reported to the next meeting of the Committee.
<b>Delegation of Authority and Subcommittees</b>	The Audit and Risk Committee may appoint ‘task and finish groups’ for specific tasks, and planning or working groups for ongoing areas of work (see the Governance handbook for further details). All such groups will report to the Audit and Risk Committee.

**BIMM University Equity, Diversity and Inclusion Committee (EDIC)  
Terms of Reference and Composition 2025-26**

<b>Meets</b>	A minimum of three times per year
<b>Reports to</b>	BIMM University Limited Board
<b>Composition</b>	<p><b>Full members:</b></p> <ul style="list-style-type: none"> <li>• Chief Academic Officer (Chair), <i>ex officio</i></li> <li>• Deputy Vice Chancellor and Chief Operating Officer (Deputy Chair), <i>ex officio</i></li> <li>• Associate Dean Access and Participation, <i>ex officio</i></li> <li>• At least one Dean of Faculty</li> <li>• At least one Pro Vice-Chancellor</li> <li>• Head of Wellbeing, <i>ex officio</i></li> <li>• Director of People and Culture, <i>ex officio</i></li> <li>• Director of Marketing, <i>ex officio</i></li> <li>• Up to two external EDI specialists from the creative industries, nominated by the Committee Chair and to be approved by the BIMM University Limited Ltd Board for a period of three years.</li> <li>• Elected Student representatives including at least two Postgraduate students (up to 6 total).</li> <li>• Local EDI staff representatives from each campus (up to 6 total).</li> </ul> <p><b>In attendance:</b></p> <ul style="list-style-type: none"> <li>• Servicing Officer</li> </ul> <p>EDIC has the authority to co-opt up to three members for three years.</p> <p>Other staff may be invited to attend for specific items of business at the discretion of the Chair.</p> <p>Members of the BIMM University Limited Board may request to attend meetings of the committee.</p>
<b>Quorum</b>	The minimum number of attendees for this committee to be quorate will be the Chair or Deputy Chair plus three other full staff members.
<b>Purpose</b>	The Equity, Diversity and Inclusivity Committee is responsible for overseeing the development of a range of activities and interventions across the University and its partners to ensure their communities and culture are welcoming and generate a sense of belonging and mattering to all its stakeholders.
<b>Terms of Reference</b>	<p>The Equity, Diversity and Inclusivity Committee shall:</p> <ol style="list-style-type: none"> <li>1. Maintain strategic oversight of EDI matters as they pertain to staff and students at BIMM University Limited and its academic partners.</li> </ol>

	<ol style="list-style-type: none"> <li>2. Maintain strategic oversight of BIMM University Limited its academic partners' EDI requirements, including the development of policy and procedure.'</li> <li>3. Where relevant, advise on BIMM University Limited's engagements with the Office for Students, and other regulatory and governmental bodies, to ensure compliance with relevant legislation and regulatory requirements relating to EDI.</li> <li>4. Consider reports from relevant sub-groups within campuses, schools, committees and other groups within the University and School to identify key strategic and operational issues relevant to equality, diversity and inclusion.</li> </ol>
<b>Reporting Mechanism</b>	The Equity, Diversity and Inclusivity Committee will report to the BIMM University Limited through its minutes and other reports as required.
<b>Confidentiality</b>	<p>Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member or student) should be dealt with sensitively and in accordance with the Conflicts of Interest Policy and Procedure. The Chair may reiterate the obligation that members present do not discuss such issues outside of the meeting so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.</p> <p>At the discretion of the Chair, certain items of business may be declared to be 'reserved', that is, business which for reasons of confidentiality is only open to members of Committee, with the result that non-members are excluded. This may also extend to commercially sensitive matters, from which staff and student members may be excluded at the discretion of the Chair.</p>
<b>Chair's Action</b>	In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to members for consideration and / or signed off by Chair's Action, and reported to the next meeting of the Committee.
<b>Delegation of Authority and Subcommittees</b>	The Equity, Diversity and Inclusion Committee may appoint 'task and finish groups' for specific tasks, and planning or working groups for ongoing areas of work (see the Governance handbook for further details). All such groups will report to the Equity, Diversity and Inclusion Committee.

**Academic Board  
Terms of Reference and Composition 2025-26**

<b>Meets</b>	A minimum of four times a year
<b>Reports to</b>	BIMM University Limited Board
<b>Composition</b>	<p><b>Full members:</b></p> <ul style="list-style-type: none"> <li>• Chief Academic Officer (Chair), <i>ex officio</i></li> <li>• Deputy Provost and Director of Postgraduate Studies (Deputy Chair), <i>ex officio</i></li> <li>• Chair of the Student Experience Committee, <i>ex officio</i></li> <li>• Chair of the Creative Futures Committee, <i>ex officio</i></li> <li>• Deans of Faculty, <i>ex officio</i></li> <li>• Director of Academic Services, <i>ex officio</i></li> <li>• Associate Director of Academic Services: Quality Assurance &amp; Regulatory Compliance, <i>ex officio</i></li> <li>• Staff Representatives to be nominated by Deans of Faculty (4)</li> <li>• Elected Student representatives, including at least one Postgraduate student (4)</li> <li>• An external senior academic from a UK HE provider, appointed by BULB (who may delegate this to the Governance and Nominations Committee) for a period of 3 years.</li> </ul> <p><b>In attendance:</b></p> <ul style="list-style-type: none"> <li>• Servicing Officer</li> <li>• Dean of Digital Education, <i>ex officio</i></li> <li>• Head of International Student Compliance, <i>ex officio</i></li> <li>• Regulatory Returns Manager, <i>ex officio</i></li> <li>• Director of Recruitment and Admissions, <i>ex officio</i></li> <li>• Head of Student Wellbeing, <i>ex officio</i></li> </ul> <p>Other staff may be invited to attend for specific items of business at the discretion of the Chair.</p> <p>Members of the BIMM University Limited Board may request to attend meetings of the Academic Board.</p>
<b>Quorum</b>	The minimum attendance for this board to be quorate will be the Chair or Deputy Chair plus 5 full members.
<b>Purpose</b>	The Academic Board is the senior Academic Committee accountable to BIMM University Limited Board (BULB) - it acts on delegated authority to maintain academic quality and standards for all BIMM University Limited awards, and for advising the Vice Chancellor and Chief Executive Officer and the BULB on all academic matters.
<b>Terms of Reference</b>	<p>The Academic Board shall:</p> <ol style="list-style-type: none"> <li>1. Maintain strategic oversight of academic standards and the quality of learning opportunities available to BIMM University Limited students, including at Partner institutions.</li> </ol>

	<ol style="list-style-type: none"> <li>2. Maintain strategic oversight of BIMM University Limited’s compliance with (where relevant) UK, Irish and German Higher and Further Education sector duties, policies, regulations and requirements and respond as appropriate.</li> <li>3. Maintain oversight of student outcomes and satisfaction, and the quality of the academic provision; to share good practice and ensure that appropriate interventions are in place to address any concerns.</li> <li>4. Set and review academic key performance indicators.</li> <li>5. To receive and consider minutes from sub-committees of the Academic Board, annual programme reports, reports of periodic reviews, reports from BIMM University and external bodies, and to agree and monitor any resulting actions.</li> </ol>
<b>Reporting Mechanism</b>	The Academic Board will report to the BIMM University Limited Board through its minutes and other reports as required.
<b>Confidentiality</b>	<p>Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member or student) should be dealt with sensitively and in accordance with the Conflicts of Interest Policy and Procedure. The Chair may reiterate the obligation that members present do not discuss such issues outside of the meeting so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.</p> <p>At the discretion of the Chair, certain items of business may be declared to be ‘reserved’, that is, business which for reasons of confidentiality is only open to members of Board, with the result that non-members are excluded. This may also extend to commercially sensitive matters, from which staff and student members may be excluded at the discretion of the Chair.</p>
<b>Chair’s Action</b>	In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to members for consideration and / or signed off by Chair’s Action, and reported to the next meeting of the Committee.
<b>Delegation of Authority and Subcommittees</b>	<p>The Academic Board delegates certain powers and responsibilities to the following subcommittees, the powers and responsibilities of which are set out in their terms of reference:</p> <p><b>Assessment Boards</b> To approve:</p> <ul style="list-style-type: none"> <li>• Module marks and outcomes</li> <li>• Recommendations of the Mitigating Evidence Committee</li> <li>• Retrieval opportunities and progression / continuation decisions</li> <li>• Awards and classification decisions</li> </ul> <p><b>Learning, Teaching &amp; Enhancement Committee</b></p> <ul style="list-style-type: none"> <li>• Formulate and monitor the University’s Education Strategy.</li> <li>• Undertake Course Approval and Periodic Review</li> </ul>

	<ul style="list-style-type: none"> <li>• Approve Learning &amp; Teaching Project Development Funding.</li> </ul> <p><b>Professorial Appointments Committee</b></p> <ul style="list-style-type: none"> <li>• Consider and determine the outcome of applications for Professorial appointments, and Honorary Awards.</li> </ul> <p><b>Quality Assurance &amp; Compliance Committee</b></p> <ul style="list-style-type: none"> <li>• Oversee and approve, where appropriate, the outcomes of annual monitoring.</li> <li>• Consider External Examiner nominations and approve appointments.</li> <li>• Approve and oversee activity related to quality assurance, casework and student protection.</li> </ul> <p><b>Research &amp; Ethics Committee</b></p> <ul style="list-style-type: none"> <li>• Award research project funding and postgraduate study bursaries to staff.</li> <li>• The formulation and monitoring of the University’s Research and Enterprise Strategy.</li> </ul> <p><b>Student Experience Committee</b></p> <ul style="list-style-type: none"> <li>• Monitor legal and sector developments on safeguarding and wellbeing matters, establish best practice and ensure a consistent approach to the development and implementation of all associated policies, procedures and strategies across the University.</li> </ul> <p><b>Commercial and Academic Planning Committee</b></p> <ul style="list-style-type: none"> <li>• Approval for the development of new courses and subject areas to proceed.</li> </ul> <p><b>Creative Futures Committee</b></p> <ul style="list-style-type: none"> <li>• Develop and review the Creative Futures Strategy, and oversee its delivery and impact.</li> </ul> <p><b>Partner Steering Groups</b></p> <ul style="list-style-type: none"> <li>• Oversee the governance, academic leadership and strategic direction of partner institutions.</li> </ul> <p><b>Policy Oversight Group</b></p> <ul style="list-style-type: none"> <li>• Oversee the systematic review and governance of university-wide policies.</li> </ul> <p>The Academic Board may appoint ‘task and finish groups’ for specific tasks, and planning or working groups for ongoing areas of work (see the Governance handbook for further details).</p>
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## Learning, Teaching and Enhancement Committee (LTEC)

### Terms of Reference and Composition

<b>Meets</b>	A minimum of three times a year
<b>Reports to</b>	Academic Board
<b>Composition</b>	<p><b>Full members:</b></p> <ul style="list-style-type: none"> <li>• Deputy Provost and Director of Postgraduate Studies (Chair), <i>ex officio</i></li> <li>• Associate Dean Learning &amp; Teaching (Deputy Chair), <i>ex officio</i></li> <li>• Dean of Digital Education, <i>ex officio</i></li> <li>• Associate Dean Academic Staff Development, <i>ex officio</i></li> <li>• Associate Dean Access and Participation, <i>ex officio</i></li> <li>• Associate Dean Creative Futures, <i>ex officio</i></li> <li>• An elected Undergraduate student representative from each Faculty</li> <li>• An elected Postgraduate School student representative</li> <li>• A Dean of Faculty.</li> <li>• An external academic member appointed by the Academic Board for four years</li> </ul> <p><b>In attendance:</b></p> <ul style="list-style-type: none"> <li>• A Head of School from Each Faculty.</li> <li>• Head of Student Wellbeing.</li> <li>• Servicing Officer</li> </ul> <p>LTEC has the authority to co-opt up to two members for three years.</p> <p>Other staff may be invited to attend for specific items of business at the discretion of the Chair. Deans of Faculty should attend when Stage 1 Course Proposals are received by the committee.</p>
<b>Quorum</b>	The minimum attendance for this committee to be quorate will be the Chair or Deputy Chair plus 3 other staff members.
<b>Purpose</b>	LTEC contributes to the continuous improvement of learning and teaching through engaging staff and students in enhancement, providing a forum for sharing best practices and encouraging a culture of valuing and promoting excellent learning and teaching.
<b>Terms of Reference</b>	<p><b>LTEC shall:</b></p> <ul style="list-style-type: none"> <li>• Advise Academic Board on all matters relating to learning, teaching and enhancing the student learning experience</li> <li>• Determine priority areas for educational development and enhancement for the University, commission delivery of targeted interventions, and evaluate their effectiveness</li> <li>• Develop and recommend for approval by Academic Board the University’s Education Strategy and monitor progress towards achieving its objectives</li> <li>• Develop and approve policy and procedure relating to learning and teaching, assessment, course approval, modification and academic learning resources</li> <li>• Receive, evaluate and take action in response to quantitative and qualitative reporting relating to the quality of learning, teaching and assessment</li> </ul>

	<ul style="list-style-type: none"> <li>• Undertake, scrutiny and approval of new course and modules, modification to existing courses and Periodic Review of the University’s academic portfolio</li> <li>• Review and monitor the student experience relating to the student academic journey (e.g., induction, transition, engagement, teaching and assessment and academic advice/support) to provide the optimal student experience and promote good practice in line with University policies on Equity, Diversity &amp; Inclusivity.</li> <li>• Oversee the strategic direction of sponsored working groups</li> <li>• Consult with other University Committees on matters relevant to LTEC.</li> </ul>
<b>Reporting Mechanism</b>	LTEC will report to Academic Board through its minutes and other reports as required.
<b>Confidentiality</b>	Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member or student) should be dealt with sensitively and in accordance with the <a href="#">Conflicts of Interest Policy and Procedure</a> . The Chair may reiterate the obligation that members present do not discuss such issues outside of the meeting so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.
<b>Chair’s Action</b>	In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to members for consideration and / or signed off by Chair’s Action, and reported to the next meeting of the Committee.
<b>Delegation of Authority and Subcommittees</b>	<p>LTEC delegates certain powers and responsibilities to the following subcommittees, the powers and responsibilities of which are set out in their terms of reference:</p> <ul style="list-style-type: none"> <li>○ Undergraduate and Postgraduate Boards of Studies.</li> <li>○ Access and Participation Committee</li> </ul> <p>LTEC may oversee the strategic direction of sponsored working groups as required.</p>

## Quality Assurance & Compliance Committee (QACC)

### Terms of Reference and Composition

<b>Meets</b>	Minimum of three times a year, normally each semester
<b>Reports to</b>	Academic Board (AcBd)
<b>Composition</b>	<p><b>Full Members:</b></p> <ul style="list-style-type: none"> <li>• A Faculty Dean, nominated by Academic Board (Chair)</li> <li>• Head of Student Data and Academic Administration (Deputy Chair), <i>ex officio</i></li> <li>• A member of the International Student Compliance team</li> <li>• Elected Student representatives, including at least one Postgraduate student (5)</li> <li>• Quality Assurance and Enhancement Manager, <i>ex officio</i></li> <li>• Casework and Quality Compliance, Manager, <i>ex officio</i></li> <li>• A Faculty Dean (or Associate Dean)</li> <li>• A Campus Dean</li> <li>• A Head of School from Each Faculty</li> <li>• A member of staff from a Partner Institution of the University, appointed by the Academic Board</li> </ul> <p><b>In attendance:</b></p> <ul style="list-style-type: none"> <li>• Servicing Officer</li> <li>• Head of Admissions UK, <i>ex officio</i></li> <li>• Associate Dean Learning and Teaching, <i>ex officio</i></li> <li>• Associate Director of Academic Services: Quality Assurance and Regulatory Compliance, <i>ex officio</i></li> </ul> <p>QACC has the authority to co-opt up to two members for three years.</p>
<b>Quorum</b>	The minimum number of attendees for this committee to be quorate will be the Chair or Deputy Chair plus three other staff members.
<b>Purpose</b>	QACC oversees the continuous enhancement of the quality of the learning experience for students. It provides a forum for sharing good practice and encouraging a culture of valuing and promoting educational quality and supports the University in meeting its regulatory requirements.
<b>Terms of Reference</b>	<p>QACC shall:</p> <ul style="list-style-type: none"> <li>• Advise Academic Board on all matters relating to quality assurance and regulatory compliance.</li> <li>• Ensure compliance with relevant external regulatory frameworks, e.g., Office for Students conditions of registration, Consumer Markets Authority (CMA) guidance and the Office of the Independent Adjudicator (OIA).</li> <li>• Determine priority areas for quality assurance and enhancement, and regulatory compliance, commission delivery of targeted interventions, and evaluate their effectiveness.</li> <li>• Consider and approve External Examiner nominations.</li> <li>• Develop and approve policy and procedure relating to quality assurance and enhancement, regulatory compliance and student protection.</li> <li>• To consider and approve reports relating to monitoring and review of</li> </ul>

	<p>academic partner provision.</p> <ul style="list-style-type: none"> <li>• Receive, evaluate and take action in response to quantitative and qualitative reporting relating to quality assurance and enhancement, regulatory compliance and student protection.</li> <li>• Oversee the strategic direction of sponsored working groups.</li> <li>• Consult with other University Committees on matters relevant to QACC.</li> </ul>
<b>Reporting Mechanism</b>	QACC will report to the Academic Board through its minutes and other reports as required.
<b>Confidentiality</b>	Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member or student) should be dealt with sensitively and in accordance with the <a href="#">Conflicts of Interest Policy</a> . The Chair may reiterate the obligation that members present do not discuss such issues outside of the meeting so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.
<b>Chair's Action</b>	In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to members for consideration and / or signed off by Chair's Action and reported to the next meeting of the Committee.
<b>Delegation of Authority and Subcommittees</b>	<p>QACC will establish and approve the composition and terms of reference for, and receive reports from Academic Appeals Panels.</p> <p>QACC may oversee sponsored working groups as required.</p>

**Commercial and Academic Planning Committee (CAPC)**  
**Terms of Reference and Composition 2025-26**

<b>Meets</b>	At least four times per Academic Year
<b>Reports to</b>	Academic Board, with accountability line to Executive Management Group (EMG)
<b>Composition</b>	<p><b>Full Members:</b></p> <ul style="list-style-type: none"> <li>• Chief Academic Officer (Co-Chair), <i>ex officio</i></li> <li>• Chief Commercial Officer, (Co-Chair) <i>ex officio</i></li> <li>• Chief Financial Officer, <i>ex officio</i></li> <li>• Deputy Provost and Director of Postgraduate Studies, <i>ex officio</i></li> <li>• Deputy-Vice Chancellor and Chief Operating Officer, <i>ex officio</i></li> <li>• Director of Academic Services and University Clerk, <i>ex officio</i></li> </ul> <p><b>In attendance:</b></p> <ul style="list-style-type: none"> <li>• Associate Director of Academic Services: Quality Assurance and Regulatory Compliance, <i>ex officio</i></li> <li>• Deans of Faculty (as appropriate)</li> <li>• Pro-Vice Chancellor(s) Business Development (as appropriate)</li> <li>• Head of International Student Compliance</li> <li>• Up to three members of Intermediate Capital Group (ICG) (observer) Other colleagues may be invited to present papers for discussion, as required</li> <li>• Servicing Officer</li> </ul> <p>CAPC has the authority to co-opt up to 2 members for a maximum of 3 years.</p>
<b>Quorum</b>	The minimum attendance for this committee to be quorate will be Co-Chair plus three full members.
<b>Purpose</b>	CAPC has delegated authority from the Academic Board to ensure effective and efficient decision making across the University. CAPC provides a rigorous platform for both commercial and academic decision making as articulated in the range of activities below. It serves to advise the BIMM University Ltd Board via Academic Board and its Executive Management Group on major institutional decisions, long-term academic plans, and associated campus developments and budgetary policies.
<b>Terms of Reference</b>	<p>CAPC shall:</p> <ol style="list-style-type: none"> <li>1. Approve all course rollouts, new course proposals and recommend course closures in line with relevant procedures, overseeing the definitive record of the University’s Academic Provision.</li> <li>2. Approve, and monitor the progress of applications for, additions to sites on BIMM University’s UKVI Sponsor License and monitor Confirmation of Acceptance of Studies (CAS) allocation, and registered teaching locations.</li> <li>3. Monitor BIMM University’s Academic Partners, managing business in line with the requirements in the Partnership Handbook.</li> <li>4. Approve the development of applications to regulatory bodies for additional funding schemes.</li> </ol>

	<ol style="list-style-type: none"> <li>5. Track the cycle of financial returns.</li> <li>6. Approve and track course costing models for all new course rollouts, and new course proposals, including associated development and capital costs.</li> <li>7. Monitor the cycle of regulatory returns and changes to conditions of registration, related submissions (e.g. TEF, APP) and associated data requirements (E.g. B3 student outcomes).</li> </ol>
<b>Reporting Mechanism</b>	CAPC will report to the Academic Board through its minutes and other reports as required.
<b>Confidentiality</b>	Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member or student) should be dealt with sensitively and in accordance with the <a href="#">Conflicts of Interest Policy and Procedure</a> . The Chair may reiterate the obligation that members present do not discuss such issues outside of the meeting so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.
<b>Chair's Action</b>	In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to members for consideration and / or signed off by Chair's Action, and reported to the next meeting of the Committee.
<b>Delegation of Authority and Subcommittees</b>	CAPC may oversee sponsored working groups as required.

**Student Experience Committee (SEC)  
Terms of Reference and Composition 2025-26**

<b>Meets</b>	Minimum of three times per year, normally trimesterly
<b>Reports to</b>	Academic Board (AcBd)
<b>Composition</b>	<p><b>Full members:</b></p> <ul style="list-style-type: none"> <li>• Deputy-Vice Chancellor and Chief Operating Officer (Chair), <i>ex officio</i></li> <li>• A Student representative (Co-Chair)</li> <li>• Head of Student Wellbeing (Deputy Chair), <i>ex officio</i></li> <li>• Quality Assurance and Enhancement Manager, <i>ex officio</i></li> <li>• The Chair of the Prevent and Freedom of Speech Committee</li> <li>• A member of the International Student Compliance team</li> <li>• A Head of School from each Faculty (4)</li> <li>• Elected Student representatives from each Faculty, including at least one Postgraduate student (5)</li> <li>• A Student Wellbeing representative, to be selected from Student Wellbeing Managers</li> </ul> <p><b>In attendance:</b></p> <ul style="list-style-type: none"> <li>• Servicing Officer</li> <li>• Finance</li> <li>• People</li> <li>• Marketing</li> <li>• Events</li> <li>• Recruitment and Admissions</li> <li>• Technology</li> <li>• Counselling representative</li> </ul> <p>SEC has the authority to co-opt up to 2 members for a maximum of 3 years.</p>
<b>Quorum</b>	The minimum attendance for this board to be quorate will be the Chair or Deputy Chair, three staff members and one student member.
<b>Purpose</b>	Student Experience Committee contributes to the continuous improvement of the student experience, providing a forum for sharing best practices and encouraging a culture of valuing and promoting student engagement and wellbeing.
<b>Terms of Reference</b>	<p><b>The Student Experience Committee shall:</b></p> <ol style="list-style-type: none"> <li>1. Advise Academic Board on all matters relating to the student experience and safeguarding and wellbeing.</li> <li>2. Maintain strategic oversight of the student experience and student safeguarding and wellbeing, including internal management reporting.</li> <li>3. Determine priority areas for enhancing student experience and wellbeing at the University, commission delivery of targeted interventions, and evaluate their effectiveness.</li> <li>4. Develop and approve policy and procedure relating to student experience and wellbeing and safeguarding.</li> <li>5. Receive, evaluate and take action in response to quantitative and qualitative reporting relating to the student experience, wellbeing and safeguarding.</li> </ol>

	<p>6. Review and monitor the student experience relating to the student journey from enrolment to graduation, to provide the optimal student experience and promote good practice in line with University policies on Equity, Diversity &amp; Inclusivity.</p> <p>7. To ensure compliance with relevant external regulatory frameworks, e.g., Office for Students conditions of registration on matters relating to Safeguarding / Student Wellbeing.</p> <p>8. Consult with other University Committees on matters relevant to SEC.</p>
<b>Reporting Mechanism</b>	The Student Experience Committee will report to the Academic Board through its minutes and other reports as required.
<b>Confidentiality</b>	Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member or student) should be dealt with sensitively and in accordance with the <a href="#">Conflicts of Interest Policy and Procedure</a> . The Chair may reiterate the obligation that members present do not discuss such issues outside of the meeting so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.
<b>Chair's Action</b>	In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to members for consideration and/or signed off by Chair's Action and reported to the next meeting of the Committee.
<b>Delegation of Authority and Subcommittees</b>	<ul style="list-style-type: none"> <li>• <b>The Prevent and Freedom of Speech Committee</b> oversees operational matters relating to the University's compliance with the Prevent Duty and Freedom of Speech legislation, making recommendations to SEC.</li> <li>• <b>The Student Advisory Group</b> feeds into SEC to help assist in the implementation of new initiatives by offering insights, suggestions, and recommendations based on student experiences and needs, and play a key role in evaluating the effectiveness and impact of new initiatives.</li> <li>• SEC may oversee other sponsored working groups as required.</li> </ul>

**Research & Ethics Committee (REC)  
Terms of Reference and Composition 2025-26**

<b>Meets</b>	Minimum of three times per year, usually each trimester
<b>Reports to</b>	Academic Board
<b>Composition</b>	<p><b>Full members:</b></p> <ul style="list-style-type: none"> <li>• Deputy Provost and Director of Postgraduate Studies (Chair), <i>ex officio</i>.</li> <li>• Chair of the Ethical Approval sub-committee (Deputy Chair), <i>ex officio</i>.</li> <li>• Chair of the Research Funding sub-committee, <i>ex officio</i>.</li> <li>• Associate Dean Access and Participation, <i>ex officio</i>.</li> <li>• Eight academic staff members from the University’s Faculties with postgraduate provision and/or research or enterprise active staff.</li> <li>• One external member from the university sector with expertise in research and ethics, appointed by the Academic Board for four years.</li> </ul> <p><b>In attendance:</b></p> <ul style="list-style-type: none"> <li>• Servicing Officer.</li> </ul> <p>The Research &amp; Ethics Committee can co-opt up to two members for three years.</p>
<b>Quorum</b>	The minimum number of attendees for this committee to be quorate will be the Chair or Deputy Chair plus four other members.
<b>Purpose</b>	Oversee the university’s research strategy to ensure that teaching and learning are informed, enhanced, and enriched by professional practice and that all research conducted is ethical.
<b>Terms of Reference</b>	<p><i>Strategy &amp; Policy</i></p> <ul style="list-style-type: none"> <li>• Advise Academic Board on all matters relating to research, enterprise, knowledge exchange and ethical review.</li> <li>• Keep a watching brief and advise Academic Board on external research and enterprise agendas and potential funding opportunities.</li> <li>• Develop and keep under review the Research &amp; Enterprise Strategy for recommendation to Academic Board for approval and monitor progress towards achieving objectives as set out in the committee’s operational planning.</li> <li>• Promote and exchange best practices in relation to the enhancement, management, and conduct of research, ethical review, enterprise and knowledge exchange activities.</li> <li>• Develop and monitor the implementation of a strategy to facilitate interaction between Faculties and the wider university sector to promote institute-wide, collaborative and interdisciplinary research, both nationally and internationally.</li> </ul> <p><i>Research Funding &amp; Postgraduate Study Support Schemes</i></p> <ul style="list-style-type: none"> <li>• Approve institutional applications for external research funding and, if successful, receive reports on their progress.</li> <li>• Oversee the Research Funding Scheme and receive reports on research outcomes.</li> <li>• Oversee the Postgraduate Study Support Scheme and receive annual reports on funding allocated and outcomes.</li> </ul>

<b>Reporting Mechanism</b>	The Research & Ethics Committee will report to the Academic Board through its minutes and other reports as required.
<b>Confidentiality</b>	Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member or student) should be dealt with sensitively and in accordance with the <a href="#">Conflicts of Interest Policy and Procedure</a> . The Chair may reiterate the obligation that members present do not discuss such issues outside of the meeting so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.
<b>Chair’s Action</b>	In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to members for consideration and / or signed off by Chair’s Action and reported to the next meeting of the Committee.
<b>Delegation of Authority and Subcommittees</b>	<p><i>Subcommittees</i></p> <ul style="list-style-type: none"> <li>• To establish and approve the composition and terms of reference for and receive minutes and reports from the following sub-committees: <ul style="list-style-type: none"> <li>○ Ethical Approval Committee.</li> <li>○ Postgraduate Study Support Approval Panel.</li> <li>○ Research Funding Approval Panel.</li> </ul> </li> <li>• To delegate authority to the Ethical Approval Committee to approve ethical review applications from staff and students for research projects undertaken at the university.</li> <li>• To delegate authority to the Postgraduate Study Support Approval Panel to approve applications for postgraduate study support and receive updates on individual participants’ progress.</li> <li>• To delegate authority to the Research Funding Approval Panel to approve applications for research project funding.</li> <li>• REC may also oversee sponsored working groups as required.</li> </ul>

**Creative Futures Committee (CFC)**  
**Terms of Reference and Composition 2025-26**

<b>Meets</b>	Minimum of three times per year, usually each trimester
<b>Reports to</b>	Academic Board
<b>Composition</b>	<p><b>Full members:</b></p> <ul style="list-style-type: none"> <li>• Pro-Vice Chancellor Music, <i>ex officio</i> (Co-Chair)</li> <li>• Pro-Vice Chancellor Performing Arts, Film and Creative Technology, <i>ex officio</i> (Co-Chair)</li> <li>• Associate Dean Creative Futures, <i>ex officio</i> (Deputy Chair).</li> <li>• Deputy Provost and Director of Postgraduate Studies, <i>ex officio</i>.</li> <li>• Associate Dean Access and Participation, <i>ex officio</i>.</li> <li>• Alumni Representatives (up to 5 drawn from faculties to include postgraduate provision).</li> <li>• Up to two external industry members.</li> </ul> <p><b>In attendance:</b></p> <ul style="list-style-type: none"> <li>• Dean of Music.</li> <li>• Dean of Performing Arts.</li> <li>• Dean of Screen and Film.</li> <li>• Dean of Creative Technologies.</li> <li>• Servicing Officer.</li> </ul> <p>The Creative Futures Committee can co-opt up to two members for three years.</p>
<b>Quorum</b>	The minimum number of attendees for this committee to be quorate will be the Chair plus two other members.
<b>Purpose</b>	To oversee the delivery and impact of the Creative Futures Strategy.
<b>Terms of Reference</b>	<p><b>CFC shall:</b></p> <ul style="list-style-type: none"> <li>• Oversee the development and periodic review of the university-wide Creative Futures Strategy.</li> <li>• Ensure the Creative Futures Strategy supports the institutional vision for graduate success and employability.</li> <li>• Ensure that the Creative Futures Strategy delivers student progression outcomes into employment in line with the Office for Students Condition of Registration B3 relevant numerical thresholds so that the university satisfies the overall requirement that a provider must ‘deliver positive outcomes’ for students on its higher education courses.</li> <li>• Advise on best practice in careers education, employer engagement, work-based learning, placements and enterprise.</li> <li>• Monitor the consistency of career information, guidance, and development delivery to students across all faculties of the university.</li> <li>• Monitor and evaluate key performance indicators (KPIs) in terms of activity and outcomes related to graduate destinations and employability.</li> <li>• To promote cross-institutional and academic partner collaboration and sharing of best practice in careers support.</li> </ul>

	<ul style="list-style-type: none"> <li>• To ensure the voice of students and external stakeholders (e.g., employers, alumni) is considered in the development and delivery of the Creative Futures Strategy.</li> <li>• To provide recommendations to the Executive Management Group (EMG) for the continuous improvement of careers service provision.</li> </ul>
<b>Reporting Mechanism</b>	CFC will report to Academic Board through its minutes and other reports as required.
<b>Confidentiality</b>	Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member or student) should be dealt with sensitively and in accordance with the <a href="#">Conflicts of Interest Policy and Procedure</a> . The Chair may reiterate the obligation that members present do not discuss such issues outside of the meeting so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.
<b>Chair's Action</b>	In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to members for consideration and / or signed off by Chair's Action and reported to the next meeting of the Committee.
<b>Delegation of Authority and Subcommittees</b>	N/A

**Partnership Steering Group (PSG)  
Terms of Reference and Composition 2025-26**

<b>Meets</b>	A minimum of three times a year.
<b>Reports to</b>	BIMM University Academic Board. PSG will also report to the Partner Institution’s Academic Board (or equivalent).
<b>Composition</b>	<p><b>Full members - BIMM University:</b></p> <ul style="list-style-type: none"> <li>• A Senior Academic Leader (Chair).</li> <li>• Director of Academic Services (Deputy Chair).</li> <li>• Head of Academic Partnerships.</li> </ul> <p><b>Full members - Partner Institution:</b></p> <ul style="list-style-type: none"> <li>• A senior Academic Leader.</li> <li>• Quality Representative.</li> <li>• Administration Representative</li> </ul> <p><b>In attendance:</b></p> <ul style="list-style-type: none"> <li>• Servicing Officer</li> <li>• Dean of the owning Faculty (BIMM University)</li> <li>• Representative from the Quality Assurance and Regulatory Compliance (QARC) team (BIMM University)</li> </ul>
<b>Quorum</b>	The minimum attendance for this board to be quorate will be the Chair or Deputy Chair plus 3 full members.
<b>Purpose</b>	The Steering Group shall form the highest-level governance board between BIMM University and the partner institution.
<b>Terms of Reference</b>	<p>The Committee will:</p> <ol style="list-style-type: none"> <li>1. Ensure good governance, academic leadership and strategic direction.</li> <li>2. Review the health, performance and direction of the business relationship between the parties, including any recommendations about the continuation of the relationship.</li> <li>3. Review and discuss (as appropriate) topics identified by either party (if any) relating to further business opportunities or other areas of common interest.</li> <li>4. Share relevant planning information that may assist in the smooth running of the partnership.</li> <li>5. Share business strategy in its broadest sense to ensure optimal joint understanding.</li> <li>6. Receive and discuss actions arising from the outcomes of the University’s annual monitoring of partner courses.</li> <li>7. Seek opportunities to enhance academic quality by sharing good practices and developing academic linkages.</li> </ol>

	<p>8. Receive and discuss proposals for new courses and proposed course terminations or suspensions.</p> <p>9. Review progress on the fulfilment of conditions and recommendations resulting from approval and Periodic Review of courses approved or franchised.</p> <p>10. Discuss any matters relating to external regulatory compliance and review progress on fulfilling actions arising from external audit/review.</p> <p>11. Monitor data relating to student performance and student satisfaction.</p> <p>12. Receive reports on staff appointments for approved or franchised courses at the partner.</p> <p>13. Ensure the Agreement is operated and controlled throughout its terms in a manner that optimises the best value for money.</p> <p>14. Carry out the specific obligations attributed to it in the Partnership Agreement and monitor the Partnership Agreement against current business requirements to ensure it remains fit for purpose.</p> <p>15. Review any business continuity and/or physical security issues escalated by either party.</p> <p>16. Where appropriate, agree on the content and form of communication to students and other relevant persons.</p>
<b>Reporting Mechanism</b>	PSG will report to Academic Board (and the partner institution's Academic Board or equivalent) through its minutes and other reports as required.
<b>Confidentiality</b>	Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member or student) should be dealt with sensitively and in accordance with the <a href="#">Conflicts of Interest Policy and Procedure</a> . The Chair may reiterate the obligation that members present do not discuss such issues outside of the meeting so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.
<b>Chair's Action</b>	In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to members for consideration and/or signed off by the Chair's Action, and reported to the next meeting of the Committee.
<b>Delegation of Authority and Subcommittees</b>	N/A

## Policy Oversight Group

### Terms of Reference and Composition

<b>Meets</b>	A minimum of three times a year, normally each trimester.
<b>Reports to</b>	<ul style="list-style-type: none"> <li>Academic Board (AcBo) - for oversight of policies within its remit and that of its subcommittees.</li> <li>Executive Management Group (EMG) - for the oversight of non-academic policies.</li> </ul>
<b>Composition</b>	<p><b>Full members:</b></p> <ul style="list-style-type: none"> <li>Director of Academic Services and University Clerk (Chair), <i>ex officio</i></li> <li>Associate Director of Academic Services: Quality Assurance and Regulatory Compliance (QARC) (Deputy Chair), <i>ex officio</i></li> <li>An Academic Staff representative</li> <li>A representative from non-academic, campus-based staff</li> <li>Up to 5 student members, from a range of faculties, to include at least one postgraduate student and an international student</li> </ul> <p><b>In attendance:</b></p> <ul style="list-style-type: none"> <li>Servicing Officer</li> <li>Policy Authors / Policy Owners as appropriate</li> </ul> <p>The Policy Oversight Group has the authority to co-opt up to two members for a period of three years. The Chair may, at their discretion, invite members of the University community to observe meetings.</p>
<b>Quorum</b>	The minimum attendance for this board to be quorate will be the Chair or Deputy Chair plus three full members.
<b>Purpose</b>	The Policy Oversight Group (POG) is established to oversee the systematic review and governance of university-wide policies and procedures. It acts as a focus group for policy developers, offering feedback and challenge and ensures that policies are coherent, consistent, and aligned with institutional strategy, regulatory requirements, and sector best practice.
<b>Terms of Reference</b>	<ul style="list-style-type: none"> <li>Review proposals for new or significantly revised University policies before development begins.</li> <li>Ensure proposed policies are aligned with strategic priorities, regulatory obligations, and operational needs.</li> <li>Monitor the progress of policy development and ensure appropriate consultation and governance routes are followed.</li> <li>Receive notification once policies are formally approved by their designated owning committee.</li> <li>Develop the University's Policy Framework.</li> <li>Maintain the University's definitive Policy Register, ensuring timely review and updating of policies in accordance with institutional timelines and external requirements.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure accurate and up-to-date records of all University policies, procedures, and strategies are maintained.</li> <li>• Oversee the publication and accessibility of approved policies to relevant stakeholders.</li> </ul>
<b>Reporting Mechanism</b>	POG will report to Academic Board and EMG through its minutes and other reports as required.
<b>Confidentiality</b>	Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member or student) should be dealt with sensitively and in accordance with the Conflicts of Interest Policy and Procedure. The Chair may reiterate the obligation staff and/or students present do not discuss such issues outside of the meeting so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.
<b>Chair's Action</b>	In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to members for consideration and/or signed off by Chair's Action, and reported to the next meeting of the Committee.
<b>Delegation of Authority and Subcommittees</b>	N/A

**Professorial Appointments Committee (PAC)**  
**Terms of Reference and Composition 2025-26**

<b>Meets</b>	At least annually - normally in February, with decisions announced in July.
<b>Reports to</b>	Academic Board
<b>Composition</b>	<p><b>Full members:</b></p> <ul style="list-style-type: none"> <li>• A Non-Executive Director with Professorial title, <i>ex officio</i> (Chair).</li> <li>• Chief Academic Officer, <i>ex officio</i> (Deputy Chair).</li> <li>• Deputy Provost and Director of Postgraduate Studies, <i>ex officio</i>.</li> <li>• Up to two staff representatives who have been appointed Professor/Associate Professor under the BIMM University Professorial Appointments Framework.</li> <li>• Up to three external academic members with Professorial and/or Associate Professor/Reader title, appointed by Academic Board. The appointed external members will provide guidance and advice on sector standards and practice.</li> </ul> <p><b>In Attendance:</b></p> <ul style="list-style-type: none"> <li>• Servicing Officer</li> <li>• Director of People and Culture, or nominee.</li> </ul> <p>The Committee has the authority to co-opt up to two members for a maximum period of three years.</p>
<b>Quorum</b>	The minimum number of attendees for this committee to be quorate will be the Chair or Deputy Chair plus two other internal members and one external member.
<b>Purpose</b>	The Professorial Appointments Committee has delegated authority from Academic Board to determine the outcome of applications for Professorial Appointments.
<b>Terms of Reference</b>	To consider and determine the outcome of applications for Professor (including Visiting Professor and Emeritus Professor) and Associate Professor.
<b>Reporting Mechanism</b>	The Professorial Appointments Committee will report to Academic Board through its minutes and other reports as required.
<b>Confidentiality</b>	<p>The outcomes of applications will remain confidential until they are approved and the applicant accepts the title. The identities of unsuccessful applicants will remain confidential and will be anonymised in the minutes of meetings.</p> <p>Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member) should be dealt with sensitively and in accordance with the Conflicts of Interest Policy and Procedure.</p> <p>The Chair may reiterate the obligation that members present do not discuss such issues outside of the meeting, so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.</p>

<b>Chair's Action</b>	In exceptional circumstances, decisions on the awarding of a professorial title can be made by a quorate group of the committee and reported to the next meeting of the committee.
<b>Delegation of Authority and Subcommittees</b>	N/A

**Honorary Awards Committee (HAC)**  
**Terms of Reference and Composition 2025-26**

<b>Meets</b>	As required with business conducted by correspondence.
<b>Reports to</b>	Academic Board.
<b>Composition</b>	<p><b>Full members:</b></p> <ul style="list-style-type: none"> <li>• A Non-Executive Director with Professorial title, <i>ex officio</i> (Chair)</li> <li>• Chief Academic Officer, <i>ex officio</i> (Deputy Chair)</li> <li>• Deputy Provost and Director of Postgraduate Studies, <i>ex officio</i></li> </ul> <p><b>In Attendance:</b></p> <ul style="list-style-type: none"> <li>• Servicing Officer</li> </ul> <p>HAC has the authority to co-opt up to two members for a maximum period of three years.</p>
<b>Quorum</b>	All three members must contribute to decision-making on applications; this can be online or via email correspondence.
<b>Purpose</b>	The Honorary Awards Committee has delegated authority from Academic Board to consider and determine the outcome of nominations for Honorary Awards.
<b>Terms of Reference</b>	To consider and determine the outcome of nominations for Honorary Degrees and Fellowships.
<b>Reporting Mechanism</b>	The Honorary Awards Committee will report to Academic Board through its minutes and other reports as required.
<b>Confidentiality</b>	Nominations and Awards will be confidential until accepted by nominees and announced. Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member or student) should be dealt with sensitively and in accordance with the <a href="#">Conflicts of Interest Policy and Procedure</a> . The Chair may reiterate the obligation that members present do not discuss such issues outside of the meeting so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.
<b>Chair's Action</b>	Not applicable for this committee
<b>Delegation of Authority and Subcommittees</b>	N/A

**Curriculum Development Working Group (CDWG)**  
**Terms of Reference and Composition 2025-26**

<b>Meets</b>	A minimum of three times a year
<b>Reports to</b>	Commercial and Academic Planning Committee (CAPC)
<b>Composition</b>	<p><b>Full members:</b></p> <ul style="list-style-type: none"> <li>• Deputy Provost and Director of Postgraduate Studies (Chair) <i>ex officio</i>.</li> <li>• Pro-Vice Chancellor Music, <i>ex officio</i>.</li> <li>• Pro-Vice Chancellor Performing Arts, Film and Creative Technology, <i>ex officio</i>.</li> <li>• Director MetFilm.</li> <li>• Dean of Music.</li> <li>• Dean of Screen and Film.</li> <li>• Dean of Performing Arts.</li> <li>• Dean of Creative Technologies.</li> </ul> <p><b>In attendance:</b></p> <ul style="list-style-type: none"> <li>• Servicing Officer.</li> </ul> <p>CDWG has the authority to co-opt up to two members for a maximum of three years.</p>
<b>Quorum</b>	The minimum attendance for this committee to be quorate will be the Chair plus two full members.
<b>Purpose</b>	CDWG is responsible for generating proposals for new curriculum development to CAPC, in line with the university’s educational strategy and institutional priorities.
<b>Terms of Reference</b>	<p><b>CDWG shall:</b></p> <ul style="list-style-type: none"> <li>• Oversee the strategic development of the university’s curriculum at faculty and university levels, ensuring consistency in the offer it makes to potential applicants.</li> <li>• Advise on the strategic development of the curriculum of academic partners and any potential conflicts of interest.</li> <li>• Monitor trends in the creative industries and arts based and academic innovation to ensure that the university’s curriculum continues to be relevant, authentic and up to date.</li> <li>• Ensure the curriculum is always developed and enhanced in line with the university’s purpose and vision to: <ul style="list-style-type: none"> <li>○ Inspire the next generation of industry professionals through the creation of inclusive and creative learning environments that remove barriers and create opportunities for equal participation in the creative industries.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Provide the highest standard of industry-led education, built on a foundation of collaboration, inclusivity and an entrepreneurial spirit, preparing our students for a sustainable career within the creative industries.</li> <li>● Ensure that the values articulated in the <a href="#">BIMM University Educational Strategy</a> in relation to curriculum design and graduate attributes are adhered to.</li> <li>● Provide proposals for new courses and changes to the existing curriculum to CAPC.</li> </ul>
<b>Reporting Mechanism</b>	CDWG will report to CAPC through its minutes and other reports as required.
<b>Confidentiality</b>	Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member or student) should be dealt with sensitively and in accordance with the <a href="#">Conflicts of Interest Policy and Procedure</a> . The Chair may reiterate the obligation that members present do not discuss such issues outside of the meeting so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.
<b>Chair's Action</b>	In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to members for consideration and/or signed off by Chair's Action, and reported to the next meeting of the Committee.
<b>Delegation of Authority and Subcommittees</b>	N/A

**Access and Participation Committee (APC)**  
**Terms of Reference and Composition 2025-26**

<b>Meets</b>	A minimum of three times per year, normally each trimester
<b>Reports to</b>	Learning, Teaching and Enhancement Committee (LTEC)
<b>Composition</b>	<p><b>Full members:</b></p> <ul style="list-style-type: none"> <li>• Associate Dean: Access &amp; Participation (chair), <i>ex officio</i></li> <li>• Student Recruitment and Diversity Coordinator (deputy chair), <i>ex officio</i></li> <li>• Associate Dean: Learning and Teaching, <i>ex officio</i></li> <li>• Associate Dean: Academic Staff Development, <i>ex officio</i></li> <li>• Applicant Experience Manager, <i>ex officio</i></li> <li>• Staff Learning and Development Manager, <i>ex officio</i></li> <li>• One Faculty Dean, nominated by LTEC</li> <li>• One Head of School from a UK campus, nominated by LTEC</li> <li>• One Campus Dean from a UK campus, nominated by LTEC</li> <li>• Representative from Wellbeing and Learning Support teams, from a UK campus, nominated by LTEC</li> <li>• APP Student Consultants (2), recruited annually</li> </ul> <p><b>In attendance</b></p> <ul style="list-style-type: none"> <li>• A representative from academic services from UK campuses</li> <li>• A representative from InfoHub from UK campuses</li> <li>• A representative from the Digital Learning Team</li> <li>• A representative from the Creative Futures Team</li> <li>• Course Leaders or Deputy Course Leaders from a variety of campuses, nominated by the relevant Head of School, to include: <ul style="list-style-type: none"> <li>○ Performing Arts Courses (x2)</li> <li>○ Music Courses (x2)</li> <li>○ Screen and Film Courses (x2)</li> <li>○ Creative Technologies Courses (x2)</li> </ul> </li> <li>• A representative from Applied Inspiration’s Specialist Evaluation, Evidence and Research (SEER) Team, nominated by the Managing Director of Applied Inspiration.</li> <li>• Servicing Officer.</li> </ul> <p>The Committee has the authority to co-opt up to 2 members for a maximum of 3 years.</p> <p>Other staff may be invited to attend for specific items of business at the discretion of the Chair.</p>
<b>Quorum</b>	The minimum number of attendees for this committee to be quorate will be the Chair or Deputy Chair plus 3 other full members.

<b>Purpose</b>	APC has delegated authority from LTEC for oversight of authoring, revising, implementing, monitoring, and evaluating the BIMM University Limited’s Access and Participation Plan.
<b>Terms of Reference</b>	<p>The Access and Participation Committee shall:</p> <ul style="list-style-type: none"> <li>• oversee the drafting and implementation of the Access &amp; Participation Plan in accordance with the requirements of the Office for Students.</li> <li>• monitor and evaluate progress towards approved Access &amp; Participation targets and produce reports in line with the approved publication plan.</li> <li>• make recommendations on financial support packages available to students for approval by the Executive Management Group (EMG) and to note financial implications (if any) for reporting to EMG as part of the annual budget setting process.</li> <li>• assess changes in the regulatory framework and guidance provided by the Office for Students which affect the Access &amp; Participation Plan and make appropriate recommendations to LTEC, seeking external advice where appropriate.</li> <li>• identify risks that may limit the BIMM University Limited’s ability to meet the targets set in the Access &amp; Participation Plan and make appropriate recommendations to LTEC.</li> <li>• establish an Access &amp; Participation Student Working Group, chaired by the Student Consultants, which will meet at least twice annually and provide feedback to the APC on its activities and initiatives.</li> <li>• establish focus groups and task-and-finish groups as appropriate, which will report back to APC on their activities and recommendations.</li> <li>• seek independent advice and coordinate with relevant internal committees on Access &amp; Participation matters where appropriate.</li> </ul>
<b>Reporting Mechanism</b>	APC will report to the Learning, Teaching and Enhancement Committee through its minutes and other reports as required.
<b>Confidentiality</b>	Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member or student) should be dealt with sensitively and in accordance with the <a href="#">Conflicts of Interest Policy and Procedure</a> . The Chair may reiterate the obligation that members present do not discuss such issues outside of the meeting so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.
<b>Chair’s Action</b>	In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to members for consideration and / or signed off by Chair’s Action and reported to the next meeting of the Committee.
<b>Delegation of Authority and Subcommittees</b>	N/A

**Postgraduate Board of Studies (PG BoS)  
Terms of Reference and Composition 2025-26**

<b>Meets</b>	Three times a year, each Trimester
<b>Reports to</b>	Learning, Teaching & Enhancement Committee (LTEC)
<b>Composition</b>	<p><b>Composition:</b></p> <ul style="list-style-type: none"> <li>• Deputy Provost and Director of Postgraduate Studies (Chair).</li> <li>• Associate Dean Academic Staff Development (Deputy Chair).</li> <li>• Postgraduate Course Leaders.</li> <li>• Course Modification Working Group (CMC) Course Partner for each course within the subject area.</li> <li>• A nominated member of the Creative Futures team.</li> <li>• A nominated Student Events and Community Manager.</li> <li>• Postgraduate Student Representatives from each BIMM University Campus.</li> <li>• Participant Representatives from the PgCert from each BIMM University Campus.</li> </ul> <p><b>In attendance:</b></p> <ul style="list-style-type: none"> <li>• Servicing Officer</li> </ul> <p>The PG BoS has the authority to co-opt up to two members for three years.</p>
<b>Quorum</b>	The minimum attendance for this meeting to be quorate will be the Chair, two other academic members and two student representatives. Members may provide a nominee if unavailable.
<b>Purpose</b>	The PG BoS oversees the standards set by BIMM University for its postgraduate courses. It ensures that courses provide a high-quality academic experience and enable students to develop their academic, personal and professional potential.
<b>Terms of Reference</b>	<p><b>The PG BoS shall:</b></p> <ol style="list-style-type: none"> <li>1. Monitor the standards and delivery of courses to ensure course objectives are achieved and assessment is properly conducted.</li> <li>2. Monitor the provision of career information, advice and guidance, events, and community activities.</li> <li>3. Consider feedback from staff and students, and make recommendations to LTEC concerning any academic matter relating to courses.</li> <li>4. Keep under review course admission criteria and course information and guidance.</li> <li>5. Promote effective dialogue between students and staff to improve and enhance the student experience.</li> <li>6. Consider within its remit the output of the University’s Course Review and Enhancement process:             <ol style="list-style-type: none"> <li>a. Consider and approve minor modifications to courses.</li> <li>b. Consider and provide feedback to CMC on major modifications to courses.</li> <li>c. Consider Course Reports and course key performance data.</li> </ol> </li> </ol>

	<p>7. Advise the Quality Assurance &amp; Compliance Committee on External Examiner nominations and ensure they are inducted and appropriately briefed on course assessment requirements and related matters.</p> <p>8. Report on any resource issues identified for the effective delivery of courses, liaising with Subject and Campus Deans as appropriate.</p> <p>9. Keep under review academic resources, including library and e-resources, on the VLE and ensure LTEC and the Dean of Digital Education are apprised of requirements as appropriate.</p> <p>10. Make recommendations to LTEC on in-year assessment changes arising from unforeseen issues to ensure the effective delivery and assessment of the courses.</p>
<b>Reporting Mechanism</b>	The Postgraduate Board of Studies will report to LTEC through its minutes and other reports as required, with any quality matters reported to QACC as required.
<b>Confidentiality</b>	Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member or student) should be dealt with sensitively and in accordance with the <a href="#">Conflicts of Interest Policy and Procedure</a> . The Chair may reiterate the obligation that members present do not discuss such issues outside of the meeting so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.
<b>Chair's Action</b>	In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to members for consideration and / or signed off by Chair's Action and reported to the next meeting of the Committee.
<b>Delegation of Authority and Subcommittees</b>	N/A

**Undergraduate Subject Board of Studies (UG BoS)  
Terms of Reference and Composition 2025-26**

<b>Meets</b>	Twice per year (Each Semester)
<b>Reports to</b>	Learning, Teaching & Enhancement Committee (LTEC)
<b>Composition</b>	<p><b>Full members:</b></p> <ul style="list-style-type: none"> <li>• Faculty Dean or Associate Dean for the Subject (Chair).</li> <li>• A nominated Student Representative (Deputy Chair)</li> <li>• Course Leaders or Deputy Course Leaders (a representative group selected by the Chair to represent the courses within the remit of the board)</li> <li>• Course Modification Committee (CMC) Course Partner for each course within the subject area.</li> <li>• A nominated member of the Creative Futures team.</li> <li>• A Student Events and Community Manager.</li> <li>• Student Representatives for the subject from each BIMM University campus.</li> </ul> <p><b>In attendance:</b></p> <ul style="list-style-type: none"> <li>• Servicing Officer.</li> </ul> <p>The UG BoS has the authority to co-opt up to two members for three years.</p>
<b>Quorum</b>	The minimum attendance for this meeting to be quorate will be the Chair, two other academic members, and two student representatives.
<b>Purpose</b>	The UG BoS oversees the standards set by BIMM University for its undergraduate courses at the subject level. It ensures that courses provide a high-quality academic experience and enable students to develop their academic, personal and professional potential.
<b>Terms of Reference</b>	<p>The UG BoS shall (for all courses within its remit):</p> <ol style="list-style-type: none"> <li>1. Monitor the standards and delivery of courses to ensure course objectives are achieved and assessment is properly conducted.</li> <li>2. Monitor the provision of career information, advice and guidance, events, and community activities.</li> <li>3. Review course key performance data.</li> <li>4. Review student facing course documentation.</li> <li>5. Consider feedback from staff and students, and make recommendations to LTEC concerning any academic matter relating to courses and/or modules.</li> <li>6. Consider the output of the University’s Course Review and Enhancement (CRE) process and Course Modification Committee (CMC): <ul style="list-style-type: none"> <li>• Consider and approve minor modifications to courses.</li> <li>• Consider and provide feedback to CMC on major modifications.</li> </ul> </li> <li>7. Promote a continuing discussion of effective means of learning and teaching and mechanisms for enhancing learning and teaching.</li> </ol>

	<p>8. Report on any resource issues identified for the effective delivery of courses, liaising with Subject and Campus Deans as appropriate.</p> <p>9. Keep under review academic resources, including library and e-resources, on the VLE and ensure LTEC and the Dean of Digital Education are apprised of requirements as appropriate.</p>
<b>Reporting Mechanism</b>	The Undergraduate Board of Studies will report to LTEC through its minutes and other reports as required, with any quality matters reported to QACC as required. The undergraduate Board of Studies will also report any issues arising as they relate to Equity, Diversity and Inclusion (EDI) to the Joint EDI Committee.
<b>Confidentiality</b>	Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member or student) should be dealt with sensitively and in accordance with the <a href="#">Conflicts of Interest Policy and Procedure</a> . The Chair may reiterate the obligation of staff and students present not to discuss such issues outside of the meeting so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.
<b>Chair's Action</b>	In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to members for consideration and/or signed off by Chair's Action and reported to the next meeting of the Committee.
<b>Delegation of Authority and Subcommittees</b>	N/A

**Prevent and Freedom of Speech Committee (PFSC)  
Terms of Reference and Composition 2025-26**

<b>Meets</b>	Minimum of three times a year, normally each semester
<b>Reports to</b>	Student Experience Committee (SEC).
<b>Composition</b>	<p><b>Full Members:</b></p> <ul style="list-style-type: none"> <li>• A Campus Director, nominated by the Chair of the Student Experience Committee (SEC) (Chair)</li> <li>• Associate Director of Academic Services: Quality Assurance and Regulatory Compliance, <i>ex officio</i></li> <li>• Director of MetFilm, <i>ex officio</i></li> <li>• Head of Wellbeing, <i>ex officio</i></li> <li>• Associate Director Campus and Technical Services, <i>ex officio</i></li> <li>• A Wellbeing Manager</li> <li>• A Campus Dean</li> <li>• A member of Technology Services</li> <li>• An Events and Community Manager</li> </ul> <p><b>In attendance:</b></p> <ul style="list-style-type: none"> <li>• Servicing Officer</li> <li>• Deputy Vice-Chancellor and Chief Operating Officer</li> </ul> <p>PFSC has the authority to co-opt up to two members for three years.</p>
<b>Quorum</b>	The minimum number of attendees for this committee to be quorate will be the Chair or Deputy Chair plus three other staff members.
<b>Purpose</b>	PFSC oversees operational matters relating to the University’s compliance with the Prevent Duty and Freedom of Speech legislation. It provides a forum for sharing good practice and supports the University in meeting its regulatory requirements.
<b>Terms of Reference</b>	<p>PFSC shall:</p> <ul style="list-style-type: none"> <li>• support SEC in monitoring the implementation of the Prevent Duty and Freedom of Speech legislation, recommending to SEC that appropriate policies and practices are in place.</li> <li>• oversee risks related to Freedom of Speech legislation and Prevent Duty, contributing to the University’s Regulatory Compliance Register.</li> <li>• assess Office for Students (OfS) requirements in relation to Prevent Duty and Freedom of Speech and recommend appropriate mechanisms and measures.</li> <li>• review compliance issues, and discuss, as deemed necessary, any cases that have been raised as a cause for concern under the Prevent Duty and Freedom of Speech legislation.</li> <li>• receive and evaluate quantitative and qualitative reporting relating to the Prevent Duty and Freedom of Speech, recommending action where</li> </ul>

	<p>appropriate.</p> <ul style="list-style-type: none"> <li>review compliance issues, and discuss, as deemed necessary, any cases that have been raised as a cause for concern under the Prevent Duty and Freedom of Speech legislation.</li> </ul>
<b>Reporting Mechanism</b>	PFSC will report to SEC through its minutes, and other reports as required.
<b>Confidentiality</b>	Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member or student) should be dealt with sensitively and in accordance with the <a href="#">Conflicts of Interest Policy and Procedure</a> . The Chair may reiterate the obligation that members present do not discuss such issues outside of the meeting so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.
<b>Chair's Action</b>	In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to members for consideration and / or signed off by Chair's Action and reported to the next meeting of the Committee.
<b>Delegation of Authority and Subcommittees</b>	N/A

**Student Advisory Group**

**Terms of Reference and Composition**

<b>Meets</b>	As required, up to 6 times per academic year
<b>Reports to</b>	Student Experience Committee (SEC)
<b>Composition</b>	<p><b>Full members:</b></p> <ul style="list-style-type: none"> <li>• Student Co-Chair of the Student Experience Committee (Chair)</li> <li>• A nominated Student Representative (Deputy Chair), approved by SEC for a period of one year.</li> <li>• Student representatives from a variety of campuses, approved by SEC for a period of one year (to include at least 2 postgraduate students) (up to 12)</li> </ul> <p><b>In attendance:</b></p> <ul style="list-style-type: none"> <li>• Servicing Officer</li> </ul>
<b>Quorum</b>	The minimum number of attendees for this board to be quorate will be the Chair or Deputy Chair, and 6 other members.
<b>Purpose</b>	<p>The Student Advisory Group (SAG) represents the interests of the student body, in supporting the building of community, advocating student concerns and helping implement agreed initiatives.</p> <p>Its purpose is to ensure that voices of students are integral to the development, implementation, and evaluation of relevant new initiatives within the university. It serves as a vital link between the student body and the Student Experience Committee. (SEC)</p> <p>SAG aims to help enhance the overall student experience at BIMM University by enabling a process of collaboration to meet the needs of students. It will represent students to ensure that their voices are heard and considered in decision-making processes and provide a structured platform for students to share their feedback.</p> <p>The Group will feed into the SEC to help assist in the implementation of new initiatives by offering insights, suggestions, and recommendations based on student experiences and needs, and play a key role in evaluating the effectiveness and impact of new initiatives.</p>
<b>Terms of Reference</b>	<p>The Student Advisory Group shall:</p> <ol style="list-style-type: none"> <li>1. Meet as required to provide student input to strategic University projects or documents, including but not limited to: <ul style="list-style-type: none"> <li>• The University Mental Health Charter</li> <li>• The review of the BIMM Students Association</li> <li>• Student Charter</li> <li>• Student Wellbeing Strategy</li> <li>• Student Financial Support</li> </ul> </li> <li>2. Support the Student Representation Scheme by providing a platform for the escalation of matters arising from Student Representatives.</li> </ol>

	3. Review the Effectiveness of key student facing policies and procedures, prior to approval by the relevant committee.
<b>Reporting Mechanism</b>	The Student Advisory Group will report to SEC through its minutes and other reports as required, as well as providing direct updates to any other strategic projects or working groups.
<b>Confidentiality</b>	Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member or student) should be dealt with sensitively and in accordance with the <a href="#">Conflicts of Interest Policy and Procedure</a> . The Chair may reiterate the obligation that members present do not discuss such issues outside of the meeting so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.
<b>Chair's Action</b>	N/A
<b>Delegation of Authority and Subcommittees</b>	N/A

**Student Representation Forum (SRF)**  
**Terms of Reference and Composition 2025-26**

<b>Meets</b>	Once per semester of delivery (normally twice a year for undergraduate provision, three times for postgraduate provision).
<b>Reports to</b>	UG/PG Boards of Studies.
<b>Composition</b>	<p><b>Full members:</b></p> <ul style="list-style-type: none"> <li>• Course Leader (Chair) – the Course Leader will also act as note taker.</li> <li>• Student Representatives from the course.</li> </ul> <p><b>In attendance:</b></p> <ul style="list-style-type: none"> <li>• Students from the course.</li> <li>• Other members of staff may be invited to attend depending on the business discussed.</li> </ul>
<b>Quorum</b>	The minimum attendance for this meeting to be quorate is the Chair, and two Student Representatives (or one Student Rep and one Student in cases where there is only a single year of a course running).
<b>Purpose</b>	Student Representation Forums provide an opportunity for dialogue between students and staff on matters relating to the student experience within the remit of the course, at campus-level.
<b>Terms of Reference</b>	<p>The Student Representation Forum shall:</p> <ol style="list-style-type: none"> <li>1. Elicit, discuss and respond to student feedback from Student Representatives regarding the quality of course provision and other aspects of the student experience at the specific Campus.</li> <li>2. Advise upon aspects of the operations of the student representation system as appropriate.</li> <li>3. Report key issues of student feedback to PG/UG Boards of Studies and for consideration at other appropriate forums, including annual quality monitoring.</li> </ol>
<b>Reporting Mechanism</b>	The Student Representation Forum (SRF) will report to UG/PG Boards of Studies through its minutes and other reports as required.
<b>Confidentiality</b>	Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member or student) should be dealt with sensitively and in accordance with the <a href="#">Conflicts of Interest Policy and Procedure</a> . The Chair may reiterate the obligation that members present do not discuss such issues outside of the meeting so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.
<b>Chair's Action</b>	N/A
<b>Delegation of Authority and Subcommittees</b>	N/A

**Mitigating Evidence Committee (MEC)**  
**Terms of Reference and Composition 2025-26**

<b>Meets</b>	As required at Campus level
<b>Reports to</b>	Undergraduate Progress Boards/Postgraduate Continuation Boards, and Award Boards
<b>Composition</b>	<p><b>Full members:</b></p> <ul style="list-style-type: none"> <li>• Student Wellbeing Manager (Chair)</li> <li>• Head of School (Deputy Chair)</li> <li>• Academic Administration Team Leader (or equivalent)</li> <li>• Course Leaders*</li> <li>• Academic Administrator</li> </ul> <p>*Any Course Leaders present shall abstain from discussions on students on their course.</p>
<b>Quorum</b>	The minimum number of attendees for this committee to be quorate will be the Chair or Deputy Chair plus two other members.
<b>Purpose</b>	The Mitigating Evidence Committee considers student requests for assessment mitigation, in line with the <a href="#">Exceptional Circumstances Policy and Procedure</a> .
<b>Terms of Reference</b>	<p>The Mitigating Evidence Committee shall:</p> <ul style="list-style-type: none"> <li>• Review individual mitigation claims and accompanying evidence.</li> <li>• Make decisions on the removal of lateness penalties.</li> <li>• Make recommendations to the progress and award boards on mitigation claims.</li> <li>• Ensure the implementation of the relevant regulations governing mitigation claims.</li> </ul> <p>When evaluating mitigation claims, the Committee will take the following into consideration:</p> <ul style="list-style-type: none"> <li>• The severity of the circumstances claimed.</li> <li>• The timing of the circumstances claimed.</li> <li>• The validity of the evidence provided.</li> <li>• The extent to which the circumstances claimed would have affected the assessment(s).</li> <li>• The implications of any extension of time on the whole assessment cycle and the impact this may have on progression.</li> </ul> <p>Mitigation claims will be judged to be either accepted, rejected or lacking sufficient evidence. The committee will set new assessment deadlines when accepting claims.</p> <p>The Deputy Chair will have a deciding vote on claims where the Chair has a conflict of interest.</p> <p>There are circumstances where, despite the validity of the claim, the Committee may not approve new deadlines for assessments. These may include the following:</p> <ol style="list-style-type: none"> <li>a. Where a deadline beyond the maximum period of 6 weeks is required.</li> </ol>

	<ul style="list-style-type: none"> <li>b. Where a student requests a deadline beyond week 14 of semester 2 for a semester 1 assessment.</li> <li>c. Where a student requests a deadline beyond the summer re-sit deadline for a semester 2 assessment.</li> <li>d. Where a student still has outstanding extended deadlines for 4 or more modules.</li> <li>e. Where deadline extensions will result in an unmanageable assessment schedule for the student, whether due to short-term assessment bunching or overall workload (a student’s track record will be taken into consideration when making this judgement).</li> </ul> <p>In all such cases, the MEC will instead recommend that the student intermits and returns in the following academic year to complete any outstanding assessments.</p>
<b>Reporting Mechanism</b>	The Mitigating Evidence Committee will make recommendations to the relevant Assessment Board.
<b>Confidentiality</b>	Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member or student) should be dealt with sensitively and in accordance with the Conflicts of Interest Policy and Procedure. The Chair may reiterate the obligation staff present do not discuss such issues outside of the meeting so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.
<b>Chair’s Action</b>	In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to members for consideration and/or signed off by Chair’s Action, and reported to the Chair of the Assessment Board.
<b>Delegation of Authority and Subcommittees</b>	N/A

**Academic Appeals Panel (AAP)**  
**Terms of Reference and Composition 2025-26**

<b>Meets</b>	As required, following each round of award boards.
<b>Reports to</b>	Quality Assurance and Compliance Committee (QACC)
<b>Composition</b>	<p><b>Full Members:</b></p> <ul style="list-style-type: none"> <li>• Chair – will rotate from a selection of Heads of School*, the Director of Academic Services, and Associate Director of Academic Services: Quality Assurance and Regulatory Compliance.</li> <li>• At least three members of Academic Staff, normally Heads of School / Course Leaders.</li> </ul> <p>*Any Heads of School present shall abstain from discussions/decisions on students from their School.</p> <p><b>In attendance:</b></p> <ul style="list-style-type: none"> <li>• Servicing Officer</li> <li>• Representative from Academic Administration</li> <li>• Casework and Quality Compliance Manager, <i>ex officio</i></li> </ul>
<b>Quorum</b>	The minimum number of attendees for this committee to be quorate will be the Chair plus two other full members.
<b>Purpose</b>	The Academic Appeals Panel considers student requests for appeal of their module outcome, in line with the <a href="#">Student Appeals Procedure</a> .
<b>Terms of Reference</b>	<p>The Academic Appeals Panel shall review academic appeals and accompanying evidence and decide on outcomes. This may include offering:</p> <ul style="list-style-type: none"> <li>• Removal of lateness penalties.</li> <li>• Retrieval assessment(s) for the affected module(s).</li> <li>• Any other action to correct procedural irregularity, unfair treatment, prejudice or bias. which is compliant with the Student Appeals Procedure and Academic Regulations, making recommendations to the Chair of Academic Board where there are exceptional circumstances.</li> </ul> <p>When evaluating appeals, the Panel will consider the following:</p> <ul style="list-style-type: none"> <li>• The severity of the circumstances claimed.</li> <li>• The timing of the circumstances claimed.</li> <li>• The validity of the evidence provided.</li> <li>• The extent to which the circumstances claimed would have affected the assessment(s).</li> </ul> <p>Academic Appeals will be judged to be either upheld (accepted), not upheld (rejected) or lacking sufficient evidence.</p> <p>Where the Chair has a conflict of interest, the decision lie with the majority of voting members.</p>
<b>Reporting Mechanism</b>	<p>The Academic Appeals Panel will:</p> <ul style="list-style-type: none"> <li>• inform the relevant Assessment Board where a decision has been made to remove a lateness penalty / offer a retrieval.</li> <li>• submit reports to QACC (suitably anonymised).</li> </ul>

	<ul style="list-style-type: none"> <li>report appeals outcomes to individual students.</li> </ul>
<b>Confidentiality</b>	Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member or student) should be dealt with sensitively and in accordance with the Conflicts of Interest Policy and Procedure. The Chair may reiterate the obligation staff present do not discuss such issues outside of the meeting so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.
<b>Chair's Action</b>	In exceptional circumstances, business outside of the standard meeting schedule may be circulated electronically to members for consideration and/or signed off by the Director of Academic Services as a Chair's Action decision.
<b>Delegation of Authority and Subcommittees</b>	N/A

## Postgraduate Module Board (PG-MB)

### Terms of Reference and Composition

<b>Meets</b>	Three times per year, normally each Trimester at University Level
<b>Reports to</b>	Academic Board
<b>Composition</b>	<p><b>Full Members:</b></p> <ul style="list-style-type: none"> <li>• Senior academic nominated by the Director of Postgraduate Studies (Chair).</li> <li>• Senior academic nominated by the Director of Postgraduate Studies (Deputy Chair).</li> <li>• Postgraduate Course Leaders for those courses under consideration.</li> </ul> <p><b>In attendance:</b></p> <ul style="list-style-type: none"> <li>• Servicing Officer.</li> <li>• Head of Student Data and Academic Administration or nominee.</li> <li>• Academic Administrators for those courses under consideration.</li> </ul>
<b>Quorum</b>	The minimum attendance for this meeting to be quorate is the Chair or Deputy Chair and one academic staff member.
<b>Purpose</b>	The Postgraduate Module Board is responsible for approving the assessment results for all modules within its remit.
<b>Terms of Reference</b>	<p>The Postgraduate Module Board shall:</p> <ul style="list-style-type: none"> <li>• confirm marks for each module.</li> <li>• receive comments from External Examiners relating to the modules under consideration.</li> </ul>
<b>Reporting Mechanism</b>	The Postgraduate Module Board will report to the Academic Board through its minutes and other reports as required.
<b>Confidentiality</b>	Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member or student) should be dealt with sensitively and in accordance with the <a href="#">Conflicts of Interest Policy and Procedure</a> . The Chair may reiterate the obligation that members present do not discuss such issues outside of the meeting so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.
<b>Chair's Action</b>	In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to members for consideration and / or signed off by Chair's Action, and reported to the next meeting of the Committee.
<b>Delegation of Authority and Subcommittees</b>	N/A

## Postgraduate Continuation Board (PG-CB)

### Terms of Reference and Composition

<b>Meets</b>	Three times a year, normally each trimester, at University Level.
<b>Reports to</b>	Academic Board
<b>Composition</b>	<p><b>Full members:</b></p> <ul style="list-style-type: none"> <li>• Director of Postgraduate Studies (Chair).</li> <li>• Chair of the Postgraduate Module Board (Deputy Chair).</li> <li>• Postgraduate Course Leaders for those courses under consideration.</li> </ul> <p><b>In attendance:</b></p> <ul style="list-style-type: none"> <li>• Servicing Officer.</li> <li>• Head of Student Data and Academic Administration or nominee.</li> <li>• Academic Administrators for those courses under consideration.</li> </ul>
<b>Quorum</b>	The minimum attendance for this meeting to be quorate is the Chair or Deputy Chair and one academic staff member.
<b>Purpose</b>	The Postgraduate Continuation Board is responsible for checking and approving student progression, offering uncapped Retrievals (following mitigation) or capped Retrievals and awarding credit.
<b>Terms of Reference</b>	<p>The Postgraduate Continuation Board shall:</p> <ul style="list-style-type: none"> <li>• confirm the award of academic credit as specified in the Postgraduate Academic Assessment Regulations.</li> <li>• confirm requirements for the retrieval of failed academic credit.</li> <li>• implement the recommendations of the Mitigating Evidence Committee and enable students with condoned mitigation to retrieve credit at the earliest available opportunity.</li> <li>• If appropriate to make recommendations, on changes to arrangements for the retrieval of academic credit.</li> </ul>
<b>Reporting Mechanism</b>	The Postgraduate Continuation Board will report to the Academic Board through its minutes and other reports as required.
<b>Confidentiality</b>	Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member or student) should be dealt with sensitively and in accordance with the <a href="#">Conflicts of Interest Policy and Procedure</a> . The Chair may reiterate the obligation that members present do not discuss such issues outside of the meeting so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.
<b>Chair's Action</b>	In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to members for consideration and / or signed off by Chair's Action, and reported to the next meeting of the Board.
<b>Delegation of Authority and Subcommittees</b>	N/A

**Postgraduate Award Board (PG-AB)**  
**Terms of Reference and Composition 2025-26**

<b>Meets</b>	Two times per year, at University Level
<b>Reports to</b>	Academic Board
<b>Composition</b>	<p><b>Full members:</b></p> <ul style="list-style-type: none"> <li>• Director of Postgraduate Studies (Chair).</li> <li>• Chair of the Postgraduate Module Board (Deputy Chair).</li> <li>• Postgraduate Course Leaders for those courses under consideration.</li> <li>• External Examiners for those courses under consideration.</li> </ul> <p><b>In attendance:</b></p> <ul style="list-style-type: none"> <li>• Servicing Officer.</li> <li>• Head of Student Data and Academic Administration or nominee.</li> <li>• Academic Administrators for those courses under consideration.</li> </ul>
<b>Quorum</b>	The minimum attendance for this board to be quorate will be the Chair or Deputy Chair, one member of academic staff and one External Examiner.
<b>Purpose</b>	The Postgraduate Award Board is responsible for deciding on awards to be conferred following the University's Academic Framework, Academic Assessment Regulations and relevant policies and procedures.
<b>Terms of Reference</b>	<p>The Postgraduate Award Board shall:</p> <ul style="list-style-type: none"> <li>• Confirm the award of academic credit as specified in the Postgraduate Academic Assessment Regulations.</li> <li>• Approve awards and classification decisions for students who have satisfied the appropriate requirements in the Postgraduate Academic Assessment Regulations.</li> <li>• If appropriate, make recommendations, on changes to arrangements for progression, award, and retrieval of credit.</li> <li>• Receive comments from External Examiners relating to the courses under consideration and the conduct of the Board.</li> </ul>
<b>Reporting Mechanism</b>	The Postgraduate Award Board will report to the Academic Board through its minutes and other reports as required.
<b>Confidentiality</b>	Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member or student) should be dealt with sensitively and in accordance with the <a href="#">Conflicts of Interest Policy and Procedure</a> . The Chair may reiterate the obligation that members present do not discuss such issues outside of the meeting so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.
<b>Chair's Action</b>	In exceptional circumstances, business outside of the standard meeting schedule may be circulated electronically to members for consideration and / or signed off by Chair's Action, and reported to the next meeting of the Board.
<b>Delegation of Authority and Subcommittees</b>	N/A

## Undergraduate Module Board (UG-MB)

### Terms of Reference and Composition

<b>Meets</b>	Normally each Semester by Subject at Campus Level
<b>Reports to</b>	Academic Board
<b>Composition</b>	<p><b>Membership:</b></p> <ul style="list-style-type: none"> <li>• Head of School (Chair).</li> <li>• Senior academic nominated by the Chair of the Undergraduate Award Board (Deputy Chair).</li> <li>• Undergraduate Course Leaders for those courses under consideration.</li> </ul> <p><b>In attendance:</b></p> <ul style="list-style-type: none"> <li>• Servicing Officer.</li> <li>• Head of Student Data and Academic Administration or nominee (optional).</li> <li>• Academic Administrators for those courses under consideration.</li> </ul>
<b>Quorum</b>	The minimum attendance for this meeting to be quorate is the Chair or Deputy Chair and one academic staff member.
<b>Purpose</b>	The Undergraduate Module Board is responsible for deciding on awards to be conferred following the University's Academic Framework, Academic Assessment Regulations and relevant policies and procedures.
<b>Terms of Reference</b>	<p>The Undergraduate Module Board shall:</p> <ul style="list-style-type: none"> <li>• confirm marks for each module.</li> <li>• receive comments from External Examiners relating to the modules under consideration.</li> </ul>
<b>Reporting Mechanism</b>	The Undergraduate Module Board will report to the Academic Board through its minutes and other reports as required.
<b>Confidentiality</b>	Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member or student) should be dealt with sensitively and in accordance with the <a href="#">Conflicts of Interest Policy and Procedure</a> . The Chair may reiterate the obligation that members present do not discuss such issues outside of the meeting so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.
<b>Chair's Action</b>	In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to members for consideration and / or signed off by Chair's Action, and reported to the next meeting of the Committee.
<b>Delegation of Authority and Subcommittees</b>	N/A

## Undergraduate Progress Board (UG-PB)

### Terms of Reference and Composition

<b>Meets</b>	Normally each Semester by Subject at Campus Level
<b>Reports to</b>	Academic Board
<b>Composition</b>	<p><b>Full members:</b></p> <ul style="list-style-type: none"> <li>• Head of School (Chair).</li> <li>• Senior Academic nominated by the Chair of the Undergraduate Award Board (Deputy Chair).</li> <li>• Undergraduate Course Leaders for those courses under consideration.</li> <li>• Dean or Associate Dean of Subject (optional).</li> <li>• External Examiners for those courses under consideration (optional).</li> </ul> <p><b>In attendance:</b></p> <ul style="list-style-type: none"> <li>• Servicing Officer.</li> <li>• Head of Student Data and Academic Administration or nominee.</li> <li>• Academic Administrators for those courses under consideration.</li> </ul>
<b>Quorum</b>	The minimum number of attendees for this meeting to be quorate is the Chair or Deputy Chair and one academic staff member.
<b>Purpose</b>	The Undergraduate Progress Board is responsible for checking and approving student progression, offering uncapped Retrievals (following mitigation) or capped Retrievals and awarding credit.
<b>Terms of Reference</b>	<p>The Undergraduate Assessment Board shall:</p> <ul style="list-style-type: none"> <li>• confirm the award of academic credit as specified in the Undergraduate Academic Assessment Regulations.</li> <li>• determine whether students may progress from one level of a course to the next level.</li> <li>• confirm requirements for the retrieval of failed academic credit.</li> <li>• implement the recommendations of the Mitigating Evidence Committee and enable students with condoned mitigation to retrieve credit at the earliest available opportunity.</li> <li>• If appropriate, make recommendations on changes to arrangements for the retrieval of academic credit and rules for progression between academic levels.</li> </ul>
<b>Reporting Mechanism</b>	The Undergraduate Progress Board will report to the Academic Board through its minutes and other reports as required.
<b>Confidentiality</b>	Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member or student) should be dealt with sensitively and in accordance with the Conflicts of Interest Policy and Procedure. The Chair may reiterate the obligation staff and/or students present do not discuss such issues outside of the meeting so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.

<b>Chair's Action</b>	In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to members for consideration and / or signed off by Chair's Action, and reported to the next meeting of the Committee.
<b>Delegation of Authority and Subcommittees</b>	N/A

**Undergraduate Award Board (UG-AB)**  
**Terms of Reference and Composition 2025-26**

<b>Meets</b>	Normally twice per year, by Subject at University Level
<b>Reports to</b>	Academic Board
<b>Composition</b>	<p><b>Full members:</b></p> <ul style="list-style-type: none"> <li>• Dean or Associate Dean of Faculty (Chair).</li> <li>• Senior academic appointed by Academic Board (Deputy Chair).</li> <li>• Heads of School from the Faculty under consideration.</li> <li>• External Examiners for those courses under consideration.</li> </ul> <p><b>In attendance:</b></p> <ul style="list-style-type: none"> <li>• Servicing Officer.</li> <li>• Head of Student Data and Academic Administration or nominee.</li> <li>• Academic Administrators for those courses under consideration.</li> </ul>
<b>Quorum</b>	The minimum attendance for this meeting to be quorate is the Chair or Deputy Chair, one academic member of staff, and one External Examiner.
<b>Purpose</b>	The Undergraduate Award Board is responsible for deciding on awards to be conferred following the University's Academic Framework, Academic Assessment Regulations and relevant policies and procedures.
<b>Terms of Reference</b>	<p>The Undergraduate Award Board shall:</p> <ul style="list-style-type: none"> <li>• confirm the award of academic credit as specified in the Undergraduate Academic Assessment Regulations.</li> <li>• approve awards and classification decisions for students who have satisfied the appropriate requirements in the Undergraduate Academic Assessment Regulations.</li> <li>• If appropriate, make recommendations on changes to arrangements for progression, award, and retrieval of credit.</li> <li>• receive comments from External Examiners relating to the courses under consideration and the conduct of the Board.</li> </ul>
<b>Reporting Mechanism</b>	The Undergraduate Award Board will report to the Academic Board through its minutes and other reports as required.
<b>Confidentiality</b>	Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member or student) should be dealt with sensitively and in accordance with the <a href="#">Conflicts of Interest Policy and Procedure</a> . The Chair may reiterate the obligation that members present do not discuss such issues outside of the meeting so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.
<b>Chair's Action</b>	In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to members for consideration and / or signed off by Chair's Action, and reported to the next meeting of the Committee.
<b>Delegation of Authority and Subcommittees</b>	N/A

**Scholarships and Bursaries Approval Group  
Terms of Reference and Composition 2025/26**

<b>Meets</b>	A minimum of three times per year, normally each trimester
<b>Reports to</b>	Access and Participation Committee (APC)
<b>Composition</b>	<p><b>Membership:</b></p> <ul style="list-style-type: none"> <li>• Director of Academic Services (Chair) <i>ex officio</i></li> <li>• Deputy Provost (Deputy Chair) <i>ex officio</i></li> <li>• Associate Dean: Access and Participation, <i>ex officio</i></li> <li>• Assistant Director of Finance Operations, <i>ex officio</i></li> <li>• Pro-Vice Chancellors, <i>ex officio</i></li> <li>• Servicing Officer</li> </ul> <p>Other staff may be invited to attend for specific items of business at the discretion of the Chair.</p>
<b>Quorum</b>	The minimum number of attendees for this committee to be quorate will be the Chair or Deputy Chair plus 2 other full members.
<b>Purpose</b>	SABAG has delegated authority from APC to approve new Scholarships and Bursaries. Proposals for new awards should be sponsored and managed by the owning faculty.
<b>Terms of Reference</b>	<p>SABAG shall review new proposals for scholarships and bursaries to ensure that:</p> <ul style="list-style-type: none"> <li>• Proposals align with and may be delivered under the University’s access and participation plan for UK proposals, or that there is parity with the access and participation plan for Dublin and Berlin proposals</li> <li>• Proposals have received endorsement from the Student Advisory Group (SAG).</li> <li>• The proposing faculty has secured the relevant budget in discussion with finance</li> <li>• The proposing faculty has planned appropriate staff and applicant communications</li> <li>• The proposing faculty has consulted relevant professional services colleagues to ensure appropriate data, systems, and staff resources are in place to support the administration of the proposal</li> <li>• The proposing faculty has a clear and transparent processes agreed for the management of eligibility criteria, applications, and awards.</li> </ul>

<b>Reporting Mechanism</b>	SABAG will report to APC through its minutes and other reports as required. Regular reports will also be provided to EMG.
<b>Confidentiality</b>	<p>Any personal, confidential or sensitive issues raised at the meeting (e.g. regarding an individual staff member or student) should be dealt with sensitively and in accordance with the Conflicts of Interest Policy and Procedure. The Chair may reiterate the obligation staff and/or students present do not discuss such issues outside of the meeting so that they can be dealt with appropriately, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the issue will not be discussed further at the meeting but will be referred to a more appropriate channel for consideration or be declared as reserved business.</p> <p>At the discretion of the Chair, certain items of business may be declared to be ‘reserved’, that is, business which for reasons of confidentiality is only open to members of the committee, with the result that non-members are excluded. This may also extend to commercially sensitive matters, from which members may be excluded at the discretion of the Chair.</p>
<b>Chair’s Action</b>	In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to members for consideration and / or signed off by Chair’s Action and reported to the next meeting of the Committee.
<b>Delegation of Authority and Subcommittees</b>	N/A