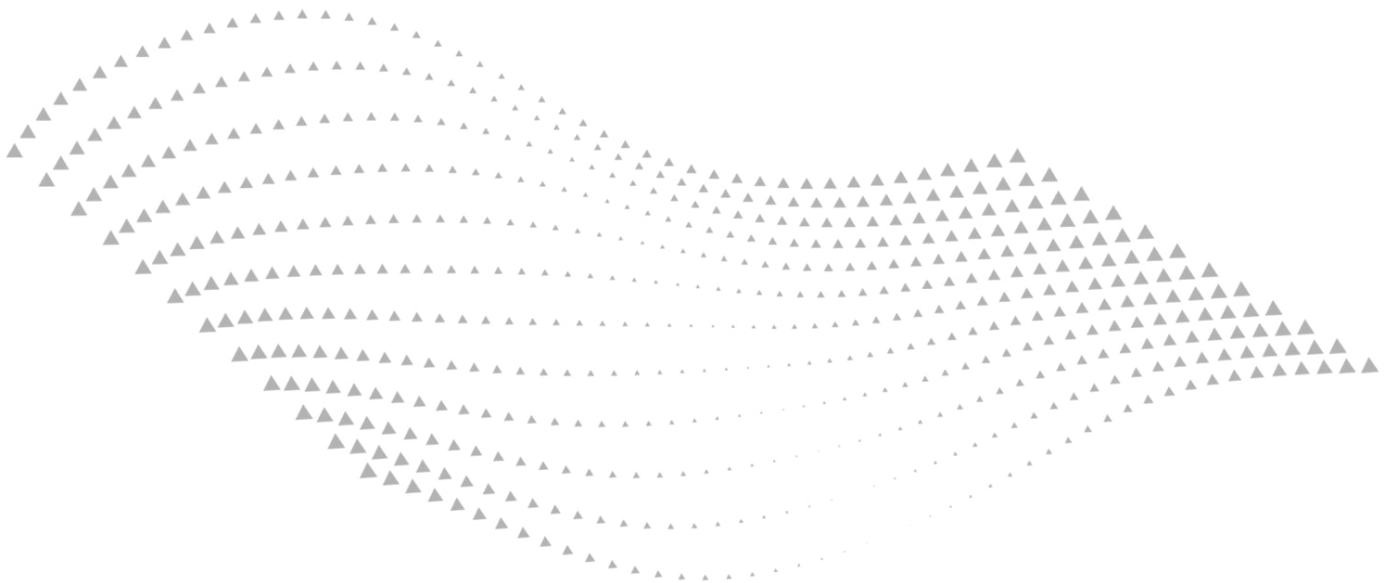


**BIMM
UNIVERSITY**

A university
for the creative
industries

BIMM University Governance Infrastructure

(Committee Terms of Reference and Composition)



Updated October 2024

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BIMM University Limited Board (BULB)

Terms of Reference and Composition

Meets	Quarterly with additional meetings as required
Reports to	Murphy TopCo (note that BIMM University Limited Board retains academic autonomy)
Composition	<p><i>Membership</i></p> <p>The Board composition will include a majority of external independent members in order to meet the obligations of the CUC Code and the generally held expectations of the higher education sector:</p> <ul style="list-style-type: none"> • Chief Executive Officer (CEO) and Vice Chancellor. • up to 2 Directors appointed by Murphy TopCo Limited [including 1 Investor Director]; • up to 4 independent non-executive Directors appointed by Murphy Topco Ltd; and • such other Directors as the Murphy Topco Ltd Board may appoint from time to time. <p>The Chair and Deputy Chair should be appointed from the Independent Non-Executive Directors, appointed by Murphy TopCo Limited for an initial period of three years, renewable for two further three-year periods.</p> <p>In attendance:</p> <ul style="list-style-type: none"> • The Deputy Vice Chancellor & Provost, as Chair of Academic Board; • The Chair of Murphy Topco Ltd; • A student elected from amongst the students of the University who shall serve in such capacity for a term of 1 year; and • A member of academic staff selected by the Board from amongst the Senior Leadership Team of the University who shall serve in such capacity for a term of 1 year, eligible for reappointment for a further year. • The University Clerk. • The Servicing Officer. • Other Senior Managers by invitation.
Quorum	<p>The minimum attendance for this board to be quorate will be three. This must include:</p> <ul style="list-style-type: none"> • the Chair or Deputy Chair plus two other full members • one director appointed by Murphy TopCo Limited • one independent external member. <p>If the Chair is unable to be present, the meeting will be chaired by the Deputy Chair.</p>
Purpose	<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 determined to adopt the CUC Higher Education Code of Governance (applying the Comply or Explain principle) and in so doing has agreed the following Terms of Reference, in line with the Code.</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>

Terms of Reference	<ol style="list-style-type: none"> 1. 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. 2. 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. 3. 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. 4. To establish processes to monitor and evaluate the performance and effectiveness of the BIMM University Limited Ltd Board itself. 5. 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. 6. To safeguard the good name and values of the University. 7. 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. 8. 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. 9. 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. 10. 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. 11. 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. 12. To receive assurance from management that adequate provision has been made for the general welfare of students and staff. 13. 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 & Safety and Data Protection.
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	<p>14. 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.</p> <p>15. 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.</p> <p>16. 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.</p> <p>17. To ensure that the OfS Public Interest Governance Principles are followed and that appropriate advice is available to enable this to happen.</p> <p>18. To promote a culture which supports inclusivity and diversity across the University.</p> <p>19. To ensure that all students and staff have opportunities to engage with the governance and management of the University.</p>
Reporting Mechanism	Following each meeting, the Board provides a report to Murphy TopCo Ltd Board in an agreed format.
Confidentiality	<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>
Chair's Action	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.
Delegation of Authority and Subcommittees	<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"> • the determination of the educational character of the University; • the approval of the annual forecasts of income and expenditure; • the approval of the final accounts; • ensuring the solvency of the University and the safeguarding of their assets; • the appointment of the CEO and Vice Chancellor; and

- the appointment or dismissal of the auditors.

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.

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.

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 powers have been delegated shall report to the Board on any exercise of such power or powers.

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:

Academic Board

The Academic Board is accountable to BIMM University Limited Board (BULB) and 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.

BIMM University Limited Audit and Risk Committee

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.

Governance and Nominations Committee

The Governance and Nominations Committee is responsible for overseeing the appointment and reappointment of appointed members of the Board, taking account of the overall independence and 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, and for succession planning for the Board and the Executive Management Group.

Joint Equity, Diversity and Inclusivity Committee

The Joint 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.

Academic Board

Terms of Reference and Composition

Meets	A minimum of four times a year
Reports to	BIMM University Limited Board
Composition	<p>Membership:</p> <ul style="list-style-type: none"> • Deputy Vice-Chancellor and Provost (Chair), ex officio • Deputy Provost and Director of Postgraduate Studies (Deputy Chair), ex officio • Deans of Faculty, ex officio • Director of Academic Services, ex officio • Head of Quality Assurance and Enhancement, ex officio • Pro Vice Chancellor Student Experience, ex officio • Staff Representatives to be nominated by Deans of Faculty (4) • Elected Student representatives including at least one Postgraduate student (4) • 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. <p>In attendance:</p> <ul style="list-style-type: none"> • Servicing Officer • Dean of Digital Education, ex officio • Head of International Student Compliance, ex officio • Regulatory Returns Manager, ex officio • Director of Recruitment and Admissions, ex officio • Head of Student Wellbeing, ex officio <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>
Quorum	The minimum attendance for this board to be quorate will be the Chair or Deputy Chair plus 5 full members.
Purpose	The Academic Board is accountable to BIMM University Limited Board (BULB) and 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.
Terms of Reference	<p>The Academic Board shall:</p> <ol style="list-style-type: none"> 1. Maintain strategic oversight of academic standards and the quality of learning opportunities available to BIMM University Limited students, including at Partner institutions. 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. 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. 4. Set and review academic key performance indicators. 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.
Reporting Mechanism	The Academic Board will report to the BIMM University Limited Board through its minutes and other reports as required.
Confidentiality	<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>
Chair's Action	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.
Delegation of Authority and Subcommittees	<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>Assessment Boards To approve:</p> <ul style="list-style-type: none"> • Module marks and outcomes • Recommendations of the Mitigating Evidence Committee • Retrieval opportunities and progression / continuation decisions • Awards and classification decisions <p>Learning, Teaching & Enhancement Committee</p> <ul style="list-style-type: none"> • Formulate and monitor the University's Education Strategy. • Undertake Course Approval and Periodic Review • Approve Learning & Teaching Project Development Funding. <p>Professorial Appointments Committee</p> <ul style="list-style-type: none"> • Consider and determine the outcome of applications for Professorial appointments, and Honorary Awards. <p>Quality Assurance & Compliance Committee</p> <ul style="list-style-type: none"> • Oversee and approve, where appropriate, the outcomes of annual monitoring. • Consider External Examiner nominations and approve appointments. • Approve and oversee activity related to student protection. <p>Research & Ethics Committee</p> <ul style="list-style-type: none"> • Award research project funding and postgraduate study bursaries to staff. • The formulation and monitoring of the University's Research and Enterprise Strategy.

	<p>Student Experience Committee</p> <ul style="list-style-type: none"> • 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. <p>Commercial and Academic Planning Committee</p> <ul style="list-style-type: none"> • Approval for the development of new courses and subject areas to proceed. <p>Partnership Steering Group Oversee the governance, academic leadership and strategic direction of partner institutions</p> <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). All such groups will report to the Governance and Nominations Committee.</p>
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Audit and Risk Committee (AcBo)

Terms of Reference and Composition

Meets	Minimum of four times a year
Reports to	BIMM University Limited Board
Composition	<p>Membership</p> <p>A minimum of three Non-Executive Directors appointed by BULB (who may delegate this to the Governance and Nominations Committee):</p> <ul style="list-style-type: none"> • The Chair will be appointed by the Board from the Non-Executive Directors, for an initial period of three years, renewable for two further three-year periods. • A Deputy Chair may be appointed by the Board from the Non-Executive Directors. • One Investor Director <p>In attendance</p> <ul style="list-style-type: none"> • Internal Auditors as required • External Auditors as required • Servicing Officer. • Members of the Executive Team or the Chair of the Board may not be members of the Audit Committee, but may be invited by the Chair to attend meetings of the Committee to participate in the discussion of specific agenda items. • Any Board member may attend a meeting of the Audit Committee, including those who are not members of the Audit Committee by invitation.
Quorum	The minimum attendance for this committee to be quorate will be the Chair or Deputy Chair plus one other full member.
Purpose	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.
Terms of Reference	<p>The Audit and Risk committee:</p> <ol style="list-style-type: none"> 1. will report annually to the Board on the adequacy and effectiveness of the Group's University's risk management, control and governance arrangements, and the management and quality assurance of data. 2. shall, on behalf of the BIMM University Limited 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 Limited Board of all matters relating to value for money. 3. is authorised to obtain appropriate external legal and other professional advice in order to fulfil its responsibility to the Board. 4. is authorised to investigate on behalf of the Board anything that threatens or adversely affects the accomplishment of the Company's 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. <p>Specifically, the Audit and Risk Committee will:</p> <ol style="list-style-type: none"> 5. recommend to the Board a framework of effective audit coverage, having reviewed the internal and external audit processes and triangulating with

	<p>management's representations.</p> <ol style="list-style-type: none"> 6. provide assurance to the Board, through regular reports, that the internal financial control systems of the Company are adequate and are functioning properly. 7. advise the Board on the minimum and optimum level of internal and external audit arrangements. 8. ensure that regular audits are carried out in the following areas: legal, risk, financial (including statutory annual audits, VAT and PAYE), health & safety, investments and insurance. 9. monitor internal and external audit reviews and advise the Board accordingly. 10. satisfy itself that satisfactory arrangements are in place to promote economy, efficiency and effectiveness and good value for money for students of the Company. 11. advise the Board on the effectiveness of policies and procedures for risk assessment and risk management. 12. investigate on behalf of the Board any financial or administrative matters which may put the Company University at risk. 13. examine reports on special investigations and to advise senior management on any additional or alternative steps to be taken. 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. 15. ensure that there is coordination and good working relationships between internal audit, external audit and any other review bodies that have been set up. 16. ensure the appropriateness of the IT Infrastructure and systems, data quality and regulatory compliance. 17. keep under review the University's business continuity plans. 18. keep under review the University's procedures for the detection of fraud or irregularity and ensure the provision of robust interest disclosure (whistleblowing) procedures. 19. receive and consider the Company's University's Risk Register. 20. receive any relevant reports from the National Audit Office and its equivalents in Scotland, Wales and Northern Ireland, the regulator and other organisations. <p>With respect to Internal & External Auditors, Audit and Risk Committee will:</p> <ol style="list-style-type: none"> 21. Determine the frequency of tendering for external auditing services. 22. Consider tenders for the external auditing services and recommend to the Board which firm should carry out the annual external audit of the University's
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	<p>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.</p> <p>23. Scrutinise and advise the Board on the contents of the draft audit report and of any management letter that the auditors may wish to present to the Board, and to formulate for the Board's use any written representations that may be needed by the auditors in connection with the University's statutory accounts or any other financial statements.</p> <p>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 Board, and advising the Board accordingly.</p> <p>25. Review the performance of the University's auditors and advise the Board on any changes that ought to be made to their terms of engagement.</p> <p>26. Consider tenders for the internal auditing services and recommend to the Board which firm should carry out the internal audit.</p> <p>27. Discuss the resources available to the Internal Audit function and appropriate reporting requirements to the Audit Committee.</p> <p>28. Obtain any necessary external professional advice to enable the Audit Committee to carry out its responsibilities more effectively.</p>
Reporting Mechanism	The Audit and Risk Committee will report to the BIMM University Limited Board through its minutes and other reports as required.
Confidentiality	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. 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.
Chair's Action	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.
Delegation of Authority and Subcommittees	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.

Governance and Nominations Committee (NomCo)

Terms of Reference

Meets	At least once a year
Reports to	BIMM University Limited Board which in turn advises the Murphy TopCo Ltd Board on matters of governance and BIMM University Limited Board appointments.
Composition	<p>Membership:</p> <ul style="list-style-type: none"> • Chief Executive Officer & Vice Chancellor (Ex Officio). • A minimum of two non-executive directors <ul style="list-style-type: none"> ○ The Chair will be appointed by the Board from the Non-Executive Directors, for an initial period of three years, renewable for two further three-year periods. ○ The Deputy Chair will be appointed by the Board from the Non-Executive Directors, for an initial period of three years, renewable for two further three-year periods. <p>In attendance:</p> <ul style="list-style-type: none"> • University Clerk. • Servicing Officer. • Deputy Vice-Chancellor and Provost • The Chair may invite other persons to attend meetings of the Governance and Nominations Committee to participate in the discussion of specific agenda items.
Quorum	The minimum attendance for this committee to be quorate will be the Chair or Deputy Chair plus one other full member.
Purpose	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 appointment and reappointment of appointed members of the Board, taking account of the overall independence and 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, and for succession planning for the Board and the Executive Management Group.
Terms of Reference	<p>The Governance and Nominations Committee shall:</p> <ol style="list-style-type: none"> 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. 2. Ensure that the University's governance arrangements are aligned with the CUC HE Code of Governance and other recognised standards of good practice. 3. Co-ordinate and oversee the processes for internal and external review and evaluation of governance effectiveness. 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. 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. 6. Oversee the induction and ongoing development of process for new members

	<p>of the Board.</p> <p>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</p>
Reporting Mechanism	The Governance and Nominations Committee will report to the BIMM University Limited Board through its minutes and other reports as required.
Confidentiality	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. 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.
Chair's Action	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.
Delegation of Authority and Subcommittees	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.

Learning, Teaching and Enhancement Committee (LTEC)

Terms of Reference and Composition

Meets	A minimum of three times a year
Reports to	Academic Board
Composition	<ul style="list-style-type: none"> • Deputy Provost and Director of Postgraduate Studies (Chair), <i>ex officio</i> • Associate Dean Learning & Teaching (Deputy Chair), <i>ex officio</i> • Dean of Digital Education, <i>ex officio</i> • Associate Dean Academic Staff Development, <i>ex officio</i> • Associate Dean Access and Participation, <i>ex officio</i> • Associate Dean Creative Futures, <i>ex officio</i> • An elected Undergraduate student representative from each Faculty • An elected Postgraduate School student representative • A Dean of Faculty. • An external academic member appointed by the Academic Board for four years <p>In attendance (advisory):</p> <ul style="list-style-type: none"> • A Head of School from Each Faculty. • Head of Student Wellbeing. <p>In attendance:</p> <ul style="list-style-type: none"> • Servicing Officer <p>LTEC has the authority to co-opt up to two members for three years. Other staff may be invited to attend for specific items of business at the discretion of the Chair.</p>
Quorum	The minimum attendance for this committee to be quorate will be the Chair or Deputy Chair plus 3 other staff members.
Purpose	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.
Terms of Reference	<p>LTEC shall:</p> <ul style="list-style-type: none"> • Advise Academic Board on all matters relating to learning, teaching and enhancing the student learning experience • Determine priority areas for educational development and enhancement for the University, commission delivery of targeted interventions, and evaluate their effectiveness • Develop and recommend for approval by Academic Board the University's Education Strategy and monitor progress towards achieving its objectives • Develop and recommend for approval by Academic Board the university's Creative Futures Strategy and monitor progress towards achieving its objectives. • Develop and approve policy and procedure relating to learning and teaching, assessment, course approval, modification and academic learning resources • Receive, evaluate and take action in response to quantitative and qualitative reporting relating to the quality of learning, teaching and assessment • Undertake, scrutiny and approval of new course and modules, modification to existing courses and Periodic Review of the University's academic portfolio • Review and monitor the student experience relating to the student

	<p>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 & Inclusivity</p> <ul style="list-style-type: none"> • Oversee the strategic direction of sponsored working groups • Consult with other University Committees on matters relevant to LTEC
Reporting Mechanism	LTEC will report to Academic Board through its minutes and other reports as required. LTEC will also report any issues arising as they relate to Equity, Diversity and Inclusion (EDI) to the Joint EDI Committee.
Confidentiality	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.
Chair's Action	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.
Delegation of Authority and Subcommittees	<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"> ○ Undergraduate and Postgraduate Boards of Studies. ○ Access and Participation Committee <p>LTEC may oversee sponsored working groups as required.</p>

Honorary Awards Committee (HAC)

Terms of Reference and Composition

Meets	Annually, normally in June
Reports to	Academic Board
Composition	<p>Membership:</p> <ul style="list-style-type: none"> • Chair of Academic Board, <i>ex officio</i> (Chair) • Deputy Provost and Director of Postgraduate Studies (Deputy Chair), <i>ex officio</i> • Vice-Chancellor and Chief Executive Officer, <i>ex officio</i> • A Pro-Vice-Chancellor – Business Development nominated by the Executive Management Group • A Student Representative • A Staff Representative • An external academic member, appointed by Academic Board • An external member from the creative industries, appointed by Academic Board for a period of one year, eligible for re-appointment for a further year <p>In attendance:</p> <ul style="list-style-type: none"> • Servicing Officer <p>The Committee has the authority to co-opt up to 2 members for a maximum 3 years.</p>
Quorum	The minimum number of attendees for this committee to be quorate will be the Chair or Deputy Chair plus two other members.
Purpose	The Honorary Awards Committee has delegated authority from the Professorial Appointments Committee to determine the outcome of applications for Honorary Awards.
Terms of Reference	<p>The Honorary Awards Committee shall:</p> <ul style="list-style-type: none"> • consider the eligibility of candidates for the conferment of Honorary Awards against the published criteria and requirements. • approve persons for conferment of Honorary Degrees and Fellowships. • report the decisions of the committee to the Academic Board. • make recommendations to the Academic Board for the inclusion of new Honorary Awards.
Reporting Mechanism	The Honorary Awards Committee will report to the Professorial Appointments Committee through its minutes and other reports as required.
Confidentiality	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.
Chair's Action	In exceptional circumstances, decisions on the awarding of honorary awards during the year to new appointments to the University can be made by a quorate group of the committee whose decisions should be reported to the committee at the next full meeting.
Delegation of Authority and	N/A

Subcommittees	
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Professorial Appointments Committee (PAC)

Terms of Reference and Composition

Meets	Annually, normally in July
Reports to	Academic Board
Composition	<p>Membership:</p> <ul style="list-style-type: none"> • A Non-Executive Academic Director with Professorial title, <i>ex officio</i> (Chair) • Chair of Academic Board, <i>ex officio</i> (Deputy Chair) • Chair of the Learning, Teaching & Enhancement Committee, <i>ex officio</i> • A member of the Learning, Teaching & Enhancement Committee • A member of the Research & Ethics Committee • A Student Representative • Two external academic members with Professorial title, appointed by Academic Board for a period of one year, eligible for re-appointment for a further year <p>In attendance:</p> <ul style="list-style-type: none"> • Servicing Officer • Director of People and Culture, or nominee <p>The Committee has the authority to co-opt up to 2 members for a maximum 3 years.</p>
Quorum	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.
Purpose	The Professorial Appointment Committee has delegated authority from the Academic Board to determine the outcome of applications for Professorial appointments.
Terms of Reference	<ul style="list-style-type: none"> • To consider and determine the outcome of applications for Professor (including Visiting Professor and Emeritus Professor) and Associate Professor.
Reporting Mechanism	The Professorial Appointments Committee will report to the Academic Board through its minutes and other reports as required.
Confidentiality	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.
Chair's Action	In exceptional circumstances, decisions on the awarding of professorial title during the year to new appointments to the University can be made by a quorate group of the committee whose decisions should be reported to the committee at the next full meeting.
Delegation of Authority and Subcommittees	<p>Honorary Awards Committee</p> <p>The Honorary Awards Committee has delegated authority from the Professorial</p>

	Appointments Committee to determine the outcome of applications for Honorary Awards.
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Quality Assurance & Compliance Committee (QACC)

Terms of Reference and Composition

Meets	Minimum of three times a year, normally each semester
Reports to	Academic Board (AcBd)
Composition	<p>Membership:</p> <ul style="list-style-type: none"> • Head of Quality Assurance and Regulatory Compliance (Chair), <i>ex officio</i> • Head of Student Data and Academic Administration (Deputy Chair), <i>ex officio</i> • A member of the International Student Compliance team • Elected Student representatives including at least one Postgraduate student (5) • A Faculty Dean (or Associate Dean) • A Campus Dean • A Head of School from Each Faculty • A member of staff from a Partner Institution of the University, appointed by the Academic Board <p>In attendance:</p> <ul style="list-style-type: none"> • Servicing Officer • Head of Admissions UK, <i>ex officio</i> • Student Debt Coordinator, <i>ex officio</i> • Associate Dean Learning and Teaching, <i>ex officio</i> <p>QACC has the authority to co-opt up to two members for three years.</p>
Quorum	The minimum number of attendees for this committee to be quorate will be the Chair or Deputy Chair plus three other staff members.
Purpose	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.
Terms of Reference	<p>QACC shall:</p> <ul style="list-style-type: none"> • Advise Academic Board on all matters relating to quality assurance and regulatory compliance. • 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). • Determine priority areas for quality assurance and enhancement, and regulatory compliance, commission delivery of targeted interventions, and evaluate their effectiveness. • Develop and recommend for approval by Academic Board the University's Quality Handbook. • Consider and approve External Examiner nominations. • Develop and approve policy and procedure relating to quality assurance and enhancement, regulatory compliance and student protection. • To consider and approve reports relating to monitoring and review of academic partner provision. • Receive, evaluate and take action in response to quantitative and qualitative reporting relating to quality assurance and enhancement,

	<p>regulatory compliance and student protection.</p> <ul style="list-style-type: none"> • Oversee the strategic direction of sponsored working groups. • Consult with other University Committees on matters relevant to QACC.
Reporting Mechanism	QACC will report to the Academic Board through its minutes and other reports as required. QACC will also report any issues arising as they relate to Equity, Diversity and Inclusion (EDI) to the Joint EDI Committee.
Confidentiality	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.
Chair's Action	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.
Delegation of Authority and Subcommittees	<p>QACC will establish and approve the composition and terms of reference for, and receive minutes and reports from Academic Appeals Panels.</p> <p>QACC may oversee sponsored working groups as required.</p>

Research & Ethics Committee (REC)

Terms of Reference and Composition

Meets	Minimum of three times per year, usually each trimester
Reports to	Academic Board
Composition	<p>Membership:</p> <ul style="list-style-type: none"> • Deputy Provost and Director of Postgraduate Studies (Chair), <i>ex officio</i>. • Chair of the Ethical Approval sub-committee (Deputy Chair), <i>ex officio</i>. • Chair of the Research Funding sub-committee, <i>ex officio</i>. • Associate Dean Access and Participation, <i>ex officio</i>. • Eight academic staff members from the university's Faculties with postgraduate provision and/or research or enterprise active staff. • One external member from the university sector with expertise in research and ethics, appointed by the Academic Board for four years. <p>In attendance:</p> <ul style="list-style-type: none"> • Servicing Officer <p>The Research & Ethics Committee can co-opt up to two members for three years.</p>
Quorum	The minimum number of attendees for this committee to be quorate will be the Chair or Deputy Chair plus four other members.
Purpose	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.
Terms of Reference	<p><i>Strategy & Policy</i></p> <ul style="list-style-type: none"> • Advise Academic Board on all matters relating to research, enterprise, knowledge exchange and ethical review. • Keep a watching brief and advise Academic Board on external research and enterprise agendas and potential funding opportunities. • Develop and keep under review the Research & Enterprise Strategy for recommendation to Academic Board for approval and monitor progress towards achieving objectives as set out in the committee's operational planning. • Promote and exchange best practices in relation to the enhancement, management, and conduct of research, ethical review, enterprise and knowledge exchange activities. • Develop and monitor the implementation of a strategy to facilitate interaction between Faculty's and the wider university sector to promote institute-wide, collaborative and interdisciplinary research, both nationally and internationally. <p><i>Research Funding & Postgraduate Study Support Schemes</i></p> <ul style="list-style-type: none"> • Approve institutional applications for external research funding and, if successful, receive reports on their progress. • Oversee the Research Funding Scheme and receive reports on research outcomes. • Oversee the Postgraduate Study Support Scheme and receive annual reports on funding allocated and outcomes.
Reporting Mechanism	The Research & Ethics Committee will report to the Academic Board through its minutes and other reports as required. The Research and Ethics Committee will also report any issues arising as they relate to Equity, Diversity and Inclusion (EDI) to the Joint EDI Committee.
Confidentiality	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.
Chair's Action	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.
Delegation of Authority and Subcommittees	<p><i>Subcommittees</i></p> <ul style="list-style-type: none"> • 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"> ○ Ethical Approval Committee. ○ Postgraduate Study Support Approval Panel. ○ Research Funding Approval Panel. • To delegate authority to the Ethical Approval Committee to approve ethical review applications from staff and students for research projects undertaken at the university. • To delegate authority to the Postgraduate Study Support Approval Panel to approve applications for postgraduate study support and receive updates on individual participants' progress. • To delegate authority to the Research Funding Approval Panel to approve applications for research project funding. • REC may also oversee sponsored working groups as required.

Student Experience Committee (SEC)

Terms of Reference and Composition

Meets	Minimum of three times per year, normally trimesterly
Reports to	Academic Board (AcBd)
Composition	<p>Membership:</p> <ul style="list-style-type: none"> • Pro Vice Chancellor Student Experience (Chair), <i>ex officio</i> • A Student representative (Co-Chair) • Head of Student Wellbeing (Deputy Chair), <i>ex officio</i> • Head of Quality Assurance and Regulatory Compliance <i>ex officio</i> • A member of the International Student Compliance team • A Head of School from each Faculty (4) • Elected Student representatives from each Faculty, including at least one Postgraduate student (5) • A Student Wellbeing representative, to be selected from Student Wellbeing Managers <p>In attendance:</p> <ul style="list-style-type: none"> • Servicing Officer <p>In attendance, representation from the following teams as required:</p> <ul style="list-style-type: none"> • Finance • People • Marketing • Events • Recruitment and Admissions • Technology • Counselling representative <p>SEC has the authority to co-opt up to 2 members for a maximum of 3 years. Membership will be reviewed annually to ensure appropriate representation from across the University.</p>
Quorum	The minimum attendance for this board to be quorate will be the Chair or Deputy Chair, three staff members and one student member.
Purpose	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.
Terms of Reference	<p>The Student Experience Committee shall:</p> <ol style="list-style-type: none"> 6. Advise Academic Board on all matters relating to the student experience and safeguarding and wellbeing. 7. Maintain strategic oversight of the student experience and student safeguarding and wellbeing, including internal management reporting. 8. Determine priority areas for enhancing student experience and wellbeing at the University, commission delivery of targeted interventions, and evaluate their effectiveness. 9. Develop and approve policy and procedure relating to student experience and wellbeing and safeguarding. 10. Receive, evaluate and take action in response to quantitative and qualitative reporting relating to the student experience, wellbeing and safeguarding. 11. Review and monitor the student experience relating to the student journey

	<p>from enrolment to graduation, to provide the optimal student experience and promote good practice in line with University policies on Equity, Diversity & Inclusivity.</p> <p>12. To ensure compliance with relevant external regulatory frameworks, e.g., Office for Students conditions of registration.</p> <p>13. Oversee the strategic direction of sponsored working groups.</p> <p>14. Consult with other University Committees on matters relevant to SEC.</p>
Reporting Mechanism	The Student Experience Committee will report to the Academic Board through its minutes and other reports as required. The Student Experience Committee will also report any issues arising as they relate to Equity, Diversity and Inclusion (EDI) to the Joint EDI Committee.
Confidentiality	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.
Chair's Action	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.
Delegation of Authority and Subcommittees	SEC may oversee sponsored working groups as required.

Commercial and Academic Planning Committee (CAPC)

Terms of Reference and Composition

Meets	At least three times per Academic Year, normally trimesterly
Reports to	Academic Board with accountability line to Executive Management Group (EMG)
Composition	<p>Membership:</p> <ul style="list-style-type: none"> • Deputy Vice-Chancellor and Provost (Co-Chair), <i>ex officio</i> • Chief Financial Officer (CFO), (Co-Chair) <i>ex officio</i> • Chief Commercial Officer (CMO), <i>ex officio</i> • Chief Strategy & International Development Officer, <i>ex-officio</i> • Deputy Provost and Director of Postgraduate Studies, <i>ex officio</i> • Associate Director Product Development, <i>ex officio</i> • Pro-Vice Chancellor Student Experience, <i>ex officio</i> • Director of Academic Services and University Clerk, <i>ex officio</i> <p>In attendance, as required:</p> <ul style="list-style-type: none"> • Head of Quality Assurance and Regulatory Compliance • Deans of Faculty (as appropriate) • Pro-Vice Chancellor(s) Business Development (as appropriate) • Director of Recruitment and Admissions • Head of International Student Compliance • A member of the Finance Team as determined by the Chief Financial Officer • Associate Director Commercial Planning • Servicing Officer <p>CAPC has the authority to co-opt up to 2 members for a maximum of 3 years.</p>
Quorum	The minimum attendance for this committee to be quorate will be Co-Chair plus one third full members.
Purpose	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.
Terms of Reference	<p>CAPC shall:</p> <ol style="list-style-type: none"> 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. 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. 3. Monitor BIMM University's Academic Partners, managing business in line with the requirements in the Partnership Handbook. 4. Track, monitors and makes recommendations for adjustments to Profit and Loss (P&L) and course costing model and budgetary envelopes for services and provision. 5. Approve the development of applications to regulatory bodies for additional funding schemes. 6. Track the cycle of financial returns. 7. Approve and track course costing models, including agreement on loss leading and time series. 8. 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).
Reporting Mechanism	CAPC will report to the Academic Board through its minutes and other reports as required. CAPC will also report any issues arising as they relate to Equity, Diversity and Inclusion (EDI) to the Joint EDI Committee.
Confidentiality	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.
Chair's Action	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.
Delegation of Authority and Subcommittees	CAPC may oversee sponsored working groups as required.

Joint Equity, Diversity and Inclusion Committee (JEDIC)

Terms of Reference and Composition

Meets	A minimum of three times per year
Reports to	BIMM University Limited Board and MetFilm School Board
Composition	<ul style="list-style-type: none"> • BIMM Group Deputy Vice-Chancellor and Provost (Chair), ex officio • BIMM University Associate Dean Access and Participation (Deputy Chair), ex officio • Dean of Faculty, Screen and Film, ex officio • Pro Vice Chancellor Business Development, Screen & Film and Creative Technology, ex officio • Pro Vice Chancellor, Student Experience, ex officio • Head of Wellbeing, ex officio • BIMM Group Director of People and Culture, ex officio • Group Director of Marketing, ex officio • One external EDI specialist from the creative industries, nominated by BIMM University Limited Ltd Board for a period of three years. • One external EDI specialist from the creative industries, nominated by MetFilm School Board for a period of three years. • Elected Student representatives including at least two Postgraduate students (3 BIMM University Limited, 3 MetFilm School) • Local EDI staff representatives from each campus (up to 6 total). <p>In attendance:</p> <ul style="list-style-type: none"> • Servicing Officer • EDIC has the authority to co-opt up to three members for three years. <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 or MetFilm School Board may request to attend meetings of the committee.</p>
Quorum	The minimum number of attendees for this committee to be quorate will be the Chair or Deputy Chair plus three other full staff members.
Purpose	The Joint 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 Joint Equity, Diversity and Inclusivity Committee are set out in its terms of reference.
Terms of Reference	<p>The Joint Equity, Diversity and Inclusivity Committee shall:</p> <ol style="list-style-type: none"> 1. Maintain strategic oversight of EDI matters as they pertain to BIMM University Limited and MetFilm School staff and students. 2. Maintain strategic oversight of BIMM University Limited's and MetFilm School's EDI requirements, including the development of policy and procedure. 3. Advise on all BIMM University Limited and MetFilm School'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. 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.

Reporting Mechanism	The Joint Equity, Diversity and Inclusivity Committee will report to the BIMM University Limited and MetFilm School Boards through its minutes and other reports as required.
Confidentiality	<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>
Chair's Action	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.
Delegation of Authority and Subcommittees	The Joint 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 Joint Equity, Diversity and Inclusion Committee.

Access and Participation Committee (APC)

Terms of Reference and Composition

Meets	A minimum of three times per year, normally each trimester
Reports to	Learning, Teaching and Enhancement Committee (LTEC)
Composition	<p>Membership:</p> <ul style="list-style-type: none"> • Associate Dean: Access & Participation (chair), <i>ex officio</i> • Student Recruitment and Diversity Coordinator (deputy chair), <i>ex officio</i> • Associate Dean: Learning and Teaching, <i>ex officio</i> • Associate Dean: Academic Staff Development, <i>ex officio</i> • Applicant Experience Manager, <i>ex officio</i> • Staff Learning and Development Manager, <i>ex officio</i> • One Faculty Dean, nominated by LTEC • One Head of School from a UK campus, nominated by LTEC • One Campus Dean from a UK campus, nominated by LTEC • Representative from Wellbeing and Learning Support teams, from a UK campus, nominated by LTEC • APP Student Consultants (2), recruited annually <p>Attendance</p> <ul style="list-style-type: none"> • A representative from academic services from UK campuses • A representative from InfoHub from UK campuses • A representative from the Digital Learning Team • A representative from the Creative Futures Team • 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"> ○ Performing Arts Courses (x2) ○ Music Courses (x2) ○ Screen and Film Courses (x2) ○ Creative Technologies Courses (x2) • A representative from Applied Inspiration's Specialist Evaluation, Evidence and Research (SEER) Team, nominated by the Managing Director of Applied Inspiration. • Servicing Officer. <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>
Quorum	The minimum number of attendees for this committee to be quorate will be the Chair or Deputy Chair plus 3 other full members.
Purpose	APC has delegated authority from LTEC for oversight of authoring, revising, implementing, monitoring, and evaluating the BIMM University Limited's Access and Participation Plan.
Terms of Reference	<p>The Access and Participation Committee shall:</p> <ul style="list-style-type: none"> • oversee the drafting and implementation of the Access & Participation Plan in accordance with the requirements of the Office for Students. • monitor and evaluate progress towards approved Access & Participation targets and produce reports in line with the approved publication plan. • make recommendations on financial support packages available to students for approval by the Executive Management Group (EMG) and to

	<p>note financial implications (if any) for reporting to EMG as part of the annual budget setting process.</p> <ul style="list-style-type: none"> • assess changes in the regulatory framework and guidance provided by the Office for Students which affect the Access & Participation Plan and make appropriate recommendations to LTEC, seeking external advice where appropriate. • identify risks that may limit the BIMM University Limited's ability to meet the targets set in the Access & Participation Plan and make appropriate recommendations to LTEC. • establish an Access & 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. • establish focus groups and task-and-finish groups as appropriate, which will report back to APC on their activities and recommendations. • seek independent advice and coordinate with relevant internal committees on Access & Participation matters where appropriate.
Reporting Mechanism	APC will report to the Learning, Teaching and Enhancement Committee through its minutes and other reports as required. APC will also report any issues arising as they relate to Equity, Diversity and Inclusion (EDI) to the Joint EDI Committee.
Confidentiality	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.
Chair's Action	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.
Delegation of Authority and Subcommittees	N/A

Postgraduate Award Board (PG-AB)

Terms of Reference and Composition

Meets	Two times per year at University Level
Reports to	Academic Board
Composition	<p>Membership:</p> <ul style="list-style-type: none"> • Director of Postgraduate Studies (Chair). • Chair of the Postgraduate Module Board (Deputy Chair). • Postgraduate Course Leaders for those courses under consideration. • External Examiners for those courses under consideration. <p>In attendance:</p> <ul style="list-style-type: none"> • Servicing Officer. • Head of Student Data and Assessment Administration or nominee. • Postgraduate Academic Administrators for those courses under consideration.
Quorum	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.
Purpose	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.
Terms of Reference	<p>The Postgraduate Award Board shall:</p> <ul style="list-style-type: none"> • Confirm the award of academic credit as specified in the Postgraduate Academic Assessment Regulations. • Approve awards and classification decisions for students who have satisfied the appropriate requirements in the Postgraduate Academic Assessment Regulations. • If appropriate, make recommendations, on changes to arrangements for progression, award, and retrieval of credit. • Receive comments from External Examiners relating to the courses under consideration and the conduct of the Board.
Reporting Mechanism	The Postgraduate Award Board will report to the Academic Board through its minutes and other reports as required.
Confidentiality	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.
Chair's Action	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.
Delegation of Authority and Subcommittees	N/A

Postgraduate Continuation Board (PG-CB)

Terms of Reference and Composition

Meets	Three times a year, normally each trimester - at University Level
Reports to	Academic Board
Composition	<p>Membership:</p> <ul style="list-style-type: none"> • Director of Postgraduate Studies (Chair). • Chair of the Postgraduate Module Board (Deputy Chair). • Postgraduate Course Leaders for those courses under consideration. <p>In attendance:</p> <ul style="list-style-type: none"> • Servicing Officer. • Head of Student Data and Assessment Administration or nominee. • Academic Administrators for those courses under consideration.
Quorum	The minimum quoracy is the Chair or Deputy Chair and one academic staff member.
Purpose	The Postgraduate Continuation Board is responsible for checking and approving student progression, offering uncapped Retrievals (following mitigation) or capped Retrievals and awarding credit.
Terms of Reference	<p>The Postgraduate Continuation Board shall:</p> <ul style="list-style-type: none"> • confirm the award of academic credit as specified in the Postgraduate Academic Assessment Regulations. • confirm requirements for the retrieval of failed academic credit. • implement the recommendations of the Mitigating Evidence Committee and enable students with condoned mitigation to retrieve credit at the earliest available opportunity. • If appropriate to make recommendations, on changes to arrangements for the retrieval of academic credit.
Reporting Mechanism	The Postgraduate Continuation Board will report to the Academic Board through its minutes and other reports as required.
Confidentiality	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.
Chair's Action	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.
Delegation of Authority and Subcommittees	N/A

Postgraduate Module Board (PG-MB)

Terms of Reference and Composition

Meets	Three times per year, normally each Trimester at University Level
Reports to	Academic Board
Composition	<p>Membership:</p> <ul style="list-style-type: none"> • Senior academic nominated by the Provosts Office (Chair).¹ • Senior academic appointed by the Provosts Office (Deputy Chair).² • Postgraduate Course Leaders for those courses under consideration. <p>In attendance:</p> <ul style="list-style-type: none"> • Servicing Officer. • Head of Student Data and Assessment Administration or nominee. • Academic Administrators for those courses under consideration.
Quorum	The minimum quoracy is the Chair or Deputy Chair and one academic staff member.
Purpose	The Postgraduate Module Board is responsible for approving the assessment results for all modules within its remit.
Terms of Reference	<p>The Postgraduate Module Board shall:</p> <ul style="list-style-type: none"> • confirm marks for each module. • receive comments from External Examiners relating to the modules under consideration.
Reporting Mechanism	The Postgraduate Module Board will report to the Academic Board through its minutes and other reports as required.
Confidentiality	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.
Chair's Action	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.
Delegation of Authority and Subcommittees	N/A

Undergraduate Award Board (UG-AB)

Terms of Reference and Composition

Meets	Normally twice per year, by Subject at University Level
Reports to	Academic Board
Composition	<p>Membership</p> <ul style="list-style-type: none"> • Dean or Associate Dean of Faculty (Chair). • Senior academic appointed by the Provost's Office (Deputy Chair). • Heads of School from the Faculty under consideration. • External Examiners for those courses under consideration. <p>In attendance:</p> <ul style="list-style-type: none"> • Servicing Officer (minutes). • Head of Student Data and Assessment Administration or nominee. • Undergraduate Academic Administrators for those courses under consideration.
Quorum	The minimum quoracy is the Chair or Deputy Chair, one academic member of staff and one External Examiner.
Purpose	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.
Terms of Reference	<p>The Undergraduate Award Board shall:</p> <ul style="list-style-type: none"> • confirm the award of academic credit as specified in the Undergraduate Academic Assessment Regulations. • approve awards and classification decisions for students who have satisfied the appropriate requirements in the Undergraduate Academic Assessment Regulations. • If appropriate, make recommendations on changes to arrangements for progression, award, and retrieval of credit. • receive comments from External Examiners relating to the courses under consideration and the conduct of the Board.
Reporting Mechanism	The Undergraduate Award Board will report to the Academic Board through its minutes and other reports as required.
Confidentiality	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.
Chair's Action	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.
Delegation of Authority and Subcommittees	N/A

Undergraduate Module Board (UG-MB)

Terms of Reference and Composition

Meets	Normally each Semester by Subject at Campus Level
Reports to	Academic Board
Composition	<p>Membership:</p> <ul style="list-style-type: none"> • Head of School (Chair). • Senior academic nominated by the Provost's Office (Deputy Chair).¹ • Undergraduate Course Leaders for those courses under consideration. <p>In attendance:</p> <ul style="list-style-type: none"> • Servicing Officer (minutes). • Head of Student Data and Assessment Administration or nominee (optional). • Undergraduate Academic Administrators for those courses under consideration.
Quorum	The minimum quoracy is the Chair or Deputy Chair and one academic staff member.
Purpose	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.
Terms of Reference	<p>The Undergraduate Module Board shall:</p> <ul style="list-style-type: none"> • confirm marks for each module. • receive comments from External Examiners relating to the modules under consideration.
Reporting Mechanism	The Undergraduate Module Board will report to the Academic Board through its minutes and other reports as required.
Confidentiality	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.
Chair's Action	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.
Delegation of Authority and Subcommittees	N/A

Undergraduate Progress Board (UG-PB)

Terms of Reference and Composition

Meets	Normally each Semester by Subject at Campus Level
Reports to	Academic Board
Composition	<p>Membership:</p> <ul style="list-style-type: none"> • Head of School (Chair). • Senior Academic nominated by the Provost's Office (Deputy Chair).¹ • Undergraduate Course Leaders for those courses under consideration. • Dean or Associate Dean of Subject (optional). • External Examiners for those courses under consideration (optional). <p>In attendance:</p> <ul style="list-style-type: none"> • Servicing Officer (minutes). • Head of Student Data and Assessment Administration or nominee. • Undergraduate Academic Administrators for those courses under consideration.
Quorum	The minimum number of attendees for this meeting to be quorate is the Chair or Deputy Chair and one academic staff member.
Purpose	The Undergraduate Progress Board is responsible for checking and approving student progression, offering uncapped Retrievals (following mitigation) or capped Retrievals and awarding credit.
Terms of Reference	<p>The Undergraduate Assessment Board shall:</p> <ul style="list-style-type: none"> • confirm the award of academic credit as specified in the Undergraduate Academic Assessment Regulations. • determine whether students may progress from one level of a course to the next level. • confirm requirements for the retrieval of failed academic credit. • implement the recommendations of the Mitigating Evidence Committee and enable students with condoned mitigation to retrieve credit at the earliest available opportunity. • If appropriate, make recommendations on changes to arrangements for the retrieval of academic credit and rules for progression between academic levels.
Reporting Mechanism	The Undergraduate Progress Board will report to the Academic Board through its minutes and other reports as required.
Confidentiality	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.
Chair's Action	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.
Delegation of Authority and Subcommittees	N/A

Postgraduate Board of Studies (PG BoS)

Terms of Reference and Composition

Meets	Three times a year, each Trimester
Reports to	Learning, Teaching & Enhancement Committee (LTEC)
Composition	<p>Composition:</p> <ul style="list-style-type: none"> • Deputy Provost and Director of Postgraduate Studies (Chair). • Associate Dean of Academic Staff Development (Deputy Chair). • Postgraduate Course Leaders. • Course Modification Working Group (CMC) Course Partner for each course within the subject area. • A nominated member of the Creative Futures team. • A nominated Student Events and Community Manager. • Postgraduate Student Representatives from each BIMM University Campus. • Participant Representatives from the PgCert from each BIMM University Campus. <p>In attendance:</p> <ul style="list-style-type: none"> • Servicing Officer <p>The Postgraduate Board of Studies has the authority to co-opt up to two members for three years.</p>
Quorum	The minimum number of attendees for this board to be quorate will be the Chair, two other academic members and two student representatives. Members may provide a nominee if unavailable.
Purpose	The Postgraduate Subject Board of Studies 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.
Terms of Reference	<p>The Postgraduate Board of Studies Shall:</p> <ol style="list-style-type: none"> 1. Monitor the standards and delivery of courses to ensure course objectives are achieved and assessment is properly conducted. 2. Monitor the provision of career information, advice and guidance, events, and community activities. 3. Consider feedback from staff and students, and make recommendations to LTEC concerning any academic matter relating to courses. 4. Keep under review course admission criteria and course information and guidance. 5. Promote effective dialogue between students and staff to improve and enhance the student experience. 6. Consider within its remit the output of the University's Course Review and Enhancement process: <ol style="list-style-type: none"> a. Consider and approve minor modifications to courses. b. Consider and provide feedback to CMC on major modifications to courses. c. Consider Course Reports and course key performance data. 1. Advise the Quality Assurance & Compliance Committee on External Examiner nominations and ensure they are inducted and appropriately briefed on course assessment requirements and related matters. 2. Report on any resource issues identified for the effective delivery of courses, liaising with Subject and Campus Deans as appropriate. 3. 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

	<p>requirements as appropriate.</p> <p>4. Make recommendations to LTEC on in-year assessment changes arising from unforeseen issues to ensure the effective delivery and assessment of the courses.</p>
Reporting Mechanism	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. The Postgraduate Board of Studies will also report any issues arising as they relate to Equity, Diversity and Inclusion (EDI) to the Joint EDI Committee.
Confidentiality	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.
Chair's Action	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.
Delegation of Authority and Subcommittees	N/A

Undergraduate Subject Board of Studies (UG BoS)

Terms of Reference and Composition

Meets	Twice per year (Each Semester)
Reports to	Learning, Teaching & Enhancement Committee (LTEC)
Composition	<p>Membership:</p> <ul style="list-style-type: none"> • Faculty Dean or Associate Dean for the Subject (Chair). • A nominated Student Representative (Deputy Chair) • Course Leaders or Deputy Course Leaders (a representative group selected by the Chair to represent the courses within the remit of the board) • Course Modification Committee (CMC) Course Partner for each course within the subject area. • A nominated member of the Creative Futures team. • A Student Events and Community Manager. • Student Representatives for the subject from each BIMM University campus. • The UG Board of Studies has the authority to co-opt up to two members for three years. <p>In attendance:</p> <ul style="list-style-type: none"> • Servicing Officer.
Quorum	The minimum number of attendees for this board to be quorate will be the Chair, two other academic members, and two student representatives. Members may provide a nominee if unavailable.
Purpose	The Undergraduate Subject Board of Studies 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.
Terms of Reference	<p>The Undergraduate Subject Board of Studies shall (for all courses within its remit):</p> <ol style="list-style-type: none"> 1. Monitor the standards and delivery of courses to ensure course objectives are achieved and assessment is properly conducted. 2. Monitor the provision of career information, advice and guidance, events, and community activities. 3. Review course key performance data. 4. Review student facing course documentation. 5. Consider feedback from staff and students, and make recommendations to LTEC concerning any academic matter relating to courses and/or modules. 6. Consider the output of the University's Course Review and Enhancement (CRE) process and Course Modification Committee (CMC): <ol style="list-style-type: none"> a. Consider and approve minor modifications to courses. a. Consider and provide feedback to CMC on major modifications. 7. Promote a continuing discussion of effective means of learning and teaching and mechanisms for enhancing learning and teaching. 8. Report on any resource issues identified for the effective delivery of courses, liaising with Subject and Campus Deans as appropriate. 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.
Reporting Mechanism	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. 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.

Confidentiality	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 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.
Chair's Action	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.
Delegation of Authority and Subcommittees	N/A

Student Representation Forum (SRF)

Terms of Reference and Composition

Meets	Undergraduate courses: Twice per academic year, Semesterly Postgraduate courses: Three times per academic year, Trimesterly
Reports to	UG/PG Board of Studies
Composition	<p>Membership:</p> <ul style="list-style-type: none"> • Course Leader (Chair) • A Member of the Student Wellbeing /Academic Administration Team (may also act as Note Taker) • Student Representatives <p>In attendance:</p> <ul style="list-style-type: none"> • Note Taker • Students*
Quorum	The minimum quoracy is the Chair, one additional member of staff and two Student Representatives (or one Student Rep and one Student in cases where there is only a single year of a course running).
Purpose	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.
Terms of Reference	<p>The Student Representation Forum shall:</p> <ol style="list-style-type: none"> 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. 2. Advise upon aspects of the operations of the student representation system as appropriate. 3. Report key issues of student feedback to PG/UG Boards of Studies and for consideration at other appropriate forums, including annual quality monitoring.
Reporting Mechanism	The Student Representation Forum (SRF) will report to UG/PG Boards of Studies through its minutes and other reports as required. The SRF will also report any issues arising as they relate to Equity, Diversity and Inclusion (EDI) to the Joint EDI Committee.
Confidentiality	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.
Chair's Action	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.
Delegation of Authority and Subcommittees	N/A

Mitigating Evidence Committee (MEC)

Terms of Reference and Composition

Meets	As required at Campus level
Reports to	Undergraduate Progress Boards /Postgraduate Continuation Boards, and Award Boards
Composition	<p>Membership:</p> <ul style="list-style-type: none"> • Student Wellbeing Manager (Chair) • Head of School (Deputy Chair) • Academic Administration Team Leader (or equivalent) • Course Leaders* • Academic Administrator <p>*Any Course Leaders present shall abstain from discussions on students on their course.</p>
Quorum	The minimum number of attendees for this committee to be quorate will be the Chair or Deputy Chair plus two other members.
Purpose	The Mitigating Evidence Committee considers student requests for assessment mitigation, in line with the Exceptional Circumstances Policy and Procedure .
Terms of Reference	<p>The Mitigating Evidence Committee shall:</p> <ul style="list-style-type: none"> • Review individual mitigation claims and accompanying evidence. • Make decisions on the removal of lateness penalties. • Make recommendations to the progress and award boards on mitigation claims. • Ensure the implementation of the relevant regulations governing mitigation claims. <p>When evaluating mitigation claims, the Committee will take the following into consideration:</p> <ul style="list-style-type: none"> • The severity of the circumstances claimed. • The timing of the circumstances claimed. • The validity of the evidence provided. • The extent to which the circumstances claimed would have affected the assessment(s). • The implications of any extension of time on the whole assessment cycle and the impact this may have on progression. <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"> a. Where a deadline beyond the maximum period of 6 weeks is required. b. Where a student requests a deadline beyond week 14 of semester 2 for a semester 1 assessment. c. Where a student requests a deadline beyond the summer re-sit deadline for a semester 2 assessment. d. Where a student still has outstanding extended deadlines for 4 or more modules. e. Where deadline extensions will result in an unmanageable assessment

	<p>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).</p> <p>In all such cases, the MEC will instead recommend the student intermits and returns in the following academic year to complete any outstanding assessments.</p>
Reporting Mechanism	The Mitigating Evidence Committee will make recommendations to the relevant Assessment Board.
Confidentiality	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.
Chair's Action	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.
Delegation of Authority and Subcommittees	N/A