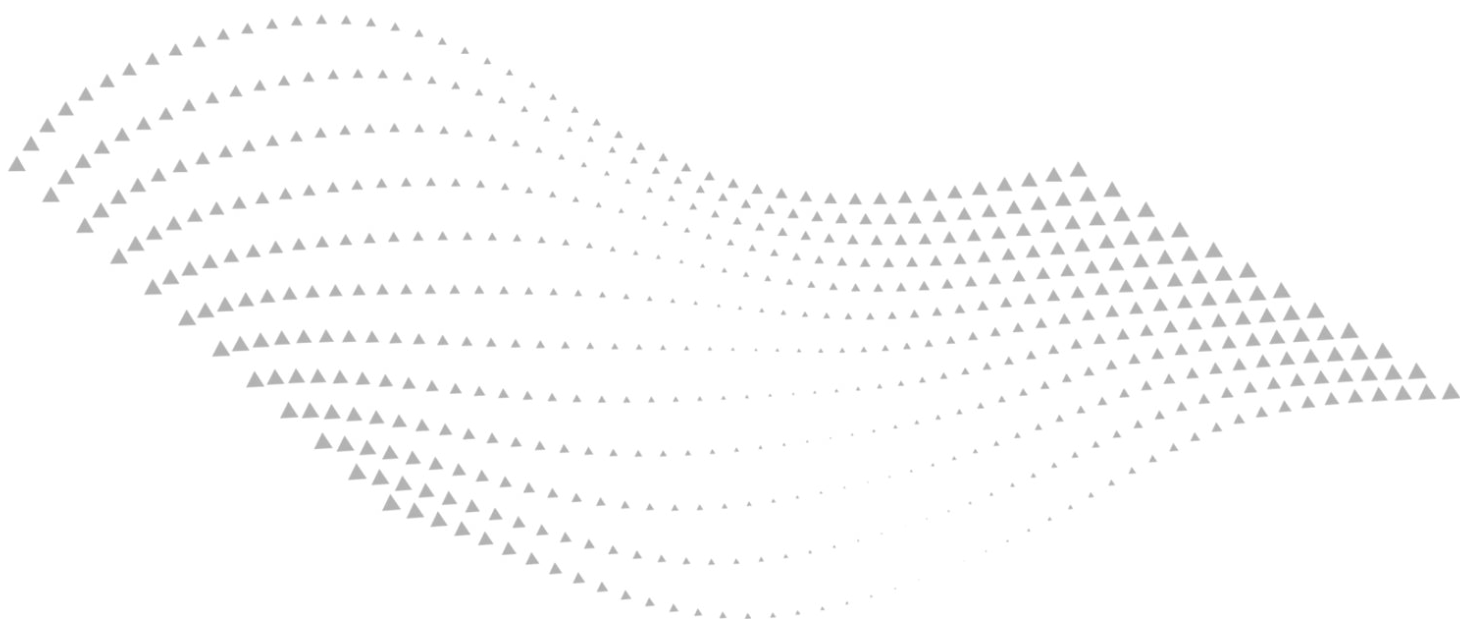


**BIMM
UNIVERSITY**

A university
for the creative
industries

**BIMM University
Committee Terms of Reference and**



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BIMM University Limited Board

Meets: Normally a minimum of three times a year.
Reports to: Murphy TopCo Limited Board

Statement of Primary Responsibilities of the Board:

The University has determined to adopt the CUC Higher Education Code of Governance (September 2020) and in so doing has agreed the following Statement of Primary Responsibilities, in line with the Code.

This statement 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 statement of primary responsibilities shall be updated to reflect the same.

Listed below are the primary responsibilities of the Board of BIMM University Limited ("the Institution"), as delegated by Murphy Topco Limited Board:

- To contribute to the mission and strategic vision of the Institution, its long-term academic and business plans and key performance indicators, and to ensure that these meet the interests of key stakeholders, especially staff, students and alumni.
- To ensure on behalf of Murphy Topco Ltd that processes are in place to monitor and evaluate the performance and effectiveness of the Institution against the plans and approved key performance indicators, benchmarked against other comparable institutions.
- Under direction from Murphy Topco Ltd delegate authority to the Chief Executive Officer and Vice Chancellor, for the academic, corporate, financial, estate and human resource management of the Institution. And 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
- 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.
- To establish processes to monitor and evaluate the performance and effectiveness of the BIMM University Ltd Board itself.
- 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.
- To safeguard the good name and values of the Institution.
- In partnership 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 Institution, and to report to Murphy TopCo Ltd on such performance. [Remuneration Committee]
- To appoint a Secretary to BIMM University Ltd and to ensure that, if the person appointed has managerial responsibilities in the institution, there is an appropriate separation in the lines of

accountability.

- To be the employing authority for all staff in the institution and to be accountable to Murphy Topco Ltd for ensuring that an appropriate human resources strategy is established.
- To be the principal financial and business authority of the Institution as approved by the OfS, 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 Institution's assets, property and estate on a day-to-day basis.
- To be the Institution's legal authority with the OfS and, as such, ensure that systems are in place for meeting all of the Institution's legal obligations, including those arising from contracts and other legal commitments made in the Institution's name. This includes accountability for health, safety and security and for equality, diversity and inclusion.
- To receive assurance from management that adequate provision has been made for the general welfare of students.
- 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.
- 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 Institution. [Academic Board]
- 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 Institution. [Academic Board]
- To ensure that the Institution's Articles of Association and these Standing Orders are followed at all times and that appropriate advice is available to enable this to happen. [Murphy Topco Ltd]
- To promote a culture which supports inclusivity and diversity across the Institute.
- To ensure that all students and staff have opportunities to engage with the governance and management of the Institute.

Composition:

The Board composition will include a majority of Independent Directors in order to meet the obligations of the CUC code and the generally held expectations of the higher education sector (with such terms of office as prescribed in the Institutions Articles of Association), membership will include:

- Chief Executive Officer & Head of Institution.
- 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.

The following shall also be entitled to attend and participate but not vote at each meeting of the

Board:

- 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 Institution 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 academic staff of the Institution who shall serve in such capacity for a term of 1 year.
- The Clerk to the Board, as Secretary to the Board.
- Other members of the Institution's Senior Managers by invitation.

Quorum:

The quorum necessary for any Board meeting shall be 3, of which one shall be the Chair or Deputy Chair and one shall be a director appointed by Murphy TopCo Limited.

The Chair and Deputy Chair should be appointed from the Independent Non-Executive Directors, and approved by Murphy Topco Ltd.

Conduct of Meetings:

The Board shall normally hold ordinary meetings at least three times per year and hold such other ordinary meetings as may be necessary for the efficient discharge of their functions.

Subject to the provisions of the Articles of Association, the Board may make rules to govern the conduct of its meetings and those of any committee or sub-committee. Directors should refer to the Clerk for further information about the procedural rules of the Board and its committees.

The Chair and the Deputy Chair shall be appointed by Murphy TopCo Limited for an initial period of three years, renewable for two further three-year periods. The Chair shall preside at all meetings of the Board. If the Chair is absent from any meeting, the Deputy Chair shall act as Chair of that meeting.

Agenda and papers shall be circulated in advance for all meetings and all meetings shall be fully minuted.

Committee Structure:

The Board may delegate any of its powers to any committee, to the Chair, or to the Chief Executive Officer & Head of Institution, 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 Chief Executive Officer & Head of Institution, provided always that the Board shall not delegate any of the following matters in respect to its status as an OfS regulated institution:

- the determination of the educational character of the Institution;
- the approval of the annual forecasts of income and expenditure;
- the approval of the final accounts;
- ensuring the solvency of the Institution and the safeguarding of their assets;the

- appointment of the Chief Executive Officer and Head of Institution; 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 Institution may be appointed by the Board to membership of any such committee. [Nominations Committee]

Any committee so established may establish sub-committees and determine their membership and functions. Persons who are not Directors of a committee may be appointed by the committee to membership of any such sub-committee. [Nominations Committee & Academic Board]

The Board delegates authority to the Chair subject to recommendation from the Chief Executive Officer & Head of Institution.

Where the Board delegates any of its powers under the Articles, the committee, the Chair or the Chief Executive Officer and Head of Institution (as the case may be) to whom the power or powers have been delegated shall report to the Board on any exercise of such a power or powers.

Business of Meetings:

The standing business at meetings of the Board shall include considering:

- Minutes and reports from any sub-committees;
- The Annual Review of Academic Standards and Quality from the Academic Board;
- Reports from executive officers;
- Financial performance;
- Applications and enrolled student numbers;
- Outcomes of reviews from external agencies; and
- Regulatory matters, including correspondence with the Office for Students.

Chair's Action:

The Board has determined that the Chair shall have delegated powers to act on its behalf between scheduled meetings of the Board as detailed in this code. Chair's action is authorised where the matter involves:

- Items of routine business that would not normally merit discussion at a meeting of the Board;
- Matters relating to the implementation of decisions that have already been approved by the Board; and
- Any issue which, in the view of the Chair, is too urgent and important for consideration to be deferred until the next scheduled meeting of the Board, especially where any lack of timely action could damage the interests of the Institution.

Where the Chair has exercised his/her delegated authority to act on behalf of the Board, a report on the action taken, along with any background documents, will be made to the next scheduled meeting of the Board where the Chair will explain the reason action was taken.

BIMM Academic Board:

The Board delegates certain powers and responsibilities to the Academic Board, which will be the Institution's academic authority and will promote the academic and professional work of the Institution. The powers and responsibilities of the Academic Board are set out in its terms of reference.

BIMM Audit Committee:

The Board delegates certain powers and responsibilities to the Audit Committee, which will be responsible for overseeing and providing assurance to the Board on the effectiveness of the operation of the Institution's processes and systems, the management of risk, and the correctness and integrity of the information provided to the Board and external bodies. The powers and responsibilities of the Audit Committee are set out in its terms of reference.

BIMM Nominations Committee

The Board delegates certain powers and responsibilities to the Nominations Committee, which will be 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. The powers and responsibilities of the Nominations Committee are set out in its terms of reference.

BIMM Equity, Diversity and Inclusivity Committee

The Board delegates certain powers and responsibilities to the Equity, Diversity and Inclusivity Committee, which is responsible for overseeing the development of. Range of activities and interventions across the University to ensure its community 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

Meets: A minimum of three times a year, normally each trimester
Reports to: BIMM University Limited Board

Composition:

- 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 Faculty¹ (4)
- Elected Student representatives including at least one Postgraduate student (4)
- An external senior academic from a UK HE provider, appointed by BULB for a period of 3 years.

In attendance:

- Servicing Officer
- Dean of Digital Education, *ex officio*
- Head of Immigration and Compliance, *ex officio*
- Regulatory Returns Manager, *ex officio*
- Director of Recruitment and Admissions, *ex officio*
- Head of Student Wellbeing, *ex officio*

The following may attend to observe as requested:

- Any member of BIMM University Limited Board

The Academic Board has the authority to co-opt up to 2 members for a maximum of 3 years.

The minimum attendance for this board to be quorate will be the Chair/Deputy Chair plus 5 full members.

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.

Membership will be reviewed annually to ensure appropriate representation from across the University.

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. The Chair may ask that 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 external channel for consideration.

¹ Representatives to be chosen from Principal Lecturers and Course Leaders

Terms of Reference:

The Academic Board is accountable to BIMM University Limited Board (BULB) and acts on delegated authority to maintain academic standards for all BIMM University awards, and for advising the Vice Chancellor and Chief Executive Officer and the BULB on all academic matters.

The Academic Board shall:

- Maintain strategic oversight of academic standards and the quality of learning opportunities available to BIMM University students.
- Maintain strategic oversight of BIMM University Limited's compliance with UK, Irish and German Higher and Further Education sector duties, policies, regulations and requirements and respond as appropriate.
- Oversee all BIMM University Limited's engagements with the Office for Students, and other regulatory and governmental bodies, to ensure the University remains compliant with relevant legislation and regulatory requirements.
- 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.
- Set and review academic key performance indicators.

To delegate the following to its subcommittees:

Assessment Boards

- To approve:
 - Module marks and outcomes
 - Recommendations of the Mitigating Evidence Committee
 - Retrieval opportunities and progression / continuation decisions
 - Awards and classification decisions

Learning, Teaching & Enhancement Committee

- Formulate and monitor the University's Education Strategy.
- Undertake Course Approval and Periodic Review
- Approve Learning & Teaching Project Development Funding

Professorial Appointments Committee

- Consider and determine the outcome of applications for Professorial appointments, and Honorary Awards.

Quality Assurance & Compliance Committee

- Oversee and approve, where appropriate, the outcomes of annual monitoring.
- Consider External Examiner nominations and approve appointments.
- Approve timelines and oversee activity related to student protection.

Research & Ethics Committee:

- Award research project funding and postgraduate study bursaries to staff.
- The formulation and monitoring of the University's Research and Enterprise Strategy.

Student Experience Committee:

- 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.

Commercial and Academic Planning Committee

- To delegate to the Commercial and Academic Planning Committee authority to give approval to proceed for the development of new courses and subject areas.

Audit Committee (AudCom)

Meets: Minimum of three times a year
Reports to: BIMM University Limited Board

Composition & Membership:

- The Audit Committee shall be a sub-committee of BIMM University Limited Board ('the Board') and shall consist of no less than three members, with a minimum of two independent Non-Executive Directors, including a Chair. Unless otherwise determined by the Board, a quorum shall consist of two members of the Audit Committee.
- Members of the Executive Team or the Chair of the Board may not be members of the Audit Committee. Any Board member may attend a meeting of the Audit Committee, including those who are not members of the Audit Committee by invitation.
- The Chair of the Audit Committee will be appointed by the Board, and the membership shall be comprised of a minimum of two other Non-Executive Directors.
- In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to all of the members for consideration and approval. Decisions will be approved in such circumstances by a majority of members in writing or by email. Where an urgent decision is required, the Chair of the Audit Committee shall be empowered to take action on behalf of the Audit Committee. Such action shall be reported to the Audit Committee at its next meeting.

Responsibilities:

- The Audit Committee will report annually to the Board on the adequacy and effectiveness of the Group's risk management, control and governance arrangements, and the management and quality assurance of data.
- The Audit Committee 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.
- The Audit Committee is authorised to obtain appropriate external legal and other professional advice in order to fulfil its responsibility to the Board.
- The Audit Committee 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.

Terms of Reference:

Main Duties:

- To recommend to the Board a framework of effective audit coverage, having reviewed the internal and external audit processes and triangulating with management's representations.

- To provide assurance to the Board, through regular reports, that the internal financial control systems of the Company are adequate and are functioning properly.
- To advise the Board on the minimum and optimum level of internal and external audit arrangements.
- To 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.
- To monitor internal and external audit reviews and advise the Board accordingly.
- To satisfy itself that satisfactory arrangements are in place to promote economy, efficiency and effectiveness and good value for money for students of the Company
- To advise the Board on the effectiveness of policies and procedures for risk assessment and risk management.
- To investigate on behalf of the Board any financial or administrative matters which may put the Company at risk.
- To examine reports on special investigations and to advise senior management on any additional or alternative steps to be taken.
- To consider the appropriateness of executive action following internal audit reviews and to advise senior management on any additional or alternative steps to be taken.
- To ensure that there is coordination and good working relationships between internal audit, external audit and any other review bodies that have been set up.
- To ensure the appropriateness of the IT Infrastructure and systems, data quality and regulatory compliance.
- To receive and consider the Company's Risk Register.
- To provide minutes of all Audit Committee meetings for consideration at Board meetings.

Internal & External Auditors:

- To determine the frequency of tendering for external auditing services.
- To consider tenders for the external auditing services and recommend to the Board which firm should carry out the annual external audit of the Company's statutory accounts and to advise on the appointment, including the remuneration and terms of appointment, the dismissal, and the acceptance of the resignation of, the external auditors.
- To 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 Company's statutory accounts or any other financial statements.

- To 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.
- To review the performance of the Company's auditors and advise the Board on any changes that ought to be made to their terms of engagement.
- To consider tenders for the internal auditing services and recommend to the Board which firm should carry out the internal audit.
- To discuss the resources available to the Internal Audit function and appropriate reporting requirements to the Audit Committee.
- To obtain any necessary external professional advice to enable the Audit Committee to carry out its responsibilities more effectively.

Nominations Committee (NomCom)

Meets: At least once a year
Reports to: BIMM University Limited Board

Composition & Membership

- The Nominations Committee shall consist of a minimum of two non-executive directors and the Chief Executive Officer & Vice Chancellor. The quorum for the meeting shall be two members.
- The Chair of the Nomination Committee will be appointed by the Board, and the membership shall be comprised of a minimum of one other Non-Executive Director and the Chief Executive Officer & Vice Chancellor.

Other members of the Executive Management Group may be invited by the Chair to attend meetings of the Committee to participate in the discussion of specific agenda items.

Terms of Reference:

- To 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.
- To 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.
- To oversee the induction process for new members of the Board.
- To 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.
- To report to the BIMM University Limited Board through its minutes and other reports as required.

Conduct of Meetings:

- The Committee shall normally hold ordinary meetings at least once a year and hold such other meetings as may be necessary for the efficient discharge of their functions.
- The Chair and the Deputy Chair shall be appointed by the BIMM University Limited Board for an initial period of three years, renewable for two further three-year periods. The Chair shall preside at all meetings of the Board. If the Chair is absent from any meeting, the Deputy Chair shall act as Chair of that meeting.
- Agenda and papers shall be circulated in advance for all meetings and all meetings shall be fully minuted.

Chair's Action:

- The BIMM University Limited Board has determined that the Chair of the Nominations Committee shall have delegated powers to act on the Committee's behalf between scheduled meetings as detailed in this code. Chair's action is authorised where the matter involves:
 - Items of routine business that would not normally merit discussion at a meeting of the Committee;
 - Matters relating to the implementation of decisions that have already been approved by the Committee; and
 - Any issue which, in the view of the Chair, is too urgent and important for consideration to be deferred until the next scheduled meeting of the Committee, especially where any lack of timely action could damage the interests of the Institution.
- Where the Chair has exercised their delegated authority to act on behalf of the Committee, a report on the action taken, along with any background documents, will be made to the next scheduled meeting of the Committee where the Chair will explain the reason action was taken.

Learning, Teaching & Enhancement Committee (LTEC)

Meets: A minimum of three times a year, usually each trimester.
Reports to: Academic Board (AcBd).

Composition:

- Deputy Provost and Director of Postgraduate Studies (Chair), *ex officio*
- Associate Dean Learning & Teaching (Deputy Chair), *ex officio*
- Dean of Digital Education, *ex officio*
- Associate Dean Academic Staff Development, *ex officio*
- Associate Dean Access and Participation, *ex officio*
- Associate Dean Creative Futures, *ex officio*
- An elected Undergraduate student representative from each Faculty
- An elected Postgraduate School student representative
- An external academic member appointed by the Academic Board for three years
- A Dean of Faculty nominated by the Chair of Academic Board for three years.

In attendance (advisory):

- A Head of School from Each Faculty as nominated by the relevant Dean.
- Head of Student Wellbeing.

In attendance:

- Learning and Teaching Coordinator (Servicing Officer)

LTEC has the authority to co-opt up to two members for three years.

The minimum number of attendees for this committee to be quorate will be the Chair or Deputy Chair plus three other staff members.

In exceptional circumstances, business outside the standard meeting schedule will be circulated electronically to the membership for consideration and/or signed off by Chair's Action.

Membership will be reviewed annually to ensure appropriate representation from across the University.

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. The Chair may ask that 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 external channel for consideration.

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**LTEC shall:**

- 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 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 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.
- Oversee the strategic direction of sponsored working groups.
- Consult with other University Committees on matters relevant to LTEC.

Subcommittees & Working Groups

- Establish and approve the composition and terms of reference for and receive minutes and reports from the following subcommittees:
 - Undergraduate and Postgraduate Boards of Studies.
 - Access and Participation Committee

Honorary Awards Committee (HAC)

Meets: Annually, normally in June
Reports to: Academic Board (AcBd)

Composition:

- Chair of Academic Board, *ex officio* (Chair)
- Deputy Provost and Dean of Postgraduate Studies (Deputy Chair), *ex officio*
- Vice-Chancellor and Chief Executive Officer, *ex officio*
- A Pro-Vice-Chancellor – Business Development nominated by the Executive Management Group nominated by the Executive Management Group and appointed by Academic Board
- A Student Representative, appointed by Academic Board
- A Staff Representative, appointed by Academic Board
- An external academic member, appointed by Academic Board
- An external member from the creative industries, appointed by Academic Board

In attendance:

- Head of Student Data and Academic Administration (Servicing Officer)

The Committee has the authority to co-opt up to 2 members for a maximum of 3 years.

The minimum number of attendees for this committee to be quorate will be the Chair or Deputy Chair plus two other members.

In exceptional circumstances, decisions on honorary awards during the year can be made by a quorate group of the committee whose decisions should be reported to the committee at the next full meeting.

The two appointed external members will provide guidance and advice on the appropriate standards with regard to external practice.

The appointed staff members will serve for up to 3 years and be eligible for reappointment for 1 further year.

The Student Representative will serve for 1 year and be eligible for reappointment for 1 further year.

Terms of Reference:

- To consider the eligibility of candidates for the conferment of Honorary Awards against the published criteria and requirements.
- To approve persons for conferment of Honorary Degrees and Fellowships.
- To report the decisions of the committee to the Academic Board.
- To make recommendations to the Academic Board for the inclusion of new Honorary Award

Professorial Appointments Committee (PAC)

Meets: Annually, normally in July
Reports to: Academic Board

Composition:

- A Non-Executive Academic Director with Professorial title, *ex officio* (Chair)
- Chair of Academic Board, *ex officio* (Deputy Chair)
- Chair of the Learning, Teaching & Enhancement Committee, *ex officio*
- A member of the Learning, Teaching & Enhancement Committee, appointed by Academic Board
- A member of the Research & Ethics Committee, appointed by Academic Board
- A Student Representative, appointed by Academic Board
- Two external academic members with Professorial title, appointed by Academic Board

In attendance:

- Head of Student Data and Academic Administration (Servicing Officer)
- Head of People, or nominee

The Committee has the authority to co-opt up to 2 members for a maximum 3 years.

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.

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.

The two appointed external members will provide guidance and advice on the appropriate standards with regard to external practice.

The appointed staff members will serve for a period of up to three years and are eligible for reappointment for one further year.

The Student Representative will serve for a period of one year and is eligible for reappointment for one further year.

Terms of Reference:

- To consider and determine the outcome of applications for Professor (including Visiting Professor and Emeritus Professor) and Associate Professor.
- To report the decisions of the committee to the Academic Board.

Quality Assurance & Compliance Committee (QACC)

Meets: Minimum of three times a year, normally each semester
Reports to: Academic Board (AcBd)

Composition:

- Head of Quality Assurance and Enhancement (Chair), *ex officio*
- Head of Student Data and Academic Administration (Deputy Chair), *ex officio*
- Head of Further Education, *ex officio*
- A member of the Immigration and Compliance team, nominated by Academic Board for a period of three years
- Elected Student representatives including at least one Postgraduate student (5)
- A Dean of Faculty nominated by the Chair of Academic Board for three years
- A Head of School from Each Faculty, as nominated by the relevant Dean, for three years
- An external member appointed by the Academic Board for three years

In attendance:

- Academic Services Partner: Quality Enhancement (Servicing Officer)

In attendance (advisory)

- Head of Admissions, *ex officio*
- Student Finance Manager, *ex officio*

QACC has the authority to co-opt up to two members for three years.

The minimum number of attendees for this committee to be quorate will be the Chair or Deputy Chair plus three other staff members.

In exceptional circumstances, business outside the standard meeting schedule will be circulated electronically to the membership for consideration and/or signed off by Chair's Action.

Membership will be reviewed annually to ensure appropriate representation from across the University.

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. The Chair may ask that 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 external channel for consideration.

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**QACC shall:**

- 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, regulatory compliance and student protection.
- Oversee the strategic direction of sponsored working groups.
- Consult with other University Committees on matters relevant to QACC.

Subcommittees & Working Groups

- QACC will establish and approve the composition and terms of reference for, and receive minutes and reports from, Academic Appeals Panels.

Research & Ethics Committee (REC)

Meets: Minimum of three times a year, usually each trimester.
Reports to: BIMM University Academic Board (AcBd).

Composition:

- Deputy Provost and Director of Postgraduate Studies (Chair), *ex officio*.
- Chair of the Ethical Approval sub-committee (Deputy Chair), *ex officio*.
- Chair of the Research Funding sub-committee, *ex officio*.
- Provost, *ex officio*.
- Eight academic staff members from the University's Faculty's with postgraduate provision and/or research or enterprise active staff, appointed by Academic Board for six years.
- Two senior academic leaders from across the University appointed by Academic Board for two years.
- One external member from the University sector with expertise in research and ethics, appointed by the Academic Board for four years.

In attendance:

- Learning and Teaching Coordinator (Servicing Officer)

The Research & Enterprise Committee has the authority to co-opt up to two members for three years.

The minimum number of attendees for this committee to be quorate will be the Chair or Deputy Chair plus four other members.

In exceptional circumstances, business outside the standard meeting schedule will be circulated electronically to the membership for consideration and/or signed off by Chair's Action.

*Although members are appointed for two or six years, this will be reviewed annually to ensure appropriate representation across the University.

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. The Chair may ask that 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 external channel for consideration.

Terms of Reference:

Strategy & Policy

- 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 practice 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.

Research Funding & Postgraduate Study Support Schemes

- 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.

Subcommittees

- To establish and approve the composition and terms of reference for and receive minutes and reports from the following sub-committees:
 - 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.

Student Experience Committee (SEC)

Meets: Minimum of three times a year, normally trimesterly
Reports to: Academic Board (AcBd)

Composition:

- Pro Vice Chancellor Student Experience (Chair), *ex officio*
- A Student representative (Co-Chair)
- Head of Student Wellbeing (Deputy Chair), *ex officio*
- Head of Quality Assurance and Enhancement) *ex officio*
- Head of Further Education, *ex officio*
- A member of the Immigration and Compliance team
- A Head of School from each Faculty (3)
- Elected Student representatives from each Faculty, including at least one Postgraduate student (5)
- A Student Wellbeing representative, to be selected from Heads of Student Services

In attendance:

- Servicing Officer
- A Funding Partner representative

In attendance, representation from the following teams as required:

- Finance
- People
- Marketing
- Events
- Recruitment and Admissions
- Technology
- Counselling representative

SEC has the authority to co-opt up to 2 members for a maximum of 3 years.

The minimum attendance for this board to be quorate will be the Chair or Deputy Chair, three staff members and one student member.

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.

Membership will be reviewed annually to ensure appropriate representation from across the University.

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. The Chair may ask that 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 external channel for consideration.

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**The Student Experience Committee shall:**

- Advise Academic Board on all matters relating to the student experience and safeguarding and wellbeing.
- Maintain strategic oversight of the student experience and student safeguarding and wellbeing, including internal management reporting.
- Determine priority areas for enhancing student experience and wellbeing at the University, commission delivery of targeted interventions, and evaluate their effectiveness.
- Develop and approve policy and procedure relating to student experience and wellbeing and safeguarding.
- Receive, evaluate and take action in response to quantitative and qualitative reporting relating to the student experience, wellbeing and safeguarding.
- Review and monitor the student experience relating to the student journey from enrolment to graduation, to provide the optimal student experience and promote good practice in line with University policies on Equity, Diversity & Inclusivity.
- To ensure compliance with relevant external regulatory frameworks, e.g., Office for Students conditions of registration.
- Oversee the strategic direction of sponsored working groups.
- Consult with other University Committees on matters relevant to SEC.

Commercial and Academic Planning Committee

Meets: Up to six times per Academic Year, normally twice a trimester
Reports to: Academic Board with accountability line to Executive Management Group (EMG)

Composition:

- Deputy Vice-Chancellor and Provost (Co-Chair), *ex officio*
- **Chief Strategy & International Development Officer (Co-Chair), ex-officio**
- Deputy Provost and Director of Postgraduate Studies, *ex officio*
- Chief Financial Officer (CFO), *ex officio*
- Associate Director Product Development, *ex officio*
- Pro-Vice Chancellor Student Experience, *ex-officio*
- Director of Academic Services, *ex officio*

In attendance, as required:

- Head of Quality Assurance and Enhancement (Servicing Officer)
- Deans of Faculty (as appropriate)
- Pro-Vice Chancellor(s) Business Development (as appropriate)
- Director of Recruitment and Admissions
- Group Financial Controller or delegated member of Finance Team
- Regulatory Returns Manager
- Associate Director Commercial Planning
- Director of Strategy and Projects
- Building and Technical Services Manager(s) (as appropriate)

The CAPC has the authority to co-opt up to 2 members for a maximum of 3 years.

The minimum attendance for this committee to be quorate will be Co-Chair plus one third full members.

In exceptional circumstances, business outside the standard meeting schedule will be circulated electronically to members for consideration and approval. In such circumstances, decisions will be approved by a majority of members by email. Where an urgent decision is required, the Chair shall be empowered to act on behalf of the CAPC, and all such actions will be reported to the next full meeting.

Terms of Reference

The Commercial and Academic Planning Committee (CAPC) has delegated authority from the Academic Board to ensure effective and efficient decision making across the University. The 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.

The CAPC shall also have the following specific responsibilities:

1. Approves permission to proceed in new course development by ratifying evidence for:

- Course alignment to university purpose and strategy.
 - Demand for course by students.
 - Demand for graduates of proposed course by industry.
 - Course uniqueness.
 - Course costing model.
 - Availability and market cost of teaching staff.
2. Approves and monitors the progress of applications for additions to sites on UKVI Sponsor License and CAS allocation:
 - Timeline for additions to license and increase in CAS allocations.
 - Progress on applications.
 - Outcome tracking of applications.
 3. Approves course roll-out proposals for delivery in additional locations.
 4. Considers course and campus viability and ensures recommendations are made in line with the Course and Campus Closure Policy.
 5. Planning, monitoring and reporting of requirements of Academic Partnerships.
 6. Tracks the cycle of regulatory returns.
 7. Approves development of applications to regulatory bodies for additional funding schemes.
 8. Monitoring of changes to conditions of registration, related submissions (e.g. TEF, APP) and associated data requirements (E.g. B3 student outcomes).
 9. Monitors and analyses student withdrawal rates.
 10. Approves the rationale for, and tracks student recruitment of, target numbers, including international.
 11. Approves and tracks course costing models, including agreement on loss leading and time series.
 12. Tracks, monitors and makes recommendations for adjustments to Profit and Loss (P&L) and course costing model.
 13. Tracks, monitors and makes recommendations for budgetary envelopes for services and provision.
 14. Tracks cycle of financial returns.
 15. Establishes, monitors and evaluates resourcing schedule for campuses.
 16. Monitors and evaluates resource allocation for courses.
 17. Undertakes post-investment evaluation.
 18. Ratifies evidence underscoring recommendation for course fees.

Equity, Diversity & Inclusion Committee (EDIC)

Meets: A minimum of three times a year, usually each trimester.
Reports to: BIMM University Limited Board

Composition:

- Deputy Vice-Chancellor and Provost (Chair), *ex officio*
- Associate Dean Access and Participation (Deputy Chair), *ex officio*
- Director of Marketing and Customer Experience, *ex officio*
- Head of People, *ex officio*
- Two external EDI specialists from the creative industries, nominated by BIMM University Ltd Board for a period of three years.
- Elected Student representatives including at least one Postgraduate student (3)
- Local EDI staff representatives from each campus

In attendance:

- Academic Services Partner: Quality Enhancement (Servicing Officer)

The following shall be invited to observe as required:

- Any member of the BIMM University Limited Board

EDIC has the authority to co-opt up to three members for three years.

The minimum number of attendees for this committee to be quorate will be the Chair or Deputy Chair plus three other staff members.

In exceptional circumstances, business outside the standard meeting schedule will be circulated electronically to the membership for consideration and/or signed off by Chair's Action.

Membership will be reviewed annually to ensure appropriate representation from across the University.

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. The Chair may ask that 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 external channel for consideration.

The EDI Committee shall:

- Maintain strategic oversight of EDI matters as they pertain to BIMM University staff and students.
- Maintain strategic oversight of BIMM University Limited's EDI requirements, including the development of policy and procedure.
- Oversee all BIMM University's engagements with the Office for Students, and other regulatory and governmental bodies, to ensure the University remains compliant with relevant legislation and regulatory requirements relating to EDI.
- Consider reports from relevant sub-groups within campuses, schools, committees and other groups within the University to identify key strategic and operational issues relevant to equality, diversity and inclusion.
- Oversee the strategic direction of sponsored working groups.

Postgraduate Award Board (PG-AB)

Meets: Normally twice annually at University Level

Reports to: Academic Board

Membership:

- 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.

In attendance:

- Servicing Officer (minutes).
- Head of Student Data and Assessment Administration.
- Postgraduate Academic Administrators for those courses under consideration.

Quoracy:

The minimum quoracy is the Chair or Deputy Chair, one academic member of staff and one External Examiner.

Terms of Reference:

- To confirm the award of academic credit as specified in the Postgraduate Academic Assessment Regulations.
- To approve awards and classification decisions for students who have satisfied the appropriate requirements in the Postgraduate Academic Assessment Regulations.
- If appropriate to make recommendations, on changes to arrangements for progression, award, and retrieval of credit.
- To receive comments from External Examiners relating to the courses under consideration and the conduct of the Board.

Chair's Action:

In cases that are too urgent to be deferred until the next meeting, the Board Chair shall have delegated authority to act on its behalf between scheduled meetings. A report on the action taken and any related documentation will be provided at the next scheduled meeting.

Postgraduate Continuation Board (PG-CB)

Meets: Normally each Trimester at University Level
Reports to: Academic Board

Composition:

- Director of Postgraduate Studies (Chair).
- Chair of the Postgraduate Module Board (Deputy Chair).
- Postgraduate Course Leaders for those courses under consideration.

In attendance:

- Servicing Officer (minutes).
- Head of Student Data and Assessment Administration or nominee.
- Postgraduate Academic Administrators for those courses under consideration.

Quoracy:

The minimum quoracy is the Chair or Deputy Chair and one academic staff member.

Terms of Reference:

- To confirm the award of academic credit as specified in the Postgraduate Academic Assessment Regulations.
- To confirm requirements for the retrieval of failed academic credit.
- To 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.

Chair's Action

In cases that are too urgent to be deferred until the next meeting, the Board Chair shall have delegated authority to act on its behalf between scheduled meetings. A report on the action taken and any related documentation will be provided at the next scheduled meeting.

Postgraduate Module Board (PG-MB)

Meets: Normally each Trimester at University Level
Reports to: Academic Board

Membership:

- Senior academic nominated by the Provost's Office (Chair).²
- Senior academic appointed by the Provost's Office (Deputy Chair).³
- Postgraduate Course Leaders for those courses under consideration.

In attendance:

- Servicing Officer (minutes).
- Head of Student Data and Assessment Administration or nominee (optional).
- Postgraduate Academic Administrators for those courses under consideration.

Quoracy:

The minimum quoracy is the Chair or Deputy Chair and one academic staff member.

Terms of Reference:

- To confirm marks for each module.
- To receive comments from External Examiners relating to the modules under consideration.

Chair's Action

In cases that are too urgent to be deferred until the next meeting, the Board Chair shall have delegated authority to act on its behalf between scheduled meetings. A report on the action taken and any related documentation will be provided at the next scheduled meeting.

² Appointments are for 3 years with an option to extend the period to 4 years by exception.

³ Appointments are for 3 years with an option to extend the period to 4 years by exception.

Undergraduate Award Board (UG-AB)

Meets: Normally twice annually, by Subject at University Level

Reports to: Academic Board

Membership

- Dean or Associate Dean of Faculty (Chair).
- Senior academic appointed by the Provost's Office (Deputy Chair).⁴
- Heads of School from each Subject for courses under consideration.
- External Examiners for those courses under consideration.

In attendance:

- Servicing Officer (minutes).
- Head of Student Data and Assessment Administration or nominee.
- Undergraduate Academic Administrators for those courses under consideration.

Quoracy

The minimum quoracy is the Chair or Deputy Chair, one academic member of staff and one External Examiner.

Terms of Reference:

- To confirm the award of academic credit as specified in the Undergraduate Academic Assessment Regulations.
- To approve awards and classification decisions for students who have satisfied the appropriate requirements in the Undergraduate Academic Assessment Regulations.
- If appropriate to make recommendations on changes to arrangements for progression, award, and retrieval of credit.
- To receive comments from External Examiners relating to the courses under consideration and the conduct of the Board.

Chair's Action:

In cases that are too urgent to be deferred until the next meeting, the Board Chair shall have delegated authority to act on its behalf between scheduled meetings. A report on the action taken and any related documentation will be provided at the next scheduled meeting.

⁴ Appointments are for 3 years with an option to extend the period to 4 years by exception.

Undergraduate Module Board (UG-MB)

Meets: Normally each Semester by Subject at Campus Level

Reports to: Academic Board

Membership:

- Head of School (Chair).
- Senior academic nominated by the Provost's Office (Deputy Chair).⁵
- Undergraduate Course Leaders for those courses under consideration.

In attendance:

- Servicing Officer (minutes).
- Head of Student Data and Assessment Administration or nominee (optional).
- Undergraduate Academic Administrators for those courses under consideration.

Quoracy

The minimum quoracy is the Chair or Deputy Chair and one academic staff member.

Terms of Reference:

- To confirm marks for each module.
- To receive comments from External Examiners relating to the modules under consideration.

Chair's Action

In cases that are too urgent to be deferred until the next meeting, the Board Chair shall have delegated authority to act on its behalf between scheduled meetings. A report on the action taken and any related documentation will be provided at the next scheduled meeting.

⁵ Appointments are for 3 years with an option to extend the period to 4 years by exception.

Undergraduate Progress Board (UG-PB)

Meets: Normally each Semester by Subject at Campus Level
Reports to: Academic Board

Composition:

- Head of School (Chair).
- Senior Academic nominated by the Provost's Office (Deputy Chair).⁶
- Undergraduate Course Leaders for those courses under consideration.
- Dean or Associate Dean of Faculty (optional).
- External Examiners for those courses under consideration (optional).

In attendance:

- Servicing Officer (minutes).
- Head of Student Data and Assessment Administration or nominee.
- Undergraduate Academic Administrators for those courses under consideration.

Quoracy

The minimum quoracy is the Chair or Deputy Chair and one academic staff member.

Terms of Reference:

- To confirm the award of academic credit as specified in the Undergraduate Academic Assessment Regulations.
- To determine whether students may progress from one level of a course to the next level.
- To confirm requirements for the retrieval of failed academic credit.
- To 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 and rules for progression between academic levels.

Chair's Action

In cases that are too urgent to be deferred until the next meeting, the Board Chair shall have delegated authority to act on its behalf between scheduled meetings. A report on the action taken and any related documentation will be provided at the next scheduled meeting.

⁶ Appointments are for 3 years with an option to extend the period to 4 years by exception.

Postgraduate Board of Studies (PG BoS)

Meets: Each Trimester.

Reports to: The Learning, Teaching & Enhancement Committee (LTEC).

Composition:

- Deputy Provost and Director of Postgraduate Studies (Chair)
- A nominated Student Representative (Deputy Chair)
- Postgraduate Course Leaders.
- Course Modification Committee (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.

In attendance:

- Academic Development Officer (Servicing Officer).

The Postgraduate Board of Studies has the authority to co-opt up to two members for three years.

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.

In exceptional circumstances, business outside the standard meeting schedule will be circulated electronically to the membership for consideration and/or signed off by Chair's Action.

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. The Chair may ask that 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 external channel for consideration.

Terms of Reference:

- Consider views and make recommendations to LTEC concerning any academic matter relating to courses and/or modules within its remit and any other matter requiring consideration.
- Monitor the effectiveness of the delivery of courses within the remit of the Board to ensure course objectives are achieved and to ensure the effective operation of the courses, including receipt of annual course reports.
- Keep under review course admission criteria, placement and work-based learning arrangements and ensure the accuracy of information, advice and guidance to applicants and students in published information for courses within the remit of the Board.
- Reflect upon student feedback from Module Evaluation Surveys and other mechanisms relevant to the courses and modules within its remit.

- Promote effective dialogue between students and staff to improve and enhance the student experience.
- Consider within its remit and in line with the formal Course Approval & Modification Procedures, the output of the University's Course Review and Enhancement process:
 - Consider and approve minor modifications to courses within the remit of the Board.
 - Consider and provide feedback to CMC on behalf of LTEC on major modifications to courses and modules.
 - Consider Course Reports.
- Ensure the administration of assessment arrangements is conducted in accordance with the agreed course requirements, following the University's policy and procedures.
- 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.
- Consider issues from students and staff about course delivery and management and recommend action as appropriate or refer matters for consideration and approval to the proper authority as required.
- Keep under review the resources required for the effective delivery of the course(s) under its remit and ensure LTEC and Deans of Faculty are apprised of requirements as appropriate.
- 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.
- Make recommendations to LTEC on in-year assessment changes arising from unforeseen issues to ensure the effective delivery and assessment of the course(s) under its remit.
- Submit its minutes to LTEC and report all quality assurance matters to QACC.

Undergraduate Subject Board of Studies (UG BoS)

Meets: Each Semester.

Reports to: Learning, Teaching & Enhancement Committee (LTEC).

Composition:

- Dean or Associate Dean of Faculty (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 Creative Futures team (nominated by the Associate Dean Creative Futures).
- A Student Events and Community Manager (nominated by the Associate Dean Creative Futures).
- Student Representatives for the subject from each BIMM University campus.

In attendance:

- Servicing Officer.

The UG Board of Studies has the authority to co-opt up to two members for three years.

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.

In exceptional circumstances, business outside the standard meeting schedule will be circulated electronically to the membership for consideration and/or signed off by Chair's Action.

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. The Chair may ask that 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 external channel for consideration.

Terms of Reference:

- Consider views and make recommendations to LTEC concerning any academic matter relating to courses and/or modules within the Board's remit and any other matters requiring consideration.
- Monitor the effectiveness of the delivery of courses within the remit of the Board (courses will be grouped by subject area aligned to periodic review) to ensure course objectives are achieved and to assure the effective operation of the courses, including receipt of annual course reports.
- Keep under review placement and work-based learning arrangements and ensure the accuracy of information, advice and guidance to students in published information for courses within the remit of the Board.

- Reflect upon student feedback from Module Evaluation Surveys and other mechanisms relevant to the courses and modules within its remit.
- Promote effective dialogue between students and staff to improve and enhance the student experience.
- Consider within its remit and in line with the formal Course Approval & Modification Procedures, the output of the University's Course Review and Enhancement process:
 - Consider and approve minor modifications to courses within the remit of the Board.
 - Consider and provide feedback to CMC on behalf of LTEC on major modifications to courses and modules.
 - Consider Course Reports.
- Ensure the administration of assessment arrangements is conducted in accordance with the agreed course requirements, following the University's policy and procedures.
- Consider issues from students and staff about course delivery and management and recommend action as appropriate or refer matters for consideration and approval to the proper authority as required.
- Keep under review the resources required for the effective delivery of the course(s) under its remit and ensure LTEC and Subject Deans are apprised of requirements as appropriate.
- 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.
- Make recommendations to LTEC on in-year assessment changes arising from unforeseen issues to ensure the effective delivery and assessment of the course(s) under its remit.
- Submit its minutes to LTEC and report any quality assurance matters to QACC.

Student Representation Forum (SRF)

Meets: Undergraduate courses: Twice per academic year, Semesterly
Postgraduate courses: Three times per academic year, Trimesterly
Reports to: UG/PG Board of Studies

Composition:

- Course Leader (Chair)
- A Member of the Student Wellbeing /Academic Administration Team (may also act as Note Taker)
- Student Representatives

In attendance:

- Note Taker
- Students*

Terms of Reference:

The Student Representation Forums exist to:

- 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.
- Advise upon aspects of the operations of the student representation system as appropriate.
- Report key issues of student feedback to PG/UG Boards of Studies and for consideration at other appropriate forums, including annual quality monitoring.

Quoracy:

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).

Confidentiality:

Any issues of a personal, confidential or sensitive nature which are raised at the meeting (e.g., regarding an individual member of staff or student) should be dealt with accordingly. The Chair may ask that students present do not discuss such issues outside of the meeting so that they can be dealt with in the appropriate manner, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the particular issue will not be discussed further at the SRF but will instead be referred to a more appropriate external channel for consideration.

*All students on the Course being discussed are invited to attend the SRF, but spaces will be limited by room capacity, with preference given to elected Reps, after which access will be granted on a 'first come, first served' basis.

Mitigating Evidence Committee (MEC)

Meets: As required at Campus level

Reports to: Undergraduate Progress Boards /Postgraduate Continuation Boards, and Award Boards

Composition:

- Student Wellbeing Manager (Chair)
- Head of School (Deputy Chair)
- Academic Administration Team Leader (or equivalent)
- Course Leaders*
- Administrator

*Any Course Leaders present shall abstain from discussions on students on their course.

Quoracy: The Committee shall be quorate if the Chair or Deputy Chair and two other members are present. 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.

Terms of Reference:

The Committee shall:

- 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.

When evaluating mitigation claims, the Committee will take the following into consideration:

- 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.

Mitigation claims will be judged to be either accepted, rejected or lacking sufficient evidence. The committee will set new assessment deadlines when accepting claims.

The Deputy Chair will have a deciding vote on claims where the Chair has a conflict of interest.

There are circumstances where, despite the validity of the claim, the Committee may not approve new deadlines for assessments. These may include the following:

- 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 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).

In all such cases, the MEC will instead recommend the student intermits and returns in the following academic year to complete any outstanding assessments.