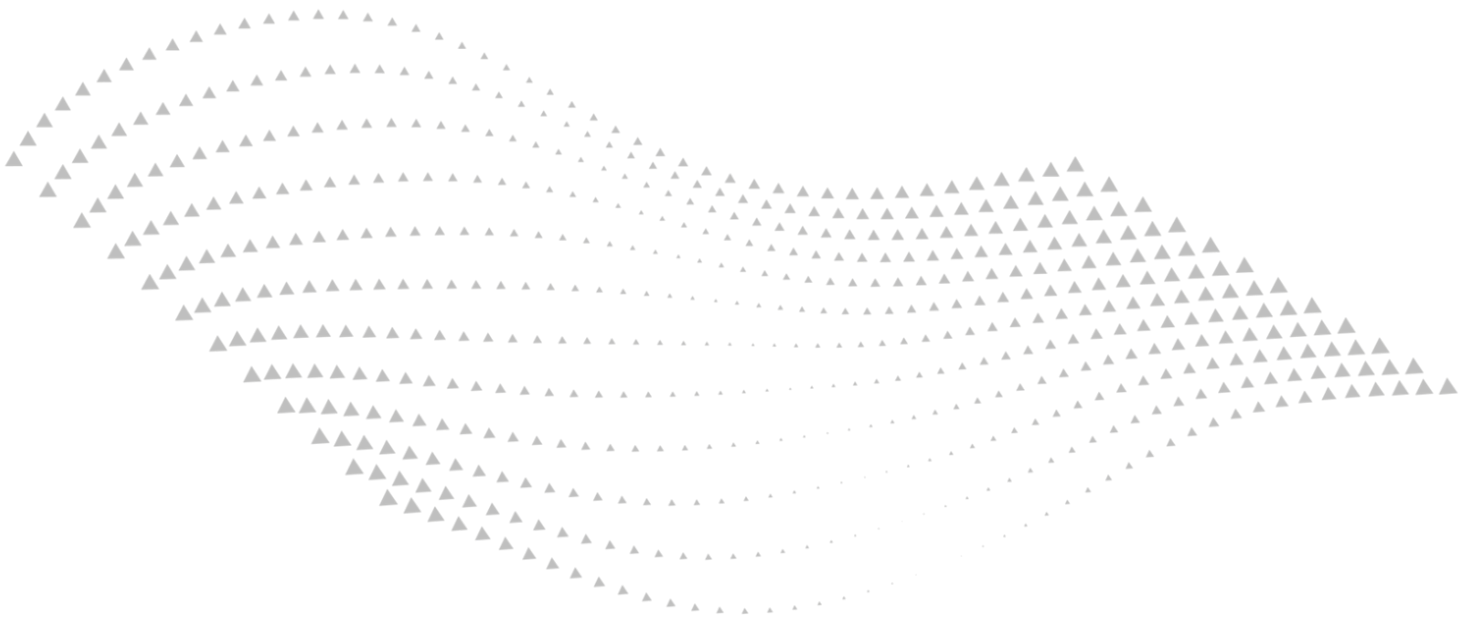


BIMM  
UNIVERSITY

A university  
for the creative  
industries

**BIMM University**  
**Governance Infrastructure**



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## **BIMM University Limited Board**

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

### **Statement of Primary Responsibilities of the Board:**

Listed below are the primary responsibilities of the Board of BIMM University Limited ("the Institution"):

- To approve the mission and strategic vision of the Institution, long-term academic and business plans and key performance indicators, and to ensure that these meet the interests of stakeholders.
- To ensure that processes are in place to monitor and evaluate the performance and effectiveness of the Institution against the plans and approved key performance indicators.
- To delegate authority to the Chief Executive Officer and Head of Institution, 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 Head of Institution.
- 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 Board itself.
- To conduct its business in accordance with best practice in higher education corporate governance.
- To safeguard the good name and values of the Institution.
- To oversee the performance of the Chief Executive Officer and Head of Institution, as appointed by BIMM TopCo Limited as the chief executive of the Institution, and to report to BIMM TopCo on such performance.
- To be the principal financial and business authority of the Institution, to ensure that proper books of account are kept, to approve the annual budget and financial statements, and to have overall responsibility for the Institution's assets, property and estate.
- To be the Institution's legal authority and, as such, to 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.
- To receive assurance 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.
- To take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured across the Institution.

- 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.
- 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

### **Composition:**

- The composition of the Board (with such terms of office as prescribed in the Institution's Articles of Association) shall be:
  - Chief Executive Officer & Head of Institution;
  - up to 5 Directors appointed by BIMM TopCo Limited;
  - up to 2 independent non-executive Directors; and
  - such other Directors as the 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 Academic Director & Provost, as Chair of Academic Board;
  - 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 Servicing Officer to the Board

### **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 BIMM TopCo Limited.

### **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 BIMM 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:
  - 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.
- 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.
- 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.

#### **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.

#### **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.

#### **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 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.

## **Academic Board (AcBd)**

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

### **Composition:**

- Academic Director & Provost (Chair), *ex officio*
- Dean of Learning, Teaching & Research (Deputy Chair), *ex officio*
- Academic Registrar, *ex officio*
- Chair of Access & Participation Committee, *ex officio*
- Chair of Consumer Protection Compliance Committee, *ex officio*
- Chair of Further Education Curriculum & Quality Committee, *ex officio*
- Chair of Higher Education Learning, Teaching & Enhancement Committee, *ex officio*
- Chair of Quality Assurance & Compliance Committee, *ex officio*
- Chair of Research & Enterprise Committee, *ex officio*
- Chair of Safeguarding & Wellbeing Committee, *ex officio*
- College Principal from each college, *ex officio*
- Dean of Academic Development, *ex officio*
- Dean of Digital Education & Student Experience, *ex officio*
- Dean of Further Education, *ex officio*
- Director of Recruitment & Admissions (UK Music Colleges), *ex officio*
- Student Association President from one German Music College
- Student Association President from one Performing Arts College
- Student Association President from one Screen & Film College
- Student Association President from the Dublin College
- Student Association President from two UK Music Colleges
- A Head of Student Services, nominated by their peers, appointed for a period of 2 years\*
- A member of Further Education teaching staff, appointed for a period of 2 years\*
- A member of Higher Education teaching staff, appointed for a period of 2 years\*
- Two senior academic managers representing the Music Colleges nominated by their peers, appointed for a period of 2 years\*
- A senior academic manager representing the Performing Arts Colleges nominated by their peers, appointed for a period of 2 years\*
- A senior academic manager representing the Screen & Film Colleges nominated by their peers, appointed for a period of 2 years\*
- An external senior academic from a UK HE provider, appointed for a period of 3 years.

### **In attendance:**

- Deputy Academic Registrar (Servicing Officer)
- Chief Executive Officer & Head of Institution (as required)
- Chief Operating Officer, UK Colleges (as required)
- College Principals from partner colleges (as required)

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 8 full members.

In exceptional circumstances, business outside of 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 AcBd, and all such actions will be reported to the next full meeting.

\*Although members are initially appointed for 2 years, this will be reviewed annually to ensure appropriate representation from across the University.

## **Terms of Reference:**

The AcBd has delegated authority from the BIMM University Limited Board to ensure the maintenance of academic standards for all BIMM University Limited UK Colleges, ICTheatre Colleges, Performers College, Screen & Film School Manchester and BIMM Institute Dublin, and to advise the Chief Executive Officer & Head of Institution and the BIMM University Limited Board on all academic matters.

The AcBd also has delegated authority from the TopCo Limited Board to ensure the maintenance of academic standards for other colleges which are part of the BIMM Group, including BIMM Institute Berlin and BIMM Institute Hamburg (*for ease, this responsibility has been subsumed within those for BIMM Limited*)

## **The AcBd shall also have the following specific responsibilities:**

### *Strategy & Compliance*

- To advise the Chief Executive Officer & Head of Institution, the Executive Management Group, and the BIMM University Limited Board on all matters relating to compliance with UK, Irish and German Higher and Further Education duties, policies, regulations and requirements, the maintenance of academic standards and the assurance and enhancement of all BIMM University Limited courses.
- To 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.
- To advise the BIMM University Limited Board on all matters relating to academic freedom and freedom of speech [shared with Executive Management Group].
- To oversee all BIMM University Limited's engagements with the Office for Students and to ensure the University remains compliant with the ongoing conditions of registration.
- To maintain strategic oversight of UK, Irish and German Higher and Further Education policy developments and to ensure that BIMM University Limited responds appropriately.
- To receive and consider correspondence from UK, Irish and German education regulatory bodies and designated agencies, awarding institutions and awarding bodies and ensure that BIMM University Limited responds appropriately.
- To maintain strategic oversight of academic standards and the quality of learning opportunities available to students for all BIMM University Limited Colleges and courses and the management thereof.
- To make recommendations to the University's Executive Management Group and the BIMM University Limited Board for the development of new courses and curriculum areas and to monitor progress against agreed timescales.
- To oversee BIMM University Limited's academic regulatory framework and academic policies required to support the exercising of Degree Awarding Powers.
- To maintain strategic oversight of all matters pertaining to BIMM University Limited's Student Sponsor Licence from the UK Visas & Immigration Service.



- To approve BIMM University Limited's submissions for the Teaching Excellence Framework (TEF) and to review the outcomes.
- To approve BIMM University Limited's submissions for external quality assurance engagements and to review outcomes.
- To maintain strategic oversight of all matters pertaining to BIMM University Limited's compliance with the UK Prevent Duty.
- To approve the University's Semester dates, Term dates and Exam Board dates.
- To review its Terms of Reference and Composition annually to ensure appropriate representation from across the University and to recommend changes to the BIMM University Limited Board.

### *Policy*

- To approve, keep under review and monitor the effectiveness of all academic policies and procedures including, but not limited to, those related to curriculum development and review, admissions, learning and teaching, student support, student progression, quality assurance, and all other policies related to the assurance of standards and quality.
- To approve, keep under review and monitor the effectiveness of all other student-facing policies, procedures and codes.
- To approve, keep under review and monitor the effectiveness of policies and procedures related to research, enterprise and ethics.
- To approve, keep under review and monitor the effectiveness of policies and procedures related to access and participation.
- To approve procedures for the nomination of External Examiners and approve nominations from the Quality Assurance & Compliance Committee.
- To approve and keep under review entry requirements for all BIMM Limited courses.

### *Academic Performance*

- To maintain oversight of the outcomes from Exam Boards and commission actions to address any issues identified and ensure that effective monitoring arrangements are in place.
- To review and agree annually BIMM University Limited's academic key performance indicators, including but not limited to enrolment, retention, progression, achievement and outcomes from student surveys.
- To review annually BIMM University Limited's performance against the agreed academic key performance indicators and to commission actions as appropriate to address any issues arising and ensure effective monitoring arrangements are in place.
- To consider reports on the management of and outcomes from the annual UK National Student Survey and the annual StudentSurvey.ie and to receive summary reports, on the recommendation of the Quality Assurance & Compliance Committee, on progress towards completing the resulting enhancement plans.

- To receive, on the recommendation of the Quality Assurance & Compliance Committee, a summary of Annual Monitoring Reports, External Examiner Reports and the College Enhancement Plans in respect of Higher Education provision.
- To receive, on the recommendation of the Quality Assurance & Compliance Committee, a summary of Self-Assessment Reports, responses to External Verifier Reports and the action plans arising from annual self-assessment in respect of Further Education provision.
- To receive reports, on the recommendation of the Quality Assurance & Compliance Committee and/or the Higher Education Learning, Teaching & Enhancement Committee and/or the Further Education Curriculum & Quality Committee, on the effectiveness of action plans arising from periodic reviews, delivery centre approvals, course validations and course revalidations undertaken by (HE) awarding institutions or (FE) awarding bodies.
- To receive reports on the recommendation of the Quality Assurance & Compliance Committee on external quality reviews and to approve and monitor the effectiveness of action plans arising from such reviews.
- To identify positive outcomes and successful practice in the annual monitoring, periodic review or external review processes and oversee the dissemination of such through the sub-committees.
- To receive annually, on the recommendation of the Higher Education Learning, Teaching & Enhancement Committee, the Higher Education Learning & Teaching Report.
- To receive annually, on the recommendation of the Further Education Curriculum & Quality Committee, the Further Education Learning & Teaching Report.
- To receive annually, on the recommendation of the Research & Enterprise Committee, a report on research and enterprise activities.

### *Subcommittees*

- To establish, approve the Terms of Reference & Composition for and receive and consider minutes and reports as appropriate from its sub-committees:
  - Access & Participation Committee (APC)
  - Consumer Protection Compliance Committee (CPCC)
  - Exam Boards (Module Boards (MB), Progress Boards (PB) & Award Boards (AwBd))
  - Further Education Curriculum & Quality Committee (FECQC)
  - Higher Education Learning, Teaching & Enhancement Committee (HELTEC)
  - Honorary Awards Committee (HAC)
  - Professorial Appointments Committee (PAC)
  - Quality Assurance & Compliance Committee (QACC)
  - Research & Enterprise Committee (REC)
  - Safeguarding & Wellbeing Committee (SWC)
- To delegate to the Exam Boards authority to approve:
  - module marks and outcomes.
  - recommendations of the Mitigating Evidence Committee.
  - re-sit opportunities and progress decisions.
  - awards and classification decisions.
- To delegate to the Further Education Curriculum & Quality Committee authority to:

- formulate and oversee the process for annual review of the University's Further Education provision.
- approve proposals for new Further Education courses.
- approve changes to existing Further Education courses.
- To delegate to the Higher Education Learning, Teaching & Enhancement Committee authority to:
  - approve new course proposal documentation prior to its submission to the Awarding Institution, where applicable.
  - undertake Internal Course Approval and Re-approval, including the establishment of approval panels, and to approve course documentation prior to its submission to the Awarding Institution or Awarding Body, where applicable.
  - undertake Internal Course Approval and review, including the establishment of the relevant panels.
  - approve annually the awarding of Learning & Teaching Development Project funding to staff in line with the HE Learning & Teaching Strategy and BIMM University Limited's budget.
- To delegate to the Professorial Appointments Committee authority to:
  - consider and determine the outcome of applications for Professor (including Visiting Professor and Emeritus Professor) and Associate Professor.
- To delegate to the Quality Assurance & Compliance Committee authority to:
  - approve Annual Monitoring Reports and responses to External Examiners Reports prior to their submission to the (HE) Awarding Institution(s).
  - approve Annual Self-Assessment Reports and responses to External Verifiers reports prior to their submission to the (FE) Partner College(s) and/or the Awarding Body.
  - oversee the approval of Colleges for the delivery of existing and new provision, in line with the Delivery Centre Approval Procedure.
- To delegate to the Research & Enterprise Committee authority to approve:
  - the awarding of research project funding and postgraduate study bursaries to staff in line with BIMM University Limited's approved Research & Enterprise Strategy and budget.
- To delegate to the Safeguarding & Wellbeing Committee authority to:
  - 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.

## **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 Chairman. 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 are 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 & Head of Institution. 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 & Head of Institution.

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.



## **Access & Participation Committee (APC)**

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

### **Composition:**

- Head of Access & Participation (Chair), *ex officio*
- Chief Operating Officer, UK Music Colleges (Deputy Chair)
- Director of Recruitment & Admissions (UK Music), *ex officio*
- Academic Director & Provost, *ex officio*
- Director of Marketing Services & Customer Experience, *ex officio*
- Group Head of Business Intelligence & Regulatory Returns, *ex officio*
- UK Applicant Experience & Events Manager, *ex officio*
- A UK College Principal (Music)
- A UK College Principal (Performing Arts)
- A UK College Principal (Screen & Film)
- A UK Head of Learning & Teaching
- A UK Head of Student Services
- A UK Local Applicant Experience Manager
- Finance Team representative
- Industry & Careers Team representative
- Student Representative
- Access & Participation Coordinator (on rotation)

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 4 other full members.

In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to all members for consideration and approval. Decisions will be approved in such circumstances by a majority of members by email. Where an urgent decision is required, the Chair shall be empowered to take action on behalf of the Committee. Such action shall be reported to the Committee at its next meeting.

### **Terms of Reference:**

The Committee has delegated authority from the Academic Board for oversight of authoring, implementing and monitoring the BIMM University Limited Access & Participation Plan.

### **The Committee shall also have the following specific responsibilities:**

- To oversee the drafting of the Access & Participation Plan in accordance with the requirements of the Office for Students and make recommendations to Academic Board for approval.
- To monitor BIMM University Limited's obligations under the approved Access & Participation Plan.
- To monitor and evaluate progress towards the targets set within the Access & Participation Plan and produce an annual summary report of this progress for Academic Board.

- To make recommendations on financial support packages available to students for approval by the Executive Management Group (EMG).
- To note financial implications (if any) for reporting to EMG as part of the annual budget setting process.
- To 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 Academic Board, seeking external advice where appropriate.
- To 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 Academic Board.
- To establish an Access & Participation Student Working Group each year, which will meet at least twice annually and provide feedback to the APC on its activities and initiatives.
- To seek independent advice on Access & Participation matters where appropriate.

## **Consumer Protection Compliance Committee (CPCC)**

Meets: Minimum of once per year  
Reports to: Academic Board (AcBd)

### **Composition:**

- Head of Quality Assurance (Chair), *ex officio*
- Dean of Learning, Teaching & Research, *ex officio*
- Members of Executive Management Group with responsibility for each sector, *ex officio*
- Director of Finance, *ex officio*
- Student Finance Manager, *ex officio*
- Director of Marketing Services & Customer Experience, *ex officio*
- Admissions Leads for each sector, *ex officio*
- A UK Head of Student Services

### **In Attendance:**

- Quality Assurance Officer (Servicing Officer)

The Consumer Protection Compliance 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 three other staff members.

In exceptional circumstances, business outside of 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 2 years, membership and composition will be reviewed annually to ensure appropriate representation on the committee.

### **Terms of Reference:**

- To consider the implications for BIMM University Limited arising from the Consumer Rights Act 2015 and the subsequent Competition & Markets Authority (CMA) guidance to Higher Education Institutions.
- To propose changes to policy, process and practice to ensure compliance with the Act and guidance from the CMA.
- To oversee the production of and to approve Terms & Conditions, Important Information & Regulations documents, and Applicant Course Overviews.
- To submit all minutes to Academic Board.

## **Further Education Curriculum & Quality Committee (FECQC)**

Meets: A minimum of three times a year, normally termly  
Reports to: Academic Board (AcBd)

### **Composition:**

- Dean of Further Education (Chair), *ex officio*
- An FE College Lead (Deputy Chair), appointed by the Committee for a period of 1 year
- Dean of Academic Development, *ex officio*
- Dean of Digital Education & Student Experience, *ex officio*
- Head of Access & Participation, *ex officio*
- Head of Quality Assurance, *ex officio*
- Head of Safeguarding & Wellbeing, *ex officio*
- An FE College Lead (or equivalent) from each College delivering Further Education
- One Head of Student Services, appointed by Academic Board for a period of 2 years\*
- An elected Student Representative from each College delivering Further Education
- A representative from each Further Education partner college
- An external academic member, appointed by Academic Board for a period of 3 years

### **In attendance:**

- Quality Assurance Officer (Servicing Officer)
- Senior academic managers and FE Student Support Officers who are not full members are entitled to engage with FECQC meetings online but will not have voting rights.

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 three other staff members.

In exceptional circumstances, business outside of 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 2 years, membership and composition will be reviewed annually to ensure appropriate representation on the committee.

### **Terms of Reference:**

#### *Strategy & Policy*

- To advise Academic Board on all matters relating to learning, teaching and enhancement in Further Education as they affect strategic academic planning and policy.
- To keep a watching brief and advise Academic Board on external Further Education agendas, initiatives, developments and funding opportunities.
- To advise the Quality Assurance & Compliance Committee of any matters relating to Further Education awarding body quality assurance requirements, as appropriate.
- To formulate and keep under review the University's Further Education Learning & Teaching Strategy for recommendation to Academic Board for approval, and to monitor the implementation of matters related to learning and teaching in the Quality Improvement Plan.

- To advise the Higher Education Learning, Teaching & Enhancement Committee of any Further Education specific matters related to the University's:
  - Academic Staff Development Strategy
  - Learning & Teaching Observation Strategy
- To advise Academic Board on all matters pertaining to Further Education quality assurance as they affect strategic academic planning and policy.
- To monitor all guidance and requirements issued by Ofsted, the Department for Education and the Education & Skills Fundings Agency; initiating, coordinating and monitoring the effectiveness of action as appropriate.
- To oversee the awarding organisation's delivery centre approval of new delivery centres delivery of RSL provision.
- To develop for the approval of Academic Board and keep under review the University's policies and procedures for Further Education and to formulate and recommend policy and procedural changes to Academic Board.
- To develop, approve and keep under review the University's systems, processes and guidance for assuring and enhancing the quality of students' learning experience and maintaining academic standards.
- To develop, approve and keep under review processes for gaining feedback from Further Education students, including student course and module surveys, and to consider and manage the outcomes of these processes.

#### *Learning, Teaching & Enhancement*

- To formulate and keep under review a strategy for the dissemination of identified good practice in learning, teaching and assessment in Further Education around the colleges.
- To formulate and oversee the process for annual review of the University's Further Education provision.
- To approve on behalf of Academic Board proposals for new Further Education courses.
- To approve on behalf of Academic Board changes to existing Further Education courses.
- To receive and review college reports on FE Learning & Teaching Observations, to identify good practice and areas of focus to inform the work of the Observation Working Group.
- To oversee the authoring of and to approve for submission to Academic Board the annual Further Education Learning & Teaching Report.

#### *Annual Monitoring*

- To consider and recommend to Academic Board for approval a summary of the University's Further Education Annual Self-Assessment Reports and action plans for submission to funding partners, and to report to Academic Board university-wide matters arising from reports from external verifiers and annual self-assessment of courses

- To consider External Quality Assurer Reports for each College delivering Further Education, highlight good practice and areas of enhancement for inclusion in the annual External Quality Assurer Summary Report to be considered by Academic Board.

#### *External Quality Assurance Engagement*

- To recommend for the approval of Academic Board written submissions for external quality assurance reviews by the Ofsted, funding partners and awarding bodies.
- To consider the outcomes of external quality assurance reviews by Ofsted, funding partners and awarding bodies, make recommendations to Academic Board on actions required to improve and/or enhance provision and to monitor the implementation of action plans.
- To consider reports from awarding bodies and Further Education funding partners regarding the outcomes of annual and periodic reviews of collaborative provision, and any other matters relating to the quality assurance or academic standards of collaborative provision, propose action plans for the approval of Academic Board and monitor the implementation of action plans.
- To consider Ofsted reports on Further Education partners regarding the outcomes of reviews of provision, and any other matters relating to the quality assurance or academic standards of provision and propose actions for the approval of Academic Board.

#### *Academic Key Performance Indicators*

- To keep under review academic Key Performance Indicators (KPIs) and targets used to measure academic performance, including but not limited to progression, achievement and student survey outcomes, proposing any amendments to Academic Board as appropriate.
- To consider relevant actions from Quality Improvement Plans, monitoring the implementation of the plans with relevant outcomes reported to Academic Board as appropriate.
- To receive reports regarding mitigation, complaints, appeals, academic misconduct, and cases submitted to validating partners or awarding bodies as appropriate.

#### *Subcommittees & Working Groups*

- To establish, approve the composition and terms of reference for, and receive minutes and reports from the following subcommittees:
  - FE Boards of Studies (FE BoS).
  - FE Steering Group (FESG)

## **Higher Education Learning, Teaching & Enhancement Committee (HELTEC)**

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

### **Composition:**

- Dean of Learning, Teaching & Research (Chair), *ex officio*
- Associate Dean of Learning & Teaching (Deputy Chair), *ex officio*
- Dean of Academic Development, *ex officio*
- Dean of Digital Education & Student Experience, *ex officio*
- Associate Dean of Academic Staff Development, *ex officio*
- Four senior academic managers representing the Music Colleges, including at least one from a non-UK college, appointed by Academic Board for a period of 2 years\*
- Two senior academic managers representing the Performing Arts Colleges, appointed by Academic Board for 2 years\*
- One senior academic manager representing the Screen & Film Colleges, appointed by Academic Board for 2 years\*
- One academic representative from the Postgraduate School, appointed by Academic Board for a period of 2 years\*
- One Head of Student Services, appointed by Academic Board for a period of 2 years\*
- Academic Registrar/Deputy Academic Registrar
- An elected Undergraduate student representative from each college
- An elected Postgraduate student representative
- An external academic member, appointed by Academic Board for a period of 3 years

### **In attendance:**

- Academic Development Officer (Servicing Officer to the Committee)
- Senior academic managers and Heads of Student Services who are not full members are entitled to engage with HELTEC meetings online but will not have voting rights.

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 three other staff members.

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

\*Although members are initially appointed for 2 years, this will be reviewed annually to ensure appropriate representation from across the University.

### **Terms of Reference:**

#### *Strategy & Policy*

- To advise Academic Board on all matters relating to learning, teaching and enhancement in Higher Education as they affect strategic academic planning and policy.
- To keep a watching brief and advise Academic Board on external enhancement agendas in Higher Education and initiatives and education development funding opportunities.
- To recommend for the approval of Academic Board, and keep under review, policies relating to

Higher Education internal course approval, learning and teaching, assessment, and peer observation of learning and teaching.

- To formulate, and keep under review, the University's Higher Education Learning & Teaching Strategy for recommendation to Academic Board for approval and monitor progress towards achieving objectives and approve and monitor the implementation of associated College Action Plans.
- To recommend for the approval of Academic Board the University's submissions to the Teaching Excellence Framework (TEF).
- To formulate and keep under review policy relating to the provision of academic learning resources and make recommendations as appropriate for the approval of Academic Board.
- To formulate and keep under review a strategy for the dissemination of identified good practice in learning, teaching and assessment in Higher Education within the colleges.
- To determine priority areas for development and enhancement in Higher Education in the colleges and commission and support the delivery of targeted education development and training activities and evaluate the effectiveness of such activities.
- To recommend to Academic Board for approval amendments to assessment regulations and procedures for Higher Education.
- To recommend for the approval of Academic Board policies relating to learning, teaching and assessment, course approval/re-approval and enhancement in Higher Education required for the exercising of Degree Awarding Powers.

#### *Subcommittees & Working Groups*

- To establish, approve the composition and terms of reference for, and receive minutes and reports from the following subcommittees:
  - Academic & Employability Studies Working Group
  - Boards of Studies (UG and PG)
  - Course Modification Working Group
  - Digital Learning & Teaching Working Group
  - Equity, Diversity & Inclusivity in Learning & Teaching Working Group
  - Observation Working Group
  - Staff Development Working Group

#### *Learning, Teaching & Enhancement*

- To receive and approve the annual report on Higher Education Learning & Teaching Observations to identify good practice and actions.
- To receive and review the minutes of Boards of Studies to identify good practice and actions.
- To receive and review college/subject enhancement action plans to identify good practice and actions.
- To receive and review statistical data relating to the quality of learning, teaching and assessment.
- To report to academic board annually on progress in meeting the aims and objectives of the Higher



## Education Strategy.

### *Curriculum Development & Course Approval*

- To keep under review, for the consideration of Academic Board, the annual schedule of internal and external Higher Education course approvals, accreditations and periodic reviews, and to monitor progress towards successful outcomes.
- To approve, on behalf of Academic Board, and in accordance with procedures laid down by Academic Board, major and minor changes to existing Higher Education courses on the recommendation of the appropriate Board(s) of Studies.
- To undertake, on behalf of Academic Board, and in accordance with procedures laid down by Academic Board, approval for new Higher Education courses, including convening approval panels with delegated authority to approve new courses and modules.
- To undertake, on behalf of Academic Board, periodic review of Higher Education courses, including convening Periodic Review Panels with delegated authority to re-approve courses and modules.
- To undertake, on behalf of and in accordance with procedures laid down by Academic Board, scrutiny of changes to courses and modules leading to accredited awards from external institutions and Professional & Statutory Bodies.

Any confidential matters regarding examination papers or issues regarding individual students and staff will be discussed without the presence of student representatives.

## **Honorary Awards Committee (HAC)**

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

### **Composition:**

- Chair of Academic Board, ex officio (Chair)
- Dean of Learning, Teaching & Research (Deputy Chair), *ex officio*
- Chief Executive Officer & Head of Institution, *ex officio*
- An Executive Principal (or equivalent), 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:**

- Academic Registrar (Servicing Officer)

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 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 Awards.

## **Professorial Appointments Committee (PAC)**

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

### **Composition:**

- A Non-Executive Academic Director with Professorial title, *ex officio* (Chair)
- Chair of Academic Board, *ex officio* (Deputy Chair)
- Chair of the HE Learning, Teaching & Enhancement Committee, *ex officio*
- A member of the HE Learning, Teaching & Enhancement Committee, appointed by Academic Board
- A member of the Research & Enterprise 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:**

- Academic Registrar (Servicing Officer)
- Head of People Team (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 (Chair), ex officio
- Senior Quality Assurance Officer (Deputy Chair), ex officio
- International Admissions & Compliance Manager, ex officio
- Four senior academic managers representing the Music Colleges (to be drawn from Heads of Education, Heads of Higher Education and Heads of Learning & Teaching), including at least one from a non-UK college, appointed by Academic Board for a period of 2 years\*
- Two senior academic managers representing the Performing Arts Colleges (to be drawn from Heads of Education, Heads of Higher Education and Heads of Learning & Teaching), appointed by Academic Board for 2 years\*
- One senior academic manager representing the Screen & Film Colleges (to be drawn from Heads of Education, Heads of Higher Education and Heads of Learning & Teaching), appointed by Academic Board for 2 years
- An Academic Registry representative, appointed by Academic Board for a period of 2 years
- One Head of Student Services from the colleges, appointed by Academic Board for a period of 2 years\*
- An elected HE student representative from each college
- An external academic member, appointed by Academic Board for a period of 3 years

### **In attendance:**

- Quality Assurance Officer (Servicing Officer to the Committee)
- Senior academic managers and Heads of Student Services who are not full members will be entitled to engage with QACC meetings online but will not have voting rights.

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 three other staff members.

In exceptional circumstances, business outside of 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 2 years, membership and composition will be reviewed annually to ensure appropriate representation on the committee.

### **Terms of Reference:**

#### *Strategy & Policy*

- To advise Academic Board on all matters pertaining to Higher Education quality assurance as they affect strategic academic planning and policy.
- To monitor all guidance and requirements issued by the Office for Students, the Quality Assurance Agency: initiating, co-ordinating and monitoring the effectiveness of action as appropriate.
- To develop for the approval of Academic Board and keep under review the University's Quality Handbook & associated policies and procedures for Higher Education and to formulate and recommend policy and procedural changes to Academic Board.

- To develop, approve and keep under review the University's systems, processes and guidance for assuring and enhancing the quality of students' learning experience and maintaining academic standards.
- To develop, approve and keep under review processes for gaining feedback from students at Undergraduate and Postgraduate taught levels, including student course and module surveys, and to consider and manage the outcomes of these processes.
- To oversee the approval of Colleges for the delivery of existing and new provision, and the approval of new buildings, in line with the Delivery Centre Approval Procedure and the New Building Compliance Checklist

#### *Academic Key Performance Indicators*

- To keep under review academic Key Performance Indicators (KPIs) and targets used to measure academic performance, including but not limited to progression, achievement and student survey outcomes, proposing any amendments to Academic Board as appropriate.
- To oversee the production of an annual academic KPI report, from which any course or college that has underperformed significantly can be identified, to approve a programme of development and engagement to improve performance and to monitor its effectiveness, and to submit the report to Academic Board for consideration.
- To consider relevant actions from College Enhancement Plans, including actions relating to (but not limited to) External Examiner Reports, Annual Monitoring, the National Student Survey and performance against Academic KPIs, monitoring the implementation of the plans with relevant outcomes reported to Academic Board as appropriate.
- To receive reports regarding mitigation, complaints, appeals, academic misconduct, and cases submitted to validating partners, awarding bodies or the Office of the Independent Adjudicator, as appropriate.

#### *Annual Course Monitoring*

- To consider and approve the University's Higher Education Annual Monitoring Reports (relating to academic partners) and action plans and to report to Academic Board University-wide matters arising from reports by External Examiners and annual monitoring of courses.
- Where appropriate, to recommend for approval by Academic Board an institutional summary of Annual Monitoring of courses leading to an award from our validating partners.
- To oversee the Annual Course Review and Enhancement Process (BIMM Awards), reporting outcomes in an annual report to Academic Board.
- To consider External Examiner Reports for each Higher Education course and highlight good practice and areas of enhancement for inclusion in the annual External Examiner Summary Report to be considered by Academic Board.
- To monitor the outcomes from, and the effectiveness of, the External Examiner system, and to approve nominations thereon to Academic Board.

#### *External Quality Assurance Engagement*

- To consider the outcomes of external quality assurance reviews by the Office for Students, the Quality Assurance Agency, validating partners and awarding bodies, make recommendations to Academic Board on actions required to improve and/or enhance provision and to monitor the implementation of action plans.
- To receive reports as appropriate from the HE Learning, Teaching & Enhancement Committee on quality and standards issues emerging from internal course approvals and external course validations, and to make recommendations for action as appropriate to Academic Board.
- To receive reports as appropriate from the FE Curriculum & Quality Committee on quality and standards issues emerging from course approvals and to make recommendations for action as appropriate to Academic Board.
- To consider reports from validating partners and awarding bodies regarding the outcomes of annual and periodic reviews of collaborative provision, and any other matters relating to the quality assurance or academic standards of collaborative provision, propose action plans for the approval of Academic Board and monitor the implementation of action plans.

### *Compliance*

- To advise Academic Board on all matters pertaining to BIMM University's compliance with the conditions of BIMM University's Student Route Visa licence from the UK Visas & Immigration Service and to report any potential breaches thereof to Academic Board.
- To advise Academic Board on all matters pertaining to BIMM Limited's compliance with the UK Prevent Duty and to report any potential breaches thereof to Academic Board.
- To consider, recommend for the approval of Academic Board, oversee the implementation of, and keep under review all policies and procedures and the annual return in support of BIMM Limited's compliance with the UK Prevent Duty.

## **Research & Enterprise Committee (REC)**

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

### **Composition:**

- Dean of Learning, Teaching & Research (Chair), *ex officio*
- Chair of the Ethical Approval sub-committee (Deputy Chair), *ex officio*
- Chair of the Research Funding sub-committee, *ex officio*
- Academic Director & Provost, *ex officio*
- Eight academic staff members from colleges with postgraduate provision and/or research active staff, appointed by Academic Board for six years\*
- Two senior academic managers 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:**

- Academic Development Officer (Servicing Officer)

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 four other academic members.

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

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

### **Terms of Reference:**

#### *Strategy & Policy*

- To advise Academic Board on all matters relating to research, knowledge exchange and ethical review as they affect strategic academic planning and policy.
- To keep a watching brief and advise Academic Board on external research and enterprise agendas and potential funding opportunities.
- To formulate and keep under review the Research & Enterprise Strategy for recommendation to Academic Board for approval and to monitor progress towards achieving objectives as set out in the committee's operational planning.
- To approve institutional applications for external research funding and, if successful, receive reports on their progress.
- To promote and exchange best practice in relation to the enhancement, management, and conduct of research, ethical review and knowledge exchange activities.

- To formulate and monitor the implementation of a strategy to facilitate interaction between colleges and the wider university sector to promote institute-wide, collaborative and interdisciplinary research, both nationally and internationally.

#### *Research Funding & Postgraduate Study Support Schemes*

- To oversee the Research Funding Scheme and receive reports on research outcomes.
- To oversee the Postgraduate Study Support Scheme and receive annual reports on funding allocated and outcomes.

#### *Subcommittees*

- To establish, approve the composition and terms of reference for, and receive minutes and reports from the following subcommittees as appropriate:
  - 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.



## **Safeguarding & Wellbeing Committee (SWC)**

Meets: Minimum of four times a year, normally termly plus a summer meeting  
Reports to: Academic Board (AcBd)

### **Composition:**

- An Executive Principal (Chair), *ex officio*
- Chief Operating Officer, UK Colleges (Deputy Chair), *ex officio*
- Heads of Student Services from each College, *ex officio*
- An FE College Lead (or equivalent) from each sector
- An Admissions Team representative
- An Applicant Experience Team representative
- A Counselling representative
- A Finance Team representative
- A People Team representative
- A Technology & Business Applications Team representative

### **In attendance:**

- Servicing Officer
- External Safeguarding & Wellbeing Consultant
- Funding Partner representative(s)

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 4 other full members.

In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to all members for consideration and approval. Decisions will be approved in such circumstances by a majority of members by email. Where an urgent decision is required, the Chair shall be empowered to take action on behalf of the Committee. Such action shall be reported to the Committee at its next meeting.

### **Terms of Reference:**

The Committee has delegated authority from the Academic Board to 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.

### **The Committee shall also have the following specific responsibilities:**

- To advise Academic Board on the most appropriate policy and operational framework for safeguarding and wellbeing within the University.
- To identify, respond to and escalate, as appropriate, organisational risk within the University related to safeguarding and wellbeing.
- To provide strategic oversight of all aspects of safeguarding and wellbeing work across the University, ensuring policies and procedures are up to date and effective in protecting students and staff from potential or actual harm.

- To provide an overview of safeguarding and wellbeing matters for all staff and students across the University, in line with legislation and best practice.
- To ensure alignment of the University's approach to safeguarding and wellbeing, making sure it is embedded consistently across all colleges.
- To ensure that the University's safeguarding, wellbeing and associated training strategies are sufficient and up to date so that all staff receive training and inductions appropriate to their role.
- To monitor the competence and performance of all staff charged with safeguarding and wellbeing responsibilities.
- To provide assurance to AcBd that agreed safeguarding policies, procedures and standards are adhered to by all staff.
- To initiate enhancements in the University's working practices, systems and procedures to support effective safeguarding arrangements across the organisation.
- To raise the profile of safeguarding in all of the University's work and to promote proactive communications to inform students, staff and external partners.
- To undertake an annual review of the University's Safeguarding Policy to ensure alignment with legislative changes, or in response to emergent or established best practice within the sector, and to make recommendations on amendments to AcBd for approval.
- To ensure that appropriate data is collected about safeguarding activity in a way that supports the University's statutory and regulatory roles.
- To ensure that the University's regulatory role within multi-agency children and adults safeguarding procedures is clearly understood, both internally and externally.
- To receive and consider reports on matters such as incident data, investigations, inspections, and audit outcomes and to make recommendations as necessary to AcBd.
- To seek independent external advice on safeguarding and wellbeing matters where appropriate.

## **University of Sussex Undergraduate Award Board (UoS UG AwBd)**

Meets: Normally twice annually  
Reports to: Academic Board and University of Sussex

### **Composition:**

- Chair (Senior University Representative)
- Deputy Chair (Academic Director & Provost)
- Academic Registrar
- College Principals
- Deputy Academic Registrar
- External Examiners for courses under consideration
- Heads of Education/Heads of Higher Education

### **In attendance:**

- Academic Registry Team Member (minutes)
- HE Administrators (or equivalent)
- University representative(s)

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

### **Quoracy**

The minimum quoracy is the Chair or Deputy Chair, one academic member of staff and one External Examiner. For Retrievals Award Boards, External Examiners are not required to attend, but should be available for consultation by phone if necessary.

### **Terms of Reference:**

- To confirm the award of academic credit.
- To confirm the application of compensated or condoned credit where appropriate.
- To approve awards and classification decisions for candidates who have satisfied the appropriate requirements, as specified in the Academic Regulations.
- To make recommendations, if appropriate, on changes to arrangements for progression, award, re-sit and repeat.
- To receive comments from External Examiners relating to the courses under consideration and the conduct of the Board.

## **Postgraduate Award Board (PG AwBd)**

Meets: Normally twice annually  
Reports to: Academic Board

### **Composition:**

- Academic Director & Provost (Chair)
- Dean of Learning, Teaching & Research (Deputy Chair)
- Associate Dean of Learning & Teaching
- College Principals
- Heads of Education/Higher Education
- Course Leaders for those courses under consideration
- Academic Registrar/Deputy Academic Registrar
- External Examiners for those courses under consideration

### **In attendance:**

- Academic Registry representative (minutes)
- HE Administrators (or equivalent)

### **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.
- To approve awards and classification decisions for candidates who have satisfied the appropriate requirements, as specified in the Academic Regulations.
- To make recommendations, if appropriate, on changes to arrangements for progression, award, re-sit and repeat.
- To receive comments from External Examiners relating to the courses under consideration and the conduct of the Board.

### **Chair's Action:**

- By exception only, and in cases that, in the view of the Chair, are too urgent to be deferred until the next scheduled meeting, the Chair of the PG AwBd shall have delegated authority to act on its behalf between scheduled meetings as detailed above. In all cases where the Chair exercises this authority, it shall be recorded via email and copied to [AcademicRegistry@bimm.ac.uk](mailto:AcademicRegistry@bimm.ac.uk) and the relevant External Examiner(s).
- Where the Chair has exercised their delegated authority to act on behalf of the Board, a report on the action taken, along with any related documentation, will be made to the next scheduled meeting, where the Chair will explain the reason action was taken.

## **Postgraduate Progress Board (PG PB)**

Meets: Normally each Trimester  
Reports to: Academic Board

### **Composition:**

- Dean of Learning, Teaching & Research (Chair)
- Academic Registrar (Deputy Chair)
- College Principals
- Heads of Education/Higher Education
- Course Leaders for those courses under consideration
- Academic Registry representatives (optional)

### **In attendance:**

- HE Administrators (or equivalent)

### **Quoracy**

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

### **Terms of Reference:**

- To confirm the award of academic credit.
- To confirm the re-sit or repeat requirements where the required academic credit is not achieved.
- To implement the recommendations of the Mitigating Evidence Committee and enable students with condoned mitigation to complete Sits at the earliest available opportunity.
- To make recommendations, if appropriate, on changes to arrangements for re-sit and repeat.

### **Chair's Action:**

- The Chair or Deputy Chair of the PG PB shall have delegated authority to act on its behalf between scheduled meetings as detailed above. In all cases where the Chair exercises this authority, it shall be recorded via email and copied to [AcademicRegistry@bimm.ac.uk](mailto:AcademicRegistry@bimm.ac.uk).
- Chair's action is authorised where the matter involves:
  - Making individual progress, Sit or Re-sit decisions resulting from late marks following extensions or mitigation;
  - Making individual progress or Re-sit decisions resulting from marks following Sits previously offered by the PG PB in response to recommendations of the Mitigating Evidence Committee;
  - Matters relating to the implementation of decisions that have already been approved by the PG PB; and
  - Any issue which, in the view of the Chair, is too urgent to be deferred until the next scheduled meeting.
- Where the Chair has exercised their delegated authority to act on behalf of the Board, a report on the action taken, along with any related documentation, will be made to the next scheduled meeting, where the Chair will explain the reason action was taken.

## **Postgraduate Module Board (PG MB)**

Meets: Normally each Trimester  
Reports to: Academic Board

### **Composition:**

- Dean of Learning, Teaching & Research (Chair)
- Academic Registrar (Deputy Chair)
- College Principals
- Heads of Education/Higher Education
- Course Leaders for those courses under consideration
- Academic Registry representatives (optional)

### **In attendance:**

- HE Administrators (or equivalent)

### **Quoracy**

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

### **Terms of Reference:**

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

### **Chair's Action:**

- The Chair or Deputy Chair of the PG MB shall have delegated authority to act on its behalf between scheduled meetings as detailed above. In all cases where the Chair exercises this authority, it shall be recorded via email and copied to [AcademicRegistry@bimm.ac.uk](mailto:AcademicRegistry@bimm.ac.uk).
- Chair's action is authorised where the matter involves:
  - Confirming individual marks received late as a result of extensions or mitigation;
  - Confirming individual marks resulting from Sits offered by the Postgraduate Progress Board in response to recommendations of the Mitigating Evidence Committee;
  - Matters relating to the implementation of decisions that have already been approved by the PG MB; and
  - Any issue which, in the view of the Chair, is too urgent to be deferred until the next scheduled meeting.
- Where the Chair has exercised their delegated authority to act on behalf of the Board, a report on the action taken, along with any related documentation, will be made to the next scheduled meeting, where the Chair will explain the reason action was taken.

## **Undergraduate Award Board (UG AwBd)**

Meets: Normally twice annually  
Reports to: Academic Board

### **Composition:**

- Academic Director & Provost (Chair)
- Academic Registrar (Deputy Chair)
- College Principals
- Heads of Education/Higher Education
- Deputy Academic Registrar
- External Examiners for those courses under consideration

### **In attendance:**

- Academic Registry representative (minutes)
- HE Administrators (or equivalent)

### **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.
- To confirm the application of compensated or condoned credit where appropriate.
- To approve awards and classification decisions for candidates who have satisfied the appropriate requirements, as specified in the Academic Regulations.
- To make recommendations, if appropriate, on changes to arrangements for progression, award, re-sit and repeat.
- To receive comments from External Examiners relating to the courses under consideration and the conduct of the Board.

### **Chair's Action:**

- By exception only, and in cases that, in the view of the Chair, are too urgent to be deferred until the next scheduled meeting, the Chair of the UG AwBd shall have delegated authority to act on its behalf between scheduled meetings as detailed above. In all cases where the Chair exercises this authority, it shall be recorded via email and copied to [AcademicRegistry@bimm.ac.uk](mailto:AcademicRegistry@bimm.ac.uk) and the relevant External Examiner(s).
- Where the Chair has exercised their delegated authority to act on behalf of the Board, a report on the action taken, along with any related documentation, will be made to the next scheduled meeting, where the Chair will explain the reason action was taken.

## **Undergraduate Progress Board (UG PB)**

Meets: Normally each Semester  
Reports to: Academic Board

### **Composition:**

- College Principal (Chair)
- Head of Education/Higher Education (Deputy Chair)
- Course Leaders for those courses under consideration
- Academic Registry representatives (optional)
- External Examiners for those courses under consideration (optional)

### **In attendance:**

- HE Administrator (or equivalent)

### **Quoracy**

The minimum quoracy is the Chair or Deputy Chair and one academic member of staff. External Examiners are not required to attend, but they should be available for consultation by phone if necessary.

### **Terms of Reference:**

- To confirm the award of academic credit.
- To confirm the application of compensated or condoned credit where appropriate.
- To determine whether candidates have satisfied the rules for progression from one stage of a course to the next.
- To confirm the re-sit or repeat requirements where the required academic credit is not achieved.
- To implement the recommendations of the Mitigating Evidence Committee and enable students with condoned mitigation to complete Sits at the earliest available opportunity.
- To make recommendations, if appropriate, on changes to arrangements for progression, re-sit and repeat.

### **Chair's Action:**

- The Chair or Deputy Chair of the UG PB shall have delegated authority to act on its behalf between scheduled meetings as detailed above. In all cases where the Chair exercises this authority, it shall be recorded via email and copied to [AcademicRegistry@bimm.ac.uk](mailto:AcademicRegistry@bimm.ac.uk).
- Chair's action is authorised where the matter involves:
  - Making individual progress, Sit or Re-sit decisions resulting from late marks following extensions or mitigation\*;
  - Making individual progress or Re-sit decisions resulting from marks following Sits previously offered by the UG PB in response to recommendations of the Mitigating Evidence Committee\*;
  - Matters relating to the implementation of decisions that have already been approved by the UG PB; and
  - Any issue which, in the view of the Chair, is too urgent to be deferred until the next scheduled meeting.
- Where the Chair has exercised their delegated authority to act on behalf of the Board, a report on the action taken, along with any related documentation, will be made to the next scheduled meeting, where the Chair will explain the reason action was taken.

\*Where the Deputy Chair of the Progress Board attends a Mitigating Evidence Committee meeting, they cannot subsequently approve its recommendations on Chair's Action. In such cases, only the Progress Board Chair may take that action.



## **Undergraduate Module Board (UG MB)**

Meets: Normally each Semester  
Reports to: Academic Board

### **Composition:**

- College Principal (Chair)
- Head of Education/Higher Education (Deputy Chair)
- Course Leaders for those courses under consideration
- Academic Registry representatives (optional)
- External Examiners for those courses under consideration (optional)

### **In attendance:**

- HE Administrator (or equivalent)

### **Quoracy**

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

### **Terms of Reference:**

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

### **Chair's Action:**

- The Chair or Deputy Chair of the UG MB shall have delegated authority to act on its behalf between scheduled meetings as detailed above. In all cases where the Chair exercises this authority, it shall be recorded via email and copied to [AcademicRegistry@bimm.ac.uk](mailto:AcademicRegistry@bimm.ac.uk).
- Chair's action is authorised where the matter involves:
  - Confirming individual marks received late as a result of extensions or mitigation\*;
  - Confirming individual marks resulting from Sits offered by the Undergraduate Progress Board in response to recommendations of the Mitigating Evidence Committee\*;
  - Matters relating to the implementation of decisions that have already been approved by the UG MB; and
  - Any issue which, in the view of the Chair, is too urgent to be deferred until the next scheduled meeting.
- Where the Chair has exercised their delegated authority to act on behalf of the Board, a report on the action taken, along with any related documentation, will be made to the next scheduled meeting, where the Chair will explain the reason action was taken.

\*Where the Deputy Chair of the Module Board attends a Mitigating Evidence Committee meeting, they cannot subsequently approve its recommendations on Chair's Action. In such cases, only the Module Board Chair may take that action.

## **Postgraduate Board of Studies (PG BoS)**

Meets: Each Semester  
Reports to: Higher Education Learning, Teaching & Enhancement Committee

### **Composition:**

- Dean of Learning, Teaching & Research (Chair)
- Heads of Education/Higher Education for colleges with postgraduate provision
- Postgraduate Course Leaders
- Associate Dean of Learning & Teaching
- Heads of Student Services for colleges with postgraduate provision
- A Student Representative from each MA course running at each College
- A Student Representative from each cohort of the PgCert running at each College

### **In attendance:**

- Academic Development Officer (Servicing Officer)
- College Principals for colleges with postgraduate provision (optional)

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

The minimum number of attendees for this board to be quorate will be the Chair plus two other academic members and two student representatives. Members may provide a nominee if unavailable.

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

### **Terms of Reference:**

- To consider views and make recommendations to HELTEC concerning any academic matter relating to courses and/or modules within its remit and any other matter requiring consideration.
- To monitor the effectiveness of the delivery of courses within the remit of the Board in order to ensure course objectives are achieved and to assure the effective operation of the courses, including receipt of the annual course reports.
- To 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, including course handbooks.
- To consider and approve minor modifications to courses within the remit of the Board in accordance with the University's HE Course & Module Modifications policy.
- To ensure the administration of the examination and assessment arrangements is conducted in accordance with the agreed course requirements, following the University's and Awarding Institution procedures.
- To advise the Quality Assurance & Compliance Committee on External Examiner nominations and to ensure they are inducted and appropriately briefed on course examination and assessment requirements and related matters.
- To consider issues arising from students and staff in relation to course delivery and management and to recommend action as appropriate or to refer matters for consideration and approval to the appropriate authority as required.

- To keep under review the resources required for the effective delivery of the course(s) under its remit and to ensure HELTEC and College Management Teams are apprised of requirements as appropriate, including library and e-resources on the University's VLE.
- To make recommendations to HELTEC on in-year assessment changes arising from unforeseen issues to ensure the effective delivery and assessment of the course(s) under its remit and to provide regular reports as required to relevant college committees.
- To submit its minutes to HELTEC and report all quality assurance matters to QACC.

**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 Board but will instead be referred to a more appropriate external channel for consideration.

## **Undergraduate Board of Studies (UG BoS)**

Meets: Each Semester  
Reports to: Higher Education Learning, Teaching & Enhancement Committee

### **Composition:**

- Senior Academic Leader (Chair)
- Course Leader/Deputy Course Leader from each College within the subject area (for Spine modules, representation from each College)
- Head of Careers & Industry (or equivalent)
- A Student Representative from each College representing each course within the subject area

### **In attendance:**

- Servicing Officer (minutes) - an Administrator from a College within the subject area

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

The minimum number of attendees for this board to be quorate will be the Chair plus two other academic members and two student representatives. Members may provide a nominee if unavailable.

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

### **Terms of Reference:**

- To consider views and make recommendations to HELTEC concerning any academic matter relating to courses and/or modules within its remit and any other matters requiring consideration.
- To 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) in order to ensure course objectives are achieved and to assure the effective operation of the courses, including receipt of the annual course reports.
- To keep under review course 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, including course handbooks.
- To reflect upon student feedback arising from Module Evaluation Surveys and other mechanisms relevant to the courses/modules within its remit.
- To consider - within its remit and in line with the formal HE Course Approval & Modification Procedures - the output of the University's Annual Course Review & Enhancement (ACRE) Process:
  - Consider and recommend to HELTEC minor modifications to modules and courses.
  - Consider and recommend to HELTEC major modifications to modules and courses.
  - Consider and approve Group Course Reports.
- To consider issues arising from students and staff in relation to course delivery and management and to recommend action as appropriate or to refer matters for consideration and approval to the appropriate authority as required.
- To keep under review the resources required for the effective delivery of the course(s) under its remit and to ensure HELTEC and College Management Teams are apprised of requirements as appropriate, including library and e-resources on the VLE.

- To make recommendations to HELTEC on in-year assessment changes arising from unforeseen issues to ensure the effective delivery and assessment of the course(s) under its remit and to provide regular reports as required to the relevant committees.
- To submit its minutes to HELTEC and report all quality assurance matters to QACC.

**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 Board but will instead be referred to a more appropriate external channel for consideration.

## **Further Education Board of Studies (FE BoS)**

Meets: Termly  
Reports to: Further Education Curriculum & Quality Committee (FECQC)

### **Composition:**

- Nominated Head of Further Education (or equivalent) – Chair
- Head of Further Education (or equivalent) from each College within the subject area
- Course Leaders from each College within the subject area
- Careers Leads from each College within the subject area
- A Student Representative from each College representing each course within the subject area

### **In attendance:**

- Servicing Officer (minutes) - an Administrator from a College within the subject area

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

The minimum number of attendees for this Board to be quorate will be the Chair plus two other academic members and two student representatives. Members may provide a nominee if unavailable.

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

### **Terms of Reference:**

- To consider views and make recommendations to FECQC concerning any academic matter relating to courses within its remit and any other matters requiring consideration.
- To monitor the effectiveness of the delivery of courses within its remit to ensure course objectives are achieved and to assure the effective operation of the courses, including receipt of annual course reports, RSL Quality Management Review and updates on Standards Verification.
- To make recommendations to FECQC on in-year delivery and assessment changes arising from unforeseen issues to ensure the effective delivery and assessment of the course(s) within its remit and to provide regular reports as required to the relevant committees.
- To keep under review careers programmes and work-based learning arrangements and ensure the accuracy of information, advice and guidance to students.
- To receive minutes FECQC and the action plans from Student Representation Forums from courses within its remit.
- To reflect upon feedback arising from Student Surveys and other relevant mechanisms, and to receive any appropriate college action plans.
- To keep under review the resources required for the effective delivery of the course(s) within its remit and to ensure FECQC and College Management Teams are apprised of requirements as appropriate, including library and e-resources on the VLE.
- To submit its minutes to FECQC and report all quality assurance matters to QACC.

**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 Board but will instead be referred to a more appropriate external channel for consideration.

## **Student Representation Forum (SRF)**

Meets: Each Semester/Trimester/Term  
Reports to: UG/PG/FE Board of Studies

### **Composition:**

- Course Leader (Chair)
- A Member of the Student Services/Exams Team with responsibility for the course (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 college.
- Advise upon aspects of the operations of the student representation system as appropriate.
- Report key issues of student feedback to PG/UG/FE 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  
Reports to: Progress and Award Boards

### **Composition:**

- Head/Deputy Head of Student Services (Chair)
- Head of Education/Higher Education/Learning & Teaching (Deputy Chair)
- Head of Exams (or equivalent)
- Course Leader/Head of Year\*
- Administrator

\*Any Course Leaders/Heads of Year 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.

### **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.

## **Student Academic Risk Committee (SARC)**

Meets: Normally twice per Semester/Trimester  
Reports to: College Management Teams

### **Composition:**

- College Principal (Chair)
- Head of Education/Higher Education
- Head/Deputy Head of Student Services
- Course Leader(s)
- Student Support Officer
- Exams Officer

In attendance

- Administrator (minutes)

### **Terms of Reference:**

- To formulate and keep under review the Student Academic Risk Register (SARR)
- To discuss students on the register on a case-by-case basis and make decisions for action as appropriate and in line with this policy.
- To suggest and approve additional support for students on the SARR in order to re-engage them with their studies or, where appropriate, recommend referral of students under the Fitness to Study procedure.
- To monitor student engagement, where engagement has fallen below acceptable levels for a significant period of time and, where attempts to re-engage a student have failed, to withdraw students once a 14-day warning has been issued.
- To report to College Management Teams (CMTs) on efforts to re-engage at risk students and on trends in engagement within each College.
- To monitor the levels of student engagement and recommend to CMT benchmarks for engagement as part of the development of this policy.
- The minimum number of attendees for this committee to be quorate will be the Chair (or designated deputy) plus two other members and the Head of Student Services or Deputy.
- In exceptional circumstances the Chair may take decisions outside of the cycle of meetings on a range of matters agreed in advance by the committee (annually).