

**SCHEME OF ACADEMIC GOVERNANCE
2018/19**

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1 INTRODUCTION

This document specifies the way the Scheme of Academic Governance works and outlines the overall shape of the Scheme at Senate and School level, presenting committee terms of reference and membership.

Council

The University's Charter establishes Council as the University's supreme governing body. Council is responsible for the management and administration of the revenue and property of the University and for the conduct of the affairs of the University. Council delegates to Senate functions relating to the planning, co-ordination, development and supervision of the academic work of the University, or other functions, as it sees fit. Further information on Council and its committees can be found at <http://www.governance.salford.ac.uk/council>

Senate and its committees

Senate and its committees operate specifically as instruments of academic governance. They make decisions that grant authority, define expectations or verify performance. They set out the standards and expectations of academic performance, both in terms of the academic standards of the University's awards and the quality of student learning opportunities. They monitor and review the academic performance of the University and identify measures to enhance academic practice.

Senate and its committees place special emphasis on the quality of the student experience and on enhancement through a drive for continual improvement and the sharing of good practice. The emphasis at Senate and its committees is on high level policy rather than detailed processing work.

School committees

The School committees referred to in this document are likewise concerned with academic governance. Accordingly, Schools have delegated authority to oversee academic quality, standards and enhancement in core operational teaching and learning, research and knowledge exchange, and ethics.

The University's Committee Handbook sets out in detail the operation of Senate and its committees, including the roles and characteristics of committee members, the form of publication and circulation of committee papers and guidance for committee secretaries. The Committee Handbook is available at: <http://www.salford.ac.uk/about-us/corporate-information/governance/the-council/committee-handbook-and-resources-for-council-members>.

2 SENATE AND ITS COMMITTEES

2.1 SENATE (SEN)

Committee	SENATE (SEN)
Reports to	COUNCIL
Purpose	<p>The Senate is the academic authority of the University. It is responsible for the planning, co-ordination, development and supervision of the academic work of the University within the overall framework of corporate strategy and policy approved by the Council.</p> <p>The primary duty of the Senate is to oversee the academic quality and standards of the University and to ensure that its academic activities, including mutually beneficial collaborations, flourish, develop and are enterprising in all aspects. The Senate has an important role in assuring the academic standards of its awards and the high quality of learning opportunities provided to students.</p> <p>The Senate will sustain the University's distinctive integration of learning and teaching, research and innovation and academic enterprise.</p>
Terms of Reference	<ol style="list-style-type: none"> i. To assure the quality of learning opportunities, academic practice and the student experience and promote their enhancement. ii. To develop and promote research and innovation. iii. To authorise academic regulations, policies and procedures. iv. To regulate the admission, assessment and academic conduct of students and the award or withdrawal of credit and qualifications and related academic decisions. v. To oversee the approval, review and withdrawal of award and credit-bearing provision and related collaborative partnerships. vi. To oversee audits of the operation of academic regulations, policies and procedures. vii. To oversee the effectiveness of academic activities and entities and the University's academic governance. viii. To advise Council, through Executive, on the academic merits of the establishment or disestablishment of academic units of organisation. ix. To advise Council and the Vice-Chancellor on any matter under the terms of Clause 10 of the Charter. x. To establish committees and working groups necessary for the effective execution of Senate responsibilities.
Constitution	<p>Ex officio (14) Vice-Chancellor (Chair) 1 Deputy Vice-Chancellor 1 Pro Vice-Chancellor International and Regional Partnerships 1 Pro Vice-Chancellor Student Experience 1 Dean of Research 1 Deans of School 7 Dean of Students 1</p> <p>University Staff (19) Representatives from each School nominated by the Dean of School 1 per School Staff elected by and from the academic staff 12</p> <p>Students (3) Nominees of the Students' Union Trustee Board from amongst the sabbatical officers 3</p> <p>Total (34)</p>

	<p>In attendance University Registrar/Secretary 1 Director of Strategy 1 University Librarian 1 Head of Quality and Enhancement 1</p> <p>Serviced by the Quality and Enhancement Office</p>
Frequency of Meetings	At least three times a year
Sub-committees	Academic Development and Partnerships Committee (ADPC) Academic Ethics Committee (AEC) Academic Standards and Quality Assurance Committee (ASQAC) Postgraduate Research Award Board (PRAB) Research and Enterprise Committee (REC) Student Experience, Learning, Teaching and Enhancement Committee (SELTEC)
Further Information	

2.2 ACADEMIC DEVELOPMENT AND PARTNERSHIPS COMMITTEE (ADPC)

Committee	ACADEMIC DEVELOPMENT AND PARTNERSHIPS COMMITTEE (ADPC)
Reports to	SENATE
Purpose	<p>The Academic Development and Partnerships Committee is responsible on behalf of Senate for policies, procedures and frameworks relating to:</p> <ul style="list-style-type: none"> • academic development and risk assessment business case for new programme proposals, major programme amendments and off campus delivery, including due diligence legal and regulatory obligations, student entitlements, etc. • academic quality of new partnership arrangements for taught and post graduate provision, including articulation agreements.
Terms of Reference	<ol style="list-style-type: none"> i. To consider and approve proposals for new collaborative partner organisations, taking account of due diligence outcomes, in accordance with University policies and procedures and the UK Quality Code. ii. On recommendation from the relevant School Executive, to consider approval of business cases, including due diligence outcomes, for new taught programme proposals, major programme amendments and off-campus delivery in accordance with the University's strategies and policies. iii. To consider and approve proposals for formal articulation arrangements. iv. To consider proposals for franchise and validated programmes, including dual/joint awards, with approved UK and overseas partners prior to consideration and approval by the Collaborative Programme Approval and Review Panel. v. To consider proposals for research collaborative degrees with approved UK and overseas partners prior to consideration and approval by the Research and Enterprise Committee. vi. To oversee partnership arrangements such as exchanges, study abroad, and progression agreements. vii. To consider and report to Senate on such matters that may be referred to the Committee in relation to academic development and partnership matters.
Constitution	<p>Ex officio (10) Deputy Vice-Chancellor (Chair) 1 Pro Vice-Chancellor International and Regional Partnerships 1 Pro Vice-Chancellor Student Experience 1 Dean of Research 1 Dean of Students 1 Deans of School 7</p> <p>Appointed (1) Student nominees of the Students' Union Trustee Board 1</p> <p>In attendance Director of Finance or nominee 1 Director of Marketing or nominee 1 Director of International and Regional Development 1 Associate Director of Student Administration 1</p> <p>Serviced by the Quality and Enhancement Office</p>

Frequency of Meetings	Monthly
Sub-committees	None
Further Information	

2.3 ACADEMIC STANDARDS AND QUALITY ASSURANCE COMMITTEE (ASQAC)

Committee	ACADEMIC STANDARDS AND QUALITY ASSURANCE COMMITTEE (ASQAC)
Reports to	SENATE
Purpose	<p>The Academic Standards and Quality Assurance Committee is responsible on behalf of Senate for policies, procedures, regulations and frameworks relating to:</p> <ul style="list-style-type: none"> • academic quality assurance and management • academic standards and the design and management of the curriculum • the admission of students <p>in relation to all taught programmes (undergraduate and postgraduate) leading to University awards or credit, including those involving collaboration with partner organisations, and pre-sessional English programmes.</p>
Terms of Reference	<ol style="list-style-type: none"> i. To determine policy governing the admission of students, including general entry requirements and the recognition of prior learning and to oversee the approach to assuring the completeness, accuracy and reliability of information provided for applicants and students. ii. To determine and keep under review the approach to the curriculum framework, the academic year and all associated academic regulations and procedures. iii. To determine and oversee policies and procedures for the approval, amendment, monitoring, review and withdrawal of taught provision, including programmes involving collaboration with partner organisations. iv. To determine and oversee arrangements for the assessment of students, including Boards of Examiners, External Examining, invigilation and moderation. v. To guide and oversee preparations for relevant external reviews and engagements and to advise the Senate on the University's response. vi. To monitor the effectiveness of the processes for accreditation of programmes by Professional, Statutory and Regulatory Bodies. vii. To be responsible for the Academic Audit process. viii. To consider and report to Senate on such matters as may be referred to the Committee. <p>ASQAC will make recommendations to the Senate on the following:</p> <ol style="list-style-type: none"> ix. the approval of any new taught award to be offered by the University. x. The approval of any major new policy in relation to academic standards and quality assurance.
Constitution	<p>Ex officio (1) Deputy Vice-Chancellor or nominee (Chair) 1</p> <p>Appointed (16) Representatives from each School nominated by the Dean of School 2 per School Student nominees of the Students' Union Trustee Board 2</p>

	<p>Elected (2) Staff elected by and from the academic staff 2</p> <p>Co-opted (up to 2) The Committee may co-opt up to two members from outside the University with relevant and appropriate expertise</p> <p>Total (22)</p> <p>In attendance University Registrar/Secretary 1 Head of Quality and Enhancement 1 Director of International and Regional Development 1 Director, Salford Languages 1</p> <p>Serviced by the Quality and Enhancement Office</p>
Frequency of Meetings	At least three times per year
Sub-committees/ Panels	<p>Academic Audit Sub-committee</p> <p>Academic Regulations Sub-committee (reporting also to REC for postgraduate research degree regulations)</p> <p>Programme Approval and Review Panel</p> <p>Blackpool and the Fylde College Accreditation Sub-committee</p>
Further information	

2.4 STUDENT EXPERIENCE, LEARNING, TEACHING AND ENHANCEMENT COMMITTEE (SELTEC)

Committee	STUDENT EXPERIENCE, LEARNING, TEACHING AND ENHANCEMENT COMMITTEE (SELTEC)
Reports to	SENATE
Purpose	The Student Experience, Learning, Teaching and Enhancement Committee is responsible on behalf of Senate for the development, review and implementation of learning and teaching policies and the improvement of the student experience on taught programmes (undergraduate and postgraduate) leading to University credit or qualifications and on pre-sessional English programmes.
Terms of Reference	<ol style="list-style-type: none"> i. To determine policy and procedures and oversee arrangements for the quality of the student experience, including the delivery of curriculum, the provision of learning support and the development of the virtual learning environment. ii. To determine and oversee the operation and effective monitoring and assuring the quality and standards of all taught provision, including that involving partner organisations. iii. To monitor student retention, progression, achievement and employability and to determine measures to improve them. iv. To determine policy and oversee arrangements for the systematic collection of student feedback and for the monitoring and improvement of student satisfaction with the learning experience. v. To determine and have oversight of the effectiveness and enhancement of mechanisms for student engagement and representation. vi. To provide direction and promote the dissemination of innovation and best practice in learning and teaching. vii. To consider and report to Senate on such matters as may be referred to the Committee. <p>SELTEC will make recommendations to the Senate on the following.</p> <ol style="list-style-type: none"> viii. The approval of any major new policy in relation to student experience, learning, teaching and enhancement.
Constitution	<p>Ex officio (2) Dean of Students (Chair) 1</p> <p>Appointed (16) Representatives from each School nominated by the Dean of School 2 per School Student nominees of the Students' Union Trustee Board 2</p> <p>Elected (2) Staff elected by and from the academic staff 2</p> <p>Co-opted (2) Members of staff co-opted by the Committee</p> <p>Total (22)</p> <p>In attendance University Registrar/Secretary 1 University Librarian 1</p>

	<p>Head of the Quality and Enhancement Office 1 Associate Director, Directorate of Student & Academic Support 1 Head of Student Voice, USSU 1 Director or Associate Director, Estates & Property Services 1 Director or Associate Director, Digital IT 1</p> <p>Serviced by the Quality and Enhancement Office</p>
Frequency of Meetings	At least three times per year
Sub-committees/ Panels	<p>Student Disciplinary and Student Disciplinary Appeal Panels</p> <p>Fitness to Practise and Fitness to Practise Appeal Panels</p>
Further information	

2.5 RESEARCH AND ENTERPRISE COMMITTEE (REC)

Committee	RESEARCH AND ENTERPRISE COMMITTEE (REC)
Reports to	SENATE
Purpose	The Research and Enterprise Committee is responsible on behalf of Senate for the development and enhancement of research and enterprise, and the setting and maintenance of academic standards of research programmes leading to the University's qualifications and for the quality of postgraduate research student experience.
Terms of Reference	<ol style="list-style-type: none"> i. To oversee the development, implementation and monitoring of the University Research and Enterprise strategy. ii. To determine and keep under review the academic regulations and associated procedures governing postgraduate research programmes. iii. To determine policy and procedures and oversee arrangements for the approval, amendment, review and withdrawal of research degree programmes, including those involving collaboration with partner institutions. iv. To monitor admissions to research degree programmes within Schools and any conditions upon or discretions accorded to candidates, and the annual student progression and achievement. v. To oversee supervisory and assessment arrangements for candidates, including Board of Examiners and External Examining. vi. To work in collaboration with other Senate committees to ensure a consistent approach to matters affecting students or research ethics. vii. To monitor, analyse and disseminate outcomes from the postgraduate research student evaluation of their learning experience and to review the effectiveness and enhancement of mechanisms for collecting postgraduate research student feedback. viii. To promote innovation and good practice in research and enterprise and to monitor and evaluate research initiatives across the University. ix. To monitor and advise Senate on the development of staff research and enterprise activity and researcher development and the development of research leadership. x. To advise Senate on ways in which research and innovation can influence teaching. xi. To facilitate the dissemination of good practice. xii. To assist in the identification and referral of academic staff development needs. xiii. To consider and report to Senate on such matters as may be referred to the Committee. <p>REC will make recommendations to the Senate on the following:</p> <ol style="list-style-type: none"> xiv. the approval of any new research award to be offered by the University.

	<p>xv. The approval of any major new policy in relation to research degree policies and regulations.</p> <p>xvi. The approval of any amendments to the University's Research and Enterprise Strategy.</p> <p>xvii.</p>
Constitution*	<p>Ex officio (2) Deputy Vice-Chancellor (Chair) 1 Dean of Research 1 Director of Postgraduate Research 1</p> <p>Appointed (16) Representatives from each School nominated by the Dean of School 2 per School 14 Two postgraduate research student nominees of the Students' Union Trustee Board* 2</p> <p>Elected (2) Staff elected by and from the academic staff 2</p> <p>Co-opted (2) Members of staff co-opted by the Committee. Where a specific need can be identified against the business of the Committee the Chair may identify one co-opted member (of the two) who is external to the University*.</p> <p>Total (23)</p> <p>*where business relates to individual student or staff data the meeting may be restricted to University of Salford staff only.</p> <p>In attendance Associate Director, Research and Knowledge Exchange 1 Associate Director, Enterprise 1 University Librarian 1</p> <p>Serviced by Research and Enterprise</p>
Frequency of Meetings	At least three times per year
Sub-committees	<p>Academic Regulations Sub-committee (reporting also to ASQAC for taught degree regulations)</p> <p>School Research and Enterprise Committees</p>
Further information	

2.6 ACADEMIC ETHICS COMMITTEE (AEC)

Committee	ACADEMIC ETHICS COMMITTEE (AEC)
Reports to	SENATE
Purpose	The Academic Ethics Committee is responsible on behalf of Senate for the development, implementation and monitoring of policies, procedures, codes of practice and guidelines in relation to research and taught ethics, working within the University's ethics framework. The Committee also has oversight of the operation of ethics approval at School level.
Terms of Reference	<ul style="list-style-type: none"> i. To develop, implement and monitor policies, procedures codes of practice and guidelines related to research and taught programme ethics. ii. To ensure the effective operation of School level ethics approval for undergraduate and postgraduate taught programmes, postgraduate research students and academic staff research activity, in accordance with agreed institutional policies, procedures, codes of practice and guidelines. iii. To provide assurance annually to Senate on the effectiveness of the operation of School level ethics approval for undergraduate and postgraduate taught programmes, postgraduate research programmes, and academic staff research activity. iv. To promulgate awareness of institutional policies, procedures, codes of practice and guidelines including ensuring appropriate and adequate training and development. v. To ensure operation of School level ethics approval procedures take cognisance of and appropriately reflect the ethics guidance provided by professional bodies, funding councils and other national bodies. vi. To inform institutional responses to national and international developments relating to ethical issues. vii. To undertake the development, publication and review of criteria to be applied to research sponsorship. viii. To consider and report to Senate on such matters that may be referred to the Committee in relation to ethical matters. ix. To ensure that Council, through Senate, is apprised of any relevant matters in support of the Council's overall responsibility for ethics governance.
Constitution	<p>Ex officio (11) Nominee of the Deputy Vice-Chancellor (Chair) 1 Dean of Research 1 Pro Vice-Chancellor Student Experience 1 Director of Postgraduate Research 1 Chairs of School Ethics Approval Committees 7</p> <p>Appointed (9) Representatives from each School nominated by the Dean of School 1 per School 7 Student nominees of the Students' Union Trustee Board 2</p> <p>Elected (2) Staff elected by and from the academic staff 2</p> <p>Co-opted (up to 2) The Committee may co-opt up to two members from outside the University with relevant and appropriate expertise</p> <p>Total (17)</p>

	<p>In attendance Associate Director, Student Administration 1 Associate Director, Research and Knowledge Exchange 1</p> <p>Serviced by Research and Knowledge Exchange</p>
Frequency of Meetings	At least three times per year
Sub-committees/ Panels	School Ethics Approval Committees (SEAC)
Further information	

2.7 HONORARY DEGREES COMMITTEE (HDC)

Committee	HONORARY DEGREES COMMITTEE (HDC)
Reports to	SENATE AND COUNCIL
Purpose	Honorary Degrees Committee is a joint committee of Council and Senate. The Committee receives delegated authority on behalf of those two bodies to consider candidates for the award of honorary degrees ensuring that all such awards are conferred on individuals whose achievements and activities are resonant with the core values of the University, and that candidates considered and awards conferred reflect the range of academic endeavour in which the University is engaged.
Terms of Reference	<ul style="list-style-type: none"> i. To consider and approve candidates nominated for honorary degrees on behalf of Senate and Council. ii. To consider and make recommendations as appropriate to Governance, Nominations and Ethics Committee (and thereafter to Senate and Council) concerning the range of honorary degrees and titles (and relevant qualifying criteria). iii. To ensure that successfully nominated candidates meet the criteria as set out in the relevant regulations. iv. To consider any other matters relating to the award of honorary degrees as may be appropriate including the rescinding of awards previously bestowed by the University.
Constitution	<p>Ex officio (4) Vice-Chancellor (Chair) 1 Deputy Vice-Chancellor 1 Chair of Council 1 Deputy Chair of Council 1</p> <p>Elected/Appointed (6) Independent Council members from Governance, Nominations and Ethics Committee 3 Elected/appointed member of Senate 1 Ex officio (appointed) member of Senate 1 Student member of Council 1</p> <p>Total (10)</p>
Sub-committees/ Panels	None
Frequency of Meetings	At least twice a year
Further information	

2.8 POSTGRADUATE RESEARCH AWARD BOARD (PRAB)

Committee	POSTGRADUATE RESEARCH AWARD BOARD (PRAB)
Reports to	SENATE
Purpose	The Postgraduate Research Award Board approves the progression and conferment of the award of qualification for postgraduate research programmes, and monitors progression and completion rates on the same.
Terms of Reference	<ul style="list-style-type: none"> i. To confirm progression on postgraduate research programmes. ii. To confer awards on postgraduate research programmes. iii. To confirm shortened full-time duration of candidature on doctoral level awards, other than Professional Doctorates. iv. To confirm transfer to another research award or termination of candidature or progression on a research programme. v. To make recommendations to Senate on the conferral of posthumous postgraduate research awards. vi. To report to Senate on student progression and achievement, including completion rates, on postgraduate research programmes.
Constitution	<p>Ex officio (1) Director of Postgraduate Research (Chair) (1)</p> <p>Appointed (9) Representatives from each School nominated by the Dean of School 1 per School 7</p> <p>Total (10)</p> <p>Serviced by Research Knowledge and Exchange</p>
Panels	<p>Board of Appeal</p> <p>Student Disciplinary and Student Disciplinary Appeal Panel</p> <p>Fitness to Practise Panel and Fitness to Practise Appeal Panel</p>
Frequency of Meetings	At least four meetings per year, timed against student entry and exit points
Further information	

2.9 ACADEMIC REGULATIONS SUB-COMMITTEE (ARSC)

Committee	ACADEMIC REGULATIONS SUB-COMMITTEE (ARSC)
Reports to	ACADEMIC STANDARDS AND QUALITY ASSURANCE COMMITTEE (ASQAC) and RESEARCH AND ENTERPRISE COMMITTEE (REC)
Purpose	The Academic Regulations Sub-committee advises Academic Standards and Quality Assurance Committee and Research and Enterprise Committee on the review and approval of the Academic Regulations for Taught and Postgraduate Research Programmes respectively.
Terms of Reference	<ul style="list-style-type: none"> i. To consider and consult on proposals for change to the Academic Regulations for Taught and Postgraduate Research Programmes, having regard to the maintenance of academic standards and the fulfilment of national sector and professional expectations. ii. To recommend to ASQAC and REC respectively on an annual basis the Academic Regulations for Taught and Postgraduate Research Programmes for implementation during the following academic year. iii. To make proposals to ASQAC and REC respectively for a review of the Academic Regulations for Taught and Postgraduate Research Programmes on a periodic basis.
Constitution	<p>Ex officio (3) Nominee of the Deputy Vice-Chancellor (Chair) 1 Dean of Students 1 Director of Postgraduate Research 1</p> <p>Appointed (8) Representatives from each School nominated by the Dean of School 1 per School 7 Student nominee of the Students' Union Trustee Board 1</p> <p>Total (11)</p> <p>In attendance Representatives of the Student and Academic Support Directorate 2 Representative of the Research and Enterprise 1</p> <p>Serviced by the Quality and Enhancement Office</p>
Sub-committees/ Panels	None
Frequency of Meetings	Normally three times a year
Further information	

2.10 ACADEMIC AUDIT SUB-COMMITTEE (AASc)

Committee	ACADEMIC AUDIT SUB COMMITTEE (AASc)	
Reports to	ACADEMIC STANDARDS AND QUALITY ASSURANCE COMMITTEE (ASQAC)	
Purpose	<p>AASc advises ASQAC on the effectiveness of the University's academic activities by undertaking academic audit on the operation of University academic regulations, policies and procedures and recommending improvements in quality processes where appropriate.</p> <p>Through academic audit activities, AASc also promotes enhancement of the student learning experience through the identification and dissemination of good practice across the University and its partner organisations.</p>	
Terms of Reference	<ul style="list-style-type: none"> i. To establish and conduct a rolling programme of thematic academic audits of matters relating to academic quality and standards and the enhancement of student learning experience as advised by the Committee. ii. To commission independent advice on matters relating to academic quality and standards from external practitioners to establish benchmarks against which the University's quality processes may be evaluated. iii. To report to ASQAC on the outcome of academic audits and the implementation of any recommendations. iv. To monitor action taken in the light of recommendations arising out of academic audits and dissemination of enhancement and to advise the relevant committee accordingly. 	
Constitution	<p>Ex officio (1) Nominee of the Deputy Vice-Chancellor (Chair) 1</p> <p>Appointed (8) Academic representatives from each School nominated by Dean of School 7 Student nominee of the Students' Union Trustee Board 1</p> <p>Total (9)</p> <p>Co-opted Members of academic or professional services staff to be co-opted by the Committee to support specific audit activities as and when required</p> <p>In attendance Representatives of the Directorate of Student and Academic Support 2</p> <p>Serviced by the Quality and Enhancement Office</p>	
Sub-committees/ Panels	None	
Frequency of Meetings	Usually 4 per academic year	
Further information		

2. 11 PROGRAMME APPROVAL AND REVIEW PANEL (PARP)

Committee	PROGRAMME APPROVAL AND REVIEW PANEL (PARP)
Reports to	ACADEMIC STANDARDS AND QUALITY ASSURANCE COMMITTEE
Purpose	<p>The role of the Programme Approval and Review Panel (PARP) is to ensure that a threshold level of quality is achieved when a programme is first approved and that the quality has been maintained and enhanced when the programme is presented for consideration at Periodic Programme Review and Re-approval (PPRR).</p> <p>PARP has responsibility for ensuring that programmes offered on-campus and at UK and overseas partner institutions comply with the University's Academic Regulations, Policies and Procedures and that an appropriate learning environment is provided.</p>
Terms of Reference	<ul style="list-style-type: none"> i. To approve proposals for new programmes and major amendments to existing programmes. ii. To consider the periodic review and re-approval of programmes. iii. To oversee the programme withdrawal process.
Constitution and Conflicts of Interest	<p>PARP comprises members of staff drawn from across the University, normally serving for a number of years. It includes a number of suitably experienced members appointed to the role of Chair and students nominated by the Students' Union Trustee Board.</p> <p>PARPs normally comprise 5 Panel members (including Chair and Deputy Chair) plus a student member. An External Advisor is also appointed to the Panel for new programme approvals and PPRRs. Due to the small numbers involved, quorum requirements for PARP are greater than those specified in Standing Orders. In order to be quorate, a PARP must comprise at least 2 University members (including the Chair or Deputy Chair) and an External Advisor should be present for new programme approvals and PPRRs.</p> <p>PARP members must declare a potential conflict of interest if they are from the same School as an item of business which has been presented for discussion. Members of PARP who are from the same School may take part in the discussion about the item but must not act as Chair and should withdraw for the decision. The Chair or a resolution of the committee can ask them to stay for the decision but they cannot vote.</p> <p>Individual Programme Approval and Review Panels will be drawn from the membership of the PARP and constituted in accordance with the University's approved processes for programme approval and review.</p> <p>Serviced by the Quality and Enhancement Office</p>
Frequency of Meetings	<p>All PARP members will meet at least once a year for briefing and discussion and to share practice.</p> <p>As noted above, Panel members will be appointed for particular events (for the academic approval of programmes, major programme amendments and consideration of periodic programme reviews and re-approvals) and will meet as required for these.</p>
Panels	None
Further information	<p>Programme Design, Review, Approval, Amendment & Withdrawal Policy</p> <p>Collaborative Provision Policy and Procedure</p>

2.12 BLACKPOOL AND THE FYLDE ACCREDITATION SUB-COMMITTEE

Committee	BLACKPOOL AND THE FYLDE ACCREDITATION SUB-COMMITTEE (BFCASC)
Reports to	ACADEMIC STANDARDS AND QUALITY ASSURANCE COMMITTEE (ASQAC)
Purpose	The Blackpool and The Fylde Accreditation Sub-Committee (BFCASC) oversees the Accredited Partnership between the University and the College. The Sub-Committee will also have oversight of any programme amendments brought forward during the period of exit from the Partnership.
Terms of Reference	<ul style="list-style-type: none"> i. To advise ASQAC on issues relating to the accreditation of Blackpool and The Fylde College with respect to the safeguarding of academic standards and quality and the student experience. ii. To confirm the termination of programmes at Blackpool and The Fylde College and to oversee the partnership exit strategy, ensuring the safeguarding of academic standards and quality, and the student experience. iii. To receive information on any recommendations from Blackpool and The Fylde College in relation to programme amendments. iv. To receive monitoring reports on the operation of programmes offered through the accreditation of Blackpool and The Fylde College from the College and from key University post holders to ensure consistency of standards and appropriateness of the quality of learning opportunities on University validated programmes at Blackpool and The Fylde College. v. To determine appropriate levels of performance on University programmes at Blackpool and The Fylde College, to monitor those levels and to measure outcomes against those levels, benchmarking against levels at the University and across the Sector. vi. To promote the dissemination of good practice reciprocally between the University and Blackpool and The Fylde College.
Constitution	<p>University (4) Nominee of the Chair of ASQAC (Chair) 1 3 members of academic staff including an Associate Dean (Academic) 3</p> <p>Blackpool and The Fylde College (2) Vice Principal – Higher Education & Student Enhancement 1 Head of Higher Education 1</p> <p>Other (2) Student nominee of the University of Salford Students’ Union Trustee Board 1 Student nominee of Blackpool and The Fylde College Students’ Union 1</p> <p>Total (8)</p> <p>Serviced by the International and Regional Development Directorate</p>
Panels	None
Frequency of Meetings	Twice per semester
Further information	

3 SCHOOL COMMITTEES

3.1 SCHOOL EXECUTIVE (SE)

Committee	SCHOOL EXECUTIVE (SE)
Reports to	SENATE (on relevant matters) ACADEMIC STANDARDS AND QUALITY ASSURANCE COMMITTEE (on matters of academic governance) STUDENT EXPERIENCE AND LEARNING, TEACHING AND ENHANCEMENT COMMITTEE (on matters relating to the student experience) RESEARCH AND ENTERPRISE COMMITTEE (on matters of research and enterprise)
Purpose	<p>School Executive is the executive management and academic authority of the School. It is the duty of School Executive to oversee the academic quality and standards of the School's learning and teaching, research and enterprise activities.</p> <p>School Executive also discharges management duties and, amongst other matters, must act to:</p> <ul style="list-style-type: none"> • agree School response to University-wide management issues • highlight areas of concern across the School • consider financial issues at School level • provide a support structure for Associate Deans of School • establish, and encourage the development of, appropriate specialist groups • address ad hoc School issues as they arise • consider Health and Safety issues at School level
Terms of Reference (as academic authority)	<ol style="list-style-type: none"> i. To sustain the University's distinctive approach to the integration of learning and teaching, research and innovation and academic engagement. ii. To exercise a general responsibility, subject to the provisions of the Ordinances and Regulations and to the direction and control of Senate, for the organisation, delivery and conduct of programmes of study and over the assessment, examinations and conditions qualifying for the granting of awards of the University in the disciplines within the School (whether taught within the University or elsewhere) iii. To consider new programmes and, if endorsed, to recommend Business Case Approval to the Academic Development and Partnerships Committee. iv. To determine appropriate levels of academic performance, to monitor those levels and to measure actual outcomes against those levels. v. To consider and report to the Senate on all matters referred to the School Executive by Senate. vi. To discuss and declare an opinion to Senate on any matter relating to the academic policy of the University and to make recommendations to Senate or an appropriate committee of Senate on the dissemination of best practice.

Constitution	As determined by the Dean of School but to include the Dean of School (Chair), all Associate Deans and Directors (or equivalent), and the School Operations Manager Serviced by the School
Frequency of Meetings	At least three times a year
Panels	None
Further information	

3.2 SCHOOL CONGRESS (SC)

Committee	SCHOOL CONGRESS (SC)	
Reports to	SCHOOL EXECUTIVE	
Purpose	To advise School Executive on the broad range of academic and pedagogic issues relevant to the disciplines in the School.	
Terms of Reference	<ul style="list-style-type: none"> i. To act as a forum or fora for the engagement of all staff in the School in academic and pedagogic issues. ii. To advise School Executive and, where appropriate, to provide it with management information on pertinent issues relating to academic and pedagogic issues relevant to the disciplines in the School. iii. To advise School Executive on the creation and development of new and amended programmes. iv. To propose the enhancement in the operation of programmes in the School and to promote the exchange of good practice. 	
Constitution	<p>All staff in the School</p> <p>Chair(s) nominated by the Deans of School</p> <p>Footnote: The School Executive has discretion on whether to establish a single forum or a range of relevant fora</p> <p>Serviced by the School</p>	
Frequency of Meetings	At least twice a year	
Panels	None	
Further information		
Main Inputs/Documentation Received	Source	
Issues of concern to the School	Members	
Matters referred by the School Executive	School Executive	

3.3 SCHOOL RESEARCH AND ENTERPRISE COMMITTEE (SREC)

Committee	SCHOOL RESEARCH AND ENTERPRISE COMMITTEE (SREC)
Reports to	UNIVERSITY RESEARCH AND ENTERPRISE COMMITTEE (REC)
Purpose	School Research and Enterprise Committee is responsible on behalf of University Research and Enterprise Committee for the quality, standards and enhancement of postgraduate research programmes, and for the development and enhancement of research and enterprise within the School and relevant Research Centres.
Terms of Reference	<ul style="list-style-type: none"> i. To foster development of interaction between teaching and learning, and research and enterprise. ii. To facilitate the dissemination of good practice in research and enterprise within the School. iii. To report as appropriate to University Research and Enterprise Committee to ensure that quality procedures within the School are in accordance with the requirements of Senate. iv. To assist in the identification and referral of academic staff development needs. v. To monitor admissions to research degree programmes within the School and any conditions upon or discretions accorded to candidates. vi. To monitor supervisory arrangements for candidates. vii. To monitor, analyse and disseminate outcomes from the postgraduate research student evaluation of their learning experience and to review the effectiveness and enhancement of mechanisms for collecting postgraduate research student feedback. viii. To advise the School Executive and to provide it, where appropriate, with management information on pertinent issues relating to the academic quality, standards and enhancement of research programmes. ix. To work in collaboration with other School committees to ensure a consistent approach to matters affecting students or research ethics. x. To advise the School Executive on the strategic development of Research and Enterprise activity.
Constitution	<p>Ex officio (1) Dean of School or nominee (Chair) 1</p> <p>Appointed (5 minimum) No fewer than five members of academic staff to include Research Centre Directors 5</p> <p>Nominated (2) Two postgraduate research student nominees of the Students' Union Trustee Board 2</p> <p>Total (8 minimum)</p> <p>In attendance School Operations Manager 1 Serviced by Research and Knowledge Exchange</p>
Frequency of Meetings	Normally three times a year
Panels	None
Further information	

3.4 SCHOOL ETHICS APPROVAL COMMITTEE (SEAC)

Committee	SCHOOL ETHICS APPROVAL COMMITTEE (SEAC)
Reports to	ACADEMIC ETHICS COMMITTEE (AEC)
Purpose	<p>School Ethics Approval Committee oversees the ethics approval of the School's activities in learning and teaching, research, engagement and enterprise on behalf of Academic Ethics Committee.</p> <p>School Ethics Approval Committee receives reports from the School Research, Enterprise and Engagement Ethics Approval Panel and the School Ethics Approval Panel for Taught Programmes.</p>
Terms of Reference	<ol style="list-style-type: none"> i. To implement and monitor the effective operation of School-level ethics approval for undergraduate and postgraduate taught programmes, postgraduate research programmes, and academic staff research, engagement and enterprise activity, in accordance with agreed institutional policies, procedures, codes of practice and guidelines. ii. To advise AEC on the development of University policy and procedures on ethics approval. iii. To advise School Executive and to provide it, where appropriate, with management information on pertinent issues relating to the governance and management of ethics approval. iv. To determine individual applications for ethics approval exceptionally referred by School Research, Enterprise and Engagement Ethics Approval Panel, by School Ethics Approval Panel for Taught Programmes or by another School Ethics Approval Panel. v. To provide a forum for the exchange of good practice and information between the School Ethics Approval Panel for Taught Programmes and the School Research, Enterprise and Engagement Ethics Approval Panel. vi. To ensure the provision of training for staff and students on ethics approval.
Constitution	<p>Appointed (6) Chair from other than the home School 1</p> <p>(Chairs to be appointed from a pool of academic staff nominated by the Deans of School for their expertise and knowledge in matters relating to ethics approval)</p> <p>Chairs of the two School Ethics Approval Panels 2</p> <p>No fewer than two members of academic staff from the home School 2</p> <p>A student nominee of the Students' Union Trustee Board 1</p> <p>Total (6)</p> <p>In attendance School Operations Manager</p> <p>Serviced by Research and Enterprise</p>
Frequency of Meetings	At least twice a year

Panels	School Ethics Approval Panel for Taught Programmes School Research, Enterprise and Engagement Ethics Approval Panel
Further information	

3.6 STAFF/STUDENT COMMITTEE

Committee	STAFF/STUDENT COMMITTEE (SSC)
Reports to	SCHOOL EXECUTIVE / JOINT BOARD OF STUDY
Purpose	To ensure the active formal engagement of students in the quality assurance and enhancement of taught programmes.
Terms of Reference	<ul style="list-style-type: none"> i. To address all matters of relevant concern to students on a taught programme including primarily learning and teaching but also personal tutoring and personal development planning provision, welfare, security and other matters. ii. To assist in the preparation or initial consideration of student evaluative questionnaires or similar surveys of student opinion. iii. To assist in the preparation the Programme Monitoring and Enhancement reports including consideration of external examiner reports.
Constitution	<p>Nominee of the Dean of School (chair) 1</p> <p>Approximately equal numbers of academic staff and students. Student membership should be representative of all levels of a programme and of all programmes covered by the Staff/Student Committee.</p> <p>Schools/Partner Institution may establish one overall Staff/Student Committee, may group cognate programmes in a Staff/Student Committee or may convene a Staff/Student Committee for a single programme.</p> <p>Serviced by the School/Partner Institution</p>
Frequency of Meetings	At least three times in an academic year at appropriately spaced intervals according to the start date of the programme(s) under consideration
Panels	None
Further information	

3.7 POSTGRADUATE RESEARCH STUDENT CONSULTATION COMMITTEE (PRSCC)

Committee	POSTGRADUATE RESEARCH STUDENT CONSULTATION COMMITTEE (PRSCC)
Reports to	SCHOOL EXECUTIVE
Purpose	To ensure the active formal engagement of students in the quality assurance and enhancement of research programmes.
Terms of Reference	<ul style="list-style-type: none"> i) To address all matters of relevant concern to postgraduate research students (PGRs), including primarily their supervision, training and assessment but also personal tutoring, student support and delivery of Library and IT services. ii) To assist in the preparation or consideration of student evaluative questionnaires or similar surveys of PGR opinion. iii) To assist in the preparation or consideration of annual reports on PGR matters.
Constitution	<p>Nominee of the Dean of School (chair) 1</p> <p>Approximately equal numbers of School academic staff (who must be current supervisors or co-supervisors) and PGRs. Staff membership normally includes any PGR Tutor or similar role holder.</p> <p>PGR membership should be as representative as possible of all stages of research candidature and, where appropriate, of both Doctoral and Research Master's levels.</p> <p>Schools may establish one overall Postgraduate Research Student Consultation Committee or may, where PGR members so justify, convene separate Postgraduate Research Student Consultation Committees for separate broad research areas.</p> <p>Serviced by the School</p>
Frequency of Meetings	At least once in Semester 1 and at least once in Semester 2
Panels	None
Further information	

3.8 JOINT BOARD OF STUDY (JBoS)

Committee	JOINT BOARD OF STUDY (JBoS)
Reports to	SCHOOL EXECUTIVE
Purpose	To facilitate the joint management of a programme delivered with a Collaborative Partner.
Terms of Reference	<ul style="list-style-type: none"> i. To consider and report as appropriate to the School Executive on all academic matters concerning the programme. ii. To monitor and report on the conditions set at approval and re-approval. iii. To advise School Executive and to provide it, where appropriate, with management information on the joint management of the programme. iv. Under authority delegated by the University, to oversee the operation and organisation of the programme, including admissions requirements. v. To monitor the suitability of staff appointed by the Collaborative Partner to deliver the programme. vi. To recommend the appointment of External Examiners and the constitution of the Boards of Examiners. vii. To ensure the appointment and monitoring of personal tutors in line with University procedures and guidance. viii. To monitor student access to learning resources including library and IT facilities. ix. To monitor student access to appropriate student support. x. To consider the annual programme monitoring report or approved equivalent prior to its submission to the School Executive. xi. To consider the results of student evaluative questionnaires. xii. To determine appropriate levels of academic performance, to monitor those levels and to measure actual outcomes against those levels. xiii. To consider and report on any matter referred to the Board concerning the programme.
Constitution	<p>University Ex officio (1) Dean of School 1</p> <p>Appointed At least two academic staff appointed by the School to include the Programme Leader and/or University Link Tutor (2 minimum)</p> <p>Collaborative Partner Ex officio (1) Equivalent to the Dean of School 1</p> <p>Appointed At least two academic staff appointed by the Collaborative Partner to include the Collaborative Partner Programme Leader and/or Link Tutor (2 minimum)</p> <p>At least two students ensuring that there is a Collaborative Partner student from each level of the programme (2 minimum)</p> <p>Chair to be elected by and from members</p>

	Serviced by the School
Frequency of Meetings	At least once in each semester of programme delivery
Panels	Staff Student Committee
Further information	

3.9 BOARD OF STUDY (BoS)

Committee	BOARD OF STUDY (BoS)
Reports to	SCHOOL EXECUTIVE
Purpose	To facilitate the joint management of a programme delivered cross-School
Terms of Reference	<ul style="list-style-type: none"> i. To consider and report as appropriate to School Executives on all academic matters concerning the programme. ii. To advise School Executives and to provide them, where appropriate, with management information on the joint management of the programme. iii. Under authority delegated by the University, to oversee the operation and organisation of the programme, including admissions requirements. iv. To confirm the appointment of key role holders for the programme. v. To recommend the appointment of External Examiners. vi. To consider the Programme Monitoring and Enhancement Procedure (PMEP) programme action log prior to its submission to the relevant School Executives. vii. To consider the results of student evaluative questionnaires. viii. To determine appropriate levels of academic performance, to monitor those levels and to measure actual outcomes against those levels. ix. To consider and report on any matter referred to the Board concerning the programme.
Constitution	<p>Ex officio (1) Dean of School 1</p> <p>Appointed An equal number of academic staff appointed by each contributing School (normally two or three from each) At least two students ensuring that each contributing School is represented Chair to be elected by and from members</p> <p>Serviced by the School</p>
Frequency of Meetings	At least once in each semester of programme delivery
Panels	Staff Student Committee
Further information	

3.10 PROGRAMME BOARD OF EXAMINERS (BoXP)

Committee	PROGRAMME BOARD OF EXAMINERS (BoXP)
Reports to	SENATE
Purpose	The confirmation of progression and the conferment of awards on taught programmes.
Terms of Reference	<ul style="list-style-type: none"> i. To confirm progression on taught programmes. ii. To confer awards on taught programmes iii. To make recommendations to Senate on the conferral of posthumous awards.
Constitution	<p>Core</p> <p>Chair (from outside the home Directorate and who must not be the Programme Leader nor one of the School's nominated PMC Reviewers or Adjudicators)</p> <p>Programme Leader(s) or nominee(s)</p> <p>Director(s) of Directorate</p> <p>Link Tutor(s) for programmes involving collaborative provision</p> <p>External examiner(s) (as appropriate). If absent, must be available for consultation</p> <p>Optional</p> <p>Vice-Chancellor</p> <p>Dean(s) of School</p> <p>Associate Dean(s) (Academic) or equivalent</p> <p>Module leaders</p> <p>Invited</p> <p>Members who assist the Board for specific purposes (e.g. practitioners) but who do not have decision-making and voting powers</p> <p>Serviced by the School</p>
Frequency of Meetings	As required for the assessment of students
Panels	<p>Appeals Review Panel</p> <p>Student Disciplinary and Student Disciplinary Appeal Panels</p> <p>Fitness To Practise and Fitness To Practise Appeal Panels</p> <p>Academic Misconduct Panel</p>
Further information	Refer to Boards of Examiners policy in the Academic Handbook

3.11 MODULE BOARD OF EXAMINERS (BoXM)

Committee	MODULE BOARD OF EXAMINERS (BoXM)
Reports to	SENATE
Purpose	The ratification of module marks or grades for taught programmes.
Term of Reference	To ratify module marks or grades on taught programmes.
Constitution	<p>Core</p> <p>Chair of Board (from outside the home Directorate and who must not be one of the School's nominated Personal Mitigating Circumstances (PMC) Reviewers or Adjudicators)</p> <p>Module tutors for the modules under consideration</p> <p>External examiners</p> <p>Optional</p> <p>Vice-Chancellor</p> <p>Dean(s) of School</p> <p>Associate Dean(s) (Academic)</p> <p>Other module tutors teaching on the modules under consideration</p> <p>Invited</p> <p>Members who assist the Board for specific purposes (e.g. practitioners) but who do not have decision-making powers</p> <p>Serviced by the School</p>
Frequency of Meetings	As required for the assessment of students
Panels	
Further information	Refer to Boards of Examiners policy in the Academic Handbook

3.12 SCHOOL RESEARCH, ENTERPRISE AND ENGAGEMENT ETHICS APPROVAL PANEL

Panel	SCHOOL RESEARCH, ENTERPRISE AND ENGAGEMENT ETHICS APPROVAL PANEL
Reports to	SCHOOL ETHICS APPROVAL COMMITTEE (SEAC)
Purpose	The facilitation of the research of staff and postgraduate research students within the School, maintaining ethical standards of practice in research and protecting subjects of research from harm, preserving the subjects' rights and providing reassurance to the public and outside bodies that harm is not being done.
Terms of Reference	<ul style="list-style-type: none"> i. To receive details of any research proposed to be carried out on human beings, human tissues, animals and animal tissues by staff and postgraduate research students in pursuance of the University's Research, Enterprise and Engagement activities. ii. To approve the research as proposed or to approve it under certain defined modifications or to refer the research to School Ethics Approval Committee or to refuse approval. iii. To cross-refer matters, as appropriate, to the School Ethics Approval Panel for Taught Programmes so as to share good practice and information. iv. To report to School Ethics Approval Committee, with relevant management information, on the level of ethics approval activity.
Constitution	<p>Nominee of the Dean of School (Chair) 1</p> <p>No fewer than five members of academic staff appointed by the School Executive 5</p> <p>A nominee of the School Ethics Approval Panel for Taught Programmes 1</p> <p>A postgraduate research student from the School, nominee of the Students' Union Trustee Board 1</p> <p>Two independent external persons appointed by the Dean of School 2</p> <p>Serviced by Research and Enterprise</p>
Further information	The Panel will usually meet virtually to consider individual applications but will also meet at least termly for matters of general business

3.13 SCHOOL ETHICS APPROVAL PANEL FOR TAUGHT PROGRAMMES – Terms of Reference

Panel	SCHOOL ETHICS APPROVAL PANEL FOR TAUGHT PROGRAMMES
Reports to	School Ethics Approval Committee
Purpose	The facilitation of the research of undergraduate and taught postgraduate students within the School, maintaining ethical standards of practice in research and protecting subjects of research from harm, preserving the subjects' rights and providing reassurance to the public and outside bodies that harm is not being done. The Panel also advises on ethics approval issues arising from module approval.
Terms of Reference	<ul style="list-style-type: none"> i. To receive details of any research proposed to be carried out on human beings, human tissues, animals and animal tissues by registered undergraduate and taught postgraduate students. ii. To approve the research as proposed or to approve it under certain defined modifications or to refer the research to School Ethics Approval Committee or to refuse approval. iii. To advise University Programme Approval and Review Panel on request in relation to ethics approval issues arising from module approval. iv. To cross-refer matters, as appropriate, to the School Research, Enterprise and Engagement Ethics Approval Panel so as to share good practice and information. v. To report to School Ethics Approval Committee, with relevant management information, on the level of ethics approval activity.
Constitution	<p>Nominee of the Dean of School (chair) 1</p> <p>No fewer than five members of academic staff appointed by the School Executive 5</p> <p>A nominee of the School Research, Enterprise and Engagement Ethics Approval Panel 1</p> <p>Serviced by Research and Enterprise</p>
Further information	

APPENDIX: SCHEME OF ACADEMIC GOVERNANCE

