

# **Scheme of Academic Governance 2016/17**

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**Maintained by: Deputy Head of Quality & Enhancement  
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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, enterprise 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.governance.salford.ac.uk/page/cttehbook>.

## 2 SENATE AND ITS COMMITTEES

### 2.1 SENATE (SEN)

<b>Committee</b>	<b>SENATE (SEN)</b>
<b>Reports to</b>	COUNCIL
<b>Purpose</b>	<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>
<b>Terms of Reference</b>	<ol style="list-style-type: none"> <li>i. To assure the quality of learning opportunities, academic practice and the student experience and promote their enhancement.</li> <li>ii. To develop and promote research and innovation.</li> <li>iii. To authorise academic regulations, policies and procedures.</li> <li>iv. To regulate the admission, assessment and academic conduct of students and the award or withdrawal of credit and qualifications and related academic decisions.</li> <li>v. To oversee the approval, review and withdrawal of award and credit-bearing provision and related collaborative partnerships.</li> <li>vi. To oversee audits of the operation of academic regulations, policies and procedures.</li> <li>vii. To oversee the effectiveness of academic activities and entities and the University's academic governance.</li> <li>viii. To advise Council, through Executive, on the academic merits of the establishment or disestablishment of academic units of organisation.</li> <li>ix. To advise Council and the Vice Chancellor on any matter under the terms of Clause 10c of the Charter.</li> <li>x. To establish committees and working groups necessary for the effective execution of Senate responsibilities.</li> </ol>
<b>Membership</b>	<p><b>Ex officio (12)</b>  Vice Chancellor (Chair) 1  Deputy Vice Chancellor 1  Pro Vice-Chancellor, Research and Enterprise 1  Pro-Vice Chancellor, Student Experience 1  Deans of School 7  Dean of Students 1</p> <p><b>University Staff (18)</b>  Staff appointed 6  Staff elected by and from the academic staff 12</p> <p><b>Students (3)</b>  Nominees of the Students' Union Trustee Board from amongst the sabbatical officers 3</p> <p><b>Total (33)</b></p>

	<p><b>In attendance</b>  Chief Operating Officer 1  Registrar 1  University Librarian 1  Head of Quality and Enhancement 1  Serviced by the Quality and Enhancement Office</p>
<b>Frequency of Meetings</b>	At least three times a year
<b>Sub-Committees</b>	<p>Academic Standards And Quality Assurance Committee (ASQAC)  Student Experience, Learning, Teaching and Enhancement Committee (SELTEC)  Research and Enterprise Committee (REC)  Academic Ethics Committee (AEC)  Postgraduate Research Award Board (PRAB)</p>
<b>Further information</b>	

## 2.2 ACADEMIC STANDARDS AND QUALITY ASSURANCE COMMITTEE (ASQAC)

<b>Committee</b>	<b>ACADEMIC STANDARDS AND QUALITY ASSURANCE COMMITTEE (ASQAC)</b>
<b>Reports to</b>	SENATE
<b>Purpose</b>	<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"> <li>• academic quality assurance and management</li> <li>• academic standards and the design and management of the curriculum</li> <li>• the admission of students</li> </ul> <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>
<b>Terms of Reference</b>	<ol style="list-style-type: none"> <li>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.</li> <li>ii. To determine and keep under review the approach to the curriculum framework, the academic year and all associated academic regulations and procedures.</li> <li>iii. To determine and oversee arrangements for the approval, amendment, review and withdrawal of taught provision, including programmes involving collaboration with partner organisations.</li> <li>iv. To determine and oversee operation of effective arrangements for monitoring and assuring the quality and standards of all taught provision, including that involving partner organisations.</li> <li>v. To determine and oversee arrangements for the assessment of students, including Boards of Examiners, External Examining, invigilation and moderation.</li> <li>vi. To guide and oversee preparations for relevant external reviews and engagements and to advise the Senate on the University's response.</li> <li>vii. To monitor the effectiveness of the processes for accreditation of programmes by PSRBs.</li> <li>viii. To be responsible for the Academic Audit process.</li> <li>ix. To consider and report to Senate on such matters as may be referred to the Committee.  ASQAC will make recommendations to the Senate on the following:</li> <li>x. the approval of any new award to be offered by the University</li> <li>xi. The approval of any major new policy in relation to academic standards and quality assurance</li> </ol>

<b>Membership</b>	<p><b>Ex officio (1)</b> Deputy Vice Chancellor or nominee (Chair) 1</p> <p><b>Appointed (16)</b> Representatives from each School nominated by the Dean of School 2 per School Student nominees of the Students' Union Trustee Board 2</p> <p><b>Elected (2)</b> Staff elected by and from the academic staff 2</p> <p><b>Co-opted (up to 2)</b> Members of staff co-opted by the Committee</p> <p><b>Total (21)</b></p> <p><b>In attendance</b> Registrar 1 Head of Quality and Enhancement 1 Deputy Director of Academic Business Development Office 1 International Partnerships Manager 1 Representative from Salford Languages 1 Serviced by the Quality and Enhancement Office</p>
<b>Frequency of Meetings</b>	<p>At least three times per year</p>
<b>Sub-committees/ Panels</b>	<p>Academic Audit Sub-Committee Academic Regulations Sub-Committee (reporting also to REC for postgraduate research degree regulations) Collaborative Provision and Partnerships Sub-Committee Programme Approval and Review Panel School Quality and Student Experience Committees (reporting also to SELTEC for student experience matters) The Manchester College Accreditation Sub-Committee Blackpool and the Fylde College Accreditation Sub-Committee</p>
<b>Further information</b>	



## 2. 3 STUDENT EXPERIENCE, LEARNING, TEACHING AND ENHANCEMENT COMMITTEE (SELTEC)

<b>Committee</b>	<b>STUDENT EXPERIENCE, LEARNING, TEACHING AND ENHANCEMENT COMMITTEE (SELTEC)</b>
<b>Reports to</b>	SENATE
<b>Purpose</b>	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.
<b>Terms of Reference</b>	<ul style="list-style-type: none"> <li>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</li> <li>ii. To monitor student retention, progression, achievement and employability and to determine measures to improve them</li> <li>iii. 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</li> <li>iv. To determine and have oversight of the effectiveness and enhancement of mechanisms for student engagement and representation.</li> <li>v. To provide direction and promote the dissemination of innovation and best practice in learning and teaching</li> <li>vi. To consider and report to Senate on such matters as may be referred to the Committee.</li> </ul> <p>SELTEC will make recommendations to the Senate on the following.</p> <ul style="list-style-type: none"> <li>vii. The approval of any major new policy in relation to student experience, learning, teaching and enhancement.</li> </ul>
<b>Membership</b>	<p><b>Ex officio (1)</b> Dean of Students (Chair) 1</p> <p><b>Appointed (16)</b> Representatives from each School nominated by the Dean of School 2 per School Student nominees of the Students' Union Trustee Board 2</p> <p><b>Elected (2)</b> Staff elected by and from the academic staff 2</p> <p><b>Co-opted (2)</b> Members of staff co-opted by the Committee</p> <p><b>Total (21)</b></p>

	<p><b>In attendance</b></p> <p>Registrar or nominee 1</p> <p>University Librarian 1</p> <p>Head of the Quality and Enhancement Office 1</p> <p>Director or Associate Director in Student &amp; Academic Support Directorate 1</p> <p>Director of Strategy &amp; Culture, University of Salford Students Union 1</p> <p>Associate Director, Estates &amp; Property Services</p> <p>Associate Director, IT Services</p> <p>Serviced by the Quality and Enhancement Office</p>
<b>Frequency of Meetings</b>	At least three times per year
<b>Sub-committees/ Panels</b>	<p>School Quality and Student Experience Committees (reporting also to ASQAC for quality and standards issues)</p> <p>Student Disciplinary and Student Disciplinary Appeal Panels</p> <p>Fitness to Practise and Fitness to Practise Appeal Panels</p>
<b>Further information</b>	

## 2.4 RESEARCH AND ENTERPRISE COMMITTEE (REC)

<b>Committee</b>	<b>RESEARCH AND ENTERPRISE COMMITTEE (REC)</b>
<b>Reports to</b>	SENATE
<b>Purpose</b>	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.
<b>Terms of Reference</b>	<ol style="list-style-type: none"> <li>i. To oversee the development, implementation and monitoring of the University Research and Enterprise strategy</li> <li>ii. To determine and oversee the development of the Research Award Regulations.</li> <li>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.</li> <li>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;</li> <li>v. To oversee supervisory and assessment arrangements for candidates;</li> <li>vi. To work in collaboration with other Senate committees to ensure a consistent approach to matters affecting students or research ethics.</li> <li>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.</li> <li>viii. To promote innovation and good practice in research and enterprise and to monitor and evaluate research initiatives across the University.</li> <li>ix. To monitor and advise Senate on the development of staff research and enterprise activity and researcher development and the development of research leadership.</li> <li>x. To advise Senate on ways in which research and innovation can influence teaching.</li> <li>xi. To facilitate the dissemination of good practice.</li> <li>xii. To assist in the identification and referral of academic staff development needs.</li> <li>xiii. To consider and report to Senate on such matters as may be referred to the Committee.</li> </ol> <p>REC will make recommendations to the Senate on the following:</p> <ol style="list-style-type: none"> <li>xiv. The approval of any major new policy in relation to research degree policies and regulations.</li> </ol>

	xv. The approval of any amendments to the University's Research and Enterprise Strategy
<b>Membership*</b>	<p><b>Ex officio (2)</b>  Pro Vice Chancellor Research and Enterprise (Chair) 1  Director of Postgraduate Research 1</p> <p><b>Appointed (16)</b>  Representatives from each School nominated by the Dean of School 2 per School  Two postgraduate research student nominees of the Students' Union Trustee Board* 2</p> <p><b>Elected (2)</b>  Staff elected by and from the academic staff 2</p> <p><b>Co-opted (2)</b>  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><b>Total (22)</b></p> <p>* where business relates to individual student or staff data the meeting may be restricted to University of Salford staff only</p> <p><b>In attendance</b>  Associate Director - Research 1  Associate Director – Enterprise 1  Head of Enterprise 1  University Librarian 1  Serviced by Research and Enterprise</p>
<b>Frequency of Meetings</b>	At least three times per year
<b>Sub-committees</b>	Academic Regulations Sub-Committee (reporting also to ASQAC for taught degree regulations) School Research and Enterprise Committees Collaborative Provision & Partnership Sub-Committee for proposals involving Postgraduate Research Awards
<b>Further information</b>	

## 2.5 ACADEMIC ETHICS COMMITTEE (AEC)

<b>Committee</b>	<b>ACADEMIC ETHICS COMMITTEE (AEC)</b>
<b>Reports to</b>	SENATE
<b>Purpose</b>	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.
<b>Terms of Reference</b>	<ul style="list-style-type: none"> <li>i. To develop, implement and monitor policies, procedures codes of practice and guidelines related to research and taught programme ethics.</li> <li>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.</li> <li>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.</li> <li>iv. To promulgate awareness of institutional policies, procedures, codes of practice and guidelines including ensuring appropriate and adequate training and development.</li> <li>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.</li> <li>vi. To inform institutional responses to national and international developments relating to ethical issues.</li> <li>vii. To undertake the development, publication and review of criteria to be applied to research sponsorship.</li> <li>viii. To consider and report to Senate on such matters that may be referred to the Committee in relation to ethical matters.</li> <li>ix. To ensure that Council, through Senate, is apprised of any relevant matters in support of the Council's overall responsibility for ethics governance.</li> </ul>
<b>Membership</b>	<p><b>Ex officio (4)</b>  Deputy Vice-Chancellor (Chair) 1  Pro Vice-Chancellor Research and Enterprise 1  Pro Vice-Chancellor Student Experience 1  Director of Postgraduate Research 1</p> <p><b>Appointed (9)</b>  Representatives from each School nominated by the Dean of School 1 per School  Student nominees of the Students' Union Trustee Board 2</p> <p><b>Elected (2)</b>  Staff elected by and from the academic staff 2</p> <p><b>Co-opted (up to 2)</b>  The Committee may co-opt up to two members from outside the University with relevant and appropriate expertise</p> <p><b>Total (17)</b></p>

	<p><b>In attendance</b>  Registrar 1  Associate Director - Research 1  University Secretary 1</p> <p>Serviced by Research and Enterprise</p>
<b>Frequency of Meetings</b>	At least three times per year
<b>Sub-committees/ Panels</b>	School Ethics Approval Committees (SEAC)
<b>Further information</b>	

## 2.6 HONORARY DEGREES COMMITTEE (HDC)

<b>Committee</b>	HONORARY DEGREES COMMITTEE (HDC)
<b>Reports to</b>	SENATE AND COUNCIL
<b>Purpose</b>	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.
<b>Terms of Reference</b>	<ul style="list-style-type: none"> <li>i. To consider and approve candidates nominated for honorary degrees on behalf of Senate and Council.</li> <li>ii. To consider and make recommendations as appropriate to Governance and Nominations Committee (and thereafter to Senate and Council) concerning the range of honorary degrees and titles (and relevant qualifying criteria).</li> <li>iii. To ensure that successfully nominated candidates meet the criteria as set out in the relevant regulations.</li> <li>iv. To consider any other matters relating to the award of honorary degrees as may be appropriate.</li> </ul>
<b>Membership</b>	<p><b>Membership</b></p> <p><i>Ex officio (4)</i>  Vice-Chancellor (Chair) 1  Deputy Vice-Chancellor 1  Chair of Council 1  Deputy Chair of Council 1</p> <p><i>Elected/Appointed (6)</i>  Independent members of Council from Governance &amp; Nominations Committee 3  Elected/appointed member of Senate 1  Ex officio (appointed) member of Senate 1  Student representative 1</p> <p><i>Total maximum of 10</i></p> <p>(University Secretary and Director of Advancement to be in attendance)</p>
<b>Sub-committees/ Panels</b>	None
<b>Frequency of Meetings</b>	At least twice a year
<b>Further information</b>	

## 2.7 POSTGRADUATE RESEARCH AWARD BOARD (PRAB)

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



## 2.8 ACADEMIC REGULATIONS SUB-COMMITTEE (ARSC)

<b>Committee</b>	<b>ACADEMIC REGULATIONS SUB-COMMITTEE (ARSC)</b>
<b>Reports to</b>	ACADEMIC STANDARDS AND QUALITY ASSURANCE COMMITTEE (ASQAC) and RESEARCH AND ENTERPRISE COMMITTEE (REC)
<b>Purpose</b>	The Academic Regulations Sub-Committee advises Academic Standards and Quality Assurance Committee and the Research and Enterprise Committee on the approval and review of the Academic Regulations for Taught and Postgraduate research programmes respectively.
<b>Terms of Reference</b>	<ul style="list-style-type: none"> <li>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.</li> <li>ii. To recommend to ASQAC on an annual basis the Academic Regulations for Taught and Postgraduate Research Programmes for implementation during the following academic year.</li> <li>iii. To make proposals to ASQAC for a review of the Academic Regulations for Taught and Postgraduate Research Programmes on a periodic basis.</li> </ul>
<b>Membership</b>	<p>Nominee of the Deputy Vice Chancellor (Chair) 1</p> <p><b>Ex-officio (2)</b>  Dean of Students 1  Director of Postgraduate Research 1</p> <p><b>Appointed (8)</b>  1 academic representative from each School 7  Student nominee of the Students' Union Trustee Board 1</p> <p><b>Total (11)</b></p> <p><b>In attendance</b>  Representatives of the Student and Academic Support Directorate 2  Served by the Quality and Enhancement Office</p>
<b>Sub-committees/ standing groups</b>	None
<b>Panels</b>	None
<b>Further information</b>	

## 2.9 COLLABORATIVE PROVISION AND PARTNERSHIPS SUB-COMMITTEE (CPPSC)

<b>Committee</b>	<b>COLLABORATIVE PROVISION AND PARTNERSHIPS SUB-COMMITTEE (CPPSC)</b>
<b>Reports to</b>	ACADEMIC STANDARDS AND QUALITY ASSURANCE COMMITTEE (ASQAC) RESEARCH & ENTERPRISE COMMITTEE (REC) for proposals involving Postgraduate Research Awards
<b>Purpose</b>	The Collaborative Provision and Partnerships Sub-Committee advises the ASQAC and REC on the approval of partners and partnerships, both UK and international.
<b>Terms of Reference</b>	<ul style="list-style-type: none"> <li>i) To consider and recommend to ASQAC and REC procedures for the approval of new partners and for the management of collaborative provision taking cognisance of the UK Quality Code.</li> <li>ii) To consider and recommend to ASQAC and REC proposals for new partnerships in the UK and overseas following outline approval of the same by the Academic Development Sub-Group</li> <li>iii) To consider proposals for specific collaborative arrangements with approved UK and overseas partners</li> </ul>
<b>Membership</b>	<p>Nominee of the Deputy Vice Chancellor (chair) 1</p> <p>One Representative from each School 7</p> <p>Student nominee of the Students' Union Trustee Board 1</p> <p><b>Total (9)</b></p> <p><b>In attendance</b></p> <p>Representative of Finance 1</p> <p>Representative of Library 1</p> <p>Representative of Academic Business Development Office 1</p> <p>Representative of Quality and Enhancement Office 1</p> <p>Serviced by the Quality and Enhancement Office</p>
<b>Sub-committees/ standing groups</b>	None
<b>Panels</b>	None
<b>Further information</b>	

## 2.10 ACADEMIC AUDIT SUB-COMMITTEE (AASc)

<b>Committee</b>	<b>ACADEMIC AUDIT SUB COMMITTEE (AASc)</b>	
<b>Reports to</b>	ACADEMIC STANDARDS AND QUALITY ASSURANCE COMMITTEE (ASQAC)	
<b>Purpose</b>	<p>The 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, the AASc will also promote enhancement of the student learning experience through the identification and dissemination of good practice across the University and its partner organisations.</p>	
<b>Terms of Reference</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• To report to ASQAC on the outcome of academic audits and the implementation of any recommendations.</li> <li>• 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.</li> </ul>	
<b>Membership</b>	<p>Nominee of the Deputy Vice Chancellor (Chair) 1</p> <p><b>Appointed (8)</b> Academic Representatives from each School nominated by Dean of School 7</p> <p>Student nominee of the Students' Union Trustee Board 1</p> <p>Total (9)</p> <p><b>Co-opted:</b> Members of academic or professional services staff to be co-opted by the Panel to support specific audit activities as and when required.</p> <p><b>In attendance:</b> Representatives of the Student and Academic Support Directorate 2 Serviced by the Quality and Enhancement Office</p>	
<b>Sub-committees/standing groups</b>	None	
<b>Panels</b>	None	
<b>Further information</b>		

## 2. 11 PROGRAMME APPROVAL AND REVIEW PANEL (PARP)

<b>Committee</b>	<b>PROGRAMME APPROVAL AND REVIEW PANEL (PARP)</b>
<b>Reports to</b>	ACADEMIC STANDARDS AND QUALITY ASSURANCE COMMITTEE (ASQAC)
<b>Purpose</b>	<p>The role of the PARP is to ensure that a threshold level of quality is achieved when a course is first approved and that the quality has been maintained and improved upon when the course is presented for re-approval at Periodic Programme review.</p> <p>The Programme Approval and Review Panel approve the academic case for proposals for programme approval and major amendment after approval by a sub-group of the University Management Team of the business case.</p>
<b>Terms of Reference</b>	<ul style="list-style-type: none"> <li>i. To approve the academic case for proposals for programme approval and major amendment.</li> <li>ii) To consider Periodic Programme Review and Re-approval.</li> <li>iii) To oversee the programme withdrawal process.</li> </ul>
<b>Membership</b>	<p>The University PARP is a broad group of members from across the University selected from nominations made by Deans of School, with members normally serving for a number of years. The Panel includes a number of suitably experienced members appointed to the role of Chair and students nominated by the University of Salford Students' Union Trustee Board.</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>
<b>Frequency of Meetings</b>	<p>The full PARP 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>
<b>Panels</b>	None
<b>Further information</b>	Please refer to the Programme Design, Review, Approval, Amendment and Withdrawal Policy in the Academic Handbook

## 2.12 THE MANCHESTER COLLEGE ACCREDITATION SUB-COMMITTEE (TMCASC)

<b>Committee</b>	<b>THE MANCHESTER COLLEGE ACCREDITATION SUB-COMMITTEE (TMCASC)</b>
<b>Reports to</b>	ACADEMIC STANDARDS AND QUALITY ASSURANCE COMMITTEE (ASQAC)
<b>Purpose</b>	The Manchester College Accreditation Sub-Committee 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.
<b>Terms of Reference</b>	<ul style="list-style-type: none"> <li>i. To advise the Academic Standards and Quality Assurance Committee (ASQAC) on issues relating to the accreditation of The Manchester College with respect to the safeguarding of academic standards and quality and the student experience.</li> <li>ii. To confirm the termination of programmes at The Manchester College and to oversee the partnership exit strategy, ensuring the safeguarding of academic standards and quality, and the student experience.</li> <li>iii. To receive information on any recommendations from The Manchester College in relation to programme amendments.</li> <li>iv. To receive monitoring reports on the operation of programmes offered through the accreditation of The Manchester College from the College and from key University postholders to ensure consistency of standards and appropriateness of the quality of learning opportunities on University validated programmes at The Manchester College.</li> <li>v. To determine appropriate levels of performance on University programmes at The Manchester College, to monitor those levels and to measure outcomes against those levels, benchmarking against levels at the University and across the Sector.</li> <li>vi. To promote the dissemination of good practice reciprocally between the University and The Manchester College.</li> </ul>
<b>Membership</b>	<p><b>University (4)</b>  Nominee of the Chair of Academic Standards and Quality Assurance Committee (Chair) 1  3 members of academic staff including an Associate Dean (Academic) 3</p> <p><b>The Manchester College (4)</b>  Vice Principal 1  Assistant Principal for Higher Education 1  An Assistant Principal nominated by The Manchester College 1  Higher Education Partnerships Manager 1</p> <p><b>Other (2)</b>  A student nominee of the University of Salford Students' Union Trustee Board 1  A student nominated by The Manchester College Student Council 1</p> <p><b>Total (10)</b>  Serviced by the UK Partnerships Office</p>
<b>Frequency of Meetings</b>	Twice per semester
<b>Panels</b>	None

<b>Further information</b>	
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## 2.13 BLACKPOOL AND THE FYLDE ACCREDITATION SUB-COMMITTEE (BFCASC)

<b>Committee</b>	<b>BLACKPOOL AND THE FYLDE ACCREDITATION SUB-COMMITTEE (BFCASC)</b>
<b>Reports to</b>	ACADEMIC STANDARDS AND QUALITY ASSURANCE COMMITTEE (ASQAC)
<b>Purpose</b>	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.
<b>Terms of Reference</b>	<ul style="list-style-type: none"> <li>i. To advise Academic Standards and Quality Assurance Committee (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.</li> <li>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.</li> <li>iii. To receive information on any recommendations from Blackpool and The Fylde College in relation to programme amendments.</li> <li>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 postholders to ensure consistency of standards and appropriateness of the quality of learning opportunities on University validated programmes at Blackpool &amp; The Fylde College.</li> <li>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.</li> <li>vi. To promote the dissemination of good practice reciprocally between the University and Blackpool and The Fylde College.</li> </ul>
<b>Membership</b>	<p><b>University (4)</b></p> <p>The nominee of the Chair of Academic Standards and Quality Assurance Committee (Chair) 1 3 members of academic staff including an Associate Dean (Academic) 3</p> <p><b>Blackpool and The Fylde College (2)</b></p> <p>Vice Principal – Higher Education &amp; Student Enhancement 1 Head of Higher Education 1</p> <p><b>Other (2)</b></p> <p>A student nominee of the University of Salford Students' Union Trustee Board 1 A student nominated by Blackpool and The Fylde College Students' Union 1</p> <p><b>Total (8)</b></p> <p>Serviced by the UK Partnerships Office</p>
<b>Frequency of Meetings</b>	Twice per semester Twice per semester

<b>Panels</b>	None
<b>Further information</b>	



## 3 SCHOOL COMMITTEES AND PANELS

### 3.1 SCHOOL EXECUTIVE (SE)

Committee	SCHOOL EXECUTIVE (SE)
<b>Reports to</b>	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)
<b>Purpose</b>	<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"> <li>• agree School response to University-wide management issues</li> <li>• highlight areas of concern across the School</li> <li>• consider financial issues at School level</li> <li>• provide a support structure for Associate Deans of School</li> <li>• establish, and encourage the development of, appropriate specialist groups</li> <li>• address ad hoc School issues as they arise</li> <li>• consider Health and Safety issues at School level</li> </ul>
<b>Terms of Reference (as academic authority)</b>	<ol style="list-style-type: none"> <li>i. To sustain the University's distinctive approach to the integration of learning and teaching, research and innovation and academic engagement.</li> <li>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)</li> <li>iii. To consider new programmes and, if endorsed, to recommend Business Case Approval to the Academic Development Sub-group.</li> <li>iv. To determine appropriate levels of academic performance, to monitor those levels and to measure actual outcomes against those levels.</li> <li>v. To consider and report to the Senate on all matters referred to the School Executive by Senate.</li> <li>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.</li> </ol>

<b>Membership</b>	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
<b>Frequency of Meetings</b>	At least three times a year
<b>Panels</b>	None
<b>Further information</b>	

### 3.2 SCHOOL CONGRESS (SC)

<b>Committee</b>	<b>SCHOOL CONGRESS (SC)</b>	
<b>Reports to</b>	SCHOOL EXECUTIVE	
<b>Purpose</b>	To advise School Executive on the broad range of academic and pedagogic issues relevant to the disciplines in the School.	
<b>Terms of Reference</b>	<ul style="list-style-type: none"> <li>i. To act as a forum or fora for the engagement of all staff in the School in academic and pedagogic issues.</li> <li>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.</li> <li>iii. To advise School Executive on the creation and development of new and amended programmes.</li> <li>iv. To propose the enhancement in the operation of programmes in the School and to promote the exchange of good practice.</li> </ul>	
<b>Membership</b>	<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>	
<b>Frequency of Meetings</b>	At least twice a year	
<b>Panels</b>	None	
<b>Further information</b>		
<b>Main Inputs/Documentation Received</b>	<b>Source</b>	
Issues of concern to the School	Members	
Matters referred by the School Executive	School Executive	

### 3.3 SCHOOL RESEARCH AND ENTERPRISE COMMITTEE (SREC)

<b>Committee</b>	<b>SCHOOL RESEARCH AND ENTERPRISE COMMITTEE (SREC)</b>
<b>Reports to</b>	UNIVERSITY RESEARCH AND ENTERPRISE COMMITTEE (REC)
<b>Purpose</b>	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 with the School and relevant Research Centres.
<b>Terms of Reference</b>	<ol style="list-style-type: none"> <li>i. To foster development of interaction between teaching and learning, and research and enterprise.</li> <li>ii. To facilitate the dissemination of good practice in research and enterprise within the School.</li> <li>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.</li> <li>iv. To assist in the identification and referral of academic staff development needs.</li> <li>v. To monitor admissions to research degree programmes within the School and any conditions upon or discretions accorded to candidates.</li> <li>vi. To monitor supervisory arrangements for candidates.</li> <li>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.</li> <li>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.</li> <li>ix. To work in collaboration with other School committees to ensure a consistent approach to matters affecting students or research ethics.</li> <li>x. To advise the School Executive on the strategic development of Research and Enterprise activity.</li> </ol>
<b>Membership</b>	<p>Dean of School or nominee (Chair) 1</p> <p><b>Appointed (5 minimum)</b></p> <p>No fewer than five members of academic staff to include Research Centre Directors</p> <p><b>Nominated (2)</b></p> <p>Two postgraduate research student nominees of the Students' Union Trustee Board 2</p> <p><b>Total (8 minimum)</b></p> <p><b>In attendance</b></p> <p>School Operations Manager 1</p> <p>Serviced by Research and Enterprise</p>
<b>Frequency of Meetings</b>	Normally three times a year

<b>Panels</b>	None
<b>Further information</b>	

### 3.4 SCHOOL ETHICS APPROVAL COMMITTEE (SEAC)

<b>Committee</b>	<b>SCHOOL ETHICS APPROVAL COMMITTEE (SEAC)</b>
<b>Reports to</b>	ACADEMIC ETHICS COMMITTEE (AEC)
<b>Purpose</b>	<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>
<b>Terms of Reference</b>	<ol style="list-style-type: none"> <li>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.</li> <li>ii. To advise AEC on the development of University policy and procedures on ethics approval.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>vi. To ensure the provision of training for staff and students on ethics approval.</li> </ol>
<b>Membership</b>	<p><b>Appointed (6)</b></p> <p>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><b>Total (6)</b></p> <p><b>In attendance</b></p> <p>School Operations Manager</p> <p>Serviced by Research and Enterprise</p>

<b>Frequency of Meetings</b>	At least twice a year
<b>Panels</b>	School Ethics Approval Panel for Taught Programmes School Research, Enterprise and Engagement Ethics Approval Panel
<b>Further information</b>	

### 3.5 SCHOOL QUALITY AND STUDENT EXPERIENCE COMMITTEE (SQSEC)

<b>Committee</b>	<b>SCHOOL QUALITY AND STUDENT EXPERIENCE COMMITTEE (SQSEC)</b>
<b>Reports to</b>	UNIVERSITY ACADEMIC STANDARDS AND QUALITY ASSURANCE COMMITTEE (ASQAC) AND STUDENT EXPERIENCE, LEARNING, TEACHING AND ENHANCEMENT COMMITTEE (SELTEC) AS APPROPRIATE
<b>Purpose</b>	School Quality and Student Experience Committee oversees matters relating to academic quality, standards and enhancement of the student experience and of all taught programmes (undergraduate and postgraduate) leading to University awards or credit, including those involving collaboration with partner organisations, and, where relevant, pre-sessional English programmes.
<b>Terms of Reference</b>	<ul style="list-style-type: none"> <li>i. To monitor and manage the quality of the student experience, including the delivery of curriculum, the provision of learning support, the development of the virtual learning environment and the assessment of students.</li> <li>ii. To monitor and manage the quality and standards of all taught provision, including those which involve partner organisations.</li> <li>iii. To monitor student retention, progression, achievement and employability and to determine measures to improve them.</li> <li>iv. To consider reports from key postholders on External Examiner reports and Programme Monitoring and Enhancement Procedure (PMEP).</li> <li>v. To ensure arrangements for the systematic collection of student feedback and for the monitoring and improvement of student satisfaction with the learning experience.</li> <li>vi. To consider reports from staff/student committees and Joint Boards of Study.</li> <li>vii. To have oversight of proposals for the approval, amendment, review and withdrawal of taught provision, including programmes involving collaboration with partner organizations.</li> <li>viii. To ensure the effective operation of processes for (re)accreditation of programmes by PSRBs and other bodies.</li> <li>ix. To foster development of interaction between teaching and learning, research and innovation and academic engagement.</li> <li>x. To advise School Executive and to provide it, where appropriate, with management information on pertinent issues relating to academic quality, standards and enhancement of taught programmes.</li> <li>xi. To facilitate the dissemination of good practice within the School.</li> <li>xii. To report as appropriate to ASQAC and SELTEC to ensure that the quality procedures within School are in accordance with the requirements of Senate.</li> <li>xiii. To assist in the identification and referral of academic staff development needs.</li> </ul>
<b>Membership</b>	<p>Dean of School or Nominee (Chair) 1</p> <p><b>Appointed (5 minimum)</b> No fewer than five members of academic staff to include at least one director or equivalent 5</p> <p><b>Nominated (4)</b> A representative of the University Library 1 A representative of IT Services 1 Two student nominees of the Students' Union Trustee Board 2</p> <p><b>Total (10 minimum)</b></p> <p><b>In attendance</b></p>



	School Operations Manager 1 Serviced by the Quality and Enhancement Office
<b>Frequency of Meetings</b>	Normally three times a year
<b>Panels</b>	None
<b>Further information</b>	

### 3.6 STAFF/STUDENT COMMITTEE

<b>Committee</b>	<b>STAFF/STUDENT COMMITTEE (SSC)</b>
<b>Reports to</b>	SCHOOL EXECUTIVE
<b>Purpose</b>	To ensure the active formal engagement of students in the quality assurance and enhancement of taught programmes.
<b>Terms of Reference</b>	<ul style="list-style-type: none"> <li>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.</li> <li>ii. To assist in the preparation or initial consideration of student evaluative questionnaires or similar surveys of student opinion.</li> <li>iii. To assist in the implementation of the Programme Monitoring and Enhancement Procedure and the preparation of or consideration of Annual Programme Monitoring and Enhancement reports (for collaborative provision only) including consideration of external examiner reports.</li> </ul>
<b>Membership</b>	<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>Chair nominated by the Dean of School</p> <p>Schools 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</p>
<b>Frequency of Meetings</b>	At least three times in an academic year at appropriately spaced intervals according to the start date of the programme(s) under consideration
<b>Panels</b>	None
<b>Further information</b>	

### 3.7 POSTGRADUATE RESEARCH STUDENT CONSULTATION COMMITTEE (PRSCC)

<b>Committee</b>	<b>POSTGRADUATE RESEARCH STUDENT CONSULTATION COMMITTEE (PRSCC)</b>
<b>Reports to</b>	SCHOOL EXECUTIVE
<b>Purpose</b>	To ensure the active formal engagement of students in the quality assurance and enhancement of research programmes.
<b>Terms of Reference</b>	<ul style="list-style-type: none"> <li>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.</li> <li>ii) To assist in the preparation or consideration of student evaluative questionnaires or similar surveys of PGR opinion.</li> <li>iii) To assist in the preparation or consideration of annual reports on PGR matters.</li> </ul>
<b>Membership</b>	<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 Masters 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>
<b>Frequency of Meetings</b>	At least once in Semester 1 and at least once in Semester 2
<b>Panels</b>	None
<b>Further information</b>	

### 3.8 JOINT BOARD OF STUDY (JBoS)

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

	<p>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> <p>Serviced by the School</p>
<b>Frequency of Meetings</b>	At least once in each semester of programme delivery
<b>Panels</b>	None
<b>Further information</b>	

### 3.9 BOARD OF STUDY (BoS)

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

### 3.10 PROGRAMME BOARD OF EXAMINERS (BoXP)

<b>Committee</b>	<b>PROGRAMME BOARD OF EXAMINERS (BoXP)</b>
<b>Reports to</b>	SENATE
<b>Purpose</b>	The confirmation of progression and the conferment of awards on taught programmes.
<b>Terms of Reference</b>	<ul style="list-style-type: none"> <li>i. To confirm progression on taught programmes.</li> <li>ii. To confer awards on taught programmes</li> <li>iii. To make recommendations to Senate on the conferral of posthumous awards.</li> </ul>
<b>Membership</b>	<p><b>Core</b></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><b>Optional</b></p> <p>Vice-Chancellor</p> <p>Dean(s) of School</p> <p>Associate Dean(s) (Academic) or equivalent</p> <p>Module leaders</p> <p><b>Invited</b></p> <p>Members who assist the Board for specific purposes (e.g. practitioners) but who do <b>not</b> have decision-making and voting powers</p> <p>Serviced by the School</p>
<b>Frequency of Meetings</b>	As required for the assessment of students
<b>Panels</b>	<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>
<b>Further information</b>	Refer to Boards of Examiners in the <a href="#">Academic Handbook</a>

### 3.11 MODULE BOARD OF EXAMINERS (BoXM)

<b>Committee</b>	<b>MODULE BOARD OF EXAMINERS (BoXM)</b>
<b>Reports to</b>	SENATE
<b>Purpose</b>	The ratification of module marks or grades for taught programmes.
<b>Term of Reference</b>	To ratify marks on taught programmes.
<b>Membership</b>	<p><b>Core</b></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)</p> <p>Module tutors for the modules under consideration</p> <p>External examiners</p> <p><b>Optional</b></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><b>Invited</b></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>
<b>Frequency of Meetings</b>	As required for the assessment of students.
<b>Panels</b>	Academic Misconduct Panel Appeals Review Panel
<b>Further information</b>	Refer to Boards of Examiners in the <a href="#">Academic Handbook</a>



### 3.12 SCHOOL RESEARCH, ENTERPRISE AND ENGAGEMENT ETHICS APPROVAL PANEL

<b>Panel</b>	<b>SCHOOL RESEARCH, ENTERPRISE AND ENGAGEMENT ETHICS APPROVAL PANEL</b>
<b>Reports to</b>	SCHOOL ETHICS APPROVAL COMMITTEE (SEAC)
<b>Purpose</b>	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.
<b>Terms of Reference</b>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>iii. To cross-refer matters, as appropriate, to the School Ethics Approval Panel for Taught Programmes so as to share good practice and information.</li> <li>iv. To report to School Ethics Approval Committee, with relevant management information, on the level of ethics approval activity.</li> </ul>
<b>Membership</b>	<p>Appointment 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>
<b>Further information</b>	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

<b>Panel</b>	<b>SCHOOL ETHICS APPROVAL PANEL FOR TAUGHT PROGRAMMES</b>
<b>Reports to</b>	School Ethics Approval Committee
<b>Purpose</b>	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.
<b>Terms of Reference</b>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>iii. To advise University Programme Approval and Review Panel on request in relation to ethics approval issues arising from module approval.</li> <li>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.</li> <li>v. To report to School Ethics Approval Committee, with relevant management information, on the level of ethics approval activity.</li> </ul>
<b>Membership</b>	<p>Appointment 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>
<b>Further information</b>	

## APPENDICES

### APPENDIX A: BOARD OF APPEAL

<b>Panel</b>	<b>APPEALS REVIEW PANEL</b>
<b>Advises</b>	POSTGRADUATE RESEARCH AWARD BOARD, PROGRAMME BOARD OF EXAMINERS
<b>Purpose</b>	To inform Postgraduate Research Award Board and Programme Board of Examiners on the outcomes of Academic Appeals.
<b>Term of Reference</b>	To consider Academic Appeals in accord with the University's Academic Appeals Procedure  The Appeals Review Panel operates at Stage 2 of the Academic Appeals Procedure
<b>Membership</b>	<p><u>Taught Programme</u></p> <p>A senior member of academic staff (from a school other than that in which the student's programme sits) (Chair)</p> <p>One member of academic staff from a School other than that in which the student's programme of study is located</p> <p>A student nominee of the Students' Union Trustee Board</p> <p><u>Research Programme</u></p> <p>Two members of staff who have been part of a supervisory team for a research award over the last three years (members must not include the student's supervisor or be a member of the students supervisory team) one of who will be nominated as chair.</p> <p>A student nominee of the Students' Union Trustee Board</p> <p>Serviced by the Quality and Enhancement Office</p>
<b>Further information</b>	<p>The Quality and Enhancement Office is responsible for the administration of the Academic Appeals Procedure and general enquiries about the procedure can be made to Annette Cooke (telephone 54123 or <a href="mailto:academicappeals@salford.ac.uk">academicappeals@salford.ac.uk</a>)</p> <p>Independent advice to students is available from the Students' Union (telephone 0161 351 5400 or e-mail <a href="mailto:advicecentre-ussu@salford.ac.uk">advicecentre-ussu@salford.ac.uk</a>)</p>

## APPENDIX B: STUDENT DISCIPLINARY PANEL

<b>Panel</b>	<b>STUDENT DISCIPLINARY PANEL</b>
<b>Advises</b>	SELTEC, POSTGRADUATE RESEARCH AWARD BOARD AND PROGRAMME BOARDS OF EXAMINERS
<b>Purpose</b>	To advise Senate, Postgraduate Research Award Board and Programme Boards of Examiners on the outcomes of Student Disciplinary cases.
<b>Term of Reference</b>	To consider Student Disciplinary Cases in accord with the University's Student Disciplinary Procedure.
<b>Membership</b>	Two staff members (one of whom shall be chair) 2 A student nominee of the Students' Union Trustee Board 1  Serviced by the Quality and Enhancement Office
<b>Further information</b>	The Quality and Enhancement Office is responsible for the administration of the Student Disciplinary Procedure and general enquiries about the Procedure may be made to Richard Clemens (telephone 52255 or e-mail <a href="mailto:studentdisciplinary@salford.ac.uk">studentdisciplinary@salford.ac.uk</a> )  General information to students on the operation of the Student Disciplinary Procedure is available from the Student Life Directorate (telephone 0161 295 0023 or 50023 or e-mail <a href="mailto:askUS@salford.ac.uk">askUS@salford.ac.uk</a> )  Independent advice to students is available from the Students' Union (telephone 0161 351 5400 or e-mail <a href="mailto:advicecentre-ussu@salford.ac.uk">advicecentre-ussu@salford.ac.uk</a> )

## APPENDIX C: STUDENT DISCIPLINARY APPEAL PANEL

<b>Panel</b>	<b>STUDENT DISCIPLINARY APPEAL PANEL</b>
<b>Advises</b>	SELTEC, POSTGRADUATE RESEARCH AWARDS BOARD AND PROGRAMME BOARDS OF EXAMINERS
<b>Purpose</b>	To advise Senate, Postgraduate Research Awards Board and Programme Boards of Examiners on the outcomes of Student Disciplinary appeals.
<b>Term of Reference</b>	To consider Student Disciplinary appeals in accord with the University's Student Disciplinary Procedure.
<b>Membership</b>	Two staff members (one of whom shall be chair) 2 A student nominee of the Students' Union Trustee Board 1  Served by the Quality and Enhancement Office
<b>Further information</b>	The Quality and Enhancement Office is responsible for the administration of the Student Disciplinary Procedure and general enquiries about the Procedure may be made to Richard Clemens (telephone 52255 or e-mail <a href="mailto:gov-studentdisciplinary@salford.ac.uk">gov-studentdisciplinary@salford.ac.uk</a> )  General information to students on the operation of the Student Disciplinary Procedure is available from the Student Life Directorate (telephone 50023 or e-mail <a href="mailto:askUS@salford.ac.uk">askUS@salford.ac.uk</a> )  Independent advice to students is available from the Students' Union (telephone 0161 351 5400 or e-mail <a href="mailto:advicecentre-ussu@salford.ac.uk">advicecentre-ussu@salford.ac.uk</a> )

## APPENDIX D: FITNESS TO PRACTISE PANEL

Panel	FITNESS TO PRACTISE PANEL
<b>Advises</b>	SELTEC, DEANS OF SCHOOL AND PROGRAMME BOARDS OF EXAMINERS
<b>Purpose</b>	To advise Senate, Deans of School and Programme Boards of Examiners on the outcomes of Fitness To Practise cases.
<b>Term of Reference</b>	To consider Fitness To Practise cases in accord with the University's Fitness To Practise Procedure.
<b>Membership</b>	<p>Member of academic staff from outside the School of Health Sciences and the School of Nursing, Midwifery, Social Work &amp; Social Sciences (chair) 1</p> <p>Member of academic staff from the School (not the investigator) 1</p> <p>Member of academic staff from another School where Fitness to Practise in applicable 1</p> <p>Member of the profession related to the student's field of study 1</p> <p>A student nominee of the Students' Union Trustee Board 1</p> <p>Serviced by the Quality and Enhancement Office</p>
<b>Further information</b>	<p>The Quality and Enhancement Office is responsible for the administration of the Fitness To Practise Procedure and general enquiries about the procedure can be made to Richard Clemens (telephone 52255 or by email to <a href="mailto:ftp@salford.ac.uk">ftp@salford.ac.uk</a>)</p> <p>General information to students on the operation of the Fitness To Practise Procedure is available from the Student Life Directorate (telephone 50023 or e-mail <a href="mailto:askUS@salford.ac.uk">askUS@salford.ac.uk</a>)</p> <p>Independent advice to students is available from the Students' Union (telephone 0161 351 5400 or e-mail <a href="mailto:advicecentre-ussu@salford.ac.uk">advicecentre-ussu@salford.ac.uk</a>)</p>

## APPENDIX E: FITNESS TO PRACTISE APPEAL PANEL

<b>Panel</b>	<b>FITNESS TO PRACTISE APPEAL PANEL</b>
<b>Advises</b>	SELTEC, DEANS OF SCHOOL AND PROGRAMME BOARDS OF EXAMINERS
<b>Purpose</b>	To advise Senate, Deans of School and Programme Boards of Examiners on the outcomes of Fitness To Practise appeals cases.
<b>Term of Reference</b>	To consider Fitness To Practise appeals cases in accord with the University's Fitness To Practise Procedure
<b>Membership</b>	<p>Member of academic staff from outside the School of Health Sciences and the School of Nursing, Midwifery, Social Work &amp; Social Sciences (chair) 1</p> <p>Member of academic staff from the School (not the investigator) 1</p> <p>Member of academic staff from another School where Fitness to Practise in applicable 1</p> <p>Member of the profession related to the student's field of study 1</p> <p>A student nominee of the Students' Union Trustee Board 1</p> <p>Serviced by the Quality and Enhancement Office</p>
<b>Further information</b>	<p>The Quality and Enhancement Office is responsible for the administration of the Fitness To Practise Procedure and general enquiries about the procedure can be made to Richard Clemens (telephone 52255 or by email to <a href="mailto:FtP@salford.ac.uk">FtP@salford.ac.uk</a>)</p> <p>General information to students on the operation of the Fitness To Practise Procedure is available from the Student Life Directorate (telephone 50023 or e-mail <a href="mailto:askUS@salford.ac.uk">askUS@salford.ac.uk</a>)</p> <p>Independent advice to students is available from the Students' Union (telephone 0161 351 5400 or e-mail <a href="mailto:advicecentre-ussu@salford.ac.uk">advicecentre-ussu@salford.ac.uk</a>)</p>

## APPENDIX F: ACADEMIC MISCONDUCT PANEL

<b>Panel</b>	<b>ACADEMIC MISCONDUCT PANEL</b>
<b>Advises</b>	POSTGRADUATE RESEARCH AWARD BOARD, PROGRAMME BOARD OF EXAMINERS
<b>Purpose</b>	To determine whether an offence of academic misconduct had been committed and, if so, to impose on appropriate penalty.
<b>Terms of Reference</b>	<ul style="list-style-type: none"> <li>i. To consider allegations of Academic Misconduct deemed by the Dean of School or nominee to be suitable to be considered at School level in accord with the University's Academic Misconduct Procedure.</li> <li>ii. To determine an appropriate penalty if the allegation is found proven.</li> </ul>
<b>Membership</b>	<p>An independent Chair external to the School in which the Panel is located (there will be a pool of trained University Chairs of AMPs nominated by Deans of Schools)</p> <p>The Associate Dean (Academic) of the School in which the Panel is located</p> <p>A student nominee of the Students' Union Trustee Board</p> <p>Serviced by the School</p>
<b>Further information</b>	<p>The Quality and Enhancement Office is responsible for administration of the Academic Misconduct Procedure and general inquiries about the Procedure can be made to Richard Clemens (52255 or e-mail <a href="mailto:academicmisconduct@salford.ac.uk">academicmisconduct@salford.ac.uk</a>)</p> <p>General information for students on the operation of the Academic Misconduct Procedure is available from the Student Life Directorate (telephone 50023 or e-mail <a href="mailto:askUS@salford.ac.uk">askUS@salford.ac.uk</a>)</p> <p>Independent advice to students is available from the Students' Union (telephone 0161 351 5400 or e-mail <a href="mailto:advicecentre-ussu@salford.ac.uk">advicecentre-ussu@salford.ac.uk</a>)</p>



## APPENDIX G: STUDENT COMPLAINTS REVIEW PANEL

<b>Panel</b>	<b>STUDENT COMPLAINTS REVIEW PANEL</b>
<b>Advises</b>	SENATE
<b>Purpose</b>	On behalf of SELTEC to determine Student Complaints under Stage 3 of the Students Complaints Procedure
<b>Term of Reference</b>	To review the decision reached under Stage 2 of the Student Complaints Procedure.
<b>Membership</b>	<p>One member of the University's Management Team independent to the Complaint or nominee (chair) 1</p> <p>A senior member of academic or professional services staff not party to the complaint 1</p> <p>A representative from the University of Salford Students' Union 1</p> <p>Serviced by the Quality and Enhancement Office</p>
<b>Further information</b>	<p>The Quality and Enhancement Office is responsible for the administration of the Student Complaints Procedure and general inquiries about the procedure can be made to Annette Cooke (telephone 54123 or by email to <a href="mailto:studentcomplaints@salford.ac.uk">studentcomplaints@salford.ac.uk</a>)</p> <p>General information to students on the operation of the Student Complaints Procedure is available from the Student Life Directorate (telephone 0161 295 0023 or email <a href="mailto:askUS@salford.ac.uk">askUS@salford.ac.uk</a>)</p> <p>Independent advice to students is available from the Students' Union (telephone 0161 351 5400 or e-mail <a href="mailto:advicecentre-ussu@salford.ac.uk">advicecentre-ussu@salford.ac.uk</a>)</p>

# APPENDIX H: SCHEME OF ACADEMIC GOVERNANCE ORGANOGRAM

