



University of
Salford
MANCHESTER

Scheme of Academic Governance 2023/24

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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 different levels within the respective terms of reference and constitution.

Council and its committees

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 <https://www.salford.ac.uk/governance-and-management/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.

Student Facing Panels

The Academic Handbook provides information regarding student facing panels that relate to academic appeals, student disciplinary cases and appeals, fitness to practice cases and appeals, academic misconduct and student complaints review: <https://www.salford.ac.uk/governance-and-management/academic-handbook>

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 under Part H: Related Publications at <https://www.salford.ac.uk/governance-and-management/academic-handbook>

Membership

Strong oversight and governance result from having members with the necessary mix of skills and contributions of multiple viewpoints when making decisions that affect the University at its most senior levels. The University therefore strives to achieve diversity of membership of Senate and its committees to ensure sound decision-making and the fulfilment of its governance duties. This includes external members who bring specific skills, knowledge, experience and an independent perspective to support the deliberation and decision-making responsibilities of Senate Committees.

The University's Scheme of Fees for external members is in line with the mandatory HMRC requirement for payments to reflect hourly rates and the number of hours undertaken to complete the work. The Scheme of Fees ensures that the hourly rate paid to external members, currently £13.44, is in line with the rate determined by the Living Wage Foundation which exceeds the National Living Wage rate, as follows:

Activity	Number of days	Number of hours	Total
Reading	1.5	12	£161.28
Attendance at Meeting	0.5	5	£67.20
Max		17	£228.48 inc. holiday pay)

Any claims that exceed the time allocated for any of the activities will not be accepted without prior approval. Travelling time to and from the University may not be claimed.

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 as prescribed in the University Ordinances. 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 policies approved by the Council.</p> <p>The primary duty of the Senate is to safeguard the academic integrity of the University and it is the custodian of its degree awarding powers. In so doing, Senate provides assurance to Council that academic governance is robust and effective for learning and teaching, the student experience, research and knowledge exchange activities.</p> <p>The Senate will advise on the academic implications of the corporate strategy and steer the direction of underpinning academic strategies, ensuring that academic activities, including mutually beneficial collaborations, flourish, develop and are enterprising in all aspects.</p> <p>The Senate has an important role in assuring the academic standards of its awards and the high quality of learning opportunities provided to students. Senate may discuss, declare an opinion and make recommendations to Council on any matters of interest to the University.</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 the University's academic strategies and work in learning, teaching, enterprise, research and innovation, fostering academic freedom in relating to these activities. iii. To determine and regularly review the University's 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 scrutinise academic performance against student related measures of success and to investigate any arising risk or matters of concern in relation to student recruitment, retention, completion, graduate outcomes, equity and diversity of the student population, including widening access issues. vi. To scrutinise academic performance against academic staff-related measures of success and to investigate any arising risk and matters of concern relating to teaching, research and knowledge exchange performance, equity and diversity of the academic staff population, recruitment, training, retention and career progression of academic staff. vii. To ensure that the University is compliant with all relevant external regulatory requirements that relate to Senate's remit and responsibilities as set out under the University's Ordinances, and to assure Council of that compliance. viii. To be responsible for the University's framework for the management of quality and standards and for the health of the University's academic provision and to provide assurance to Council, in particular through consideration of an annual quality report. ix. To consider issues of major and strategic academic importance and risk to the University, reporting to Council on matters of concern. x. To oversee the approval, review and withdrawal of award and credit-bearing provision and related collaborative partnerships.

	<p>xi. To oversee audits of the operation of academic regulations, policies and procedures.</p> <p>xii. To oversee the effectiveness of academic activities and entities and the University's academic governance.</p> <p>xiii. To actively consider equity, diversity and inclusion in the conduct of its business.</p> <p>xiv. To advise Council, through Executive, on the academic merits of the establishment or disestablishment of academic units of organisation.</p> <p>xv. To advise Council and the Vice-Chancellor on any matter under the terms of Clause 10 of the Charter.</p> <p>xvi. To establish committees and working groups necessary for the effective execution of Senate responsibilities.</p> <p>Delegated responsibilities</p> <p>i. Through Education and Student Experience Committee and Quality and Standards Committee, to be responsible for the determination and implementation of the University's regulatory framework for awards, assessment policy, quality assurance and enhancement arrangements and the wider student experience including matters such as student support and welfare.</p> <p>ii. Through Research Enterprise and Innovation Committee to be responsible for the oversight of policy and planning relating to research, innovation, knowledge exchange, commercial and social entrepreneurship and public engagement with research.</p> <p>iii. Through Academic Ethics and Research Integrity Committee to be responsible for the oversight of an effective framework for research integrity and academic ethics.</p> <p>iv. Through the Academic Development and Number Planning Committee, to be responsible for the strategic development and oversight of the University's academic portfolio, including collaborative provision and sustainable student number growth.</p> <p>v. Through Honorary Degrees Committee to approve candidates for the award of honorary degrees.</p> <p>vi. Through Module and Programme Assessment Boards to verify marks/grades and approve confirmation of progression and the conferment of awards on taught programmes.</p>
<p>Constitution</p>	<p>Ex officio (10) Vice-Chancellor (Chair) 1 Pro Vice-Chancellor Academic Development (and Chair of Academic Development and Number Planning Committee) 1 Pro Vice-Chancellor Education and Student Experience (and Chair of Education and Student Experience Committee) 1 Pro Vice-Chancellor Research and Enterprise (and Chair of Research Enterprise and Innovation Committee and Academic Ethics and Research Integrity Committee) 1 Executive Director Governance and Assurance and University Secretary (and Chair of Quality and Standards Committee) 1 Associate Pro-Vice Chancellor, Equity, Diversity and Inclusion 1 Deans of School 4</p> <p>University Staff (20) Representatives from each School nominated by the Dean of School 1 per School Representatives elected by and from the academic staff of the School 1 per School Representatives 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>Co-opted The Committee may also co-opt from the University community:</p> <ul style="list-style-type: none"> • From under-represented groups • To include additional skill sets.

	<p>Total (33)</p> <p>In attendance Director of Strategy 1 Director of Library and Student Futures 1 Associate Chief Operating Officer 1 Associate Pro Vice-Chancellor, Education and Student Experience 1 Associate Pro Vice-Chancellor, Learning and Teaching 1 Executive Officer, Head of Academic Quality Management 1 Minuting Secretary (QMO) 1</p>
Frequency of Meetings	At least five times a year, plus a joint meeting with University Council
Sub-committees	Academic Development, Numbers and Partnerships Committee (ADNPC) Academic Ethics and Research Integrity Committee (AERIC) Education and Student Experience Committee (ESEC) Quality and Standards Committee (QSC) Honorary Degrees Committee (HDC) Postgraduate Research Award Board (PRAB) Research, Enterprise and Innovation Committee (REIC)
Further Information	

2.2 ACADEMIC DEVELOPMENT AND NUMBER PLANNING COMMITTEE (ADNPC)

Committee	Academic Development and Number Planning Committee (ADNPC)
Reports to	SENATE
Purpose	<p>The Academic Development and Number Planning Committee provides strategic direction and governance to support the development and overall growth of the University's academic portfolio 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/renewal of partnership arrangements for taught and post graduate provision, including articulation agreements. • ensuring that student number growth is sustainable and supports student experience and academic quality initiatives.
Terms of Reference	<ol style="list-style-type: none"> i. To review on an annual basis the performance of the academic portfolio and identify and support strategic growth. ii. To oversee policies and procedures related to business case approval of taught provision, including suspensions and withdrawals and programmes involving collaboration with partner organisations where this is in line with the sustainability and growth agenda of the University. iii. To refer to Quality and Standards Committee to address quality matters relation to taught provision that is not deemed to be sustainable in terms of success for support in improvement measures. iv. To produce an annual high-level student number plan and portfolio that fulfils academic quality and financial sustainability criteria. v. To have oversight of and be responsible for the setting of the unregulated fees, scholarships, and bursaries vi. To consider and approve proposals for new collaborative partner organisations and the renewal of business cases for existing partners, taking account of due diligence outcomes, in accordance with University policies and procedures and the UK Quality Code. vii. To commission from the relevant School Executive 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. viii. To consider and approve proposals for formal articulation arrangements. ix. To consider proposals for franchise and validated programmes, including dual/joint awards, with approved UK and overseas partners prior to consideration and approval by a Collaborative Programme Validation Panel. x. To consider proposals for research collaborative degrees with approved UK and overseas partners prior to consideration and approval by the Research Enterprise and Innovation Committee. xi. To oversee partnership arrangements such as exchanges, study abroad, and progression agreements. xii. 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 (12) Pro Vice-Chancellor Academic Development (Chair) 1 Associate Chief Operating Officer 1 Associate Pro Vice Chancellor, Education & Student Experience 1 Deputy Deans of Schools 4 Executive Director Governance and Assurance and University Secretary 1</p> <p>In attendance Chief Information Officer or nominee 1</p>

	Director of Estates or nominee 1 Deputy Director of Finance or nominee 1 Director of Library and Student Futures 1 Director of International and Regional Development 1 Director of Strategy or nominee 1 Director of Student Administration 1 Head of Market and Customer Insight 1 Executive Officer, Quality Manager (Programme Performance) Minuting Secretary (QMO)
Sub-committees/ Panels	Higher Technical Skills and Apprenticeship Board International Operations Group
Frequency of Meetings	To meet at least three a year in October, December and April with additional meetings as required.

2.3 EDUCATION AND STUDENT EXPERIENCE COMMITTEE (ESEC)

Committee	EDUCATION AND STUDENT EXPERIENCE COMMITTEE (ESEC)
Reports to	SENATE
Purpose	<p>The Education and Student Experience Committee is responsible on behalf of Senate for the University's strategy on learning, teaching, enhancement and the quality of the student experience and student outcomes. It is also responsible for institutional oversight of the University's access and participation strategy and plan.</p> <p>In fulfilling this purpose, ESEC receives reports from and has the authority to steer School Education and Standards Committees and, through them, School Executive Teams, in relation to learning, teaching and the student experience.</p>
Terms of Reference	<ul style="list-style-type: none"> i. To oversee the development, implementation and monitoring of the University's policies and procedures relating to learning and teaching, including considering annual key performance indicators, agreeing appropriate action plans and referring significant change requirements to the School Executive for consideration. ii. 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. iii. To monitor all aspects of the student experience to meet University expectations relating to learning, teaching and assessment, support for students with disabilities, widening participation, equal opportunities and related matters determined through policies. iv. To develop, monitor and evaluate the University's Education and Employability Strategy. v. To monitor and determine measures to improve student continuation, completion, degree outcomes and graduate employment, including employability data, ensuring appropriate reflection within the University's Degree Outcomes Statement. vi. The improvement of equity of opportunity for underrepresented groups to access, succeed in, and progress from the University. vii. Monitoring enhancement activity that aims to reduce and eliminate access, awarding and progression gaps. viii. To provide institutional oversight of the actions and activities arising from the University's strategic approach to access and participation and monitoring implementation of the Access and Participation Plan to ensure coherence of approach with respect to student outcomes. ix. To determine policy and oversee arrangements for the systematic collection of student feedback and for the monitoring and improvement of student outcomes and satisfaction with their learning experience. x. To have oversight of the Academic Audit process and ensure the student experience and outcomes matches expectations of performance and benchmarks set and is subject to continuous improvement. xi. To promote and enhance student partnership through effective mechanisms for student engagement and representation within University academic governance structure.

	<p>xii.To provide direction and promote the dissemination of innovation and best practice in learning and teaching.</p> <p>xiii.To monitor policies and practices of key external organisations and relevant regulatory bodies, ensuring that the University is alert to, and responds to, national and international developments in learning, teaching and the student experience.</p> <p>xiv.To monitor the operation of the University’s professional services in order to ensure efficient and effective support for the implementation of learning, teaching and student experience strategies.</p> <p>xv.To actively consider equity, diversity and inclusion in the conduct of its business.</p> <p>xvi.To evaluate annually its own performance and that of its Sub-Committees to ensure academic governance arrangements are effective and enable student success.</p> <p>xvii.To consider and report to Senate on such matters as may be referred by the Committee.</p> <p>ESEC will make recommendations to the Senate on the following.</p> <p>xviii.The approval of any major new policy in relation to student experience, learning, teaching and enhancement.</p>
Constitution	<p>Ex officio (12) Pro Vice-Chancellor Education and Student Experience (Chair) 1 Associate PVC Education and Student Experience 1 Associate PVC Learning and Teaching 1 Associate PVC Equity, Diversity and Inclusion 1 Associate Deans Academic: Student Experience 4 Executive Director Governance and Assurance and University Secretary 1 Chair, Academic Audit Sub-Committee 1 Chair, Access and Participation Plan Steering Group 1 Chair, Student Experience Operations Board 1</p> <p>Appointed (10) 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) Two members elected by and from the academic staff</p> <p>Co-opted The Committee may co-opt up to two members from outside the University with relevant and appropriate expertise. The Committee may also co-opt from the University community:</p> <ul style="list-style-type: none"> • From under-represented groups • To include additional skill sets. <p>Total (22)</p> <p>In attendance Director of Student Experience & Support (or nominee) 1 Head of Student Voice, USSU 1 Director of Advocacy, USSU 1 Director of International and Regional Development 1 Director, Salford Languages 1 Director of Library and Student Futures 1 Deputy Director, Strategy Education for Sustainable Development Officer 1 Apprenticeship Quality Standards Lead and Lead Ofsted Nominee 1</p>

	<p>Executive Officer, Quality Manager (Standards) Minuting Secretary (QMO)</p> <p>Serviced by the Quality Management Office</p>
Frequency of Meetings	At least four times per year, plus a joint meeting with Quality and Standards Committee and a joint meeting with Academic Development and Number Planning Committee
Sub-committees/ Panels	<p>University Apprenticeship Quality Assurance Steering Group School Education and Standards Committees Academic Audit Sub-Committee Access and Participation Plan Steering Group Student Experience Operations Board</p> <p>The Committee can receive reports and instruct School Education and Standards Committees as appropriate.</p>
Further information	

2.4 QUALITY AND STANDARDS COMMITTEE (QSC)

Committee	QUALITY AND STANDARDS COMMITTEE (QSC)
Reports to	SENATE
Purpose	<p>The Quality and Standards Committee is responsible on behalf of Senate for the quality of programmes and standards of awards for all provision, including collaborative programmes and partnerships.</p> <p>This includes responsibility 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 offered in collaboration with partner organisations, and pre-sessional English programmes.</p> <p>In fulfilling this purpose, QSC receives reports from and has the authority to steer School Education and Standards Committees and, through them, School Executive Teams, in relation to quality and standards.</p>
Terms of Reference	<p>i. To oversee the development, implementation and monitoring of University policies and procedures that support the quality of programmes and the standards of awards, including consideration of annual key performance indicators, agreeing appropriate action plans and referring significant change requirements to the School Executive for consideration.</p> <p>ii. To oversee the compliance of all awards and programmes with external requirements relating to quality and standards (including the Office for Students, Ofsted, etc).</p> <p>iii. In relation to all taught programmes leading to University awards or credit, including collaboration provision and pre-sessional English programmes, to determine and oversee:</p> <ul style="list-style-type: none"> • 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; • the approach to the curriculum framework, the academic year and all associated academic regulations and procedures; • policies and procedures for the approval, amendment, monitoring, review and withdrawal of taught provision, including those involving collaborative partners; and to promote their continuous enhancement. • arrangements for the assessment of students including invigilation, calibration, verification, moderation, the operation of Assessment Boards for Taught Programmes and External Examining; • the provision of academic and student support, including student facing policies and procedures. <p>iv. To progress actions in relation to performance against KPIs, lead indicators and quality metrics and measures (such as feedback from external examiners, PSRBs, employers/industry, alumni, etc).</p>

	<p>v. To identify risks in relation to the University's academic portfolio through the monitoring of the appropriate metrics, as above.</p> <p>vi. To oversee compliance with consumer protection legislation as it applies to academic activities, including annual review of the Student Protection Plan and identify risks to the continuation of studies for all students.</p> <p>vii. To guide and oversee preparations for relevant external reviews and engagements and to advise the Senate on the University's response.</p> <p>viii. To have oversight of the accreditation of taught programmes by Professional, Statutory and Regulatory Bodies.</p> <p>ix. To actively consider equity, diversity and inclusion in the conduct of its business.</p> <p>x. To evaluate annually its own performance and that of its Sub-Committees to ensure academic governance arrangements are effective and enable student success.</p> <p>xi. To consider and report to Senate on such matters as may be referred by the Committee.</p> <p>xii. To consider and report to Senate on such matters as may be referred to the Committee.</p> <p>QSC will make recommendations to the Senate on the following:</p> <p>xiii. the approval of any new taught award to be offered by the University.</p> <p>xiv. The approval of any major new policy in relation to academic standards and quality assurance</p> <p>xv. The approval of major changes to the academic regulations for taught programmes.</p> <p>xvi. The approval of major changes to the University's academic calendar.</p>
<p>Constitution</p>	<p>Ex officio (9) Executive Director Governance and Assurance and University Secretary (Chair) 1 Associate PVC Education and Student Experience 1 Associate Deans Academic: Quality 4 Chair, Academic Regulations Sub-Committee 1 University Lead Programme Validation Panel Chair 1 Head of Academic Quality Management 1</p> <p>Appointed (10) 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) Two members elected by and from the academic staff</p> <p>Co-opted The Committee may co-opt up to two members from outside the University with relevant and appropriate expertise. The Committee may also co-opt from the University community:</p> <ul style="list-style-type: none"> • From under-represented groups • To include additional skill sets. <p>Total (19)</p>

	<p>In attendance Director of Student Administration (or nominee) 1 Director of Quality Assurance and Enhancement, British University Bahrain 1 Head of Student Voice, USSU 1 Executive Officer, Quality Standards Manager 1 Minuting Secretary (QMO) 1</p> <p>Serviced by the Quality Management Office</p>
Frequency of Meetings	At least four times per year, plus a joint meeting with Education and Student Experience Committee
Sub-committees/ Panels	<p>Academic Regulations Sub-committee (reporting also to REC for postgraduate research degree regulations) Programme Validation Panel University Apprenticeship Quality Assurance Steering Group (reporting also to Education and Student Experience Committee)</p> <p>The Committee may receive business from the Academic Audit Sub-Committee in relation to quality and standards.</p> <p>The Committee can receive reports and instruct School Education and Standards Committees as appropriate.</p>
Further information	

2.5 RESEARCH, ENTERPRISE AND INNOVATION COMMITTEE (REIC)

Committee	RESEARCH, ENTERPRISE, AND INNOVATION COMMITTEE (REIC)
Reports to	SENATE
Purpose	The Research, Enterprise, and Innovation Committee is directly responsible on behalf of Senate for University policy and planning relating to research, innovation, knowledge exchange, commercial and social entrepreneurship, and public engagement with research. The Committee considers internal and external factors that will enhance or hinder the University's ability to deliver high quality and impactful research, and the Committee monitors the environment, experience, and outcomes of research students.
Terms of Reference	<ol style="list-style-type: none"> i. To review and advise on strategies and policies supporting the delivery of high quality and impactful research and innovation; in alignment with the overall University Innovation Strategy as endorsed by VCET. ii. To be responsible for the development of the University's institutional strategies on innovation, knowledge exchange and public engagement with research, and the evaluation of institutional progress against those core strategies and plans. iii. To monitor external developments (international, national, and regional) in relation to research, innovation, and global engagement, and to develop appropriate responses to maximise benefit to the University. iv. To support and promote a vibrant research and innovation culture at the University of Salford, delivering excellence across the research environment, including the dissemination of good practice, interdisciplinarity, partnerships and collaborations, and embedding equality and diversity at the heart of all research activities. v. To identify and promote strategic and institutional synergies and funding opportunities, and to advise on the appropriate support structures to optimise these opportunities. vi. To support the University in its engagement with key external stakeholders relating to research and innovation, such as business, industry, the government, cultural institutions, benefactors, and funding bodies. vii. To keep under review the implementation of the University's Academic Career Framework for the training and career development of research students and staff in research and innovation, and to support the enhancement of the Athena Swan (Advance HE) agenda and the University's Equity, Diversity, and Inclusion Strategy in all relevant areas of the Committee's business. viii. To develop policy and strategy in the institutional approach to external quality assessment exercises (such as the Research Excellence Framework - REF) and the Knowledge Exchange Framework - KEF), and to evaluate their outcomes. ix. To oversee the implementation and operation of the University's integrity-related policies and procedures ensuring compliance with the national Concordat to Support Research Integrity. x. To advise Senate on ways in which research and innovation can influence teaching.

	<p>xi. To monitor and analyse data regarding research student admissions, registration, and progression within the Schools, and to keep under review the University's performance regarding OfS assessments.</p> <p>xii. 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.</p> <p>xiii. To receive appropriate matters from the University Library.</p> <p>xiv. To advise or refer matters to Senate or other committees as appropriate.</p> <p>REIC will make recommendations to the Senate on the following:</p> <ul style="list-style-type: none"> • The approval of any amendments to the University's Innovation Strategy. • The approval of any new or amended policy in relation to research and governance. • The approval of new research awards to be added to the list of qualifications awarded by the University.
Constitution*	<p>Ex officio (9) PVC Research and Enterprise (Chair) Director of Research and Knowledge Exchange Director of Doctoral School Director of Strategic Partnerships Head of Business Innovation Services Head of Commercialisation REF, KEF and Impact Manager, Research and Knowledge Exchange Associate PVC Equity, Diversity & Inclusion Director of Library and Student Futures</p> <p>Appointed (14) Three representatives from each School nominated by the Dean of School</p> <p>12 Two postgraduate research student representatives* 2</p> <p>Elected (2) Two members elected by and from the academic staff</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 (27) *where business relates to individual student or staff data the meeting may be restricted to University of Salford staff only.</p> <p>In attendance USSU Coordinator/Head of Student Voice Serviced by Research and Knowledge Exchange</p>
Frequency of Meetings	At least three times per year (plus an additional meeting at the end of the academic year to review and approve new and amended policies).
Sub-committees	School Research, Enterprise, and Innovation Committees Academic Regulations Sub-committee Postgraduate Research Awards Board REF and KEF Steering Groups Research Governance Working Group PGR Forum
Further information	

2.6 ACADEMIC ETHICS AND RESEARCH INTEGRITY COMMITTEE (AERIC)

Committee	ACADEMIC ETHICS AND RESEARCH INTEGRITY COMMITTEE (AERIC)
Reports to	SENATE
Purpose	<p>The Academic Ethics and Research Integrity Committee is responsible on behalf of Senate for the oversight and promotion of good practice in academic ethics, underpinned by a culture of high standards of research integrity.</p> <p>The Committee has oversight of ethics review operations at School level and for providing strategic oversight and leadership of research integrity at the University, including research elements of teaching. The Committee is responsible for overseeing the development of robust academic ethics and research integrity policies, procedures and systems. The Committee will ensure those policies and procedures enable staff and students to raise concerns about unethical behaviours or practices in research activities.</p>
Terms of Reference	<ol style="list-style-type: none"> i. To oversee the development, implementation, review and operation of the University's policies and processes on academic ethics and research integrity. ii. To promote and facilitate the principles of equity, diversity and inclusion into the University's ethics and research integrity policies and processes, in line with the University's commitments as outlined in its Statement on Equity, Diversity and Inclusion. iii. To consider the implications of any changes in the research integrity policy and regulatory landscape and to make recommendations to Senate, as appropriate. iv. To have oversight of the University's compliance with the Concordat to Support Research Integrity and to receive and approve the annual statement of compliance. v. To inform institutional responses to national and international developments relating to academic ethics and research integrity matters, and to have oversight of the University's commitment to any external research integrity bodies. vi. To ensure the effective operation of academic ethics review in accordance with agreed institutional policies, processes, codes of practice and guidelines. To provide assurance annually to Senate on the effectiveness of the operation of academic ethics review. vii. To promulgate awareness of institutional policies, procedures, codes of practice and guidelines and seek to ensure appropriate and adequate training and development. viii. To receive reports from the Schools highlighting ongoing activities and best practice examples of the promotion of research integrity across both research and research elements of teaching. ix. To receive anonymised summaries of allegations or discoveries of research misconduct and to provide guidance on research integrity and governance considerations arising from investigations. x. 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) Pro Vice-Chancellor for Research & Innovation (Chair) (1) Associate Pro Vice-Chancellor Education & Student Experience (1) Director of the Doctoral School (1) Chairs of School Ethics Approval Committees (4) Associate Dean Research or nominee (1 per school, 4)</p> <p>Appointed (6) Representatives from each School nominated by the Dean of School 1 per School (4) Student nominees of the Students' Union Trustee Board (2)</p> <p>Elected (3) Staff elected by and from the academic staff (2)</p>

	<p>Staff elected by and from the Technical staff (1)</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 (4) Associate Director, Research & Knowledge Exchange (1) Director of Legal and Compliance or nominee (1) Manager, Quality Management Office (1)</p> <p>Serviced by Research & Knowledge Exchange (1)</p>
Frequency of Meetings	<p>At least three times per year Plus, as required, one optional joint meeting with REIC to review and approve new and amended research policies.</p>
Sub-committees/ Panels	<p>School Ethics Approval Committees (SEAC) Research Governance Working Group (RGWG)</p>
Further information	<p>Reports agenda to Governance, Nominations and Ethics Committee (GNEC)</p>

2.7 STUDENT EXPERIENCE OPERATIONS BOARD (SEOB)

Committee	Student Experience Operations Board (SEOB)
Reports to	Education and Student Experience Committee
Purpose	<p>To be responsible, on behalf of the Education and Student Experience Committee (ESEC), for the key operational activities that impact on the student experience, aligned to the strategic priorities set by ESEC.</p> <p>The Board will operate within the University's Equity, Diversity and Inclusion Statement of Ambition to ensure a student experience for the benefit of all.</p>
Terms of reference	<ol style="list-style-type: none"> i. To provide operational oversight of the delivery of all elements of professional services work that supports enhancing the student journey. ii. To set, own and regularly review service standards across all professional services touchpoints. iii. To drive innovation in service design and delivery ensuring that best practice is embedded into all professional services delivery. iv. To co-ordinate, monitor and review the operational service plans from professional service teams to ensure they align to the University's strategic objectives and initiatives from the Education and Student Committee. v. To share information and best practice, discussing issues of common interest and addressing issues that run across professional services and their intersection with the academic Schools. vi. To propose areas/projects for organisational development by upward escalation to the Education and Student Experience Committee support student outcomes vii. To externally benchmark (not limited to the sector) the work of the professional service teams ensuring they deliver effective and efficient services and provide value for money to the University. viii. To set professional standards of working and customer service and regularly review and monitor progress. ix. To operate with due regard to the University's Equity, Diversity and Inclusion Statement of Ambition to ensure an equitable student experience for the benefit of all.
Constitution	<p>Chair: Associate Chief Operating Officer, <i>ex officio</i> School Operations Managers, <i>ex officio</i> Associate Deans Academic, Student Experience <i>ex officio</i> Associate PVC, Education and Student Experience <i>ex officio</i></p> <p>Representatives from the Students' Union Trustee Board x 2</p> <p>Representatives from professional services: Marketing, Recruitment and External Relations Admissions Student Administration Student Experience and Support Library and Student Futures Finance Services Estates & Facilities Human Resources International & Regional Development Programme Management Office Learning and Teaching Enhancement Centre Quality Management Office Digital IT Equity, Diversity and Inclusion In attendance:</p>

	Minuting Secretary Serviced by DSSASS Operations Manager
Frequency of meetings	Monthly
Sub-Committees	None
Further information	

2.8 HONORARY AWARDS COMMITTEE (HAC)

Committee	HONORARY AWARDS COMMITTEE (HAC)
Reports to	SENATE AND COUNCIL
Purpose	Honorary Awards 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, honorary fellowships and University medals, 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 awards and titles (and relevant qualifying criteria). iii. To ensure that successfully nominated candidates meet the criteria as set out in the relevant regulations and Code of Practice for Honorary Awards. iv. To consider and approve any other matters relating to the conferment of honorary awards 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) Appointed Independent Council members 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	

2.9 POSTGRADUATE RESEARCH AWARD BOARD (PRAB)

Committee	POSTGRADUATE RESEARCH AWARD BOARD (PRAB)
Reports to	SENATE RESEARCH ENTERPRISE AND INNOVATION COMMITTEE (REIC)
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 reductions in time of full-time candidatures on doctoral level awards. This is not eligible for 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 REIC/Senate on postgraduate research programmes about student progression and achievement, including completion rates.
Constitution	<p>Core/Ex-officio (7) Chair (Director of Doctoral School) School PGR Directors or deputy x 6 (one of which may deputise for the Chair if required) x 6</p> <p>Optional Pro Vice Chancellor (Research and Enterprise) Dean(s) of School Deputy Dean(s) of School Associate Deans (Research & Innovation) Chair(s) of School Research Enterprise and Innovation Committee</p> <p>Invited Members who assist the Board for specific purposes but who do not have decision-making and voting powers.</p> <p>Serviced by Student Administration</p>
Panels	Academic Appeal Panel Student Disciplinary and Student Disciplinary Appeal Panel Fitness to Practise Panel and Fitness to Practise Appeal Panel Fitness to Study Panel and Fitness to Study Appeal Panel
Frequency of Meetings	At least four meetings per year, timed against student entry and exit points
Further information	

2.10 ACADEMIC REGULATIONS SUB-COMMITTEE (ARSC)

Committee	ACADEMIC REGULATIONS SUB-COMMITTEE (ARSC)
Reports to	QUALITY AND STANDARDS COMMITTEE (QSC) and RESEARCH, ENTERPRISE AND INNOVATION COMMITTEE (REIC)
Purpose	The Academic Regulations Sub-committee advises Quality & Standards Committee and Research Enterprise and Innovation 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 QSC and REIC 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 QSC and REIC respectively for a review of the Academic Regulations for Taught and Postgraduate Research Programmes on a periodic basis. iv. To consider and approve exceptions to the academic regulations for taught awards and PGR programmes.
Constitution	<p>Ex officio (3) Nominee of the Vice-Chancellor (Chair) 1 Executive Director of Governance and Assurance and University Secretary 1 Director of Postgraduate Research 1</p> <p>Appointed (9) Representatives from each School nominated by the Dean of School 2 per School Student nominee of the Students' Union Trustee Board 1</p> <p>Total (12)</p> <p>In attendance Representatives of the Student and Academic Support Directorate 2 Representative of the Research and Knowledge Exchange 1</p> <p>Serviced by the Quality Management Office</p>
Sub-committees/ Panels	Assessment Forum
Frequency of Meetings	Normally three times a year
Further information	

2.11 ACADEMIC AUDIT SUB-COMMITTEE (AASc)

Committee	ACADEMIC AUDIT SUB COMMITTEE (AASc)
Reports to	EDUCATION AND STUDENT EXPERIENCE COMMITTEE QUALITY AND STANDARDS COMMITTEE For Council assurance on academic audit, AASc will report to Audit and Risk Committee through ESEC and QSC”.
Purpose	AASc advises QSC and ESEC 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. From an assurance perspective, AASc reports to the Audit and Risk Committee. 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.
Terms of Reference	i. To establish panels of academic auditors and to agree with ESEC and QSC a rolling programme of thematic audits relating to academic quality and standards and the enhancement of student learning experience. ii. To approve the objectives, scope and timeline for each internal audit at the start of each audit and monitor progress throughout the audit, approving any changes to objectives, scope and timeline as deemed appropriate. iii. To approve the final report from the audit panel before submission to ESEC and QSC iv. 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. v. To report to ESEC and QSC on the outcome of academic audits and recommend actions to effect improvements to the regulations, policies and procedures under consideration. vi. To identify and disseminate good practice arising from the AASc recommendations, as implemented by ULTC and/or delegated by ESEC and QSC to relevant committees and University groups accordingly.
Constitution	Ex officio (3) Nominee of the Vice-Chancellor (Chair) 1 Associate Pro Vice-Chancellor (Learning and Teaching) 1 Associate Pro Vice-Chancellor (Education & Student Experience) 1 Appointed (9) Representatives from each School nominated by Dean of School 2 per School Student nominee of the Students’ Union Trustee Board 1 Total (13) Co-opted Members of academic or professional services staff to be co-opted by the Sub-committee to support specific audit activities as and when required In attendance Professional Services Representatives 2 Serviced by the Quality Management Office
Sub-committees/Panels	Academic Audit Panels with members drawn from all four Schools and from Professional Services, as appropriate.

Frequency of Meetings	Usually 4 per academic year
Further information	

2.12 PROGRAMME VALIDATION PANEL

Committee	PROGRAMME VALIDATION PANEL (PVP)
Reports to	QUALITY AND STANDARDS COMMITTEE
Purpose	<p>The role of the Programme Validation Panel is to ensure the programme approved is of a high academic quality and that this quality is maintained and enhanced when the programme is presented for consideration at Periodic Programme Review and Re-approval (PPRR).</p> <p>The Panel has responsibility for ensuring that programmes offered on-campus and at UK and overseas partner institutions comply with the OfS Conditions of Registration, 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 and partnership arrangements. iii. To oversee the programme withdrawal process.
Constitution	<p>The Panel comprises members of staff drawn from across the University, normally serving for a number of years. It includes suitably experienced members appointed to the role of Chair and students nominated by the Students' Union Trustee Board. A representative from the University Apprentice Operations Group participates as a panel member for apprenticeship programmes. External academic subject experts also participate as panel members. An additional external panel member may also join the panel to represent professional or employer interests. The quorum requires three members in attendance, including the Chair.</p> <p>Serviced by the Quality Management Office</p>
Frequency of Meetings	<p>All 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 specific 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>

2.13 UNIVERSITY APPRENTICESHIPS QUALITY ASSURANCE STEERING GROUP (UAQASG)

Committee	UNIVERSITY APPRENTICESHIPS QUALITY ASSURANCE STEERING GROUP (UAQASG)
Reports to	<p>EDUCATION AND STUDENT EXPERIENCE COMMITTEE (ESEC) (regarding academic issues) and QUALITY AND STANDARDS COMMITTEE (QSC) (regarding quality and standards matters)</p> <p>UNIVERSITY HIGHER TECHNICAL SKILLS AND APPRENTICESHIPS BOARD (regarding business development related quality assurance issues)</p>
Purpose	<p>The University Apprenticeships Quality Assurance Steering Group (UAQASG), is responsible:</p> <ul style="list-style-type: none"> • On behalf of ESEC and QSC, for the oversight of the academic quality of the University's Apprenticeship Programmes and ensuring compliance with the external quality assurance requirements of Ofsted, Quality Assurance Agency (QAA), Designated Quality Body (DQB) and Office for Students (OfS). • On behalf of University Higher Technical Skills and Apprenticeships Board (HTSAB), for the oversight of quality assurance issues in relation to the development and expansion of apprenticeship programmes. <p>In fulfilling this purpose, UAQASG receives reports from the University Apprenticeship Operations Group (UAOG).</p>
Terms of Reference	<ol style="list-style-type: none"> i. To recommend updates to the University's Self-Assessment Report (SAR) for approval by the Education and Student Committee. ii. To approve the High-Quality Apprenticeships Project Initiation Document (PID) prepared by the University Apprenticeship Operations Group (AOG). The PID to define the activity required to deliver a positive outcome from external quality assurance (EQA) bodies: Ofsted, OfS, QAA, DQB and Ofqual. The project to incorporate the University's Quality Improvement Plan (QIP). iii. To sponsor the University Apprenticeship Operations Group (UAOG) in the delivery of the High-Quality Apprenticeships Project. To support requests for release of resources. iv. To ensure the quality assurance of Apprenticeship Programmes has a high profile in the University's senior leadership team and Council. v. To make recommendations to the Higher Technical Skills and Apprenticeship Board in relation to the further development and expansion of apprenticeship programmes ensuring that quality issues are fully considered in the growth of provision. vi. To receive quarterly updates on apprenticeships quality assurance data and updates on progress with activity to continually improve apprenticeship provision. To promptly respond to requests, escalated from the UAOG, for senior leadership support to help resolve problems with the delivery of improvements. vii. To actively consider safeguarding, equity, diversity, and inclusion in the conduct of its business. Focusing at all times on apprentices with higher needs. viii. To ensure the lessons learned from application of the Ofsted Framework are disseminated across non- apprenticeship provision.
Constitution	<p>Ex officio (9) Executive Director, Governance & Assurance and University Secretary (Chair) (1) Pro Vice-Chancellor, Education & Student Experience (1) Pro Vice-Chancellor, Academic Development (1) Director of Regional and International Development (1) Deputy Dean or Associate Dean Academic (Schools with apprenticeship provision) (3) Apprenticeship Quality Standards Lead and Lead Ofsted Nominee (1) University Deputy Ofsted Nominee (1)</p> <p>In attendance (4) Quality Apprenticeships Manager (1)</p>

	School Apprenticeship Leads (up to 3) Total (13) Serviced by the Quality Management Office (QMO)
Frequency of Meetings	Bi-monthly
Sub-committees/ Panels	University Apprenticeship Operations Group (UAOG)
Further information	

2.14 UNIVERSITY APPRENTICESHIPS OPERATIONS GROUP (UAOG)

Committee	UNIVERSITY APPRENTICESHIPS OPERATIONS GROUP (UAOG)
Reports to	University Apprenticeship Quality Assurance Steering Group (UAQASG)
Purpose	<p>The University Apprentice Operations Group (UAOG) is responsible, on behalf of the University Apprenticeship Quality Assurance Steering Group (UAQASG), for ensuring the successful delivery of the High-Quality Apprenticeships Project and coordinating activity to ensure the University's apprenticeship programmes will receive a positive Ofsted Inspection outcome.</p> <p>The Project incorporates activity required to ensure the university's apprenticeship programmes meet the apprenticeship External Quality Assurance Requirements of other designated bodies: Ofqual, Quality Assurance Agency (QAA), Designated Quality Body (DQB) and Office for Students (OfS).</p> <p>UAOG can steer School Education and Standards Committees and, through them, School Executive Teams, in relation to learning, teaching and the experience of apprentices studying apprenticeship programmes.</p>
Terms of Reference	<ol style="list-style-type: none"> i. To draft updates to the University's Self-Assessment Report (SAR) for consideration by the University Apprenticeship Quality Assurance Steering Group (UAQASG) and approval by the Education and Student Experience Committee. ii. To develop the High-Quality Apprenticeships Project Initiation Document (PID) for approval by the University Apprenticeship Quality Assurance Steering Group (UAQASG). The PID to define the activity required to deliver a positive outcome from external quality assurance (EQA) bodies: Ofsted, OFS, DQB, QAA and Ofqual. The project to incorporate the University's Quality Improvement Plan (QIP). iii. To ensure the Project delivers the specified benefits within agreed parameters of time, quality, and cost. iv. To define the acceptable levels of risk for the Project. To actively monitor and resolve risks and issues that need input and agreement of senior stakeholders to ensure the progress of the Project. Escalate risk and issues, as appropriate. v. To ensure the effective coordination of activities and release of resources to deliver the project. vi. To update the PID in response to changes in EQA requirements and in response to feedback from and data about staff teaching apprentices, apprentices and employers. vii. To review the alignment of the academic proposals for new apprenticeship programmes against the University's Six Fundamentals¹ and advise Programme Validation Panels (PVP) of areas to be explored with programme teams before or at PVPs. viii. To identify and make recommendations for any changes in the University's regulations, policies and procedures that may be required to ensure apprenticeship programmes meet EQA requirements.

¹ See [Apprenticeships 6 Fundamentals \(sharepoint.com\)](#)

	<p>ix. To support the continual improvement of apprenticeship programmes through reviewing data and Programme Action Logs prepared as part of the University's Programme Monitoring and Enhancement Procedure (PMEP)</p> <p>x. To actively consider safeguarding, equity, diversity, and inclusion in the conduct of its business. Focusing at all times on apprentices with higher needs.</p>
Constitution	<p>Ex officio (14) Apprenticeship Quality Standards Lead and Lead Ofsted Nominee (Chair) (1) University Deputy Ofsted Nominee (1) School Apprenticeship Leads (3) Assistant Head of Apprenticeships (1) Quality Apprenticeships Manager (and project manager for the High-Quality Apprenticeships Project) (1) Senior representatives from Human Resources, Strategy, Student Administration, Library, Safeguarding, Student Support and Disability Inclusion Service (7) Representatives from other professional services may be invited to attend by the Group if required.</p> <p>In attendance Associate Dean Academic (ADA) - School of Arts, Media, and Creative Technology (1)</p> <p>Total (15) Serviced by the Quality Management Office</p>
Frequency of Meetings	At least once per month
Sub-committees/ Panels	
Further information	

3 SCHOOL COMMITTEES

3.1 SCHOOL EXECUTIVE (SE)

Committee	SCHOOL EXECUTIVE (SE)
Reports to	<p>SENATE (on relevant matters)</p> <p>EDUCATION AND STUDENT EXPERIENCE COMMITTEE (on matters of relating to the student experience)</p> <p>QUALITY AND STANDARDS COMMITTEE (on matters of quality and standards and academic governance)</p> <p>RESEARCH, ENTERPRISE AND INNOVATION COMMITTEE (on matters of research and enterprise)</p>
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), Deputy Dean, all Associate Deans and Directors (or equivalent), and the School Business 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, ENTERPRISE AND INNOVATION COMMITTEE (SREIC)

Committee	SCHOOL RESEARCH, ENTERPRISE, AND INNOVATION COMMITTEE (SREIC)
Reports to	RESEARCH, ENTERPRISE, AND INNOVATION COMMITTEE (REIC)
Purpose	The School Research, Enterprise and Innovation Committee is responsible on behalf of University's Research, Enterprise, and Innovation Committee for the development and enhancement of research, innovation, knowledge exchange, commercial and social entrepreneurship, and public engagement.
Terms of Reference	<ol style="list-style-type: none"> i. To advise the Research, Enterprise, and Innovation Committee on the development and implementation of School strategies supporting the delivery of high quality and impactful research and enterprise in alignment with the University's Innovation Strategy, and to evaluate progress against those core strategies and plans. ii. To support and promote a vibrant research and enterprise culture within the School, delivering excellence across the innovation environment, including the dissemination of good practice, interdisciplinarity, partnerships and collaborations, and embedding equality and diversity at the heart of all activities. iii. To support the enhancement of Equity, Diversity, and Inclusion in all relevant areas of the Committee's business. iv. To monitor the implementation of the University's policy and strategy relating to external quality assessment exercises (such as the Research Excellence Framework - REF) and the Knowledge Exchange Framework - KEF), and to evaluate their outcomes within the context of the School. v. To oversee supervisory capacity within the School, and to make appropriate recommendations to SLT. vi. To receive data regarding research student admissions, registration, and progression, to keep under review the School's performance regarding OfS assessments. vii. To advise the School Executive and to provide it, where appropriate, with recommendations relevant to the purposes of the Committee. viii. To receive appropriate matters from the University Library. ix. To report to the University Research, Enterprise, and Innovation Committee on appropriate matters within its remit.
Constitution	Ex officio <ul style="list-style-type: none"> • Associate Dean of Research & Innovation (ADRI) (Co-Chair) • Associate Dean of Enterprise & Engagement (ADEE) (Co-Chair) • PGR Director/Lead or nominee • Research Centre Lead(s) • REF/Impact Lead

	<ul style="list-style-type: none"> • KEF Lead • EDI Lead • University Library representative <p><u>Five ex officio members must be present at the meeting to ensure quoracy.</u></p> <p>Nominated</p> <ul style="list-style-type: none"> • Two postgraduate research student representatives* <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</p> <ul style="list-style-type: none"> • Doctoral School PGR Support Officer • Funding Development Team representative • Strategic Partnership Manager and/or Business Development Manager • Early Career Researcher • Technician (where relevant to the School). • And additional members of staff where a specific need can be identified against the business of the Committee. <p>Serviced by School-Administrator</p>
Frequency of Meetings	At least three times a year
Panels	Postgraduate Research Awards Board (PRAB) PGR Forum Public & Community Engagement Forum REF & KEF Steering Groups
Further information	

3.4 SCHOOL ETHICS APPROVAL COMMITTEE (SEAC)

Committee	SCHOOL ETHICS APPROVAL COMMITTEE (SEAC)
Reports to	ACADEMIC ETHICS & RESEARCH INTEGRITY COMMITTEE (AERIC)
Purpose	<p>The School Ethics Approval Committee oversees the ethics approval of the School's activities in learning and teaching, research, engagement, innovation and enterprise on behalf of Academic Ethics & Research Integrity Committee (AERIC).</p> <p>The Committee is responsible for facilitating staff and students within the school to maintain ethical standards of practice in independent research projects (including on taught programmes), preserving the rights of research participants and to provide reassurance to the public and outside bodies that no harm is being done. The Committee is additionally responsible for advising on ethics approval matters arising to module ethics approval.</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, innovation, and enterprise activity, in line with discipline requirements and in accordance with agreed institutional policies, procedures, codes of practice and guidelines. ii. To provide a forum for the exchange of good practice and information between the school Research Ethics and the Taught Ethics review panels. iii. To recommend to the Academic Ethics & Research Integrity Committee (AERIC) areas for development of University policy and procedure relating to academic ethics applications processes and approvals. iv. 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. v. To monitor the provision of training for staff and students on academic ethics and to highlight examples of best practice annually to the Academic Ethics & Research Integrity Committee (AERIC). vi. To advise the Academic Ethics & Research Integrity (AERIC) on discipline changes to academic ethics best practice and compliance requirements.
Constitution	<p>Appointed (7)</p> <p>Chair 1 (Chairs to be appointed 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 taught programme student representative (normally a student nominee of the Students' Union Trustee Board) 1</p> <p>A student postgraduate researcher representative 1</p> <p>Total (7)</p> <p>In attendance</p> <p>School Business Manager Research Ethics Administrator</p>

	Taught Ethics Administrator(s) Jointly serviced by the Research and Taught Ethics administrators
Frequency of Meetings	At least three a year
Panels	Research Ethics School Panel Taught Ethics School Panel
Further information	

3.5 SCHOOL EDUCATION AND STANDARDS COMMITTEE

Committee	SCHOOL EDUCATION AND STANDARDS COMMITTEE
Reports to	Quality & Standards Committee (QSC); Education & Student Experience Committee (ESEC); School Executive
Purpose	<p>The School Education and Standards Committees are responsible on behalf of the Quality and Standards Committee and the Education & Student Experience Committee for overseeing the development, implementation and monitoring, learning, teaching, assessment and feedback, and the management and maintenance of academic standards of University taught awards within the School.</p> <p>In fulfilling this purpose, School Education and Standards Committee takes direction and provides reports to the Quality and Standards Committee and Education and Student Experience Committee on matters relating to learning, teaching and the taught student experience.</p>
Terms of Reference	<ol style="list-style-type: none"> i. To ensure the implementation of institutional and school strategic approaches to learning, teaching, assessment and feedback and associated operational plans and to monitor progress towards achieving related school objectives, performance benchmarks and targets associated with taught provision. ii. To review reports and evidence driven assessments of quality in teaching and learning (including PMEP or similar, external examiner reports, PSRBs, employer/industry boards, etc), progressing appropriate actions and referring significant matters to the School Executive/QSC/ESEC for consideration and resolution as appropriate. iii. To monitor student attainment and outcomes on all taught provision through robust mechanisms measuring impact and outcomes, with a focus upon access, retention, progression, achievement and employability, taking action to address performance in programmes and modules that fall below determined thresholds. These actions may include recommendation to Academic Development and Number Planning Committee (ADNPC) to withdraw, suspend or continue delivery with any caveats. iv. To review student enrolment and graduate destinations data for all taught programmes, taking account of different student cohorts, according to level and mode of study, domicile and demography. v. To consider reports from Boards of Study/Joint Boards of Study and Student Voice reports and to address any matters that have been escalated to School Education and Standards Committee for resolution. vi. To promote the dissemination and embedding of innovation and best practice in learning and teaching within the School. vii. To actively consider equity, diversity and inclusion in the conduct of its business and in the manner in which it receives and acts upon performance data and information. viii. To evaluate annually its own performance and that of its Sub-Committees to ensure academic governance arrangements are effective, outcome focused and enable student success. ix. To consider and report to QSC/ESEC on such matters as may be referred by the Committee.
Constitution	<p>Ex officio (3) Associate Dean Academic (Quality Assurance and Enhancement) (Chair) 1 Associate Dean Academic (Student Experience) 1 Deputy Dean of School 1</p> <p>Appointed</p>

	<p>Directors (at least one from each Directorate within the School Programme and module leaders (at least two from each Directorate within the School)) Student nominees of the Students' Union Trustee Board 3</p> <p>In attendance Learning Teaching and Enhancement Centre Business Partner 1 Library representative 1 Quality Management Office representative 1 School Apprenticeship Lead 1 School Business Manager 1 School Programme Manager 1 School Student Experience Manager 1 School EDI Lead 1 Strategy representative 1 Student Experience & Support representative 1 Student Administration representative 1 Subject Heads</p> <p>Serviced by the Quality Management Office</p>
Frequency of Meetings	Quarterly
Sub-committees/ Panels	Board of Studies Joint Board of Studies
Further information	

3.6 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	

3.7 JOINT BOARD OF STUDY (JBoS)

Committee	JOINT BOARD OF STUDY (JBoS)
Reports to	SCHOOL EXECUTIVE/ SCHOOL EDUCATION AND STANDARDS COMMITTEE
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 Education and Standards Committee 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 Assessment Boards for Taught Programmes. 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 Programme Monitoring and Enhancement Procedure (PMEP) programme action log prior to its submission to the relevant School Education and Standards Committee. 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 Serviced by the School</p>
Frequency of Meetings	At least once in each semester of programme delivery
Panels	
Further information	

3.8 BOARD OF STUDY (BoS)

Committee	BOARD OF STUDY (BoS)
Reports to	SCHOOL EXECUTIVE/ SCHOOL EDUCATION AND STANDARDS COMMITTEE
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 Education and Standards Committee 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 Education and Standards Committee. 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	
Further information	

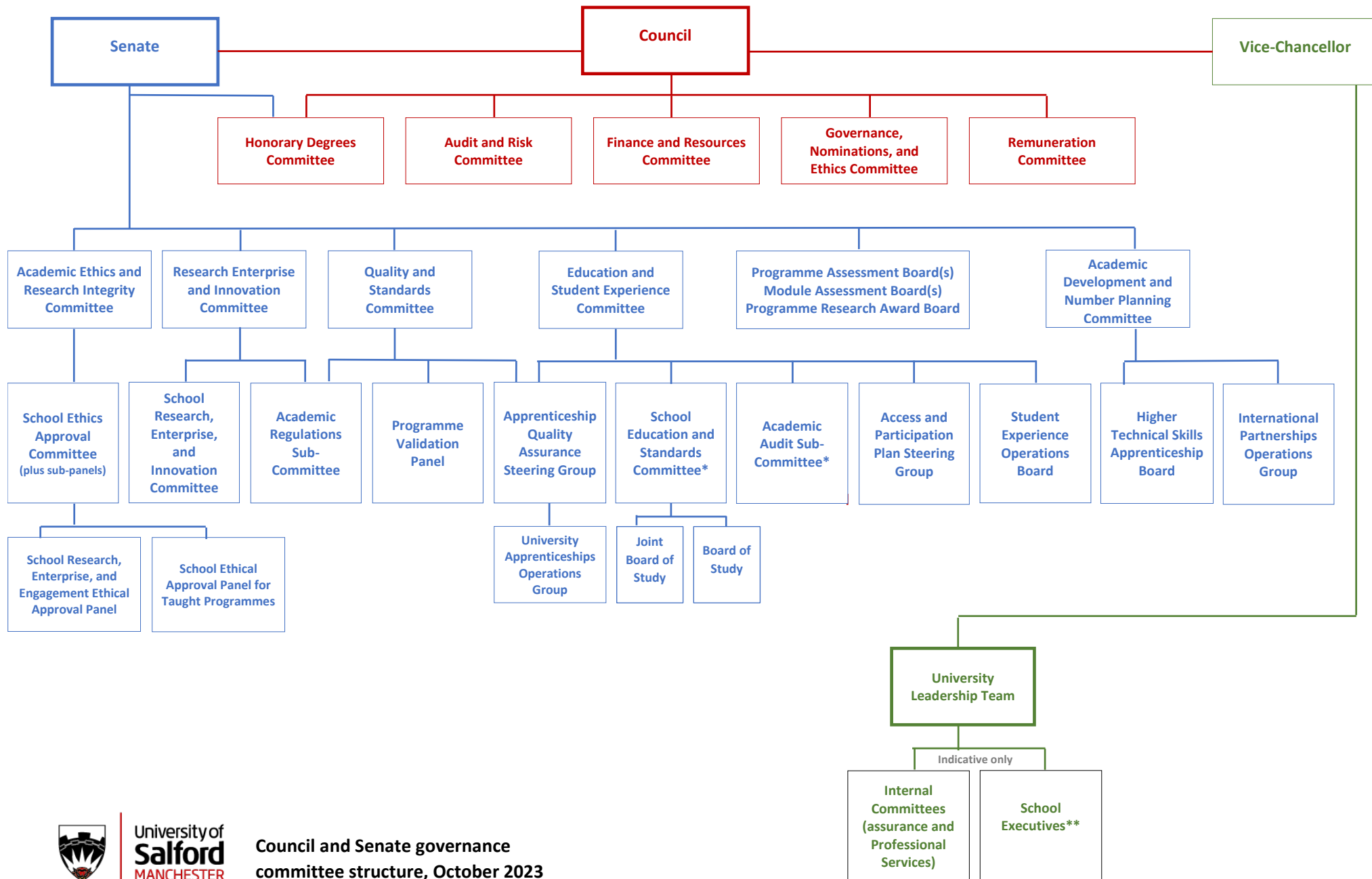
3.9 PROGRAMME ASSESSMENT BOARD

Committee	PROGRAMME ASSESSMENT BOARD
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 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) Programme Leader(s) or nominee(s) Director(s) of Directorate Link Tutor(s) for programmes involving collaborative provision. External examiner(s) (as appropriate). If absent, must be available for consultation.</p> <p>Optional Vice-Chancellor Dean(s) of School Deputy Dean(s) of School Associate Dean(s) (Academic) or equivalent Module leaders</p> <p>Invited 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	Appeals Review Panel Student Disciplinary and Student Disciplinary Appeal Panels Fitness To Practise and Fitness To Practise Appeal Panels Academic Misconduct Panel
Further information	Refer to Assessment Boards for Taught Programmes Policy in the Academic Handbook

3.10 MODULE ASSESSMENT BOARD

Committee	MODULE ASSESSMENT BOARD
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 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) Module tutors for the modules under consideration External examiners</p>

	<p>Optional Vice-Chancellor Dean(s) of School Deputy Dean(s) of School Associate Dean(s) (Academic) Other module tutors teaching on the modules under consideration.</p> <p>Invited 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 Assessment Boards for Taught Programmes Policy in the Academic Handbook



Council and Senate governance committee structure, October 2023

Key:
 * Dotted line to Quality and Standards Committee
 ** Dotted line to academic governance committees