



University of
Salford
MANCHESTER

Scheme of Academic Governance 2024/25

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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 [The Council | University of Salford](#)

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: [Student facing policies and procedures | University of Salford](#)

School committees

The School committees 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. Further information on the Committee Handbook, including committee templates, is available on the [University Staff Hub](#).

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 £14.11, 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)

Reports to: Council

Purpose

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.

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.

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.

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.

The Senate will sustain the University's distinctive integration of learning and teaching, research and innovation and academic enterprise.

Terms of Reference

1. To assure the quality of learning opportunities, academic practice and the student experience and promote their enhancement.
2. 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.
3. To determine and regularly review the University's academic regulations, policies and procedures.
4. To regulate the admission, assessment and academic conduct of students and the award or withdrawal of credit and qualifications and related academic decisions.
5. 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.
6. 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.
7. 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.
8. 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.
9. To consider issues of major and strategic academic importance and risk to the University, reporting to Council on matters of concern.
10. To oversee the approval, review and withdrawal of award and credit-bearing provision and related collaborative partnerships.
11. To oversee audits of the operation of academic regulations, policies and procedures.
12. To oversee the effectiveness of academic activities and entities and the University's academic governance.
13. To actively consider equity, diversity and inclusion in the conduct of its business.

14. To advise Council, through Executive, on the academic merits of the establishment or disestablishment of academic units of organisation.
15. To advise Council and the Vice-Chancellor on any matter under the terms of Clause 10 of the Charter.
16. To establish committees and working groups necessary for the effective execution of Senate responsibilities.

Delegated responsibilities

1. 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.
2. 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.
3. Through Academic Ethics and Research Integrity Committee to be responsible for the oversight of an effective framework for research integrity and academic ethics.
4. 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.
5. Through Honorary Degrees Committee to approve candidates for the award of honorary degrees.
6. Through Module and Programme Assessment Boards to verify marks/grades and approve confirmation of progression and the conferment of awards on taught programmes.

Constitution and Membership

11 x Ex officio Members:

Vice-Chancellor (Chair)

Deputy Vice-Chancellor and Provost (Deputy Chair and Chair of Academic Portfolio Committee)

Pro Vice-Chancellor Academic Development

Pro Vice-Chancellor Education and Student Experience (Chair of Education and Student Experience Committee)

Pro Vice-Chancellor Research and Enterprise (Chair of Research Enterprise and Innovation Committee and Academic Ethics and Research Integrity Committee)

Chief Academic Services Officer and University Secretary (Chair of Quality and Standards Committee and Admissions and Student Recruitment Committee)

Pro-Vice Chancellor, Social Justice and Equity

Pro-Vice Chancellor and Dean of School x 4

20 x University Staff

Representatives from each School nominated by the PVC & 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 x 12

3 x Student Representatives

Nominees of the Students' Union Trustee Board from amongst the sabbatical officers x 3

Co-opted

The Committee may also co-opt from the University community:

- From under-represented groups
- To include additional skill sets.

In attendance

Chief Strategy and Data Officer

Director of Library and Student Futures

Associate Pro Vice-Chancellor, Education and Student Experience

Associate Pro Vice-Chancellor, Learning and Teaching

Executive Officer, Head of Academic Quality Management

Minuting Secretary (Quality Management Office)

Frequency of Meetings

At least four times a year, plus a joint session with University Council

Sub-committees

Academic Portfolio Committee (APC)

Academic Ethics and Research Integrity Committee (AERIC)

Admissions and Student Recruitment Committee (ASRC)

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)

2.2 ACADEMIC PORTFOLIO COMMITTEE (APC)

Reports to: Senate

Purpose

Under the delegated authority of Senate, to provide strategic direction and oversight of the University's academic portfolio, in order to manage, grow and develop programmes in line with the University Strategy.

Terms of reference

1. To maintain a holistic overview of the University's academic teaching provision;
2. To review and approve the strategic development of the academic portfolio in line with the University's strategy;
3. To monitor the performance of the academic portfolio as a whole, and within programme and subject areas, and to take appropriate action as required;
4. To approve each School's long term portfolio plan, and ensure these fit with market demand;
5. To ensure timely approval of new programme proposals, against consistent criteria, including pedagogical, strategic, financial and reputational factors;
6. To oversee and approve the withdrawal or suspension of programmes, according to market and resourcing demands, with due regard to student experience;
7. To ensure consideration of equity, diversity and inclusion in the conduct of its business;
8. To evaluate annually its performance;
9. To consider and report to Senate on such matters that might be referred to it in relation to the academic portfolio and its performance.

Constitution

Ex officio

Deputy Vice Chancellor and Provost (Chair)

Deputy Deans of School (4)

In attendance

Director of Finance

Director of Student Administration

Deputy Director of Strategy

Director of Library and Student Futures

Director of Estates

Head of Academic Quality Management

Director of DIT

Head of Market and Customer Insight

Director of International and Regional Development

Executive Officer, Academic Quality Manager

Minuting Secretary (QMO)

Members can be co-opted to the Committee to provide expertise according to the item being discussed.

Frequency of meetings

To meet bi-monthly, with additional meetings as required.

Sub-Committees/Panels:

2.3 EDUCATION AND STUDENT EXPERIENCE COMMITTEE (ESEC)

Reports to: Senate

Purpose

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.

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.

Terms of Reference

1. 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.
2. 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.
3. 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.
4. To develop, monitor and evaluate the University's Education and Employability Strategy.
5. 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.
6. The improvement of equity of opportunity for underrepresented groups to access, succeed in, and progress from the University.
7. Monitoring enhancement activity that aims to reduce and eliminate access, awarding and progression gaps.
8. 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.
9. 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.
10. 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.
11. To promote and enhance student partnership through effective mechanisms for student engagement and representation within University academic governance structure.
12. To provide direction and promote the dissemination of innovation and best practice in learning and teaching.
13. 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.
14. 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.
15. To actively consider equity, diversity and inclusion in the conduct of its business.

16. To evaluate annually its own performance and that of its Sub-Committees to ensure academic governance arrangements are effective and enable student success.
17. To consider and report to Senate on such matters as may be referred by the Committee.

ESEC will make recommendations to the Senate on the following:

18. The approval of any major new policy in relation to student experience, learning, teaching and enhancement.

Constitution

12 x ex officio members

Pro Vice-Chancellor Education and Student Experience (Chair)
Pro Vice-Chancellor Social Justice and Equity
Associate PVC Education and Student Experience
Associate PVC Learning and Teaching
Associate Deans Academic: Student Experience x 4
Chief Academic Services Officer and University Secretary
Chair, Academic Audit Sub-Committee
Chair, Access and Participation Plan Steering Group
Chair, Student Experience Operations Board

10 x appointed members

Representatives from each School nominated by the PVC & Dean of School - 2 per School
Student nominees of the Students' Union Trustee Board 2

2 x elected members

Two members elected by and from the academic staff

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 from under-represented groups and/or to include additional skill sets.

In attendance

Director of Student Experience & Support (or nominee)
Head of Student Voice, SU
Director of Advocacy, SU
Director of International and Regional Development
Director, Salford Languages
Director of Library and Student Futures
Deputy Director, Strategy
Education for Sustainable Development Officer
Apprenticeship Quality Standards Lead and Lead Ofsted Nominee
Executive Officer, Academic Quality Officer
Minuting Secretary (QMO)

Frequency of Meetings

At least three times per year, plus a joint session with Quality and Standards Committee

Sub-committees:

University Apprenticeship Quality Assurance Steering Group
Academic Audit Sub-Committee
Access and Participation Plan Steering Group
Student Experience Operations Board

The Committee may receive reports and instruct School Education and Standards Committees as appropriate.

2.4 QUALITY AND STANDARDS COMMITTEE (QSC)

Reports to: Senate

Purpose

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.

This includes responsibility for policies, procedures, regulations and frameworks regarding:

- academic quality assurance and management
- academic standards and the design and management of the curriculum
- the admission of students

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.

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.

Terms of Reference

19. 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.
20. To oversee the compliance of all awards and programmes with external requirements relating to quality and standards (including the Office for Students, Ofsted, etc).
21. In relation to all taught programmes leading to University awards or credit, including collaboration provision and pre-sessional English programmes, to determine and oversee:
 - 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.
22. 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).
23. To identify risks in relation to the University's academic portfolio through the monitoring of the appropriate metrics, as above.
24. 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.
25. To guide and oversee preparations for relevant external reviews and engagements and to advise the Senate on the University's response.

26. To have oversight of the accreditation of taught programmes by Professional, Statutory and Regulatory Bodies.
27. To actively consider equity, diversity and inclusion in the conduct of its business.
28. To evaluate annually its own performance and that of its Sub-Committees to ensure academic governance arrangements are effective and enable student success.
29. To consider and report to Senate on such matters as may be referred by the Committee.
30. To consider and report to Senate on such matters as may be referred to the Committee.

QSC will make recommendations to the Senate on the following:

31. the approval of any new taught award to be offered by the University.
32. the approval of any major new policy in relation to academic standards and quality assurance
33. the approval of major changes to the academic regulations for taught programmes.
34. the approval of major changes to the University's academic calendar.

Constitution

9 x ex officio members

Executive Director Governance and Assurance and University Secretary (Chair)
 Associate PVC Education and Student Experience
 Associate Deans Academic: Quality x 4
 Chair, Academic Regulations Sub-Committee
 University Lead Programme Validation Panel Chair
 Head of Academic Quality Management

10 appointed members

Representatives from each School nominated by the PVC & Dean of School - 2 per School
 Student nominees of the Students' Union Trustee Board 2

2 x elected members

Two members elected by and from the academic staff

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 from under-represented groups and/or to include additional skill sets.

In attendance

Director of Student Administration (or nominee)
 Director of Quality Assurance and Enhancement, British University Bahrain
 Head of Student Voice, USSU
 Executive Officer, Quality Standards Manager
 Minuting Secretary (QMO)

Frequency of Meetings

At least three times per year, plus a joint session with Education and Student Experience Committee

Sub-committees/ Panels

Academic Regulations Sub-committee
 Academic Audit Sub-Committee
 Programme Validation Panel

The Committee may receive business from the Academic Audit Sub-Committee and the University Apprenticeship Quality Assurance Steering Group in relation to quality and standards.

The Committee can receive reports and instruct School Education and Standards Committees as appropriate.

2.5 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

1. 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.
2. 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.
3. 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.
4. 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.
5. To identify and promote strategic and institutional synergies and funding opportunities, and to advise on the appropriate support structures to optimise these opportunities.
6. 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.
7. 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.
8. 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.
9. 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.
10. To advise Senate on ways in which research and innovation can influence teaching.
11. 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.
12. 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.
13. To receive appropriate matters from the University Library.
14. To advise or refer matters to Senate or other committees as appropriate.

REIC will make recommendations to the Senate on the following:

15. The approval of any amendments to the University's Innovation Strategy.
16. The approval of any new or amended policy in relation to research and governance.
17. The approval of new research awards to be added to the list of qualifications awarded by the University.

Constitution and Membership*

9 x ex officio members

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

14 x Appointed members

Three representatives from each School nominated by the PVC & Dean of School
Two postgraduate research student representatives*

2 x elected members

Two members elected by and from the academic staff

Co-opted Members

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 from under-represented groups and/or to include additional skill sets.

*where business relates to individual student or staff data the meeting may be restricted to University of Salford staff only.

In attendance

USSU Coordinator/Head of Student Voice
Serviced by Research and Knowledge Exchange

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/Panels

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

2.6 STUDENT RECRUITMENT AND ADMISSIONS COMMITTEE

Reports to: Senate

Purpose

Under the delegated authority of Senate, to provide strategic direction, policy and procedure in relation to the marketing and recruitment to, and admission of students to undergraduate and postgraduate provision, including schools and college liaison and outreach.

Terms of reference

1. To set the strategic direction for the admission and recruitment of students to the University, in line with the University's Strategy, and in line with internal and external environments;
2. To agree the annual student recruitment targets aligned with the student number planning process and the University's ambitions for size and shape;
3. To oversee data and management information deployment relating to admissions and student recruitment and ensure that the most accurate and timely information is presented to the University Leadership Team (ULT) and Senate;
4. To oversee and set direction for the University's admissions entry requirements, including tariff and English language requirements, both in the main cycle and Confirmation and Clearing;
5. To oversee and set the direction for offer making strategies, aligned to the UUK Code of Fair Admissions and any other external guidance or regulation;
6. To inform the Academic Portfolio Committee of any risks to student recruitment and to feed into any portfolio review undertaken by that Committee;
7. To oversee the fee setting process for recommendation to the University Leadership Team (ULT);
8. To oversee the setting and deployment of undergraduate and postgraduate scholarships and bursaries;
9. To understand and take account of compliance with external bodies including UKVI and safeguarding in admissions and recruitment strategies;
10. To consider and report to Senate on such matters that may be referred to the Committee in relation to admissions and student recruitment;
11. To ensure the consideration of equity, diversity and inclusion in the conduct of its business;
12. To evaluate annually its performance.

Constitution

Ex officio

Chief Academic Services Officer and University Secretary (Chair)
School Directors of Admissions (4)
Associate Deans International (4)
Head of Admissions
Associate Director of Student Recruitment
Associate Director Marketing and Digital
Head of International Recruitment
Head of Market and Customer Insight
Director of Finance
Deputy Director of Strategy
Representative(s) from the Salford Students' Union

In attendance

Executive Officer (Admissions)
Minuting Secretary (Admissions)
Members can be co-opted to the Committee to provide expertise according to the item being discussed.

Frequency of meetings: Quarterly.

2.7 ACADEMIC ETHICS AND RESEARCH INTEGRITY COMMITTEE (AERIC)

Reports to: Senate

Purpose

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.

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.

Terms of Reference

1. To oversee the development, implementation, review and operation of the University's policies and processes on academic ethics and research integrity.
2. 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.
3. To consider the implications of any changes in the research integrity policy and regulatory landscape and to make recommendations to Senate, as appropriate.
4. 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.
5. 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.
6. 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.
7. To promulgate awareness of institutional policies, procedures, codes of practice and guidelines and seek to ensure appropriate and adequate training and development.
8. 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.
9. To receive anonymised summaries of allegations or discoveries of research misconduct and to provide guidance on research integrity and governance considerations arising from investigations.
10. To ensure that Council, through Senate, is apprised of any relevant matters in support of the Council's overall responsibility for ethics governance.

Constitution and Membership:

11 x ex officio members

Pro Vice-Chancellor for Research & Enterprise (Chair)
Associate Pro Vice-Chancellor Education & Student Experience
Director of the Doctoral School
Chairs of School Ethics Approval Committees x 4
Associate Dean Research or nominee x 4

6 x appointed members

Representatives from each School nominated by the PVC & Dean of School 1 per School (4)
Student nominees of the Students' Union Trustee Board (2)

3 x elected members

Elected by and from the academic staff x 2
Elected by and from the Technical staff x 1

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 from under-represented groups and/or to include additional skill sets.

In attendance

Associate Director, Research & Knowledge Exchange

Director of Legal and Compliance or nominee

Minuting Secretary (RKE)

Frequency of Meetings

At least three times per year

Plus, as required, one optional joint session with REIC to review and approve new and amended research policies.

Sub- committees/ Panels

School Ethics Approval Committees (SEAC) Research Governance

Working Group (RGWG)

Further information

Reports agenda to Council's Governance, Nominations and Ethics Committee (GNEC)

2.8 STUDENT EXPERIENCE OPERATIONS BOARD (SEOB)

Reports to: Education and Student Experience Committee (ESEC)

Purpose

To be responsible, on behalf of ESEC, for the key operational activities that impact on the student experience, aligned to the strategic priorities set by ESEC.

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.

Terms of reference

1. To provide operational oversight of the delivery of all elements of professional services work that supports enhancing the student journey.
2. To set, own and regularly review service standards across all professional services touchpoints.
3. To drive innovation in service design and delivery ensuring that best practice is embedded into all professional services delivery.
4. 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 ESEC.
5. 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.
6. To propose areas/projects for organisational development by upward escalation to ESEC to support student outcomes
7. 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.
8. To set professional standards of working and customer service and regularly review and monitor progress.
9. 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 and Membership

11 x ex officio members

Director of Student Administration (Chair),
School Operations Managers x 4
Associate Deans Academic, Student Experience x 4
Associate PVC, Education and Student Experience
Representatives from the Students' Union Trustee Board x 2

In attendance:

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
Minuting Secretary (Student Administration)

Frequency of meetings: Monthly

Sub-Committees: None

2.9 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

1. To consider and approve candidates nominated for honorary degrees on behalf of Senate and Council.
2. 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).
3. To ensure that successfully nominated candidates meet the criteria as set out in the relevant regulations and Code of Practice for Honorary Awards.
4. 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 and Membership:

4 x ex officio members

Vice-Chancellor (Chair) 1
Deputy Vice-Chancellor 1
Chair of Council 1
Deputy Chair of Council 1

6 x elected/appointed members

Appointed Independent Council members 3
Elected/appointed member of Senate 1
Ex officio (appointed) member of Senate 1
Student member of Council 1

Sub-committees/ Panels

None

Frequency of Meetings

At least twice a year

2.10 POSTGRADUATE RESEARCH AWARD BOARD (PRAB)

Reports to: Senate and 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

1. To confirm progression on postgraduate research programmes.
2. To confer awards on postgraduate research programmes.
3. To confirm reductions in time of full-time candidatures on doctoral level awards. This is not eligible for Professional Doctorates.
4. To confirm transfer to another research award or termination of candidature or progression on a research programme.
5. To make recommendations to Senate on the conferral of posthumous postgraduate research awards.
6. To report to REIC/Senate on postgraduate research programmes about student progression and achievement, including completion rates.

Constitution and Membership

7 x ex-officio members

Director of Doctoral School (Chair)

School PGR Directors or deputy x 6 (one of which may deputise for the Chair if required)

Optional

Pro Vice Chancellor (Research and Enterprise)

PVC & Dean(s) of School

Deputy Dean(s) of School

Associate Deans (Research & Innovation)

Chair(s) of School Research Enterprise and Innovation Committee

Invited

Members who assist the Board for specific purposes but who do not have decision-making and voting powers.

Serviced by Student Administration

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

2.11 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

1. 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.
2. 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.
3. 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.
4. To consider and approve exceptions to the academic regulations for taught awards and PGR programmes.

Constitution

3 x ex officio Members

Nominee of the Vice-Chancellor (Chair)
Executive Director of Governance and Assurance and University Secretary
Director of Postgraduate Research

9 x Appointed Members

Representatives from each School nominated by the PVC & Dean of School 2 per School
Student nominee of the Students' Union Trustee Board

In attendance

Representatives of the Student Administration
Representative of the Research and Knowledge Exchange
Representative of School Programme Administrators

Serviced by the Quality Management Office

Sub-committees/Panels: Assessment Forum

Frequency of Meetings: Normally three times a year

2.12 ACADEMIC AUDIT SUB-COMMITTEE (AASc)

Reports to:

Education and Student Experience Committee (ESEC) and Quality and Standards Committee (QSC)

For Council assurance on academic audit, AASc will report to Audit and Risk Committee through ESEC and QSC.

Purpose

AASc advises ESEC and QSC 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.

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

1. 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.
2. 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.
3. To approve the final report from the audit panel before submission to ESEC and QSC.
4. 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.
5. 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.
6. To identify and disseminate good practice arising from the AASc recommendations, as implemented and/or delegated by ESEC and QSC to relevant committees and University groups accordingly.

Constitution and Membership

3 x ex officio members

Nominee of the Vice-Chancellor (Chair)

Associate Pro Vice-Chancellor (Learning and Teaching)

Associate Pro Vice-Chancellor (Education & Student Experience)

9 x appointed members

Representatives from each School nominated by PVC & Dean of School 2 per School

Student nominee of the Students' Union Trustee Board

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

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

2.13 PROGRAMME VALIDATION PANEL

Reports to Quality and Standards Committee

Purpose

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).

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.

Terms of Reference

1. To approve proposals for new programmes and major amendments to existing programmes.
2. To consider the periodic review and re-approval of programmes and partnership arrangements.
3. To oversee the programme withdrawal process.

Constitution

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.

Serviced by the Quality Management Office

Frequency of Meetings

All members will meet at least once a year for briefing and discussion and to share practice.

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.

Panels: None

2.14 UNIVERSITY APPRENTICESHIPS QUALITY ASSURANCE STEERING GROUP (UAQASG)

Reports to

Education and Student Experience Committee (ESEC) (regarding academic issues) and Quality and Standards Committee (QSC) (regarding quality and standards matters)

Purpose

To have oversight of the academic quality of the University's Apprenticeship Programmes and ensure compliance with the external quality assurance requirements of Ofsted, Institute for Apprenticeships and Technical Education (IfATE) and its successor Skills England, the Education and Skills Funding Agency, (ESFA), Office for Students (OfS) and Ofqual.

In fulfilling this purpose, UAQASG receives reports from the University Apprenticeship Operations Group (UAOG).

Terms of Reference

1. To act as the senior governance and strategic body responsible for apprenticeships and higher technical skills development at the University.
2. To advise on policy and strategy to support the continued growth of apprenticeships and higher technical skills across the University.
3. To create the conditions to facilitate and encourage the development of employer led, apprenticeships and academic technical skills curriculum across all schools.
4. To receive reports from the IoT Director in relation to IoT progress and performance
5. To recommend updates to the University's Apprenticeships Self-Assessment Report (SAR) for approval by the Education and Student Committee.
6. 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, and Ofqual. The project incorporates the University's Quality Improvement Plan (QIP).
7. To sponsor the University Apprenticeship Operations Group (UAOG) in the delivery of the High-Quality Apprenticeships Project. To support requests for release of resources.
8. To ensure the quality assurance of Apprenticeship Programmes has a high profile in the University's senior leadership team and Council.
9. 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.
10. To approval major changes to processes in response to ESFA/DfE funding changes.
11. To actively consider safeguarding, equity, diversity, and inclusion in the conduct of its business. Focusing at all times on apprentices and students with higher needs.
12. To ensure the lessons learned from application of the Ofsted Framework are disseminated across non-apprenticeship provision.

Constitution

9 x ex officio members

PVC Academic Development (Chair)

Director of Regional and International Development and Ofsted Nominee

Pro Vice-Chancellor, Education & Student Experience

Deputy Dean or Associate Dean Academic or Associate Dean Student Experience x 3

In attendance

Academic Quality Manager (Apprenticeships)
School Head of Apprenticeships (up to 3)
Deputy Director – Strategy

Senior representatives from other professional services such as Marketing, Human Resources, Student Administration, Library, Safeguarding, Student Support and Disability Inclusion Service invited to attend by the Group as required

Serviced by the Quality Management Office (QMO)

Frequency of Meetings: Four times a year minimum

Sub-committees/ Panels: University Apprenticeship Operations Group (UAOG)

2.15 UNIVERSITY APPRENTICESHIPS OPERATIONS GROUP (UAOG)

Reports to: University Apprenticeship Quality Assurance Steering Group (UAQASG)

Purpose:

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 (HQA) Project and coordinating activity to ensure the University's apprenticeship programmes will receive a positive Ofsted Inspection outcome.

The HQA Project incorporates activity required to ensure the university's apprenticeship programmes meet the apprenticeship External Quality Assurance (EQA) requirements of other designated bodies: Education and Skills Funding Agency, (ESFA), Institute for Apprenticeships and Technical Education (IfATE) and its successor Skills England, the Office for Students (OfS) and Ofqual.).

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.

Terms of Reference

1. 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.
2. To develop the annual High-Quality Apprenticeships (HQA) 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, and Ofqual. The project incorporates the University's Quality Improvement Plan (QIP).
3. To ensure the HQA Project delivers the specified benefits within agreed parameters of time, quality, and cost.
4. 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.
5. To ensure the effective coordination of activities and release of resources to deliver the project.
6. 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.
7. 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.
8. 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.
9. 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)
10. To actively consider safeguarding, equity, diversity, and inclusion in the conduct of its business. Focusing at all times on apprentices with higher needs.

Constitution

11 x ex officio members

¹ See [Apprenticeships 6 Fundamentals \(sharepoint.com\)](https://sharepoint.com)

Director of Regional and International Development and Ofsted Nominee (Chair) (1)
School Head of Apprenticeships (3)
Head of Apprenticeships (ASU) (1)
Internal Quality Assurance (IQA) Manager (1)
Academic Quality Manager (Apprenticeships) and project manager for the High-Quality Apprenticeships Project (1)
School Learning and Development Coach Manager (1)
Deputy Director of Strategy (1)
School Apprenticeship Support Lead, School of Science, Engineering and Environment (1)
School Apprenticeship Team Manager and Compliance Lead, School of Health & Society (1)

Senior representatives from other professional services such as Human Resources, Student Administration, Library, Safeguarding, Student Support and Disability Inclusion Service invited to attend by the Group as required

Serviced by the Quality Management Office

Frequency of Meetings: At least bimonthly

Sub-committees/ Panels: Delivery Teams and Working Groups as determined by UAOG

3 SCHOOL COMMITTEES

3.1 SCHOOL EXECUTIVE (SE)

Reports to:

Senate (on relevant matters)

Education and Student Experience Committee (on matters of relating to the student experience)

Quality and Standards Committee (on matters of quality and standards and academic governance)

Research, Enterprise And Innovation Committee (on matters of research and enterprise)

Purpose

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.

School Executive also discharges management duties and, amongst other matters, must act to:

- 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)

1. To sustain the University's distinctive approach to the integration of learning and teaching, research and innovation and academic engagement.
2. 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)
3. To consider new programmes and, if endorsed, to recommend Business Case Approval to the Academic Development and Partnerships Committee.
4. To determine appropriate levels of academic performance, to monitor those levels and to measure actual outcomes against those levels.
5. To consider and report to the Senate on all matters referred to the School Executive by Senate.
6. 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 PVC & 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

3.2 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

1. To act as a forum or fora for the engagement of all staff in the School in academic and pedagogic issues.
2. 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.
3. To advise School Executive on the creation and development of new and amended programmes.
4. To propose the enhancement in the operation of programmes in the School and to promote the exchange of good practice.

Constitution

All staff in the School

Chair(s) nominated by the PVC& Deans of School

Footnote: The School Executive has discretion on whether to establish a single forum or a range of relevant fora

Serviced by the School

Frequency of Meeting: At least twice a year

Panels: None

3.3 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

1. 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.
2. 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.
3. To support the enhancement of Equity, Diversity, and Inclusion in all relevant areas of the Committee's business.
4. 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.
5. To be responsible for monitoring, especially in the event of staffing changes potentially impacting on supervision, the provision of adequate supervision, guidance and training and, with the support of the relevant PVC Dean of School, equipment and facilities for each candidate to study in the School.
6. To monitor the progress from data received regarding research student admissions, registration and progression, and to keep under review the school's performance regarding OfS assessments. The University, through the Postgraduate Research Awards Board (PRAB) shall review and ratify decisions on progression and award.
7. To receive information of any Doctoral Level candidates who may be transferred to an alternative award subject to the recommendation of the SREIC and approval of the PRAB.
8. To advise the School Executive and to provide it, where appropriate, with recommendations relevant to the purposes of the Committee.
9. To receive appropriate matters from the University Library.
10. To report to the University Research, Enterprise, and Innovation Committee on appropriate matters within its remit

Constitution

Ex officio

- 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
- KEF Lead
- EDI Lead
- University Library representative

Five ex officio members must be present at the meeting to ensure quoracy.

Nominated

- Two postgraduate research student representatives*

*Where business relates to individual student or staff data, the meeting may be restricted to University of Salford staff only.

In attendance

- 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).
- Additional staff members where a specific need is identified against the business of the Committee.

Serviced by School-Administrator

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

3.4 SCHOOL ETHICS APPROVAL COMMITTEE (SEAC)

Reports to: Academic Ethics & Research Integrity Committee (AERIC)

Purpose

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).

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.

Terms of Reference

1. 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.
2. To provide a forum for the exchange of good practice and information between the school Research Ethics and the Taught Ethics review panels.
3. 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.
4. 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.
5. 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).
6. To advise the Academic Ethics & Research Integrity (AERIC) on discipline changes to academic ethics best practice and compliance requirements.

Constitution

7 x Appointed Members

Chair (to be appointed for their expertise and knowledge in matters relating to ethics approval)

Chairs of the two School Ethics Approval Panels x 2

No fewer than two members of academic staff from the home School 2

A taught programme student representative (normally a student nominee of the Students' Union Trustee Board)

A student postgraduate researcher representative

In attendance

School Business Manager

Research Ethics Administrator

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

3.5 SCHOOL EDUCATION AND STANDARDS COMMITTEE

Reports to:

Quality & Standards Committee (QSC); Education & Student Experience Committee (ESEC);
School Executive

Purpose

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.

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.

Terms of Reference

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. To promote the dissemination and embedding of innovation and best practice in learning and teaching within the School.
7. 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.
8. 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.
9. To consider and report to QSC/ESEC on such matters as may be referred by the Committee.

Constitution

3 x Ex officio Members:

Associate Dean Academic (Quality Assurance and Enhancement) (Chair)

Associate Dean Academic (Student Experience)

Deputy Dean of School

Appointed

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 x 3

In attendance

Learning Teaching and Enhancement Centre Business Partner

Library representative

Quality Management Office representative

School Apprenticeship Lead
School Business Manager
School Programme Manager
School Student Experience Manager
School EDI Lead
Strategy representative
Student Experience & Support representative
Student Administration representative
Subject Heads

Serviced by the Quality Management Office

Frequency of Meetings: Quarterly

Sub-committees/ Panels: Board of Studies; Joint Board of Studies

3.6 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

1. 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.
2. To assist in the preparation or consideration of student evaluative questionnaires or similar surveys of PGR opinion.
3. To assist in the preparation or consideration of annual reports on PGR matters.

Constitution

Nominee of the PVC & Dean of School (chair)

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.

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.

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.

Serviced by the School

Frequency of Meetings: At least once in Semester 1 and at least once in Semester 2

3.7 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

1. To consider and report as appropriate to the School Education and Standards Committee on all academic matters concerning the programme.
2. To monitor and report on the conditions set at approval and re-approval.
3. To advise School Executive and to provide it, where appropriate, with management information on the joint management of the programme.
4. Under authority delegated by the University, to oversee the operation and organisation of the programme, including admissions requirements.
5. To monitor the suitability of staff appointed by the Collaborative Partner to deliver the programme.
6. To recommend the appointment of External Examiners and the constitution of the Assessment Boards for Taught Programmes.
7. To ensure the appointment and monitoring of personal tutors in line with University procedures and guidance.
8. To monitor student access to learning resources including library and IT facilities.
9. To monitor student access to appropriate student support.
10. To consider the Programme Monitoring and Enhancement Procedure (PMEP) programme action log prior to its submission to the relevant School Education and Standards Committee.
11. To consider the results of student evaluative questionnaires.
12. To determine appropriate levels of academic performance, to monitor those levels and to measure actual outcomes against those levels.
13. To consider and report on any matter referred to the Board concerning the programme.

Constitution

University

Ex officio

PVC & Dean of School 1

Appointed

At least two academic staff appointed by the School to include the Programme Leader and/or University Link Tutor (2 minimum)

Collaborative Partner

Ex officio

Equivalent to the PVC & Dean of School 1

Appointed

At least two academic staff appointed by the Collaborative Partner to include the Collaborative Partner Programme Leader and/or Link Tutor (2 minimum)

At least two students ensuring that there is a Collaborative Partner student from each level of the programme (2 minimum)

Chair to be elected by and from members
Serviced by the School

Frequency of Meetings

At least once in each semester of programme delivery

3.8 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

1. To consider and report as appropriate to School Education and Standards Committee on all academic matters concerning the programme.
2. To advise School Executives and to provide them, where appropriate, with management information on the joint management of the programme.
3. Under authority delegated by the University, to oversee the operation and organisation of the programme, including admissions requirements.
4. To confirm the appointment of key role holders for the programme.
5. To recommend the appointment of External Examiners.
6. To consider the Programme Monitoring and Enhancement Procedure (PMEP) programme action log prior to its submission to the relevant School Education and Standards Committee.
7. To consider the results of student evaluative questionnaires.
8. To determine appropriate levels of academic performance, to monitor those levels and to measure actual outcomes against those levels.
9. To consider and report on any matter referred to the Board concerning the programme.

Constitution

Ex officio

PVC & Dean of School

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.

Serviced by the School

Frequency of Meetings

At least once in each semester of programme delivery

3.9 PROGRAMME ASSESSMENT BOARD

Reports to: Senate

Purpose

The confirmation of progression and the conferment of awards on taught programmes.

Terms of Reference

1. To confirm progression on taught programmes.
2. To confer awards on taught programmes
3. To make recommendations to Senate on the conferral of posthumous awards.

Constitution

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.

Optional

Vice-Chancellor

PVC & Dean(s) of School

Deputy Dean(s) of School

Associate Dean(s) (Academic) or equivalent

Module leaders

Invited

Members who assist the Board for specific purposes (e.g. practitioners) but who do **not** have decision-making and voting powers.

Serviced by the School

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

3.10 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

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

Optional

Vice-Chancellor

PVC & Dean(s) of School

Deputy Dean(s) of School

Associate Dean(s) (Academic)

Other module tutors teaching on the modules under consideration.

Invited

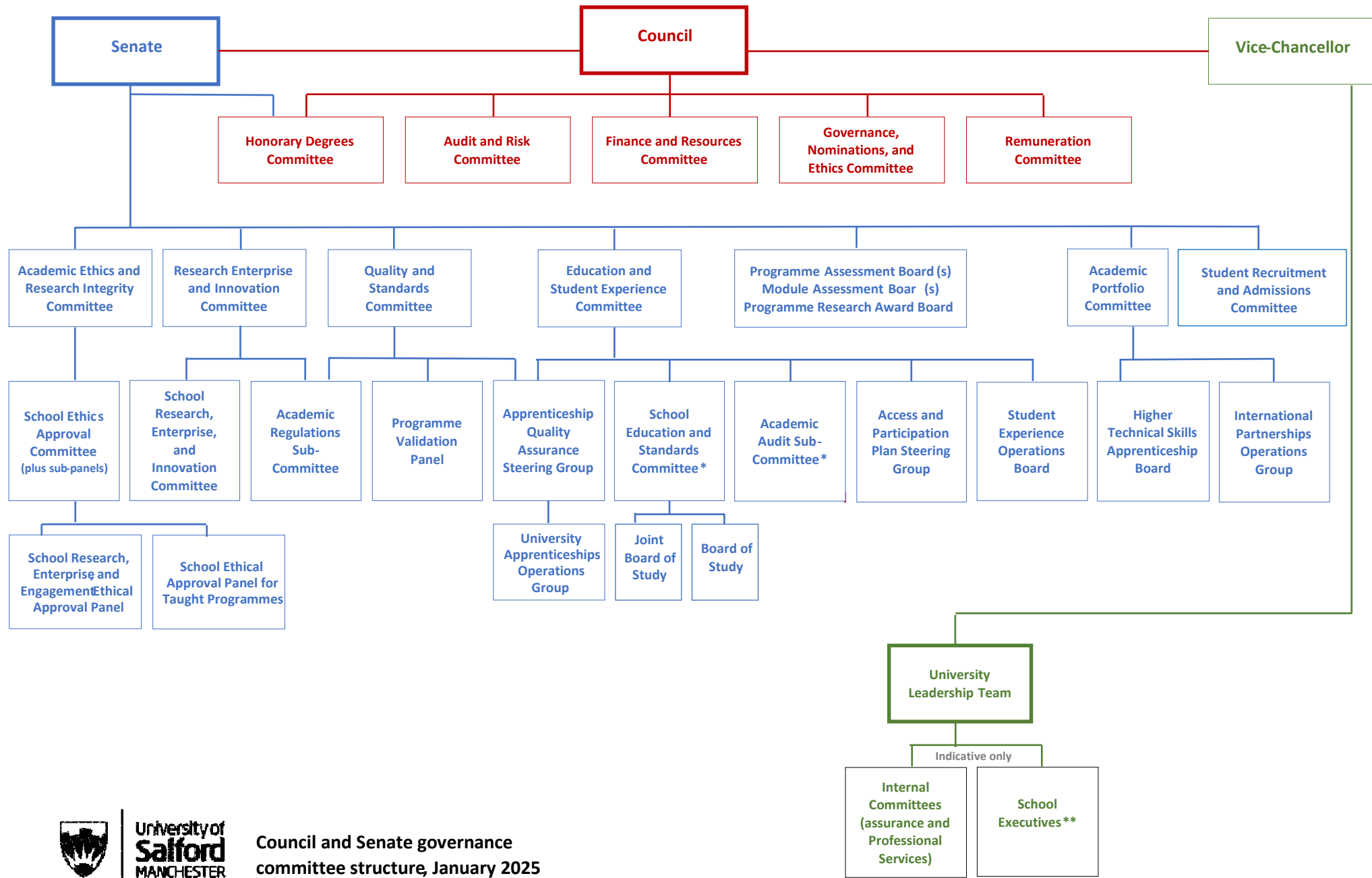
Members who assist the Board for specific purposes (e.g. practitioners) but who do not have decision-making powers.

Serviced by the School

Frequency of Meetings: As required for the assessment of students

Further information

Refer to Assessment Boards for Taught Programmes Policy in the [Academic Handbook](#)



University of
Salford
MANCHESTER

Council and Senate governance committee structure, January 2025

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