



*Validation Approval Panels operate in accordance with requirements set out in the **Validation Handbook**

** Professorial Conferment Panels operate in accordance with the requirements set out in the **Professorial Conferment Procedure**

ACADEMIC BOARD – TERMS OF REFERENCE

Responsibilities of the Committee

To establish and oversee operation of the University's Regulatory Framework and to ensure the delivery of higher education within Arden University in accordance with the requirements of this Regulatory Framework and/or the regulations of any partner awarding bodies, relevant legislation and external benchmarks relating to the delivery of Higher Education within the UK, including the UK Quality Code and associated guidance as defined by the Quality Assurance Agency for Higher Education (QAA).

To approve the conferment of all awards of Arden University.

Composition

- Chair: Pro Vice Chancellor (Academic)
- Secretary, nominated by the Chair
- Registrar
- Deputy Registrar (Planning and Registry)
- Heads of Schools
- Director of Learning and Teaching
- Director of Academic Resources
- Director of Academic Professional Development
- Director of Student Experience
- Deputy CEO
- External Quality Advisor
- Three External Members with experience of the UK higher education sector
- Two elected members of academic staff
- One elected member of non-academic staff (excludes members of the Senior Management Team)
- President of the Arden University Student Association
- One other student representative
- Up to three other members as co-opted by the Board

Selection process for members

The Academic Board will receive nominations for and elect a Deputy Chair from among its membership.

The Academic Board will receive nominations for External members for approval in advance of appointment.

Elected members will be elected by their peer group.

Terms of office

External members will normally have a maximum term of office of 4 years.

Elected members will normally have a maximum term of office of 2 years.

Quorum

The quorum is 50% of the membership to include at least one external member.

Where decisions are taken via iQuality, these must have the support of the majority of respondents to include at least one external member.

Terms of Reference

1. To promote and enhance effective student learning, teaching, scholarship and research in relation to all Higher Education programmes delivered by Arden University.
2. To advise the Chief Executive of Arden University and Board of Directors on the development of Arden University's academic activities and the resources needed to support these activities.
3. To develop, approve and keep under review a framework of principles and regulations to be complied with by all of the programmes of study delivered by Arden University.
4. To determine conditions and procedures, and the requirements by students for the granting, conferment, assessment and evidencing of attainment of all Arden University academic awards and to ensure compliance with other partner validating and awarding bodies.
5. To confer all Arden University awards, including honorary awards on the recommendation of the Boards of Examiners
6. To establish and keep under review policies and procedures on matters relating to the admission of students, teaching, curriculum content, assessment and examination of the academic performance of students, subject to the requirements of Arden University's authority and that of any external bodies.
7. To appoint and, if necessary, to remove internal and external examiners or, where appropriate, recommend the appointment of examiners to external validating bodies.
8. To determine, and to keep under review, procedures whereby students may appeal against decisions made by a Board of Examiners.
9. To determine, and to keep under review, procedures whereby students may complain about matters which they feel affect the quality of their learning opportunities
10. To determine, and keep under review, procedures for the expulsion of students for academic reasons, after having consulted with the Board of Directors.
11. To establish policies for the management of risk to academic standards and quality, and to receive regular reports on academic standards and quality
12. To have oversight of student success rates and outcomes, including graduate destinations, and to keep under review the comparative success rates and outcomes for different groups
13. To establish and maintain a Learning and Teaching Committee as a sub-committee of the Academic Board
14. To establish and maintain such other sub- Committees as it deems appropriate
15. To establish regular arrangements for the review of the Board's terms of reference and composition and effectiveness
16. To advise on such other matters as the Board of Directors of Arden University may refer to the Academic Board.



Last approved by Academic Board: 20th March 2019

LEARNING AND TEACHING COMMITTEE – TERMS OF REFERENCE

Responsibility of the Committee

The Learning and Teaching Committee is a sub-committee of Academic Board responsible for:

1. Developing for approval by Academic Board the Arden University Learning and Teaching Strategy; and Assessment Strategy.
2. Implementing and ensuring the currency of the Arden University Learning and Teaching Strategy; and Assessment Strategy.
3. Advising Academic Board on the regulatory infrastructure as it relates to learning teaching and assessment.
4. Identifying staff development needs to enhance the quality of learning, teaching and assessment, academic guidance and learner support.
5. Promoting innovation in learning, teaching and assessment and the dissemination of good practice.
6. Making suggestions to SMT or any other operational boards based on decisions reached.

Composition

- Chair Director of Centre for Innovation, Learning and Teaching
- Heads of Schools
- Director of Academic Resources or nominee
- Programme Team Leaders
- Two other members of academic staff appointed by Chair of Academic Board
- Registrar or nominee
- Head of Quality or nominee
- Director of Student Experience or nominee
- Director of IT or nominee
- Elected student representative appointed from programme representatives

The Committee will appoint one of its members as Deputy Chair.

The Chair will be appointed for two years which may be renewed.

Co-opted staff members will be appointed for two years which may be renewed.

Frequency of Meetings

Meetings will be held four times per year. Where decisions are required between meetings then the business will normally be transacted on line.

Quorum

The quorum will be a minimum of six attendees.

Last approved by Academic Board: 26th September 2019

QUALITY AND STANDARDS COMMITTEE –TERMS OF REFERENCE

Responsibility of the Committee

The Quality and Standards Committee is a sub-committee of and reports to the Academic Board.

The Quality and Standards Committee is responsible for:

- Developing, monitoring and evaluating the implementation of Arden University's Regulatory Framework and its constituent regulations, policies and quality assurance and enhancement procedures and advising Academic Board on recommended changes to regulations and quality process.
- Managing on behalf of Academic Board the approval of new and changes to existing programmes, reporting outcomes and making recommendations to Academic Board.
- Maintaining oversight of the health of programmes, considering outcomes of programme monitoring and review, student engagement and external examination mechanisms and advising Academic Board on the outcomes of this activity.

Composition

- Chair: Registrar
- Pro Vice Chancellor (Academic)
- Head of Quality
- Deputy Registrar (Planning and Registry)
- Quality Manager (Partnerships)
- Head of Student Achievement or nominee
- Heads of Schools
- Two Programme Team Leaders, nominated by Pro Vice Chancellor (Academic)
- Elected student representative appointed from programme representatives

Other members may be co-opted by the Committee.

Nominated membership will be reviewed periodically by the Pro Vice Chancellor (Academic).

Quorum

The quorum is 50% of the membership.

Where decisions are taken via iQuality, these must have the support of the majority of respondents.

Terms of Reference

1. To review Arden University's Regulatory Framework and its constituent regulations, policies and procedures on an annual basis.
2. To recommend changes to the Regulatory Framework and its constituent regulations, policies and procedures to Academic Board.
3. To consider proposals for changes to regulations, policies and procedures.
4. To maintain oversight on behalf of Academic Board of course annual monitoring activity, including the receipt, monitoring and review of annual reports and associated action plans.



5. To review at least annually the comparative success rates for students with different characteristics, to include consideration of the University's priority groups under its Access and Participation Plan, and to liaise and share data with the Access and Participation Committee in this respect.
6. To receive and consider Course Committee minutes and make an annual report to Academic Board on the effectiveness of the Course Committee process.
7. To monitor the effectiveness of student representation mechanisms and make an annual report to Academic Board.
8. On behalf of Academic Board, to oversee the validation process.
9. On behalf of Academic Board, to consider the approval of new programmes and revalidation of existing programmes based on the outcome of the validation process.
10. On behalf of Academic Board, to consider approval of major and minor modifications to programmes and modules.
11. To undertake an annual review of the validation processes and outcomes, and make an annual report to Academic Board.
12. To commission thematic reviews on an ad hoc basis.
13. To oversee the appointment of External Examiners.
14. To maintain oversight of External Examiner reports and associated responses by Course Committees and/or Programme Leaders and make an annual report to Academic Board.

Last approved by Academic Board: 19th September 2018

ADMISSIONS COMMITTEE– TERMS OF REFERENCE AND COMPOSITION

Responsibility of the Committee

The Admissions Group is a sub-committee of the Academic Board and is responsible for:

1. Reviewing and developing admissions policy and practice.
2. Setting benchmark admissions criteria and requirements, including the documentary evidence required to evidence fulfilment of those criteria.
3. Overseeing the implementation of procedures for the accreditation of prior learning.
4. Providing advice to the Quality and Standards Committee regarding the approval of articulation agreements.
5. Monitoring and reporting to the Quality and Standards Committee on the operation of approved articulation agreements.
6. Promoting fairness and consistency in admissions policy and reviewing implementation.

Composition

- Chair: Deputy Registrar (Planning and Registry)
- Head of Admissions or nominee
- Business Development Director
- Admissions Advisor (Distance Learning)
- Admissions Advisor (Blended Learning)
- Two Programme Leaders and/or Admissions Tutors
- A representative from Student Support
- Head of Quality or nominee
- Other members as co-opted by the Committee

Quorum

50% of membership

Frequency

Quarterly meetings. Where timely decisions are needed outside of the quarterly meetings, iQuality will be used to enable the group to reach decisions.

Last approved by Academic Board: 19th September 2018

ACCESS AND PARTICIPATION COMMITTEE– TERMS OF REFERENCE AND COMPOSITION

Responsibility of the Committee

The Access and Participation Committee is a sub-committee of the Academic Board. Its main purpose is overseeing the development, annual review and ongoing monitoring of the University's Access and Participation Plan, and ensuring compliance with the requirements and guidance of the Office for Students in respect of this Plan.

In support of this main purpose, it is responsible for:

1. Reviewing and developing the University's policy and strategy with regard to promoting fair access to and participation in higher education.
2. Establishing and regularly reviewing the University's identified priority groups.
3. Providing regular reports to the Academic Board on the success of the University's Access and Participation Plan against agreed performance measures.
4. Providing advice and guidance to the Admissions Committee in respect of ongoing strategies and initiatives to ensure fair access to the University's programmes and monitoring data on fair access.
5. Monitoring the progress of enrolled students from identified priority groups through to completion.
6. Overseeing the annual review and publication of the University's Access and Participation Statement.
7. Reviewing externally published data on the University's performance with regard to widening participation and access to higher education, coordinating actions to ensure improvements in performance where required, and providing reports to the Academic Board as appropriate.

Composition

- Chair: Deputy Chief Executive Officer
- Pro Vice-Chancellor (Academic) or a nominated Programme Director, plus one other Programme Director
- Registrar
- Head of Admissions
- Director of Student Experience
- Deputy Registrar (Planning and Registry)
- Two Programme Leaders and/or Admissions Tutors
- A representative from Student Support
- Other members as co-opted by the Committee

Quorum

5 members

Frequency

Quarterly meetings.



Approved by Academic Board: 21st June 2018

RESEARCH COMMITTEE - TERMS OF REFERENCE

Terms of Reference

The Research Committee is a sub-committee of Academic Board and has the following responsibilities:

1. Developing, monitoring and reviewing Arden University's research strategy, including a plan for implementation and measurement of success.
2. Maintain Oversight of REF and RDAP requirements and identify opportunities to fulfil them where achievable.
3. Encouraging research degree activity within Arden University, (including the registration of academics, for part-time research degrees).
4. Providing a formal annual review and report to Arden University's Academic Board:
 - a) Progress towards achieving REF
 - b) Progress towards achieving RDAP
 - c) Staff achievement in scholarly activity and research
5. Monitoring, making recommendations, and receiving reports from Arden University's research groups.
6. Devising and overseeing a publications policy, including fair practice, for academics and students designated as research active within Arden University.
7. Overseeing the development of a funding bid process within the University, and staff funding applications.
8. Providing reports on research degree activity and related developments within Arden University as required by Arden University's Academic Board and Senior Management & Planning Team.
9. Contribute to raising the profile of research and scholarly activity within the University. Assisting in the development of the University's external profile and supporting and recognising achievements of individuals and groups.
10. Carry out Committee meetings four times per year to review progress and developments. Review staff research proposals and funding bids. This may be undertaken remotely by all members, and outside of the four scheduled meetings.
11. To report as required to the Academic Board developments and outcomes from Committee meetings.
12. Identify opportunities and implement support for the development of a Research and scholarly culture within Arden University

Composition

- Chair
- Secretary
- Academic Programme Director

- Research active academic (Psychology)
- Research active academic (Criminology)
- Research active academic (Business)
- Research active academic (Law)
- Research active academic (Healthcare Management)
- Research active academic (Computing)
- Registrar
- External

Quorum

At least 50% of members, to include the Chair and Academic Board Member.

Last approved by Academic Board: 11th December 2019

AWARDS BOARD – TERMS OF REFERENCE

Terms of Reference

The terms of reference of the Awards Board are:

1. To receive approved module marks and the award of associated credits for each student presented for an Arden University award.
2. To examine individual student assessment profiles;
3. To review progress of students who have not yet attempted level completion;
4. To make decisions on level completion and referral in the light of overall performance;
5. To consider and approve formal progression decisions for each student and their continuation or discontinuation on a programme of study;
6. To assess whether students are eligible for an award and to recommend to the Academic Board the conferment of such awards, with the appropriate classifications, if applicable.
7. To assess, where applicable, whether students have demonstrated competence to practice and to advise whether such students should be recommended to a Professional, Statutory or Regulatory Body (PSRB) for inclusion on the appropriate professional register.
8. To receive and consider overarching cross-programme reports from Subject Board of Examiners activity relating to mitigation outcomes, unfair practice cases, pass rates, performance of groups of students (e.g. those studying through a partner).
9. To consider any other matters referred to the Awards Board by Academic Board or the Pro Vice Chancellor (Academic) or a Programme Director.

Composition

- Chair: Pro Vice Chancellor (Academic) or nominee
- Heads of Schools and other representatives from the Academic Team ensuring all programmes under consideration are represented
- External Examiner(s) appointed by the Quality and Standards Committee
- A representative from Registry who has been involved in marking administration for the programme(s) under consideration.

Quorum

The quorum for meeting is 6 members to include:

- The Chair
- At least one External Examiner
- Academic representatives from all programmes under consideration

Frequency of meetings

Awards Boards will normally meet quarterly after each assessment period, and not less than once per year.

Last approved by Academic Board: 22nd March 2018

SUBJECT BOARD OF EXAMINERS – TERMS OF REFERENCE

Terms of Reference

The terms of reference of the Subject Board are:

1. to oversee assessment procedures in designated programmes and to maintain standards of assessment;
2. to apply the assessment regulations for the programme;
3. to moderate the module marks achieved by students;
4. to consider and approve the assessment marks achieved by students;
5. to consider and approve module results and the award of associated credit;
6. to determine requirements for deferred or referred students;
7. to consider recommendations in respect of students with mitigating circumstances;
8. to consider recommendations following investigations into academic unfair practice;
9. to ensure that decisions on module results are accurately recorded and are available to the Awards Board;
10. actions arising.

Composition

- Chair: Academic Programme Director responsible for the programme(s) under consideration or nominee
- Programme Team Leader(s) responsible for the programme(s) under consideration
- Module Leader(s) responsible for the module(s) under consideration, or named substitute with authority to speak on behalf of the Module Leader
- External Examiner(s) appointed by the Quality and Standards Committee
- A representative from Registry who has been involved in marking administration for the modules under consideration.

The Head of Quality will designate a Secretary for all meetings of the Examination Board.

External Examiners appointments will initially be for 3 years

Quorum

The quorum for meetings of the Examination Board requires the following to present:

- The Chair
- At least one External Examiner
- At least 50% of Module Leaders or their named substitutes

Frequency of meetings

Examination Boards will normally meet quarterly after each assessment period, and not less than once per year.

Minutes

The proceedings of the Examination Board will be formally minuted. The minutes will include:

- a complete list of agreed marks/grades
- a list of all students considered by the Board showing any decision taken in respect of that student
- details of any deferral or referral arrangements
- details of any mitigating circumstances considered by the Board
- details of any cases of academic misconduct considered by the Board
- comments by external examiners
- comments by internal examiners

Last approved by Academic Board: 14th December 2017

COURSE COMMITTEE – TERMS OF REFERENCE

Responsibility of the Committee

Course Committees are responsible for monitoring and dealing with all issues associated with programme delivery.

The purpose of Course Committees is to provide a forum for the discussion of all matters, which affect the operation of a course. It should keep under review the academic quality of the course and ensure that the course is delivered in accordance with the aims and objectives defined at validation. It should also ensure that the course is continuing to develop to meet the needs of its students and relevant employer groups. In doing so it should monitor:

- Feedback from students, tutors, employer groups and the operational team.
- Statistics relating to pass rates, progression, retention, employment and recruitment.

The Course Committees membership and terms of reference should be reviewed and approved annually by the Academic Board. It is acceptable for a course committee to have responsibility for more than one programme of study providing the collective membership meets the minimum requirements for each individual course as described below. The operation of Course Committees shall be in accordance with the following:

- All Course Committees shall meet at least four times per year.
- The Chair of the Course Committee shall normally be the Programme Team Leader.
- Minutes should be taken and submitted to the Quality and Standards Committee.
- In between formal meetings an online course committee may take place, which will include discussion threads on key issues and voting where action is required in advance of the next proposed meeting. In such cases where online discussion of an issue is instigated it must be approved and coordinated by the Course Committee Chair and all committee members should be informed by e-mail through Arden University's "iQuality" system. Any interested party, including all students, will be entitled to participate in such online discussion but only Course Committee members will be entitled to cast a vote where this is required. The outcome of all online discussions and voting should be reported to the formal Course Committee meeting.
- The Chair of the Course Committee may decide to substitute a formal meeting with an online meeting subject to agreement from at least 80% of the membership but at least ONE formal Committee meeting must be held annually.
- Course Committees shall have the power to set up sub- committees, panels or working parties as required.

Composition

- Chair: Programme Team Leader (if more than one programme is under consideration, the chair will be designated by the relevant Academic Programme Director)
- Other Programme Leaders (if more than one programme is under consideration)

- Module Leaders and tutors
- One or two elected student representatives per course/study centre
- External representatives as appropriate (e.g. employers)
- A representative from Distance Learning Student Support
- A representative from Blended Learning Student Support for each campus
- A member of the Arden University Quality Team – to take minutes

Quorum

The quorum for meetings of the Course Committee requires the following to present:

- The Chair
- At least one member of academic staff from the relevant programme(s)
- At least one student support representative for each mode of study

Terms of reference

The Course Committee shall have principal academic responsibility for the course, within the framework and policies formulated by the Academic Board and the external Validating Body (where applicable). This responsibility shall include:

1. Determination and development of the course curriculum.
2. Advising on general course organisation and administration.
3. Review of programme delivery, academic regulations, admissions policy, assessment, and examination methods for the course.
4. Monitoring and evaluation of the academic standards and effectiveness of the course and drawing up necessary action plans as a consequence.
5. Reviewing resources required by the course and making recommendations to the Board of Directors via the Academic Board as appropriate.
6. Identifying needs for staff development required to maintain and enhance the academic standards of the course.
7. Production of annual course monitoring reports and other reports as required by the Academic Board.
8. Collecting feedback from students, tutors and other stakeholders (e.g. employers).
9. Receiving the minutes of the Staff Student Liaison Committees.
10. Receiving reports on the operation of the course and ensuring that matters relating to the course's effectiveness and student satisfaction are followed up.
11. Considering and implementing at course level, such policies as may be determined by the Academic Board.

Last approved by Academic Board: 19th September 2019



COMMITTEE OF ENQUIRY – TERMS OF REFERENCE

Responsibility of the Committee

The Committee of Enquiry is responsible for investigating suspected cases of academic unfair practice and, in the event that a case is substantiated, to determine the penalty to impose in accordance with QA 23 – Unfair Practice in Assessment.

Composition

The membership of each Committee of Enquiry will be selected from a Standing Panel comprising all Programme Leaders.

Each Committee of Enquiry shall normally consist of:

- 2 members selected by the Registrar (or nominee) from the Standing Panel, one of which will act as Chair
- Secretary nominated by the Head of Quality

Whenever possible the Committee of Enquiry shall not contain members of staff who tutor on the programme that the student is studying.

Terms of reference

Each meeting of the Committee of Enquiry will be conducted in accordance with QA 23 – Unfair Practice in Assessment and the outcomes of the Committee will be formally recorded by the Secretary.

Last approved by Academic Board: 14th December 2017



STUDENT AFFAIRS COMMITTEE – TERMS OF REFERENCE

Responsibility of the Committee

To consider all claims for mitigation.

Composition

Chair: An Academic Programme Director or Programme Leader

Head of Quality or nominee

Secretary

Terms of Reference

To consider all claims for mitigation and to determine the outcome in all cases in accordance with QA 41 – Exceptional Mitigating Circumstances Affecting Student Assessment.

To report outcomes to the relevant Subject Boards.

Last approved by Academic Board: 14th December 2017

ETHICS PANEL – TERMS OF REFERENCE

Responsibility of the Committee

The Ethics Panel is responsible for considering ethical implications of student research and provide ethical clearance in accordance with the Arden University Ethical Approval Policy and process.

Composition

Panel Chair appointed by the Academic Board

Three senior members appointed by the Academic Board

Secretary appointed by the Academic Board

Terms of Reference

1. To review and assess implications of research projects or independent study module where high risk has been identified
2. To review and assess implications of research projects or independent study module where risk is uncertain
3. To approve research projects and independent study modules to be undertaken by undergraduate and postgraduate students
4. To report decisions reached by the Ethics Panel to the Research Committee

Quorum

The quorum for meetings of the Ethics Panel requires the following to present:

- The Chair
- At least two senior members appointed by the Academic Board

Last approved by Academic Board: 19th September 2018

STAFF STUDENT LIAISON COMMITTEE – TERMS OF REFERENCE

Responsibility of the Committee

Staff Student Liaison Committee (SSLC) will meet to provide a formal opportunity for students based at a specific blended learning study centre to liaise with staff on all matters relating to course management and overall student experience at that centre. Campus representatives will be elected from amongst the course level student representatives at that centre and will be required to collate feedback from amongst their peers. The SSLC will also provide responses to campus representatives on matters raised at previous committee meetings for communication back to course level student representative and the wider student body at that campus.

The Staff Student Liaison Committee will report up to all relevant course committees for courses delivered at that campus.

Terms of Reference

1. Receive and discuss feedback reports from campus representatives
2. Receive and discuss matters relating to learning, teaching and assessment of blended learning programmes on campus to help enhance course delivery and curriculum design
3. Receive and discuss matters relating to academic and non-academic student support
4. Receive and discuss matters relating to campus resources and facilities
5. Receive and discuss any relevant diversity and equality matters
6. Receive and discuss feedback received via Unitu, student satisfaction surveys and module surveys, to report on University responses to this feedback and to discuss any follow-up action required
7. Discuss and contribute to the development of action plans on Annual Monitoring Reports and other relevant documentation.

Composition

- Academic Centre Manager or nominee
- 2 elected campus representatives across all programmes, elected from amongst the course level student representatives at that centre
- Academic tutors across all programmes at that centre
- Study Centre Student Support Manager or nominee

Quorum

3 members including at least one student representative and at least one staff member

Approved by Academic Board: 14th December 2017



HONORARY AWARDS COMMITTEE – TERMS OF REFERENCE

Responsibilities of the Committee

To consider nominations for Honorary Degrees and Honorary Fellowships and to make recommendations to the Academic Board for the approval of conferment of all honorary awards.

To report to the Academic Board all honorary awards that are accepted by the recipient.

Composition

Chair of Academic Board

Two further members of the Academic Board (at least one of which shall be an external member)

Vice Chancellor & CEO

Quorum

3 members including at least one external member of the Academic Board

Approved by Academic Board: 22nd March 2018

PARTNERSHIP COMMITTEE – TERMS OF REFERENCE

Purpose and scope

The Partnership Committee is a subcommittee of Academic Board with responsibility for assessing and monitoring UK and international partnerships. Depending on the proposal and level of associated risk, the Partnership Committee will either formally approve or recommend for approval to the Admissions Committee or Academic Board the following partnership arrangements:

Recruitment and marketing-based arrangements

- Agent
- Referrer (approved by the Committee in exceptional circumstances)
- Memorandum of Agreement
- Articulation Agreement

Site based arrangements

- Support Service Provider
- Academic Delivery Partner (Subcontractor)
- Franchise
- Validation

Terms of Reference

1. To consider and note all new *agent* approvals and the monitoring of existing arrangements for extensions and terminations.
2. To consider all *memorandum of agreement* and *articulation agreement* proposals and due diligence and recommend for approval to the Admissions Committee. The Partnership Committee will also monitor and recommend to the Admissions Committee extensions and terminations of existing arrangements.
3. To evaluate proposals, due diligence and site visit of all *support service provider* arrangements and recommend for approval to Academic Board. The Partnership Committee will recommend to Academic Board terminations and extensions via periodic reviews of existing arrangements.
4. To evaluate proposals, due diligence and site visit of all *academic delivery partners (subcontractors)* arrangements and recommend for approval to Academic Board. The Partnership Committee will monitor and update agreements in accordance with internal and external requirements, as well as recommend to Academic Board terminations and extensions via periodic reviews of existing arrangements.
5. To evaluate proposals, due diligence and site visits of all *franchise* and *validation* partnerships and recommend for approval to Academic Board. The Partnership Committee will also monitor and recommend to Academic Board extensions and terminations via periodic reviews of existing arrangements.

6. Undertake oversight of any termination arrangements and ensure minimal impact of exit strategy on students.
7. Report annually to Academic Board on the standards and effectiveness of all partnership arrangements and advising on policy and strategic direction.
8. Develop and manage the Partnership Risk Register and the Collaborative and Partnership Register.
9. Ensure appropriate monitoring mechanisms for quality assurance and risk management are undertaken in accordance with the QAA, ESFA, UKVI and any other external requirements.
10. Consider and approve updates to partnership operational manuals and procedures.
11. To safeguard the overall student experience of partnership arrangements and liaise with relevant committees across the University.

Composition

- Registrar (Chair)
- Chief Finance Officer (or nominee)
- Pro Vice-Chancellor (or nominee)
- International Director
- Director of Student Experience
- Head of Marketing (or nominee)
- Head of Admissions
- Business Development Director
- General Legal Counsel
- Head of International Students
- Senior Quality Manager

Staff members proposing new partnerships will normally be invited to attend to present their proposal.

The Chair will nominate a Secretary for Partnership Committee.

Frequency of Meetings

Meetings will be held scheduled monthly, in case needed, but will meet a minimum of three times per annum.

Quorum

The quorum will be a minimum of six attendees.

DATA GOVERNANCE BOARD

Purpose of the board

The role of the Data Governance Committee is to develop and maintain university-wide standards to manage the recording of and access to university data, and to promote a proactive approach to data quality and security.

Responsibilities:

The data governance model we adopt must have an over-arching body or board that has responsibility for overseeing the framework. The board will typically act to:

- Define or ratify a set of rules in the form of policies, standards, requirements, guidelines, or data definitions
- Be a point of escalation for data issues
- Resolve data issues or identified overlaps in policies, standards, definitions
- Receive and monitor reports on data quality and compliance
- Address non-conformance issues
- Promote the data governance agenda and ensures enterprise-wide adoption

Composition:

Deputy Registrar (Planning and Registry) (Chair)

Head of Registry

Student data Manager

Head of Admissions

Head of Quality

Head of IT

Registrar

Student Support Manager

Head of Digital Experience and Analytics

Data Protection Officer

Insight and Proposition Development Manager



Director of Student Experience

CRM Manager

Frequency of meetings

The board will meet on a quarterly basis or on occasion of exceptional business.

Decisions

Decisions will typically be made by consensus, or where a consensus cannot be reached a majority vote will determine the outcome.

Quorum

The quorum is 50% of the board membership.