



Academic Board

Sub-Committee Structure & Terms of Reference

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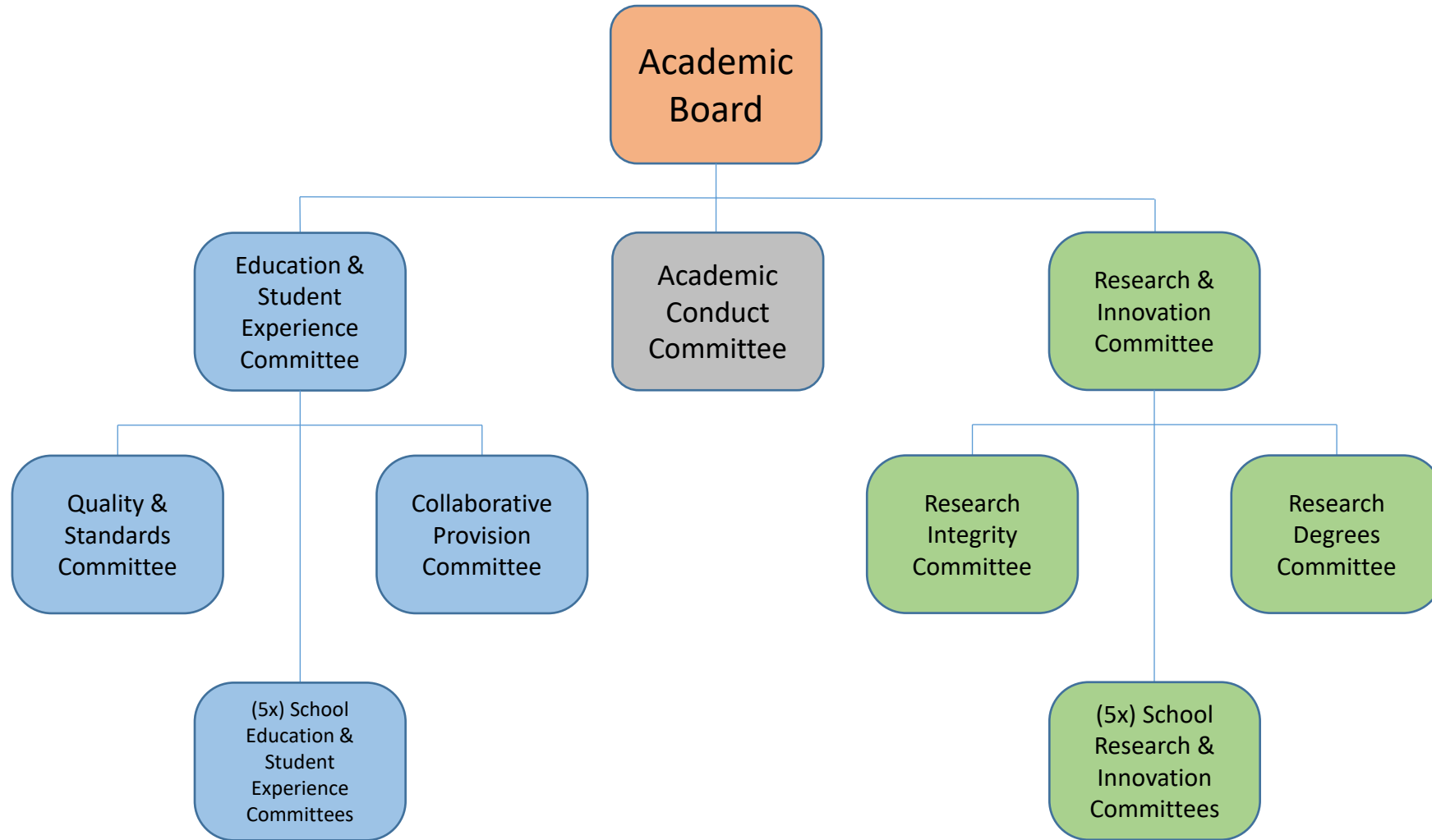
Academic Board Sub-Committee Structure and Terms of Reference

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Academic Board Sub-Committee Structure



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Education & Student Experience Committee

Terms of Reference

Purpose: To oversee, on behalf of Academic Board, all matters relating to learning, teaching and assessment activity associated with award and credit-bearing provision and the student experience including student support and the partnership between the University and the Students' Association.

Remit

1. To oversee quality assurance and enhancement and the strategic development and the on-going shape of the academic portfolio.
2. To lead the promotion, implementation and evaluation of the Learning, Teaching & Assessment and student experience strands of the University Strategy, including monitoring performance and progress against relevant University and School level performance indicators including the NSS, PTES, Internal Student Satisfaction Survey, Staff Student Liaison Committees, learning from Complaints and DLHE
3. To lead the development and enhancement of learning, teaching and assessment and student experience policy and practice and be informed by feedback from across the University and externally.
4. To lead and promote the University's engagement with *Enhancement Themes* and other externally-led initiatives.
5. To lead and promote the professional development of academic staff and those who support students' learning in delivering the University Strategy.
6. To consider reports and recommendations from schools and professional service teams relating to learning, teaching and assessment policy and practice and student experience identifying internal and external good or innovative practice and achievements and areas where further enhancement would be of benefit.
7. To oversee the partnership agreement between the University and the Students' Association.
8. To oversee outcome agreements and receive minutes and reports from Student Retention & Outcome steering group,
9. To consider and approve formal documentation that captures the overall student achievement record for external audiences, including HEAR and Diploma Supplements.
10. To maintain oversight, through receipt of minutes and reports from Quality & Standards Committee, assurance on the effectiveness of arrangements for managing the quality and standards of taught award and credit bearing provision.
11. To maintain oversight, through receipt of minutes and reports from Collaborative Provision Committee, assurance on the effectiveness of arrangements for managing the delivery of all award or credit-bearing provision delivered in partnership.
12. To report routinely through Committee minutes and formally annually to Academic Board on the effectiveness of the Committee's oversight of learning, teaching and assessment policy and practice and student experience within the University Strategy and making recommendations as needed to the Board where appropriate.

Quorum

One-third of the total membership (excluding co-options) which must include either the Convenor or the designated Vice-Convenor.

Frequency of Meetings

Four per annum.

Reporting Line

Academic Board.

Sub-Committees

Quality & Standards Committee, Collaborative Provision Committee and School Education & Student Experience Committees

Current Working Groups

Student Success Group
International Mobility Group.

Minutes

Copies of all minutes will be forwarded to Academic Board. Minutes and papers will be held electronically by the Clerk to the Committee.

Equality Issues

Those officers with responsibility for nominating or appointing members to the committee as prescribed by the constitution should, in doing so, have

	<p>due regard to the desirability of achieving an equal balance of either gender within the committee's membership.</p>
<p>Constitution</p> <p>Vice-Principal – Learning & Teaching [Convenor] School Head of Learning & Teaching or designate for the:</p> <ul style="list-style-type: none"> Business School School of Arts and Creative Industries School of Computing School of Engineering & the Built Environment School of Applied Sciences School of Health & Social Care <p>An officer responsible for University level learning and teaching support, nominated by the VP Learning & Teaching</p> <ul style="list-style-type: none"> Head of Department of Learning & Teaching Enhancement Head of Quality & Enhancement Director of School Support Service Head of Student Recruitment and Admissions Head of Student Wellbeing and Inclusion Head of Student Futures Dean of Research & Innovation or nominee – nominated by Vice-Principal, Research and Innovation Head of Market Intelligence Senior Officer within Information Services Director of Property & Facilities or nominee <p>Three students from three different Schools (nominated by the President of ENSA) Two ENSA Sabbatical Officers (nominated by the President of ENSA)</p> <p>In Attendance</p> <p>Clerk to the Committee</p> <p>Additional participants may be invited to attend meetings to provide input to specific business as determined by the Convenor.</p>	

Notes

Approved by Academic Board 07/06/2019; Name Change Approved by Academic Board 26/11/21

Amended 02/06/2023 – Constitution changed from 'One student representative from each campus' to 'Three students from three different Schools'.

Amended 05/09/23 – Constitution updated to remove Assistant Principal role which no longer exists, working group title updated from 'Student Retention & Outcome Steering Group' to 'Student Success Group'.

School Education & Student Experience Committee

Terms of Reference

Purpose: To co-ordinate the delivery of the Learning, Teaching & Assessment strand of the Academic Strategy within the School, monitor the School's performance towards delivery of the Academic Strategy, academic key performance indicators and to ensure that the design, development and delivery of all taught award and credit-bearing provision takes full account of University academic regulations and Quality Framework expectations.

Remit

1. To manage and lead the promotion, implementation and evaluation of Academic Strategy 2020 and the on-going shape and strategic development of the academic portfolio within the school, including monitoring the school's performance and progress against appropriate performance indicators.
2. To oversee all taught undergraduate and postgraduate award and credit-bearing provision, including quality assurance and enhancement within the school.
3. To advise Learning, Teaching, Assessment & Student Experience Committee on all matters relating to learning, teaching and assessment policy and practice associated with award and credit-bearing provision within the school.
4. To oversee the school's approaches to the enhancement of learning, teaching and assessment practice.
5. To oversee within the school the identification for wider dissemination and consideration good or innovative learning, teaching and assessment practice, strengths and achievements and areas where further enhancement would be of benefit.
6. To lead and promote the school's engagement with *Enhancement Themes* and other externally-led pedagogic initiatives.
7. To prepare and submit reports and recommendations to Learning, Teaching, Assessment & Student Experience Committee relating to learning, teaching and assessment policy and practice and pedagogic practice more generally within the school.
8. To report routinely through Committee minutes and formally annually to Learning, Teaching, Assessment & Student Experience Committee on the effectiveness of the Committee's oversight of learning, teaching and assessment policy and practice within the framework of Academic Strategy 2020 and other pedagogic matters, making recommendations as needed to the Board where appropriate.
9. To promote and oversee the professional development of academic staff and those who support students' learning in delivering Academic Strategy 2020.
10. To advise Quality & Standards Committee on all matters relating to the effectiveness of the University's academic regulations, Quality Framework and the quality and standard of all taught award and credit-bearing provision more generally.
11. To advise Collaborative Provision Committee on all matters relating to the design, delivery, monitoring and review of all award and credit-bearing provision delivered in partnership.
12. To work in partnership with Quality & Standards Committee and Collaborative Provision Committee to ensure that all taught award and credit-bearing provision takes full account of the University's academic regulations and Quality Framework.

Quorum

One-third of the total membership (excluding co-options) which must include either the Convenor or the designated Vice-Convenor

Frequency of Meetings

Four per annum.

Reporting Line

Education & Student Experience Committee.

Minutes

Copies of all minutes will be forwarded to Education & Student Experience Committee.

Minutes and papers will be held electronically by the Clerk to the Committee.

Equality Issues

Those officers with responsibility for nominating or appointing members to the committee as prescribed by the constitution should, in doing so, have due regard to the desirability of achieving an equal balance of either gender within the committee's membership.

13. To provide annually to Quality & Standards Committee feedback on the effectiveness of the implementation of and proposed amendments to the University's academic regulations and Quality Framework for implementation in the following academic session.
14. To oversee within the school the operation of all internal and external accreditation, approval, audit, monitoring and review activities relating to taught award and credit-bearing provision.
15. To receive and consider reports on the outcome of all internal and external accreditation, approval, audit, monitoring and review activities within the school relating to taught award and credit-bearing provision with a view to identifying for wider dissemination and consideration good or innovative practice, strengths and achievements and areas where further enhancement would be of benefit.
16. To oversee the appointment of the school's external examiners.
17. To prepare and submit annually to Quality & Standards Committee a report on the outcome of module and programme monitoring activities within the school in accordance with Quality Framework expectations.
18. To evaluate the impact of all learning, teaching and assessment activities on the quality of the student learning experience within the school, ensuring that all related action is taken to a full and successful conclusion and that feedback on the action taken is communicated effectively to all participants.

Constitution

School Head of Learning, Teaching & Assessment [Convenor]

Vice Convenor to be designated from the Committee membership

Dean of School

School senior officer responsible for Quality Enhancement.

A School Head of LTA or School senior officer responsible for Quality Enhancement from another School, nominated by the Convenor

A representative from DLTE, nominated by the Head of Learning & Teaching Enhancement

A representative from Academic Quality, nominated by the Head of Quality & Enhancement

A representative from Information Services, nominated by the Director of Information Services

Two School student representatives nominated by ENSA

Two members of School academic staff nominated for their expertise and experience of LTA matters by the Convenor, in conjunction with the Dean of School

In attendance:

Clerk to the Committee

Additional participants may be invited to attend meetings to provide input to specific business as determined by the Convenor.

Notes

Approved by Academic Board 12 June 2015; Name Change Approved by Academic Board 26/11/21

Constitution updated to reflect role title changes arising from professional service re-organisation: 29/11/16.

Amended July 2019 – paragraph 'Additional participants may... ..as determined by the Convenor' added.

Amended July 2019 – Reference to Learning, Teaching & Assessment Committee changed to Learning, Teaching, Assessment & Student Experience Committee.

Amended July 2019 – ‘School Academic Leads for...’ changed to ‘School Heads for...’ following agreement at Academic Board June 2019.

Amended July 2019 – ‘School Academic Lead for Quality’ changed to ‘School senior officer responsible for Quality Enhancement’ to reflect change to Academic Board constitution agreed Jun 2019.

Amended July 2019 – Reference to ‘Dean of LTA’ changed to ‘Head of Learning & Teaching Enhancement’ to reflect change in name of post.

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Quality & Standards Committee

Terms of Reference

Purpose: To oversee the quality and standard of all taught award and credit-bearing provision through monitoring and maintaining academic regulations and a coherent framework of internal quality assurance and enhancement procedures which take account of and meet external expectations.

Remit

1. To oversee on behalf of the Education & Student Experience Committee (ESEC) and Academic Board all matters relating to the quality and standards of taught award and credit-bearing provision.
2. To develop, manage and review the effectiveness of the University's academic regulations to ensure that these continue to provide a valid and reliable framework to enable the ESEC and Academic Board to be confident that the quality and standard of all taught award and credit-bearing provision meets external expectations.
3. To consider proposals from School Education and Student Experience Committees to gain an exemption to specific academic regulations and where, in the Committee's view, the proposal does not compromise the University's regulatory principles or the student learning experience and is supported by a sound academic rationale, to approve a revised academic regulation for a set period of time.
4. To maintain an overview of approved exemptions to specific academic regulations and to evaluate annually the impact of the current approved exemptions on the University's regulatory principles with a view to either amending an existing regulation to take account of an approved exemption or inviting the proposing school to review their academic practice to take account of an approved academic regulation and enable an exemption to be terminated.
5. To develop, manage and review the effectiveness of the University's Quality Framework which sets out definitive quality assurance and enhancement procedures to facilitate the implementation of academic regulations and enable the ESEC and Academic Board to be confident that the quality and standard of all taught award and credit-bearing provision meets external expectations.
6. To work in partnership with Collaborative Provision Committee to ensure that all taught award and credit-bearing provision delivered in partnership takes full account of the University's academic regulations and Quality Framework.
7. To submit to Academic Board for approval annually (and to ESEC for information) the University's academic regulations and Quality Framework for implementation in the following academic session.
8. To oversee the operation of all internal and external accreditation, approval, audit, monitoring and review activities relating to taught award and credit-bearing provision.
9. To receive and consider reports on the outcome of all internal and external accreditation, approval, audit, monitoring and review activities relating to taught award and credit-bearing provision with a view to identifying for wider dissemination and consideration good or innovative practice, strengths and achievements and areas where further enhancement would be of benefit.
10. To oversee the operation of the external examining system.
11. To oversee the operation of the University's credit rating process including approving applications and receiving an annual report on the effectiveness of the delivery of all approved credit rated activity.
12. To evaluate the impact of all internal and external accreditation, approval, audit, monitoring and review activities on the quality of the student learning

Quorum

One-third of the total membership (excluding co-options) which must include either the Convenor or the designated Vice-Convenor.

Frequency of Meetings

Four per annum.

Reporting Line

Education & Student Experience Committee.

Current Working Groups

To be commissioned as required.

Minutes

Copies of all minutes will be forwarded to Education & Student Experience Committee.

Minutes and papers will be held electronically by the Clerk to the Committee.

Equality Issues

Those officers with responsibility for nominating or appointing members to the committee as prescribed by the constitution should, in doing so, have due regard to the desirability of achieving an equal balance of either gender within the committee's membership.

experience, ensuring that all related action is taken to a full and successful conclusion and that feedback on the action taken is communicated effectively to all participants.

13. To receive annually a report from each school on the outcome of module and programme monitoring activities in accordance with Quality Framework expectations.
14. To consider the content of the University's annual report to the Scottish Funding Council on internal monitoring and review activities, and any other externally commissioned reports on the quality and standard of taught award or credit-bearing provision which may be required on an ad hoc basis, and present a final report to Academic Board for approval (and to ESEC for information).
15. To commission thematic quality audits and receive and consider reports on the outcomes of such audits.
16. To report routinely through Committee minutes and reports to ESEC, and formally annually to Academic Board on the effectiveness of arrangements for managing the quality and standards of all taught award or credit-bearing provision and connected matters, making recommendations as appropriate.

Constitution

Vice Principal of Learning and Teaching [Convenor]

Vice Convenor to be designated from the Committee membership

Head of Quality & Enhancement

School senior officers responsible for Quality Enhancement

Up to three administrative members of staff with School quality responsibilities, nominated by the Convenor

Senior Officer Responsible for Student Administration and Support or nominee

Senior Officer Responsible for Information Services or nominee

Three students from three different Schools (nominated by the President of ENSA)

One ENSA Sabbatical Officer (nominated by the President of ENSA)

In attendance:

Clerk to the Committee

Additional participants may be invited to attend meetings to provide input to specific business as determined by the Convenor.

Notes

Approved by Academic Board 12 June 2015

Constitution updated to reflect role title changes arising from professional service re-organisation 29/11/16

Constitution updated to reflect staff changes 22/01/19

Amended July 2019 - removed 'A member of ENSA staff nominated by the President of ENSA' from In attendance section. Revised wording (i.e. Additional participants... ..as determined by the Convenor) added to this section.

Amended July 2019 – All references to Learning, Teaching & Assessment Committee (LTAC) changed to Learning, Teaching, Assessment & Student Experience Committee (LTASEC).

Amended July 2019 – References to 'School Academic Leads for Quality' changed to 'School senior officers responsible for Quality Enhancement'.

Amended 02 June 2023 – Constitution changed from 'One student representative from each campus' to 'Three students from three different Schools'.

Amended 11 September 2023 – All references to Learning, Teaching, Assessment & Student Experience Committee (LTASEC) changed to Education & Student Experience Committee (ESEC).

Collaborative Provision Committee

Terms of Reference

Purpose: To oversee all award and credit-bearing provision delivered in partnership ensuring that the design, delivery, approval, monitoring and review of all provision delivered in partnership meets University and sector quality and standards expectations.

Remit

1. To oversee on behalf of the Education & Student Experience Committee and Academic Board all matters relating to award and credit-bearing provision delivered in partnership.
2. To develop and monitor the effectiveness of policy, procedures and practices relating to award and credit-bearing provision delivered in partnership to ensure that external quality and standards expectations are met.
3. To maintain a strategic overview of the portfolio of award and credit-bearing provision delivered in partnership and a definitive register of all such provision and partnerships.
4. To work in partnership with Quality & Standards Committee to ensure that all taught award and credit-bearing provision delivered in partnership takes full account of the University's academic regulations and Quality Framework.
5. To ensure appropriate due diligence is undertaken in the development of partnerships in terms of reputational risk, academic quality and the student experience. In addition, ensure ongoing periodic due diligence of partners is undertaken
6. To develop and monitor the effectiveness of arrangements for:
 - a. the early consideration of proposals to deliver award or credit-bearing provision delivered in partnership
 - b. developing proposals to deliver award or credit-bearing provision delivered in partnership
 - c. confirming that due diligence scrutiny has been completed on all proposals to deliver award or credit-bearing provision delivered in partnership
 - d. undertaking academic scrutiny and approval of all proposals to deliver award or credit-bearing provision delivered in partnership
 - e. ensuring that appropriate collaborative agreements are in place
 - f. ensuring that the effectiveness of the delivery of all award or credit-bearing provision delivered in partnership is monitored and reviewed in accordance with University and sector expectations.
7. To receive and consider reports resulting from approval, monitoring and review activities relating to the delivery of all award or credit-bearing provision delivered in partnership with a view to identifying, promoting and disseminating good or innovative practice, strengths or achievements University-wide and to ensure that any recommendations are addressed appropriately.
8. To oversee the quality assurance of award and credit-bearing provision delivered in partnership.
9. To oversee the quality assurance of partnerships that support student exchange opportunities.
10. To report routinely through Committee minutes and reports to ESEC, and formally annually to Academic Board on the effectiveness of arrangements for managing the delivery of all award or credit-bearing provision delivered in partnership and connected matters, making recommendations as appropriate.

Quorum

One-third of the total membership (excluding co-options) which must include either the Convenor or the designated Vice-Convenor.

Frequency of Meetings

Nine per annum or as required.

Reporting Line

Education & Student Experience Committee.

Current Working Groups

To be commissioned as required.

Minutes

Copies of all minutes will be forwarded to Education & Student Experience Committee.

Minutes and papers will be held electronically by the Clerk to the Committee.

Equality Issues

Those officers with responsibility for nominating or appointing members to the committee as prescribed by the constitution should, in doing so, have due regard to the desirability of achieving an equal balance of either gender within the committee's membership.

Constitution

Vice Principal (Learning & Teaching) (Convenor)
Head of Quality & Enhancement (Vice Convenor)
Vice Principal (Internationalisation)
Head of DLTE
School Heads of International (x5)
Director of Finance or Nominee
Senior Officer responsible for student administration & support (or nominee)
One ENSA sabbatical officer nominated by the President of ENSA

In attendance: Clerk to the Committee

Notes

Approved by Academic Board 12 June 2015

Constitution updated to reflect role title changes arising from professional service re-organisation: 29/11/16 Amended July 2019 – ‘School Academic Leads for International’ changed to ‘School Heads of International’. Amended July 2019 – Paragraph ‘Additional participants... ..as determined by the Convenor.’ added.

Amended July 2019 – References to Learning, Teaching & assessment Committee (LTAC) changed to Learning, Teaching, Assessment & Student Experience Committee (LTASEC).

Amended Sept 2022 – Education and Student Experience (ESEC) added to supersede to Learning, Teaching, Assessment & Student Experience Committee (LTASEC)

Research & Innovation Committee

Terms of Reference

Purpose: To oversee the University's activities in pursuit of the Research and Innovation Strategy 2020-2025 covering all research and knowledge exchange activity, including commercialisation and postgraduate research.

Remit

1. To advise the Academic Board on the development and implementation of the Research and Innovation Strategy and policy including research degree provision and CPD.
2. To promote the implementation of the University's Research and Innovation Strategy.
3. To advise the Academic Board on the preparations for and monitoring of progress with the Knowledge Exchange Concordat and similar HEI sector initiatives.
4. To review Schools' progress towards University Research and Innovation Targets and KPIs.
5. To monitor the volume and value of Research and Innovation activities on a School by School basis and University-wide.
6. To monitor the Resource Allocation Model with respect to Research and Innovation income streams across the University.
7. To consider the University's response to relevant external policy consultations and debates.
8. To monitor the development and motivation of staff in conducting Research and Innovation to build capacity and increase effectiveness.
9. To ensure that Schools are aware of developments in Research and Innovation policy and funding opportunities in the UK and EU.
10. To consider research degrees and researcher development issues presented by Research Degrees Committee.
11. To consider research integrity issues presented by Research Integrity Committee.
12. To monitor public engagement activity on a School by School basis and across the University.
13. To receive, through minutes and an annual report from its sub-committees, assurance as to the effective fulfilment of their remits.
14. To report routinely through Committee minutes and formally annually to Academic Board on the effectiveness of the Committee's oversight of the University's activities in pursuit of the Research and Innovation Strategy 2020-2025.

Constitution

A Vice Principal as designated by the Convenor of Academic Board
 (Convenor)
 Vice-Convenor
 School Heads of Research

Quorum

One-third of the total membership (excluding co-options) which must include either the Convenor or a designated Vice-Convenor

Frequency of Meetings

Every two months

Reporting Line

Academic Board

Current Sub-Committees

Research Degrees Committee
 Research Integrity Committee

Current Working Groups

To be commissioned as required.

Minutes

Copies of all minutes will be forwarded to the Academic Board. Minutes and papers will be held electronically by RIE.

Equality Issues

Those officers with responsibility for nominating or appointing members to the committee as prescribed by the constitution should, in doing so, have due regard to the desirability of achieving an equal balance of either gender within the committee's membership.

<p>University Heads of Research Senior Officer Responsible for Information Services Dean of Learning and Teaching Enhancement or nominee Convenor of University Research Degrees Committee Convenor of Research Integrity Committee A representative of RIE, nominated by the Vice Principal R&I Two Students from the Postgraduate Research Student Body, nominated by the Convenor Up to three additional academic staff members appointed by the Convenor</p> <p>In attendance: Clerk to the Committee</p> <p>Additional participants may be invited to attend meetings to provide input to specific business as determined by the Convenor.</p>	
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Notes

Approved by Academic Board 12 June 2015

Constitution updated to reflect change in ULT structure: 1 June 2018

Amended July 2019 to replace 'School Academic Leads for Research' with 'School Heads for Research'

Amended July 2019 – Paragraph 'Additional participants... ..as determined by the Convenor.' added.

Amended September 2021 (approved Academic Board 15 October 2021) -

- References to "University Strategy 2020" changed to "Research and Innovation Strategy 2020-2025"
- Reference to "Research Excellence Framework" changed to "Knowledge Exchange Framework"
- Frequency of meetings changed from "Four per annum" to "Every two months"
- Reference to "RIO" changed to "RIE"
- Reference to "Dean of Research & Innovation" removed
- Reference to "University Heads of Research" added
- Reference to "Dean of Learning, Teaching & Assessment" changed to "Dean of Learning and Teaching Enhancement"

School Research & Innovation Committee

Terms of Reference

Purpose: To co-ordinate the delivery of the Research & Innovation strand of the academic strategy within the School, monitor the School's performance towards delivery of the R&I strategy with reference to the Academic KPIs and take any necessary decisions and actions required at School level in terms of delegated responsibility for research degree and research integrity matters.

Remit

1. To advise Research and Innovation Committee on the School's implementation of the Research & Innovation strategy and policy including research degree provision and CPD.
2. To plan, develop and review the School activity to deliver the University Research and Innovation Strategy.
3. To prepare for, monitor and report on progress towards the Research Excellence Framework and any future, similar research assessment exercises.
4. To disseminate best practice on research proposals within the School.
5. To monitor the levels of income generation from R&I activities within the School.
6. To monitor the School Resource Allocation Model with respect to R&I income streams.
7. To promote a vibrant research culture within the School.
8. To monitor and support the research development of both staff and students in the school.
9. To give ethical approval to research proposals and monitor the operation of the research ethics and governance framework at School level, promoting good practice in the conduct of research & innovation in the School, reporting annually to the Research Integrity Committee.
10. To ensure that effective School-wide support mechanisms are in place for researchers, research students and associated staff.
11. To monitor and ensure the satisfactory progress of research degree students within the School, reporting bi-annually to the Research Degrees Committee.
12. To oversee the interview and appointment process of research degree students ensuring university guidelines are followed.
13. To ensure the quality of research degree supervisory teams and research supervisor development is current and grow research degree supervision capacity.
14. To disseminate good practice in research degree supervision, examining and administration
15. To act on recommendations from the Research Degrees Committee regarding supervisory practice or processes.
16. To promote the public engagement of research undertaken in the school.

Quorum

One-third of the total membership (excluding co-options) which must include either the Convenor or a designated Vice-Convenor

Frequency of Meetings

As required to satisfy communication to University research related committees.

Reporting Line

Research & Innovation Committee

Minutes

Minutes and papers will be held electronically by the Clerk to the Committee.

Equality Issues

Those officers with responsibility for nominating or appointing members to the committee as prescribed by the constitution should, in doing so, have due regard to the desirability of achieving an equal balance of either gender within the committee's membership.

<p>17. To report routinely through Committee minutes and formally annually to Research & Innovation Committee on the fulfilment of its remit.</p> <p>Constitution Director of Research (Convenor) Vice-Convenor to be designated from the Committee membership Dean of School School Research Degrees Leader School Research Integrity Leader School Public Engagement Leader Member of support staff responsible for Research Degree administration A representative of RIO, nominated by the Dean of R&I Research Centre Directors (or equivalent) Two Postgraduate Research Students appointed by the Convenor Up to three additional academic staff members appointed by the Convenor</p> <p>In attendance: Clerk to the Committee</p> <p>Additional participants may be invited to attend meetings to provide input to specific business as determined by the Convenor.</p>	
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Notes

Approved by Academic Board 12 June 2015

Amended July 2019 – paragraph ‘Additional participants may... ..as determined by the Convenor.’ added.

Research Integrity Committee

Terms of Reference

Purpose: To consider the ethical dimension of research & innovation and to determine and oversee governance policies, procedures and practices in relation to research proposals at all levels including undergraduate students, postgraduate students and staff.

Remit

1. To oversee the University's arrangements for considering the academic ethics and governance of research & innovation activities.
2. To oversee the University's policies, procedures and practices for ensuring probity and integrity in the conduct of its research & innovation.
3. To work to promote good practice in the conduct of research & innovation in the University and best practice in researcher development.
4. To receive annual reports from School Research & Innovation Committees on their handling of research & innovation ethics and governance issues.
5. To consider those research & innovation proposals referred from Schools and give or withhold permission accordingly.
6. To report routinely through Committee minutes and formally annually to Research & Innovation Committee on the fulfilment of its remit.

Constitution

Research Integrity Leader (Convenor)

Vice-Convenor: to be designated from the committee membership

Research Degrees Leader

School Research Integrity Leaders

Professional Support Lead for Researcher Development

Senior Officer Responsible for External Funding

Senior Officer Responsible for Information Services, or nominee.

A representative of RIO, nominated by the Dean of R&I

Up to three additional academic staff members appointed by the Convenor
(note 2)

One external person with relevant expertise and experience to be nominated by the Convenor

In attendance: Clerk to the Committee

Additional participants may be invited to attend meetings to provide input to specific business as determined by the Convenor.

Notes:

1. The term 'research' for the purpose of this Committee is broadly defined to reflect research understood in its widest sense, incorporating innovation, public engagement, innovation, enterprise etc.
2. It is expected that one of these members will have knowledge of ethics issues in the NHS.

Quorum

One-third of the total membership (excluding co-options) which must include either the Convenor or a designated Vice-Convenor

Frequency of Meetings

At least three per annum

Reporting Line

Research and Innovation Committee

Minutes

Copies of all minutes and an annual report will be forwarded to the Research and Innovation Committee. Minutes and papers will be held electronically by the RIO.

Equality Issues

Those officers with responsibility for nominating or appointing members to the committee as prescribed by the constitution should, in doing so, have due regard to the desirability of achieving an equal balance of either gender within the committee's membership.

Notes

Approved by Academic Board 12 June 2015

Amended July 2019 – paragraph ‘Additional participants may... ..as determined by the Convenor.’ added.

Research Degrees Committee

Terms of Reference

Purpose: To monitor research students' programmes and academic progression, and consider and approve the appointment of examination teams and examination outcomes. To monitor and evaluate research degree quality and provision. To ensure appropriate research student and supervisor training is provided.

Remit

1. On behalf of Academic Board, as a formal sub-committee of the University R&I Committee, and working with Schools, to monitor research postgraduate degree students' programmes of study.
2. To monitor research postgraduate students' academic progression.
3. To consider and approve the appointment of research degree examination teams.
4. To consider and approve research degree examination outcomes.
5. To ensure the academic standards of the University's research degrees.
6. To undertake an annual review of regulations and procedures.
7. To promote best practice in RPG supervision, assessment and examination.
8. To monitor research postgraduate completion rates and student satisfaction levels for comparison with sector norms.
9. To monitor and evaluate the delivery of appropriate supervisor development and training, to ensure quality and to increase supervisory capacity.
10. To monitor and evaluate the delivery of RPG student development and training according to appropriate external benchmarks.
11. To annually review the provision of Research Degree and develop new routes for research post-graduate education.
12. To receive reports from School Research Degree Committees on the progress of Research Degree students.
13. To report routinely through Committee minutes, and formally annually, to the University Research & Innovation Committee on the fulfilment of its remit.

Quorum

One-third of the total membership (excluding co-options) which must include either the Convenor or a designated Vice-Convenor

Frequency of Meetings

Five Policy Meetings.
Six Student Matters Meetings
Two Student Monitoring Meetings

Reporting Line

Research & Innovation Committee

Minutes

Copies of open minutes will be forwarded to the University R&I Committee.
Open minutes and papers will be held electronically by RIE.
Closed minutes will be held by RIE.

Equality Issues

Those officers with responsibility for nominating or appointing members to the committee as prescribed by the constitution should, in doing so, have due regard to the desirability of achieving an equal balance of either gender within the committee's membership.

Constitution

Professorial Leader, Research Degrees (Convenor)
School Research Degrees Leaders
Leader of Researcher Development
Three additional academic staff members appointed by the Convenor

In attendance: Clerk to the Committee
RPG URDC student representatives (x2) (at Policy meetings only)

Vice-Convenor, to be appointed by the Convenor from the membership

University Academic Conduct Committee

Terms of Reference

Purpose: To receive and consider cases of serious breaches of academic conduct as referred by Academic Conduct Officers. To reach and impose an appropriate penalty in cases which are proven.

Remit

1. To receive and consider all cases of alleged academic misconduct by undergraduate and taught postgraduate students referred by School Academic Conduct Officers.
2. To determine whether academic misconduct has taken place and, in proven cases, to arrive at an appropriate penalty as described in the University *Student Disciplinary Regulations*.
3. To take into account the requirements of professional bodies in the treatment of academic misconduct and to follow those requirements where professional registration is concerned.
4. To request and follow procedural guidance from the Student and Academic Services Department as appropriate.
5. To report the decisions of the Committee to the appropriate Board(s) of Examiners.
6. To make an annual report to Academic Board on the work of the committee and on any general issues which may assist in the University's developmental approach to academic misconduct.

Constitution

Convenor (appointed by the Convenor of Academic Board from amongst the membership of the Board)
 One Dean of School (not associated with any case being considered)
 One Academic Conduct Officer (not associated with any case being considered)
 One student member nominated by Edinburgh Napier Students' Association

To be co-opted for each meeting:

One subject specialist member of academic staff nominated by the relevant Dean of School for each case under consideration

Notes:

The membership of the Committee will need to be drawn from a pool of Deans of School and Academic Conduct Officers as appropriate to the cases being considered by the Committee.

The Committee should be clerked by and draw on the expertise of the University's Appeals, Complaints & Conduct Officer or designated colleague.

Additional participants may be invited to attend meetings to provide input to specific business as determined by the Convenor.

Specific Policy Responsibilities

None

Co-options

Discipline experts as required for the proper consideration of cases.

Quorum

Three members which must include either the Chair or a designated Vice-Chair

Frequency of Meetings

As required

Reporting Line

Academic Board

Minutes

Given the nature of the work of the Committee, minutes will be confidential. An annual report on the work of the Committee will be submitted to Academic Board.

Equality Issues

Those officers with responsibility for nominating or appointing members to the committee as prescribed by the constitution should, in doing so, have due regard to the desirability of achieving an equal balance of either gender within the committee's membership.

Notes

Approved by Academic Board 12 June 2015

Amended July 2019 – ‘The Committee should be clerked by and draw on the expertise of a member of staff from the Student and Academic Services Department’ changed to ‘The Committee should be clerked by and draw on the expertise of the University’s Appeals, Complaints & Conduct Officer or designated colleague’.

Amended July 2019 – Paragraph ‘Additional participants may be invited to attend meetings to provide input to specific business as determined by the Convenor.’ added.

Fitness to Practise Panel

Terms of Reference

Purpose: To ensure that applicants meet the defined Nursing Midwifery Council (NMC) requirements for entry to and continued maintenance on any approved programme leading to registration by considering any health or character issues and whether the person has the capability for safe and effective practice without supervision thus ensuring public protection is maintained.

Remit

1. To ensure that students self-declare their 'fitness to practise' on application, at the end of each academic stage, for entry to the register, on re-registration and when returning to the register.
2. To ensure that students, on application for first entry to a part of the register, or when returning to the register, provide a supporting declaration from Edinburgh Napier University.
3. To ensure that staff from both academic and practice learning are aware of their responsibilities and the implications of the Disability Discrimination and Data Protection Acts.
4. To ensure that the NMC registration process operated by the University is fair and does not discriminate against disabled people, while at the same time safeguards the health and wellbeing of persons using or needing the services of nurses, midwives or specialist community public health nurses.
5. To consider a person's character to ensure that it is sufficiently good for them to be capable of safe and effective practice without supervision. For this purpose, good character is based on a person's conduct, behaviour and attitude, as well as any conviction and cautions that are not considered compatible with professional registration and that might bring the profession into disrepute.
6. To consider all applicants as individuals and assess each of them to decide what the effect a conviction or caution might have on the person's ability to meet the NMC requirements for entry to a programme leading to registration. If an applicant has a conviction or caution, the relevance, seriousness and circumstances in which the offence was committed must be taken into account.
7. To consider a person's health at pre-admission and while the student is on the

Quorum

* At least one member of each group must be in attendance

** It is mandatory for the Lead Midwife for Education to be in attendance if midwifery students' good health are being considered.

*** The employer representatives should be from the same field of practice in nursing or midwifery as the student(s) being considered. For midwifery, this person must be a Supervisor of Midwives.

Frequency of Meetings

Four per annum (to link to UCAS application process) and as required to hear individual cases relating to good health.

Reporting Line

School Learning, Teaching & Assessment Committee; School of Health & Social Care.

Current Sub-committees

Admissions sub group

Membership

Convenor

SHSC Dean of School or nominee

*Members**

A registrant from each field of practice (or nominated deputy)

Lead Midwife for Education**

Four employer representatives (who must be from each field of practice) and one Supervisor of midwives***

SHSC Lead with responsibility for Admissions

Representative from Academic Conduct Officers within SHSC

Members term of office 3-5 years

In attendance

Clerk to the Committee

<p>programme, to ensure that they are capable of safe and effective practice without supervision.</p> <p>8. Where a student declares a disability or health condition at pre-admission and/or while the student is on the programme, to consider their case on an individual basis to determine whether their fitness to practise is impaired. Where appropriate, consider any reasonable adjustments that may be required to be implemented to enable a nurse, midwife or specialist community public health nurse to be capable of safe and effective practice without supervision.</p> <p>9. To ensure that all staff (including mentors, practice teachers and teachers) involved in selection, recruitment or making a decision related to the good health of a student, have attended disability equality training.</p> <p>10. To approve and evaluate an admissions policy which demonstrates that applicants are adequately screened for their fitness to practice.</p> <p>11. To approve and evaluate a policy which ensures that all students returning to the programme will be screened for their fitness to practice</p> <p>12. To provide advice and guidance on fitness to practice issues generally</p>	<p>Additional participants may be invited to attend meetings to provide input to specific business as determined by the Convenor.</p>
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Notes

Approved by Academic Board 12 June 2015

Amended 11 November 2016

Amended July 2019 – paragraph ‘Additional participants may... ..as determined by the Convenor’ added.