Senate has the power to constitute standing committees and to determine their powers and
duties within the responsibilities delegated to it by the Council. This regulation sets out the
terms of reference, composition and operation for Academic Governance Committee and
Research Ethics Committee. Validation and Institutional Partnerships Committee, which is
also a committee of Senate, is considered under Regulation 6.

4(A) TERMS OF REFERENCE OF ACADEMIC GOVERNANCE COMMITTEE

Purpose
Academic Governance Committee provides advice to Senate following:

a) Detailed scrutiny of regulations;

b) Detailed scrutiny of assurance reports on academic quality processes; and

c) Active and informed oversight of governance arrangements for matters
concerning academic quality and standards.

Authority Delegated from Senate
It has specific authority delegated from Senate to:

(i) Approve and oversee the audit of the effective implementation of academic
assurance processes

(ii) Approve minor amendments to the terms of reference and composition of
Senate’s Committees

(iii) Approve arrangements for, and undertake, reviews of academic governance;
and

(iv) Co-opt additional members of Academic Governance Committee.

Other Terms of Reference

1. To advise Senate on Charter, Statute, Ordinance and Regulation issues that
impact on institution-wide academic policy and strategy, for subsequent
consideration by Council as appropriate;

2. To review all changes to Regulations and advise Senate.

3. To advise Senate on its terms of reference, composition and membership,
operational details, committee structures and delegation of authority;

4. To advise Senate on the terms of reference, composition and membership, and
operational details of its standing committees;

5. To undertake periodic reviews of the effectiveness of academic governance,
including the performance of the standing committees of Senate;

6. To advise Senate on ways of improving its performance.

7. To advise Senate and report annually to Senate on the assurance provided by
quality and standards processes (supported by the Internal Audit); and

8. To liaise with Council Corporate Governance and Nominations Committee as
appropriate.

9. To review the nominations for Professor Emeritus and make recommendations
to Senate.
**Composition**

Deputy Chair of Senate (Chair)
President and Provost or Vice-President responsible for Education
Vice-President (Research & Enterprise)
Senior Elected Senator
Chair of Research Ethics Sub-Committee
President of City, University of London Students’ Union

Up to six elected members of Senate, appointed by the Committee for their term of office as a Senator

Up to two co-opted members appointed by the Committee for terms of three years, renewable.

**Operational Details**

- Reporting line - Direct to Senate
- Quorum - 30% rounded up to the next whole number of the total actual membership
- Frequency of meetings - As required, at least once, and normally three times, a year
- Decisions can be taken by correspondence and email provided 30% of members take part in the decision.

**4(B) TERMS OF REFERENCE OF RESEARCH ETHICS COMMITTEE**

**Authority Delegated from Senate**

Grant ethical clearance for research projects conducted by staff and students that require such consideration.

**Terms of Reference**

1. To consider the ethical implications of all research, experiments, investigations and procedures involving human participants, or animal subjects carried out in the University or under the auspices of the University.
2. To consider the ethical implications arising from research projects collecting, using and/or storing personal data carried out in the University or under the auspices of the University.
3. In connection with the above, to approve statements of practice for routine and emergency clinical procedures and other research, experiments, investigations and procedures routinely undertaken by appropriate departments of the University.
4. To set standards, propose and review policy on the ethical conduct of research throughout the University.
5. To approve School/Departmental delegation frameworks and procedures relating to research ethics.
6. To receive from individual members of academic staff, students, local Research Ethics Committees, Boards of Studies, or committees of Senate, proposals for all other research, experiments, investigations and procedures falling within its terms of reference and to allow, refer back or disallow such proposals, specifying where necessary any conditions subject to which proposals may be allowed.

7. To receive and advise on research proposals for the use of the name of the University in connection with all aspects of research involving human participants, personal data or animal.

8. In carrying out its responsibilities, to seek and take account of all necessary advice from sources within and without the University.

9. To report to Senate at least once annually on the research, experiments, investigations and procedures which have been allowed by the Committee through the Chair of the Committee.

10. To receive minutes and reports from Departmental/School Research Ethics Committees and to carry out spot checks on the effectiveness of procedures and standards adopted by the local committees.

11. To approve requests from external researchers wishing to recruit staff and students from the University for participation in research projects.

12. To submit a copy of the minutes of each meeting to Academic Governance Committee.

Composition
Chair (appointed by Senate on the recommendation of AGC. The Pro Vice-Chancellor (Research & Enterprise) will make a recommendation firstly to AGC)

Deputy Chair to be appointed by Senate

Chairs of School Research Ethics Committees (ex officio)

Up to three external independent members appointed by the Committee University Data Protection Officer (ex officio)
Assistant HR director, Health Service and Safety (ex officio) Two Research Students appointed by the Committee
Up to five members with expert knowledge from the University's academic staff appointed by the Committee
Up to two members co-opted by the Committee.

Operational Details

- Appointments by the Committee which are not ex-officio will be for up to three years (normally three years) and will be renewable for a maximum period of office of nine years. The Research Students would serve one term of up to two years.
- Reporting line - Direct to Senate
- Quorum - 30% rounded up to the next whole number of the total actual membership
- Frequency of meetings - As required, at least once, and normally three times, a year
- Decisions can be taken by correspondence and email provided 30% of members take part in the decision.

Note: For regulations concerning Validation and Institutional Partnerships Committee, see Senate Regulation 6.

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