

REGULATION 4 SENATE'S COMMITTEES

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, Educational Quality Committee, Research Ethics Committee, Research & Enterprise Committee and Education and Employability Board. Collaborative Provision Committee, which is also a committee of Senate, is considered under Regulation 6.

4(A) TERMS OF REFERENCE OF ACADEMIC GOVERNANCE AND NOMINATIONS 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) Commission independent reviews from either Internal Audit or other third party assurance providers.
- (ii) Approve and oversee the audit of the effective implementation of academic assurance processes
- (iii) Approve minor amendments to the terms of reference and composition of Senate's Committees
- (iv) Approve arrangements for, and undertake, reviews of academic governance; and
- (v) 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.
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

Vice President (Research) (Chair) *

Vice-President responsible for Education

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

One co-opted member may additionally be appointed by the Committee for a term of up to three years, renewable*.

* Note: AGC may be chaired by any Deputy President or Vice-President of City. The Vice President (Research) is the current Chair of AGC.

* Note: AGC may co-opt a member to the Committee if either (i) it is not possible to appoint an elected member to the Committee from each School, or (ii) co-opting a member proves to be necessary to increase the range of skills and experience available to the Committee.

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.

Equality and Diversity

Diverse membership of all committees is expected. Wherever possible membership will consist of at least 30% women and 30% men and representation of other protected groups will be actively considered. Where this has not been met committees should be able to demonstrate what action has been taken to achieve this target.

In accordance with the Public Sector Equality Duty committee members have a responsibility to ensure they have considered how their actions and decisions affect equality at City.

4(B) TERMS OF REFERENCE OF EDUCATIONAL QUALITY COMMITTEE

Purpose

The Educational Quality Committee is responsible to Senate for the oversight of specific aspects of the framework and operation of academic regulation, policy and practices concerning the quality and standards of City awards. This includes all taught and research degree programmes. The Committee supports the enhancement of the quality of the educational offer and the dissemination of good practice. Additionally, it is responsible for ensuring that the framework and practices are aligned with external regulatory requirements and expectations.

It works alongside the Collaborative Provision Committee, which provides institutional oversight on behalf of Senate of the framework for educational provision delivered with others (validated programmes, partnership programmes, outgoing student mobility schemes and student placement activity). It also works alongside the Doctoral College Board of Studies, which has delegated authority from Senate for the maintenance of academic standards and quality for postgraduate research programmes across City, University of London. .

Terms of Reference

Educational Quality Committee is responsible to Senate for:

- (i) Monitoring and supervising the development and implementation of City's academic regulatory and policy framework for all award-bearing provision, subject to the approval of Senate where applicable, to ensure and enhance the high quality of the educational offer, and assure the standard of City awards.
- (ii) Providing detailed and regular scrutiny of the framework to ensure appropriate alignment with relevant external reference points and guidance, and advising Senate on necessary changes and enhancements.
- (iii) Considering requests for exemption from the Senate Regulations relating to educational provision and/or approved quality and standards framework, and making recommendations to Senate.
- (iv) Receiving reports, as appropriate, from any sub-committees established by Educational Quality Committee and ensuring that all relevant matters concerning educational quality and standards are reported to Senate.
- (v) Undertaking scrutiny and advising Senate of outcomes from and the effectiveness of academic quality processes, including:
 - Programme approval, amendment, termination
 - External examining
 - Annual Programme Evaluation
 - Periodic Review
 - PSRB and accreditation events
 - Audits of academic processes that impact on the quality and standards framework
- (vi) Oversight of City's approach to assuring the completeness, accuracy, reliability and fitness for purpose of published information.
- (vii) Reviewing the outcomes from any external quality review or assessment of the City's educational quality and/or academic standards and advising Senate on the implementation and monitoring of related action plans.
- (viii) Advising Senate on appropriate action to take in order to address areas of academic risk to educational quality and/or academic standards.

- (ix) Through the above, supporting the enhancement of educational quality and the dissemination of good practice.

Educational Quality Committee will receive reports from, and/or will liaise with, the following committees to support institutional oversight of quality and standards, and to inform regulation and policy review, enhancement and development as appropriate.

- City Learning and Teaching Committee
- Collaborative Provision Committee
- University Programme Approval Committee
- Boards of Studies¹

Where appropriate, business will be reported and/or recommendations made to Senate via Academic Governance Committee, where they relate to matters within Academic Governance Committee's remit or its delegated authority from Senate.²

Composition

Membership will comprise of individuals with appropriate quality assurance and enhancement expertise:

Vice-President responsible for Education (Chair)

Associate Dean (Education) or equivalent of each School:

- Business Studies
- Communication & Creativity
- Health & Psychological Sciences
- Law
- Science & Technology
- Policy & Global Affairs

Academic Lead for External Examining*

Director of Student and Academic Services (or nominee)

Director of Learning Enhancement and Development (or nominee)

Assistant Director (Quality and Academic Development)

2 elected members of Senate, appointed for their term of office as Senator

Up to 5 Programme Directors, drawn from undergraduate and postgraduate taught programmes*

Deputy President of the Students' Union

In attendance:

Assistant Registrar (Quality) (Secretary)

Director of Internal Audit

Co-opted members as required

**including Academic Lead for External Examining role*

¹ Boards of Studies have delegated authority from Senate for the maintenance of academic standards and quality within their academic subject area as noted in their terms of reference

² Academic Governance Committee undertakes detailed scrutiny of proposed changes to Senate Regulations prior to recommendations being made to Senate.

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 five times, a year
- Decisions can be taken by correspondence and email provided 30% of members take part in the decision.

4(C) TERMS OF REFERENCE OF RESEARCH ETHICS COMMITTEE

Authority Delegated from Senate

To conduct ethical review and grant approval or otherwise for research projects conducted by staff and students of City, University of London that require such consideration.

Terms of Reference

1. To consider the ethical implications of all research involving human participants, the processing of personal data, or animal subjects carried out at City or under the auspices of City, including the use of City's name and/or logo, or facilities for research purposes, and where City is the data controller or processor.
2. To set standards, propose and review policy, procedures and practice on the ethical conduct of research throughout City, including delegation of responsibility to Schools and Departments.
3. To receive and advise on research proposals for the use of the name of City in connection with all aspects of research involving human participants, personal data or animal subjects.
4. In carrying out its responsibilities, to seek and take account of all appropriate advice from sources within and outside of City.
5. To report to Senate at least once annually through the Chair of the Committee.
6. To receive appropriate reports from Departmental/School Research Ethics Committees.
7. To consider requests from external researchers wishing to recruit staff and students from City for participation in research projects.
8. To submit a copy of the approved minutes of each meeting to Senate.
9. To request resources and make recommendations for the investment required to fulfil these terms.

Composition

Chair to be appointed by Senate on the recommendation of AGC. The Vice-President (Research) will ask for expressions of interests and interview appropriate candidates before making a recommendation to AGC.

Deputy Chair to be appointed by Senate on the recommendation of SREC. SREC members will put themselves forward for a ballot of SREC members. The person with the most votes will be recommended to Senate. In case of a tie, the Chair will have the casting vote.

Chairs of School Research Ethics Committees (ex officio)

A minimum of three external independent members appointed by the Committee

University Data Protection Officer (ex officio)

Other University officers as appropriate

Up to two doctoral students appointed by the Committee in consultation with the Doctoral College

Up to five members with expert knowledge from the University's academic staff recommended by the Chair and appointed by the Committee

Up to two co-opted members, recommend by the Chair, approved by the Committee.

Operational Details

- Appointments by the Committee which are not ex-officio will be for up to 3 years and will be renewable for a maximum period of office of 9 years. The doctoral students would serve one term of up to 2 years.
- Reporting line - Direct to Senate
- Quorum for business items – 30% rounded up to the next whole number of the total actual membership
- Quorum for research ethics applications – 8 members of the whole number of the total actual membership, including at least one external member
- Frequency of meetings - As required normally 6 times a year
- Decisions on business items can be taken by correspondence, virtual meetings and/or email provided at least 30% rounded up to the next whole number of the total actual membership.
- Decisions on research ethics applications can be taken by correspondence, virtual meetings and/or email provided at least 8 members of the whole number of the total actual membership, including at least one external member take part in the decision.

4(D) TERMS OF REFERENCE OF CITY RESEARCH AND ENTERPRISE COMMITTEE

The Research and Enterprise Committee is responsible for all matters relating to the City Research and Enterprise Strategy. It reports to Senate on matters of research quality, compliance and governance; and is advisory to the Vice-President (Research) and Vice-President (Enterprise) on enterprise issues.

Terms of Reference

1. To advise Senate on the achievement of City's strategic aims relating to research; and the Vice-President (EEE) on aims relating to enterprise.
2. To advise the Vice-President (Research) and Senate, where appropriate, on the development and review of institutional policies and procedures in relation to research and enterprise; and to monitor their implementation, making recommendations and reporting where required to Senate.
3. To consider external developments relating to research and enterprise and to advise Senate (on research issues) and the Vice-President (Research) and Vice-President (EEE) (on enterprise issues) on the appropriate response from City, including any necessary internal developments.
4. To keep under review the research and enterprise needs, plans and achievements of Schools and City's Interdisciplinary Centres, with particular regard to measurable aims, management processes and the organisation of research into appropriate groupings, with a view to maximising City's position in comparative assessments of research and enterprise; and to provide advice on these issues to the Vice-President (Research) and, as appropriate, to Senate.
5. To oversee the strategic development and operational management of City's data repository 'Figshare' to ensure that it meets the needs of Schools effectively and that policies and practices for open access to research publications and research data are developed accordingly and that appropriate resources are provided to realize benefits to City from the dissemination of research.
6. To advise the Vice-President (Research) and, as appropriate, Senate on the following:
 - Allocation of resources needed to support the development of research and enterprise, including funding for institutional doctoral studentships, research fellowships and knowledge exchange activities.
 - Income generation by applying for research grants and contracts
 - Meeting compliance obligations across research and enterprise including those associated with inter alia ethics, integrity, contracts and information governance.
 - Support for postgraduate research students
 - Institutional preparations for submission to internal and external research quality exercises
 - Responses to institutional consultations concerning strategic matters in research and enterprise

- To advise the Vice-President (Research) and, as appropriate, Senate on any matters referred to the committee by the Executive or Senate.

Vice President (Research) (Chair)

Vice President (EEE)

Associate Deans for Research & Enterprise (x6) or nominated representatives

Director, Research & Enterprise

Assistant Vice-President (City Doctoral College)

Chair of Senate Research Ethics Committee

Director, Library Services

Head of International Relations

Elected Senators (x2)

IPCB representative

Nominated member(s) of academic staff with specialist research expertise (one from each School)

In Attendance (as appropriate to the meeting agenda)

Secretary to the Committee

Nominated member(s) of academic staff with specialist expertise

Nominated members(s) of professional staff with specialist expertise

Postgraduate Student Representative

Operational Details

Meeting agenda will identify items required to report to Senate

Quorum – 30% rounded up to the next whole number of the total actual membership

Frequency of meetings – normally three times per year (termly)

Decisions can be taken by correspondence and email provided 30% of members take part in the decision.

Appointment to the Committee of members who are not ex-officio will be for up to 3 years and it will be renewable for a maximum period of office of 6 years.

Equality and Diversity

Diverse membership of all committees is expected. Wherever possible, membership will consist of at least 30% women and 30% men and representation of other protected groups will be actively considered. Where this has not been met, committees should be able to demonstrate what action has been taken to achieve this target.

In accordance with the Public Sector Equality Duty, committee members have a responsibility to ensure they have considered how their actions and decisions affect equality at City.

4(E) TERMS OF REFERENCE OF CITY EDUCATION AND EMPLOYABILITY BOARD

Purpose

Make recommendations to Senate and to the Senior Leadership Team (SLT) as to the enhancement of City's educational provision, embedding employability and the student experience in all aspects of our offering.

Terms of Reference

Lead on delivering City's strategic priorities pertaining to education, employability and the student experience.

Develop proposals and make recommendations to Senate and SLT on City's educational provision and character, with particular consideration of:

- a) The enhancement of educational innovation;
- b) Embedding graduate attributes into programme delivery; and
- c) Empowering students to own their own experience.

Evaluate and develop proposals to improve City's internal quality processes that impact performance in external quality evaluations relating to education, employability and the student experience.

Act as the forum for monitoring the employability development plan across City.

Lead on funding bids for strategic investment in education and employability.

Receive reports from the Educational Quality Committee regarding the framework and operation of academic regulation, policy and practices concerning the quality and standards of City awards.

Composition and Membership

Vice-President (Education) (Co-Chair)

Vice-President (Enterprise, Engagement and Employability) (Co-Chair)

Vice-President (Digital and Student Experience)

Associate Deans for Education

Associate Dean for Employability (Science and Technology)

Associate Dean for Student Experience (includes Employability) (School of Policy and Global Affairs)

Associate Dean for Student Experience (Law)

Associate Dean for Education Quality and Student Experience

Assistant Vice-President (EDI)

Director of Library Services

Director of Employability and Careers

Director Post-Graduate Careers and Professional Development (Bayes)

Director of Student and Academic Services

Deputy Director of Student and Academic Services (Student Experience)

Director of Learning Enhancement and Development

Vice-President (Education) of the Students' Union

Head of Student Inclusion and Engagement

2 elected members of Senate, appointed for their term of office as Senator

In Attendance

Secretary to Education and Employability Committee (TBC)

Operational Details

Quorum – 30% rounded up to the next whole number of the total actual membership

Frequency of meetings – As required, at least three times a year

Decisions can be taken by correspondence and email provided 30% of members take part in the decision.

The Student Education and Employability Board will meet ahead of each Education and Employability Board and consider the same papers and items of business and report back to Education and Employability Board

Equality and Diversity

Diverse membership of all Boards is expected. Wherever possible membership will consist of at least 30% women and 30% men and representation of other protected groups will be actively considered. Where this has not been met Boards should be able to demonstrate what action has been taken to achieve this target.

In accordance with the Public Sector Equality Duty Board members have a responsibility to ensure they have considered how their actions and decisions affect equality at City.

Note: For regulations concerning Collaborative Provision Committee, see Senate Regulation 6.

Reapproved as a Senate Regulation 05.12.12 Revised 17.09.14 (AGC)

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Revised and approved by Senate (11.12.19)
Revised and approved by Senate (13.05.20)
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