

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

Research & Enterprise Committee report to Senate on research issues and is advisory to the VP (Research) and VP (Enterprise) on enterprise issues. Education & Employability Board and Student Experience Board have dual reporting lines to Senate and to the Senior Leadership Team.

Areas for decision by Senate are set out in [Ordinance C.1](#). All other areas are for decision by the Executive.

4(A) TERMS OF REFERENCE OF ACADEMIC GOVERNANCE AND NOMINATIONS COMMITTEE

Purpose

Academic Governance & Nominations 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 & Nominations 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: AGNC may be chaired by any Deputy President or Vice-President of City. The Deputy President is the current Chair of AGNC.

* Note: AGNC 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.

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.

- Education and Employability Board
- City Learning and Teaching Committee
- Doctoral College Board of Studies
- Collaborative Provision Committee
- University Programme Approval Committee
- Boards of Studies¹
- Relevant Working Groups whose remit falls under the Committee

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

Composition

Composition and Membership:
Vice President (Education)
Associate Dean (Education) or equivalent of each School:
School of Communication & Creativity
School of Policy & Global Affairs
Bayes Business School
School of Health & Psychological Sciences
City Law School
School of Science & Technology
Academic Lead for External Examining
Academic Registrar & Director of Academic Services (or nominee)
Director of Learning Enhancement and Development (or nominee)
Head of Academic Quality and Standards
2 elected members of Senate, appointed for their term of office as Senator

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 & Nominations Committee undertakes detailed scrutiny of proposed changes to Senate Regulations prior to recommendations being made to Senate.

Up to 6 Programme Directors, drawn from undergraduate and postgraduate taught programmes
Vice-President (Education) of the Students' Union
In attendance:
Assistant Registrar (Quality) (Secretary) Director of Internal Audit Students' Union Advice Manager Quality and Standards Officer (Minutes)
Co-opted members as required* <i>*including Academic Lead for External Examining role</i>

Equality and Diversity Statement

City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

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.

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 AGNC. The Vice-President (Research) will ask for expressions of interests and interview appropriate candidates before making a recommendation to AGNC.

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) City Education and Employability Board

Make recommendations to Senate and to the Senior Leadership Team (SLT) about the enhancement of City's educational and employability strategy and provision.

Reporting

This board reports to Senate and SLT.

Terms of Reference

1. Oversight and leadership of delivering City's strategic priorities pertaining to education and employability.
2. Develop proposals and make recommendations to Senate and SLT on City's educational provision and character to:
 - a. Drive educational strategy and performance;
 - b. Drive strategy and performance in the area of employability
3. Act as the forum for considering external data and reports relating to the quality of City's educational provision and employability.
4. Act as the forum for considering reports and recommendations from accreditation activity by professional, statutory and regulatory bodies, where this has implications extending across Schools.
5. Consider and evaluate outcomes from City's internal quality processes to identify enhancements to educational provision and employability.
6. Act as the forum for monitoring the career activation programme and implementation of graduate attributes across City.
7. Advise on funding bids for strategic investment in education and employability.
8. Receive summary reports from the Learning Environment Committee regarding developments in the learning environment and resources at City.
9. Receive summary reports from the Access and Participation Committee regarding City's Access and Participation Plan and other work related to widening participation.
10. Receive summary 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.
11. Receive summary reports from the Student Experience Board and ensure cross working on items that cut across education, employability and student experience.

Composition and Membership

Vice-President (Education) (Co-Chair)
Vice-President (Enterprise, Engagement and Employability) (Co-Chair)
Vice-President (Digital and Student Experience)
Assistant Vice-President (EDI)

At least one Deputy President from City's Students' Union
Student Union Staff
At least one Associate Dean (Education and/or Employability) for each School
Director of Library Services
Director of Careers and Employability
Director Post-Graduate Careers and Professional Development (Bayes)
Academic Registrar
Director of Learning Enhancement and Development Director of Student Experience
Head of Quality and Academic Development
Head of Inclusion and Engagement
2 elected members of Senate, appointed for their term of office as Senator

In Attendance

Secretary to Education and Employability Board
Deputy Chief Operating Officer

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 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.

4(F) TERMS OF REFERENCE OF CITY STUDENT EXPERIENCE BOARD

Purpose

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

Reporting

This board reports to Senate and SLT.

Terms of Reference

Oversight and leadership of delivering City's strategic priorities pertaining to student experience as outlined in phase 1 of [City's Vision and Strategy 2030 | City, University of London](#)

Develop proposals and make recommendations to Senate and SLT on enhancing City's student experience in relation to onboarding, welfare and support, administration and community and belonging.

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

Act as the forum for monitoring student experience across City and making sure it works for all students.

Lead on funding bids for strategic investment in student experience.

To regularly liaise with Education and Employability Board and ensure cross working on items that cut across education, employability, and student experience

Composition and Membership

Vice-President (Digital and Student Experience) (Chair)

Vice-President (Education)

Vice-President (Enterprise, Engagement and Employability)

At least one Deputy President from City's Students' Union

Student representative(s)

At least one Associate Dean Student Experience for each School

At least one Senior Professional Services representative for each School

Director of Library Services

Deputy Chief Operating Officer

Representative from Learning Enhancement and Development

Director Student Experience

Director IT

PAF representative

Head of Student Inclusion and Engagement

Student Communications and Voice Manager

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

In Attendance

Secretary to Student Experience Board

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 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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Minor update to EQC terms of reference (19.04.23)

Update to EEB terms of reference (13.12.23)

