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University of Sussex

**The Organisation of the University
2012/13**

NOTES

1. The constitution of the University and the pattern of its organisation are laid down in the Charter, Statutes and Regulations, which provide the University with its legitimacy and status as a corporate body. This document describes the organisational structure subsidiary to the provisions of the Charter, Statutes and Regulations and reflects decisions made by Council, Senate and the Vice-Chancellor's Executive Group in relation to their respective areas of authority, as set out in Charter, Statutes and Regulations. Between meetings of these bodies, the power to interpret the provisions of the *Organisation of the University* document resides with the Vice-Chancellor, acting with the advice of the Registrar & Secretary.
2. In this document, the phrase 'Head of School' applies equally to the Dean of the Brighton and Sussex Medical School unless stated otherwise.

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PART ONE: INTRODUCTION

Committees

1. The composition and terms of reference of each University Committee are described in Part Two, to which an illustrative chart is attached. *The composition and terms of reference of Court, Council and Senate are laid down in the Charter and Statutes and may be modified only after petition to and approval by the Privy Council.* The number of committees is kept under review to minimise the time and resources they consume. The final responsibility rests with Council, and Senate, but internal communications are of the utmost importance.
2. The dates and times of the main committees are announced before the beginning of each new session. The dates and times of meetings are determined in advance and copies of the Committee Timetable are placed on the Office of Governance and Secretariat website.
3. Although some bodies meet only annually, the normal pattern of meetings is one full cycle in each four-monthly period, i.e. routine business will pass from sub-committees to the meetings of Senate and Council once a term and units should organise their business to suit these cycles.
4. The University Council agrees the procedure for delegated authority. This gives an individual, a sub-group or a separate committee limited authority to act or to make decisions on behalf of the main committee. Current guidance may be obtained from the Office of Governance and Secretariat.
5. Chairs and Secretaries are required to structure agenda so as to ensure that the scarce time of their committee members is used to best advantage.
6. All members of committees should note that, although minutes and supplementary papers may be widely circulated for informational purposes, the actual proceedings of meetings themselves are private, and statements made by individuals during those meetings are confidential. Individuals or groups who wish to circulate papers or items of business must do so through the Secretary of the committee concerned.
7. Regulation 5 (26-28) on reserved areas of business states that in any case where a person is, in his or her capacity as a student or representative of students, a member of, or is admitted to any meeting of Council (other than the Student's Union established in accordance with Regulation 3), the student shall withdraw from the meeting when it is declared by the Chair of the meeting that the meeting is about to discuss a reserved area of business and shall not return to the meeting until the discussion on the reserved area of business is concluded. Papers for consideration as aforesaid and minutes and other records any of which relate to reserved areas of business shall not at any time be made available to a student. For the purposes of this Statute, "reserved areas of business" means all matters affecting the personal (including academic and financial) affairs of any member of the University.
8. The large volume of paperwork normally associated with committees should be cut down as far as possible. Resolutions and recommendations should be identified and clearly marked. Minutes should be kept as brief as possible: they should record the decisions taken and reference to any background information necessary to understanding, but they will not normally record the contents of the discussion in the committee.

9. The Registrar & Secretary is responsible for elections to Senate and its other committees. Except where otherwise stated, elected and appointed members of committees hold office for periods of one year from 1st August to 31st July. Normally, the method of the single transferable vote shall be used in all elections within the University.
10. Unless special provision is made in a committee's constitution, deputies are not normally allowed to stand in for occasional meetings, although in the event of illness or absence for a significant period deputies will be permitted by special arrangement with the Chair concerned. The Vice-Chancellor, who is *ex-officio* a member of any University committee other than the Audit Committee, may ask a Pro-Vice-Chancellor to represent him or her at any meeting.
11. The quorum for meetings of Council is one third of the actual members of Council, with independent members always being in the majority and the quorum is one third of the total actual membership in the case of Senate as specified in the Regulations. For those committees where no quorum is prescribed, the Senate approved Standing Orders at its 129th meeting which, although they do not apply formally to other bodies, are used by the Administration in giving advice to committee Chairs about the processing of business.

In the cases of Court, Council, and Senate:

- (1) if, thirty minutes after the time appointed for the meeting to commence, a quorum is not present, no business shall be transacted other than the adjournment of the meeting;
- (2) the Chair, in consultation with the Registrar & Secretary, shall subsequently determine the date and time for the adjourned meeting and notification thereof shall be given, where possible in writing, to members normally at least three days before the adjourned meeting is to take place;
- (3) the adjourned meeting may consider the business for which the original meeting was called, and may consider business additional to that for which the original meeting was called;
- (4) the adjourned meeting, if inquorate, may complete the business for which the original meeting was called, but may not complete any business additional to that for which the original meeting was called.

Apart from the formal committees described in Part Two, individuals responsible for certain major services or activities (e.g. the Librarian) should establish forms of consultation with the academic staff and with the Students' Union, in addition to their links with the committees.

12. Committee memberships will be for two years, unless otherwise specified in committee terms of reference.
13. The following notes define the classifications of academic staff members used within the University for organisational and governmental purposes.

(1) Academic Staff

- (a) those holding full-time or part-time salaried appointments, permanent or temporary, including those holding joint appointments with another organisation, as Lecturer, Lecteur/Lectrice (and similar titles for other languages e.g. Lektor/Lektorin), Senior Lecturer, Reader or Professor (Teaching staff);
- (b) those holding full-time or part-time salaried appointments, including those holding joint appointments with another organisation, as Research Officer, (Research) Fellow, Senior (Research) Fellow or Professorial Fellow on scales analogous to those of teaching staff (Research staff).

(2) Visiting and Associate Academic Staff

- (a) those who have been awarded honorary titles as visitors to the University (Visiting staff);
- (b) those holding appointments in independent institutions based in the University Park and accepted by the University as analogous in standing to academic staff (Associate academic staff).

Officers

14. The duties and responsibilities of individual officers are described in Part Three, to which an illustrative chart is attached. Delegation of authority necessary to conduct some of these duties is contained in a separate public paper as agreed by Council from time to time; this document states the delegation of authority by Senate to other bodies. The Vice-Chancellor is the Chief Executive of the University and has powers, under the authority of Council, to act contrary to this document where that is necessary in the interests of efficiency.

Communications

15. Within the framework set by the Charter, Statutes and Regulations the pattern of the organisation of the University can be summarised as seeking to devolve responsibility to internal bodies and units where that is compatible with the maintenance of the integrated nature of the body corporate. The necessary prerequisite of this system of organisation is that the University must keep its members as fully informed as possible and encourage them to communicate ideas and suggestions. Internal communications are not an adjunct to the organisation of the University but an integral part of it.
16. The Communications professional service division advises on this subject and is responsible for external communications, relations with the news media, and the regular publication of the *Bulletin*, and other materials; it is concerned both with the University's external relations, and also with the flow of information within the University.
17. Agenda, minutes and supporting papers (with the exception of a small number of papers confidential to the committee in question) of Council and Senate are placed on Sussex Direct. Agenda and minutes of School and Department Meetings should be made freely available in the Schools of Studies.

Conclusion

18. *The Organisation of the University* is reviewed annually because the structures and processes are so interrelated that to consider isolated proposals for changes during a year would be unhelpful. However, that should not prevent members of the University from making suggestions for change at any time. Individuals having such suggestions should communicate them to the Academic Secretary, who will see that they are brought forward for discussion at the appropriate time.

PART TWO: COMMITTEES OF THE UNIVERSITY

I Court

The purpose of Court is set out in Regulation 6. The Court shall hold an Annual Meeting each year at which shall be presented a broad picture of the work of the University including a report by the Vice-Chancellor on the key issues faced by the University during the year following which the Court shall have the opportunity to discuss any matters relating to the University. The Chancellor presides over meetings of Court.

II Council

(1) *Terms of Reference:*

Council is the governing body of the University. Its role is, *inter alia*, as follows:

- (a) to determine strategic objectives for the University and to monitor performance against these objectives and against appropriate external benchmarks;
- (b) to discharge its responsibilities in relation to general legal and other external requirements;
- (c) to meet general requirements deriving from the Charter and Statutes, other than those matters delegated to committees or to individuals;
- (d) to monitor institutional effectiveness;
- (e) to monitor its own effectiveness.

(2) *Composition:*

The composition is set out in Statute IV and Regulation 5: the Vice-Chancellor, Deputy Vice-Chancellor, up to fifteen independent members, three members of Senate, two other members of the academic staff, one member of the Professional Services, the President of the Students' Union and the Research Postgraduate School representative sitting on Senate. Council appoints its Chair and Vice-Chairs from amongst its independent members.

III Senate

(1) *Terms of Reference:*

The powers and functions of Senate, as defined in Statute VI and Regulation 4, include the following: to direct and regulate teaching and examination, promote research, authorise the award or annulment of degrees, regulate admissions and the discipline of students, discuss and declare an opinion on any matter whatsoever relating to the University and "do such other acts as the Council may authorise". Senate will normally exercise these powers and functions by receiving, considering and confirming reports from the Vice-Chancellor and its main committees. Chairs of committees which report to Senate must therefore act as spokespersons: if unable

to attend a Senate meeting, they should brief a deputy to report on their behalf. Senate is also responsible for the conduct of academic staff relations with Council and external bodies and receives reports from Council. Members of Senate may approach its Secretary at any time with suggestions for items of business for consideration.

(2) Role of Senators:

(a) all members (*ex officio* and elected):

- to be aware of institutional objectives and issues;
- to speak freely on policies and proposals presented to Senate;
- to contribute to making and taking responsibility for Senate's decisions, taking into account of the needs and priorities of the whole University;
- to attend all meetings of Senate unless absence is due to illness, urgent personal reasons or teaching commitments;
- to be willing to be appointed as members of Senate committees or sub-groups;

(b) additional roles for elected members:

- to attend School meetings;
- to comment on policies and proposals informed by discussions at School meetings and other meetings within the School as appropriate;

in advance of Senate meetings, to read the papers and prepare for the business to be transacted, to consult their constituents for views on the scheduled business (this is facilitated by Senate papers being openly accessible to all members of staff and students via Sussex Direct).

- during Senate meetings, to contribute as necessary and to report the views of any constituents;
- after Senate meetings, to feedback to their constituents within the provisions of the Standing Orders of Senate bearing in mind that the only official report of the meeting is the Minutes of the meeting.

(3) *Composition:*

The Statute states that, in addition to certain *ex-officio* members, it shall consist of elected members as set out in Regulation 4. The following are at present members of Senate *ex-officio*: the Vice-Chancellor (Chair), Pro-Vice-Chancellors, Heads of the Schools of Studies, Librarian, Director of IT Services, the Director of the Sussex Centre for Language Studies, the President of the Students' Union and the Education Officer of the Student's Union.

(4) Council has agreed arrangements for the attendance at Senate meetings of speaking observers appointed by the recognised trade unions.

- (5) Senate may establish committees of its members and may appoint as full members of such committees persons who are not members of Senate. Senate may delegate to any such committee any powers or functions which it is itself empowered to perform.

IV The Schools of Studies

- (1) The following is a list of Schools of Studies:

Brighton & Sussex Medical School (BSMS)
 School of Business, Management and Economics (BMEc)
 School of Education and Social Work (ESW)
 School of Engineering and Informatics (EngInf)
 School of English (English)
 School of Global Studies (Global)
 School of History, Art History and Philosophy (HAHP)
 School of Law, Politics and Sociology (LPS)
 School of Life Sciences (LifeSci)
 School of Mathematical and Physical Sciences (MPS)
 School of Media, Film and Music (MFM)
 School of Psychology (Psychology)

The Schools of Studies are the main academic units of the University.

Note: The Brighton & Sussex Medical School is a joint School of the University of Brighton and the University of Sussex, and therefore the arrangements for Schools described here and elsewhere in this document may not apply to BSMS.

- (2) The following is a centre independent of a School of Study:

Sussex Centre for Language Studies
 Attenborough Centre for the Creative Arts

- (3) *Elections*: It is the responsibility of the Office of Governance and Secretariat to maintain the electoral register of the School. The administrative arrangements for the election of School Student Representatives to membership of School and University Committees are the responsibility of the Students' Union and the Academic Registry jointly.

V Research Institutions

- (1) The University is host to research institutions which are separately constituted or are constituents of another organisation. The relationship of each with the University is regulated by individual agreements, which may include University nomination to the governing body or the establishment of a joint committee to consider matters of mutual interest. The following institutions of this type exist in the current academic year:

Institute of Development Studies

VI	Committees of Council
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1. Audit Committee(1) *Terms of Reference:*

Governance

- (a) to monitor and keep under review the effectiveness of Council and of the University's governance arrangements.

Accounting Integrity

- (b) to recommend to Council the appointment of the external and internal auditors;
- (c) to agree, with the auditors, the nature and scope of the external audit and all relevant reports from the external auditors and others authorised to audit the University's accounts (e.g. the National Audit Office and the HEFCE audit service), and to consider the response to any reports and management letters;
- (d) to recommend the Financial Statements to Council.

Internal Controls

- (e) to provide assurance to Council on the effectiveness of the internal control systems of the University;
- (f) to review the scope of internal audit, including planning, considering reports and management responses and promoting co-ordination between the internal and external auditors;
- (g) to recommend the University's Financial Regulations and Procedures;
- (h) to monitor the performance and effectiveness of internal audit.

Risk Management

- (i) to advise Council on the effectiveness of risk management.

Efficiency and Effectiveness

- (j) to ensure that satisfactory arrangements are in place to promote economy, efficiency and effectiveness in relation to Value for Money.

Fraud and Whistleblowing

- (k) to oversee the University's policy on fraud and irregularity and procedure on whistle blowing, including monitoring any actions taken under them.

Annual Report

- (l) to approve an Annual Report to Council recording the Committee's work over the preceding financial year and setting out its assurance opinions on the adequacy and effectiveness of the University's arrangements for: risk management; internal controls; governance; economy, efficiency and effectiveness; and the management and quality assurance of data submitted to HESA, HEFCE and other funding bodies.

The Committee may delegate authority to give effect to any decision or policy within its competence, to its Chair, other independent members of Council or members of staff.

- (2) *Composition:*

Chair appointed by Council from among the independent members of Council who are not members of Finance and Investments Committee; Two independent members of Council who are not members of Finance and Investments Committee.

The Committee may co-opt up to two other independent members (who will have full membership rights) with financial, accounting or audit experience who need not be members of Council and must not be members of Finance and Investments Committee.

In attendance: Deputy Vice-Chancellor; Registrar & Secretary; Director of Finance; Head of Corporate Accounting Services; Deputy Director of Finance; Internal auditor representative(s); External auditor representative(s); Head of Procurement; Academic Secretary.

The quorum for the Audit Committee shall be two members.

- (3) *Reports to:* Council.

2. Brighton and Sussex Medical School Joint Board

- (1) *Terms of Reference:*

The Joint Board of the Brighton and Sussex Medical School (BSMS) is a sub-committee of the Council / Board of Governors of the Universities of Sussex and Brighton.

To recommend to its parent bodies (and, where appropriate, to NHS institutions):

- (a) the educational character, teaching and research profile of BSMS;
- (b) the overall management of BSMS within policies set by the parent bodies;
- (c) plans for the strategic development and resourcing of BSMS;
- (d) the annual estimates of BSMS's revenue and capital expenditure;
- (e) the appointment, suspension, dismissal and pay and conditions of the Dean of BSMS;

- (f) the composition and structure of the senior management of BSMS;
- (g) such other matters as may be referred to it from time to time by the parent bodies, or by an NHS institution.

In making recommendations, the Joint Board shall have due regard to the statutory and other legal obligations of the Universities and NHS institutions.

(2) *Composition:*

Vice-Chancellor of the University of Brighton; Vice-Chancellor of the University of Sussex; Dean of BSMS; One independent member of the University of Brighton Board of Governors; Chief Executive of the South East Coast Strategic Health Authority; Chief Executive of Brighton and Sussex University Hospitals NHS Trust; Chief Executive of Brighton and Hove City Primary Care Trust; Director of Finance of the University of Sussex; Head of Finance of the University of Brighton; One co-opted member with experience in academic medicine.

Appointments are for three years. The Chair will rotate annually between the two Universities.

In attendance: Deputy Vice-Chancellor of the University of Brighton; Registrar & Secretary of the University of Sussex; Associate Deans of BSMS.

(3) *Reports to:* Board of Governors of the University of Brighton and Council of the University of Sussex.

3. **Chairs' Group**

(1) *Terms of Reference:*

- (a) to co-ordinate the business to be transacted at Council Committees.
- (b) to co-ordinate the rolling agendas of Finance & Investment, Performance and Audit Committees and see they are reflected in Council business;
- (c) to develop co-ordinated sets of key performance indicators to propose to Council;
- (d) to oversee reporting to Council, ensuring that discussions are co-ordinated and papers complementary.

(2) *Composition*

Chair of Council (Chair), Chair of Audit Committee, Vice-Chair (Finance and Investments), Vice-Chair (Performance), Vice-Chancellor, Registrar and Secretary. *In attendance:* Academic Secretary.

(3) *Reports to:* Council.

4. Finance and Investments Committee

Key Role: Finance and Investments Committee is a Committee of Council, focusing on the oversight of the University Executive's planning and management of finance, investments and assets of the University in their widest sense in the context of economy, efficiency and value for money. Finance and Investment Committee has a particular remit in relation to providing advice and recommendations to Council, or reviewing, monitoring and approving on behalf of Council, the following:

- (1) *Terms of Reference:*
 - (a) Financial Strategy and Policy
 - (i) to recommend a Financial Strategy for the University, revised on an annual basis in the light of the prevailing financial environment affecting grants, fees, rents and contracts;
 - (ii) to approve policies on investment in respect of general and specific funds, and other funds of which the University acts as Trustee;
 - (b) Budget-Setting and Financial Forecasting
 - (i) to recommend the annual budgets and the financial forecasts (including those for submission to HEFCE);
 - (c) Financial Performance
 - (i) to monitor, through a reporting process agreed by Council in consultation with the University Executive, the financial situation of the University, both capital and revenue, and to make recommendations of actions necessary to assure the financial sustainability of the University;
 - (ii) to monitor at each meeting the University's financial performance against budgets and forecasts;
 - (iii) to consider the financial reports and accounts of the University's subsidiary and associated companies and of partnerships and other university ventures;
 - (iv) to monitor the financial performance and conduct of the financial affairs of the Students' Union in accordance with the Memorandum of Understanding between the University and the Students' Union;
 - (d) Capital Projects
 - (i) to recommend the Capital Project Governance Framework;
 - (ii) to approve or recommend, within the limits established within the Framework, the budgets for major capital projects;
 - (e) Assets

- (i) to consider proposals affecting major University assets, including property, and to make recommendations as appropriate;
- (ii) to consider reports of gifts, bequests, research grants and contracts;
- (f) Investment and Treasury Management
 - (i) to approve the appointment of bankers and the provisions of the bank mandate;
 - (ii) to approve a strategy for borrowing, investing and raising funds;
 - (iii) to approve the principles under which investment managers will operate and to review their performance at least annually.
- (2) *Composition:*

Vice Chair (Finance) (Chair), Four independent members of Council, Vice-Chancellor, Deputy Vice-Chancellor

In attendance: Director of Finance, Registrar and Secretary. The Committee may invite the President of the Students' Union to attend for specific items.
- (3) *Reports to:* Council.

5. Nominations Committee

Key Role: To appoint or recommend candidates for membership of Committees Council and Court.

- (1) *Terms of Reference:*
 - (a) to recommend the appointment of independent members of Council ;
 - (b) to appoint independent members of Council to Committees or Task Groups;
 - (c) to appoint members of the University to serve on the USPAS Trustees Board and bodies outside the University;
 - (d) to appoint members to Court in accordance with the Regulations for Court
- (2) *Composition:*

Chair of Council (Chair); Vice-Chancellor; Vice-Chairs of Council; Deputy Vice-Chancellor; Two other independent members of Council appointed by Council (normally expected to serve for a three-year period); One Senate member of Council appointed for a three-year period by Council (but who will cease to be a member if he or she ceases to be a member of Senate).

In attendance: Registrar & Secretary; Development Director.

(Individual independent members withdraw whenever their own membership of a Committee is under consideration.)

(3) *Reports to: Council.*

6. Performance Committee

Key Role: To focus on the oversight of the University's performance in delivering strategies, projects and plans which have been agreed by Council including identifying and measuring the indicators by which plans can be monitored. The Committee will agree a range of operational indicators which will enable the Council to oversee the general operations of the University and the format and timing of reporting on these. For strategies, projects and plans and areas of operation, the Committee will monitor the management of the main risks. The Committee will also monitor the University's compliance against a range of statutory requirements.

(1) *Terms of Reference:*

(a) Performance

- (i) to recommend the key performance indicators for each strategy, project and plan and the manner and timing of reporting on these;
- (ii) to recommend a range of indicators which will be used to measure the operational performance and the manner and timing of reporting on these;
- (iii) to identify the main risks associated with the delivery of performance in any area of the University's business and to monitor the University's approach to managing them;
- (iv) to recommend procedures to enable the University to maintain a high level of performance in delivering its business;
- (v) to report to Council at each meeting a report on the performance of the University;

(b) Compliance

- (i) to ensure that the University complies with its legal obligations across a range of areas including health and safety and equalities duties;
- (ii) to receive regular reports on these from the University and make periodic reports to Council;

(c) Students' Union

- (i) to recommend, and keep under review, a memorandum of understanding governing the relationship between the University and the Students' Union;
- (ii) to recommend actions arising out of the operation of the memorandum.

(2) *Composition:*

Vice Chair (Performance) (Chair), Four independent member of Council, Vice-Chancellor, Pro-Vice-Chancellors, Two members of staff on Council appointed by Nominations Committee, President of Students' Union (or nominee)

In attendance: Registrar and Secretary, Director of Finance.

(3) *Reports to:* Council.**7. Remuneration Committee**

Key Role: On behalf of Council to determine the principles and strategy for the reward of all staff; and to determine the framework for the remuneration of all Heads of School, Professional Services Directors at grade 10, the Librarian, and the Professoriate.

(1) *Terms of Reference:*

- (a) to determine the principles and strategy for the reward of all staff;
- (b) to determine the remuneration of all members of the Vice-Chancellor's Executive Group, either on appointment or in post;
- (c) to determine the framework for the remuneration of all Heads of School, Professional Services Directors at grade 10, the Librarian, and the Professoriate, either on appointment or in post; and to receive reports on the application of this;
- (d) to note the outcome of salary reviews for staff in grades 1-9;
- (e) to determine individually negotiated termination packages for staff in the Vice-Chancellor's Executive Group and any staff whose salary is in excess of the level specified by HEFCE in its Guidance on Severance Payments to Senior Staff in HEIs.

The Committee may delegate to its Chair, or any member of staff, for the purposes of implementing policy in accordance with Statute XVI.3 and XVI.4, powers and functions which it is itself competent to perform.

(2) *Composition:*

Chair of Council (Chair); Vice Chair (Finance); One independent member of Council on Performance Committee; One independent member of Council appointed by Council (normally serving for a three-year period); Vice-Chancellor (who withdraws whenever his/her salary is under consideration)

In attendance: Deputy Vice-Chancellor; Registrar & Secretary; Director of Human Resources (provided that no Officer is in attendance when his/her salary is under consideration).

(3) *Reports to:* Council.

VII University Management Committees reporting to Council Committees

8. Human Resources Committee

Key Role: To advise Council via Performance Committee on, and oversee, the University's Human Resources matters .

(1) *Terms of Reference:*

- (a) to recommend and monitor the implementation of the University's Human Resources Strategy. ;
- (b) to recommend matters of policy employment-related matters including:
 - (i) recruitment, selection, training and development, appraisal and retention of University staff;
 - (ii) pay and grading;
 - (iii) conditions of service;
 - (iv) matters of employer/employee relations;
 - (v) discipline and grievance procedures for University staff;
 - (vi) performance management;
- (c) to make regular reports to Performance Committee.

The Committee may delegate to its Chair or any member of staff, for the purposes of implementing policy, powers and functions which it is itself competent to perform.

(2) *Composition:*

A Pro-Vice-Chancellor appointed by the Vice-Chancellor (Chair); Registrar & Secretary; Director of Human Resources; two Heads of Schools; Staff representatives appointed by the Chair.

(3) *Reports to:* Performance Committee.

9. Equality and Diversity Committee

Key Role: To advise Council via Performance Committee on, and oversee, the University's Equality and Diversity matters .

(1) *Terms of Reference:*

- (a) to recommend and monitor the implementation of the University's policies, schemes and practices for the promotion of equality and diversity;
- (b) to make regular reports to Performance Committee.

The Committee may delegate to its Chair or any member of staff, for the purposes of implementing policy, powers and functions which it is itself competent to perform.

(2) *Composition:*

A Pro-Vice-Chancellor appointed by the Vice-Chancellor (Chair); the Pro-Vice-Chancellor (Teaching & Learning) if not already a member; Registrar & Secretary; Director of Human Resources; two Heads of Schools; Up to two co-opted members to be appointed for one year; one senior manager from the Professional Services nominated by the Registrar & Secretary; Welfare Officer of the Students' Union, other staff and student representatives appointed by the Chair

In attendance: other invited members from the University community, as required.

(3) *Reports to:* Performance Committee.

9.1. Student and Staff Equality and Diversity Forum

Key Role: To act as a platform for the discussion, exploration and championing of equality and diversity matters across the University, in the development and promotion of good practice to advance and support the University's equality and diversity aims.

(1) *Terms of Reference:*

- (a) to promote equality and diversity across the University;
- (b) to consult the University community on equality policies and other matters;
- (c) to contribute to and support the development and implementation of policies, schemes and other initiatives to promote good practice and foster change;
- (d) to review relevant data to inform recommendations for change to strategy, policy and practice.

(2) *Composition:*

A Pro-Vice-Chancellor appointed by the Vice-Chancellor (Chair); Assistant Director of Human Resources; Director of Student Services; Staff representation; Student representation; Trade Union representation; Students' Union representation.

In attendance: Other individuals or groups, by invitation, on specific issues as necessary.

(3) *Reports to:* Equality and Diversity Committee.

10. Information Services Committee

Key Role: To oversee the information services strategy and ensure that it supports the University's mission and strategy. (Information Services in this context includes all library, IT, telecommunications and University web services that support the University).

(1) *Terms of Reference:*

- (a) to approve the University Information Strategy and to monitor its implementation;
- (b) to recommend University priorities for strategic investment in information services provision;
- (c) to approve strategic information services developments;
- (d) to identify the information needs of University policies and operational plans to ensure that they are supplied in a congruent and cost effective way;
- (e) to recommend to Capital Programme Committee the resources required for major University information-related initiatives in support of the University's overall strategy;
- (f) to be responsible for institutional strategy in relation to acquiring and deploying corporate information systems and to manage risks and monitor progress against the strategy;
- (g) to maintain oversight of the agreed combined information systems programme capital budget, and to manage variances within boundaries established by Capital Programme Committee;
- (h) to receive, commission and review business cases for information systems development projects and to recommend such cases to Capital Programme Committee and Finance and Investments Committee for funding;
- (i) to create, monitor and disband Information Systems Project Boards for major information systems projects, integration, maintenance and evolution;
- (j) to specify the project management approach and to oversee the management and operation of Information Systems Project Boards;
- (k) to make regular reports to Performance Committee;
- (l) to receive reports on the University's information services from user consultation groups.

(2) *Composition:*

A Pro-Vice-Chancellor appointed by the Vice-Chancellor (Chair); the other Pro-Vice-Chancellors; Four members of academic staff, of which at least two should be Heads of Schools; Registrar & Secretary; Director of IT Services; Librarian; One Elected Officer (Full-Time) of the Students' Union appointed by the President of the Students' Union (usually the Communications Officer); Director of Communications; another senior member of Professional Services staff nominated by the Registrar & Secretary; Up to two co-opted members to be appointed for one year.

In attendance, when required: Director of Estates and Facilities Management or nominee (in relation to telecommunication issues); Assistant Director of IT.

(3) *Reports to:* (a) Performance Committee for matters of performance and strategy; (b) to Capital Programme Committee (as part of (e) above) for large-scale project approvals and monitoring.**11. Capital Programme Committee**

Key Role: To direct the development, enhancement and maintenance of the University's buildings, environment, physical infrastructure and services, and to oversee other capital investment commitments, including IT.

(1) *Terms of Reference:*

- (a) to consider, develop and review all policy and strategy for the development and management of the University's physical resources, including development of the Estates Strategy, infrastructure aspects of the Information Services Strategy, the Energy and Environment Strategy and the Campus Master Plan;
- (b) to approve, within financial limits agreed by Council, capital projects;
- (c) to monitor projects against the University Capital Governance Framework;
- (d) to receive reports from Project Boards on projects for the development, construction or major adaptation of University buildings, other physical or services resources of the University with reference, in particular, to the Teaching and Learning and Research and Enterprise strategies; to instigate and monitor action, as required. To act in a co-ordinating role for project Boards;
- (e) to receive reports from the Information Services Committee concerning the maintenance and upgrading of information services and to approve/recommend as appropriate

resources required for information services projects (in association with the Director of IT Services and the Librarian);

- (f) to approve the Long-Term Maintenance programme by developing (in association with the Director of Estates and Facilities Management and the Director of Residential, Sport and Trading Services) a co-ordinated programme for the maintenance and planned replacement of the University physical resources, and to oversee its implementation on behalf of Council;
- (h) to advise Finance and Investments Committee of financial implications and seek approvals where required by financial regulations;
- (i) to make regular reports to Performance Committee.

The Committee may delegate to its Chair or any member of staff, for the purposes of implementing policy, powers and functions which it is itself competent to perform.

(2) *Composition:*

Vice-Chancellor (Chair); the Pro-Vice-Chancellors; Four members of staff, of which at least two should be Heads of Schools; Registrar & Secretary; Director of Finance (or nominee); Director of Estates and Facilities Management; One Elected Officer (Full-Time) of the Students' Union appointed by the President of the Students' Union (usually the President).

In attendance, when required: Director of Residential, Sport and Trading Services; Director of IT Services, Librarian, other Officers or Heads of Units.

(3) *Reports to:* Performance Committee and to Finance and Investments Committee where required for Capital approvals.

12. Health, Safety and Environment Committee

(1) *Terms of Reference:*

- (a) to recommend the University's Health and Safety Policy;
- (b) to approve the procedures to ensure the health and safety of all members of staff, students and of visitors whilst they are in the University park, buildings or University managed premises;
- (c) to monitor changing Health and Safety and Environmental legislation and the management actions and works undertaken in order for the University to comply with new and updated legislation;

- (d) to approve actions arising from (i) reports from sub-committees, Schools and the Professional Services, and (ii) audit reports;
- (e) to submit an annual report on the health and safety performance of the University to Council;
- (f) to act as the consultative body of the University on matters of health, safety and environment;
- (g) to consider, implement, advise or make recommendations on:
 - accident, incident and notifiable disease statistics and trends;
 - reports from safety representatives in the University;
 - the promotion of publicity within the University aimed at establishing good safety and environmental practice, accident prevention and to monitor its effectiveness;
 - the adequacy and effectiveness of staff training programmes;
 - the establishment of a comprehensive inspection programme;
 - the provision of a link with inspectors of the enforcing authorities;
 - ways of supporting the University's safety representatives in the discharge of their duties.
- (h) to provide, through the above, assurance to Council that the University is meeting its obligations in matters of health, safety and environment.

The Committee may delegate to its Chair, or any member of staff, for the purposes of implementing policy in accordance with Statute XVI.3 and XVI.4, powers and functions which it is itself competent to perform.

(2) *Composition:*

Registrar & Secretary (Chair); Director of Estates and Facilities Management; Two Heads of Schools; One representative of each of the following Trade Unions: Unite, UCU and UNISON; One Technical Services Manager; One University Occupational Health Advisor; One representative of the Students' Union appointed by the President of the Students' Union.

Representatives from Schools, and from relevant Professional Services Divisions, will be invited to attend as required.

In attendance: Director of Health and Safety; Energy and Environment Manager; Safety and Radiation Protection Officer.

(3) *Reports to:* Performance Committee.

12.1 Biological Safety Committee

(1) *Terms of Reference:*

To advise on the use of pathogens and genetic modification within the University. In particular, to advise the Health, Safety and Environment Committee as necessary on matters relating to the use of pathogenic or genetically modified organisms.

(2) *Composition:*

Chair appointed by the Health, Safety and Environment Committee from amongst the members of the Biological Safety Committee; Biological Safety Officers from Schools and Units undertaking work with biological material.

(3) *Reports to:* Health, Safety and Environment Committee.

12.2 Radiation Protection Committee

(1) *Terms of Reference:*

To advise on and monitor the use of ionising and non-ionising radiation within the University. In particular, to advise the Health, Safety and Environment Committee on compliance with statutory regulations and the health implications for users of ionising and non-ionising radiation.

(2) *Composition:*

Chair appointed by the Health, Safety and Environment Committee from amongst the members of the Radiation Protection Committee; Radiation Protection Advisor; Radiation Protection Officer; Radiation Protection Supervisors.

(3) *Reports to:* Health, Safety and Environment Committee.

13. Scholarships, Bursaries and Awards Committee

(1) *Terms of Reference:*

(a) to implement policy and process relating to scholarships, bursaries and awards (including prizes) by:

(i) maintaining a detailed oversight of the various disbursement groups for named scholarships and bursaries through the requirement of reports to the Committee on an annual basis;

(ii) the publication of an annual report on student funding;

(b) to approve the criteria in relation to selectively-awarded scholarships and bursaries and how the operation of those criteria is delegated; to approve policy with regard to the

operation of selection processes; where appropriate to form sub-groups to make executive decisions on the award of bursaries and scholarships;

- (c) to approve awards, from unrestricted donated funds entrusted to the Committee, to suitable internal bidders under criteria determined by the Committee;
- (d) to approve, and keep under review, policy regarding the use of prizes, and where appropriate to advise on matters of process, but not to be directly involved in the selection of prize-winners;
- (e) to approve an annual report to Performance Committee.

(2) *Composition:*

A Pro-Vice-Chancellor appointed by the Vice-Chancellor (Chair); One academic faculty member from each School nominated by the Head of School; President of the Students' Union; Education Officer of the Students' Union; Director of Student Services;; Development Director (or nominee); Director of Recruitment (or nominee); Head of Admissions; Finance Representative; Deputy Academic Secretary (or nominee)

In attendance: Deputy Development Director; Welfare Officer of the Student's Union.

(3) *Reports to:* Performance Committee.

14. **New Academic Courses Committee**

(1) *Terms of Reference:*

To consider outline approval for new academic courses proposed by Schools of Studies and to decide whether to (a) grant outline approval or (b) refer the proposal back for further consideration or (c) reject the proposal in the light of:

- (i) congruence with the University's corporate strategy;
- (ii) compatibility with the School's plan and planning targets (both in terms of student and staff numbers);
- (iii) proposed business plan for the course;
- (iv) advice from Professional Services on the costings / financial projections;
- (v) advice from Professional Services on market viability;
- (vi) advice from Professional Services on any quality assurance or internal infrastructure implications;

(vii) advice from the Library and IT Services on any significant resource implications.

(2) *Composition:*

A Pro-Vice-Chancellor appointed by the Vice-Chancellor (Chair); the other Pro-Vice Chancellors; Director of Student Recruitment; Director of Finance (or nominee); Head of Academic Registry

In attendance: Deputy Academic Secretary

(3) *Reports to:* Performance Committee.

VIII Joint Committees of Senate and Council
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16. Honorary Degrees Committee

Key Role: To consider nominations for honorary degrees, Gold Medals for Philanthropy and Fellowships of the University; to award Fellowships and to make recommendations to Senate and Council for the award of honorary degrees, and Gold Medals for Philanthropy.

(1) *Terms of Reference:*

(a) To be responsible to Senate and Council for recommendations on whether or not honorary degrees should be awarded in any particular year, and if so their number and to whom they should be awarded.

(b) To be responsible to Senate and Council for recommendations on whether or not any Vice-Chancellor's Gold Medals for Philanthropy should be awarded in any particular year, to individuals, foundations or corporations nominated by the Vice-Chancellor who have a strong association with the University and have, following due diligence, made an exceptional contribution to the institution through their philanthropic support, either as a one off gift or over a long period of time.

(c) To be responsible, on behalf of Senate and Council, for the award of Fellowships. The Committee may delegate to its Chair, or any member of staff, for the purposes of implementing policy in accordance with Statute XVI.3, powers and functions which it is itself competent to perform.

(2) *Composition:*

Vice-Chancellor (Chair); Deputy Vice-Chancellor; Chair of Council; Two other independent members of Council; Four members of academic staff appointed by Senate for three years (two professorial and two non-professorial); President of the Students' Union.

In attendance: Director of Communications; Development Director.

(3) *Reports to:* Senate and Council.

IX Committees of Senate

17. Research and Knowledge Exchange Committee

Key Role: The Research and Knowledge Exchange Committee shall promote and develop a strong research and knowledge exchange culture and ethos across the University, encouraging activity that is consistent with an internationally outstanding institution and a profile that matches the best universities at home and abroad.

(1) Terms of Reference:

- (a) to develop, communicate and regularly review the University Research Strategy, including the aim, objectives and operational plan, all of which will complement the University Strategic Plan;
- (b) to identify and draw to the attention of the appropriate University body the resources necessary to support the University Research Strategy;
- (c) to monitor the national and international environment in order to respond appropriately;
- (d) to undertake systematic and regular reviews and to recommend Key Performance Indicators as evidence of research inputs, outputs and impacts and other indicators of research and knowledge exchange vitality within the University;
- (e) to approve School research strategies, to receive regular reports from School Research Committees about progress against the School strategy and to discuss progress with the Heads of Schools; to refer matters of research governance to Research Governance Committee for consideration;
- (f) to disburse funds for research and knowledge exchange as may be allocated by Council;
- (g) to receive reports for information from Research Governance Committee; to provide advice to Research Governance Committee on University policies and procedures for research governance and ethics;
- (h) to approve, on behalf of Senate, the establishment, amendment or closure of university research centres;
- (i) to promote and exchange best practice in relation to the enhancement and management of research and knowledge exchange activities.

(2) Composition:

Pro-Vice-Chancellor (Research) (Chair); Director of Research and Knowledge Exchange from each School; Director of Research and Enterprise.

Co-opted (as required): Individuals (usually not exceeding the number of School Directors of Research and Knowledge Exchange), distinguished in

research and enterprise, reflecting the breadth of skills necessary in promoting and developing a strong research and knowledge exchange culture and ethos across the University.

In attendance: the other Pro-Vice-Chancellors; Chair of the Doctoral School Committee (if not otherwise a member or nominee); University Librarian (or nominee); Director of IT Services (or nominee); Head of Research Development, R&E

- (3) *Reports to:* Senate (reports will also be sent to Strategy and Performance Committee and Council when appropriate).

Note: the frequency of and participation in individual meetings will be determined by the nature and volume of work, ensuring its timely and effective prosecution on behalf of the University community. The full Committee will meet no less frequently than once every academic year.

17.1 Doctoral School Committee

Key Role: The Doctoral School Committee shall oversee the delivery of provision for postgraduate research students and postdoctoral research staff, including their educational and career development, within the context of delivery of the University's Research Strategy.

- (1) *Terms of Reference:*
- (a) to make recommendations to Teaching and Learning Committee on general procedures governing programmes of supervised study and research leading to research degrees and professional doctorates;
 - (b) to approve and keep under review a code of practice for research degree and professional doctorate programmes;
 - (c) to approve and keep under review assessment policies for research degrees and professional doctorates;
 - (d) to approve and publish handbooks for research students and supervisors of research students and research staff;
 - (e) to ratify, on behalf of Senate, the recommendations of the Research Degree Examination Board, the Professional Doctorate Examination Board and the Joint Research Degrees Approval Board on the award of degrees and other distinctions (this function has been delegated to the Chair of the Committee);
 - (f) to consider, and determine action on, the annual reports of the Research Degree Examination Board and the Professional Doctorate Examination Board;
 - (g) to consider, and determine action on, the annual report of the Research Degree and Professional Doctorate Appeals Board;

- (h) to approve and keep under review the annual monitoring procedures. To receive and consider the annual monitoring reports from Schools and units on the annual review of research students;
- (i) to consider annual statistical reports on matters relating to admission, retention and award outcomes of research degree and professional doctorate students;
- (j) to consider reports on investigations conducted under the *Procedures for Dealing with Allegations or Complaints of Academic Misconduct by Students engaged in Research*, and to determine the action to be taken on these;
- (k) to approve training and development provision for postgraduate research students and postdoctoral research staff, and to ensure there are adequate mechanisms for the inclusion of research staff and students in the research life of the University.

The Committee may delegate to its Chair or any other member of staff, for the purposes of implementing policy in accordance with Statute XVI.3, powers and functions which it is itself competent to perform.

(2) *Composition:*

Pro-Vice-Chancellor (Research) (Chair); Directors of Doctoral Studies of the Schools; Director of Doctoral Studies in BSMS; One representative from IDS; Three postgraduate research School Student Representatives and Three Postdoctoral Research Staff (one of each from Arts, Science (including BSMS) and Social Sciences); Chair and Vice-Chair of the Research Degree Examination Board.

In attendance: Assistant Director of the Doctoral School; Academic Registrar (or nominee); Head of Academic Registry, Head of the Teaching and Learning Development Unit (or nominee); Librarian (or nominee); Director of the Careers and Employability Centre; Head of the Staff Development Unit; Head of Student Progress and Assessment Office.

- (3) *Reports to:* Research and Knowledge Exchange Committee (also reports to Teaching and Learning Committee on key issues related to the standards and delivery of research programmes and on issues related to the Teaching and Learning Strategy).

17.2 Joint Research Degrees Approval Board

(1) *Terms of Reference:*

The Joint Research Degrees Approval Board operates on behalf of the Doctoral School Committee of the University of Sussex and the Doctoral College Board of the University of Brighton:

- (a) with delegated authority to admit candidates to research degree programmes in BSMS awarded jointly by the University of Brighton and the University of Sussex (note: authority to admit candidates lies with the JRDAB on behalf of the two Universities and it approves the precise admissions process to be followed);
 - (b) to establish and maintain a register of research degree supervisors for BSMS candidates;
 - (c) to approve the appointment of external examiners for research degrees within BSMS on behalf of the Senate of the University of Sussex and the Academic Board of the University of Brighton;
 - (d) to agree the examination arrangements and the examining team in accordance with the regulations for research degree programmes in BSMS awarded jointly by the University of Brighton and the University of Sussex and overseen by the Joint Approval and Review Board;
 - (e) to monitor the progress of students including approval of the thesis outline, the supervisory team, the transfer to PhD or MD and requests for suspension, extension and withdrawal;
 - (f) to recommend to the relevant authorities of the two universities the conferment of the award in respect of all individual candidates by deciding upon the examiners' recommendations;
 - (g) to provide feedback and comments to the Joint Approval and Review Board on the operation of the regulations and code of practice for research degree programmes in BSMS awarded jointly by the University of Brighton and the University of Sussex;
 - (h) to report annually to the Joint Approval and Review Board for onward transmission (for information, not action) as appropriate to the Doctoral School Committee of the University of Sussex and the Doctoral College Board of the University of Brighton.
- (2) *Composition:*

Chair or Deputy Chair of the Doctoral College Board of the University of Brighton and the Chair or Vice-Chair of the Research Degree Examination Board of the University of Sussex, one of whom shall be appointed Chair by the Joint Approval and Review Board (with the Chair rotating between the two universities on an annual basis); BSMS Director of Research; BSMS Postgraduate Tutor; Two other members of BSMS staff involved with research degrees supervision; Doctoral College Manager of the University of Brighton; Secretary to the Research Degree Examination Board of the University of Sussex.

In attendance: Secretary to Doctoral College Board of the University of Brighton (Secretary); Assistant Director of the Doctoral School of the University of Sussex; One member of BSMS staff involved in the administration of research degrees.

- (3) *Reports to:* Doctoral School Committee of the University of Sussex and the Doctoral College Board of the University of Brighton.

17.3 Research Degree and Professional Doctorate Appeals Board

- (1) *Terms of Reference:*

On behalf of Senate, to consider appeals against decisions of the Research Degree Examination Board and the Professional Doctorate Examination Board.

- (2) *Composition:*

Vice-Chancellor; Two of the other Pro-Vice-Chancellors (excluding the Pro-Vice-Chancellor (Research)); Two other members of the academic faculty appointed by and from Senate. Any three members should constitute a quorum and no member of the Research Degree and Professional Doctorate Appeals Board should be a member of the Research Degree Examination Board or of the Professional Doctorate Examination Board.

- (3) *Reports to:* Senate.

17.4 University Research Governance Committee

- (1) *Terms of Reference:*

- (a) to recommend University policy on all areas of research governance including good practice, risk management, human and animal ethics, and handling of misconduct, and approve relevant guidelines;
- (b) to ensure that each Cluster-Based Research Ethics Committee is set up in accordance with the requirements laid out in the University's codes and policies relating to research governance;
- (c) to approve Schools' research governance structures and processes, and to advise, inform, and update School committees on legal and/or sponsorship requirements with regard to research governance;
- (d) to consider reports from Research and Knowledge Exchange Committee on the management of research governance and offer advice and make recommendations;
- (e) to assure the provision of appropriate training for research governance;

- (f) to consider and offer guidance on cases of uncertainty and make decisions on cases which cannot be resolved by the Ethical Review Committee or any one of the Cluster-Based Research Ethics Committees; to hear appeals from applicants against decisions of those Committees;
- (g) to seek clarification from the University's external advisors or other expert bodies, as necessary, on matters of policy and practice in relation to research governance matters;
- (h) to consider regular reports from the Cluster-Based Research Ethics Committees and the Ethical Review Committee.

The Committee may delegate to its Chair or any member of staff, for the purposes of implementing policy in accordance with Statute XVI.3 and XVI.4, powers and functions which it is itself competent to perform.

(2) *Composition:*

Independent member of Council (Chair); Pro-Vice-Chancellor (Research); Director of Research and Enterprise; One representative of an NHS Trust; A co-opted member recommended by Council; Chairs of the Cluster-Based Research Ethics Committees (up to six members); Two external lay members.

In attendance: Director of Health and Safety; Insurance Officer; Head of Research Development; Research Governance Officer.

Members shall be appointed by the Chair for three years (renewable).

- (3) *Reports to:* Research and Knowledge Exchange Committee, meeting no less frequently than once per year.

17.4.1 Cross-Schools Research Ethics Committees

Key Role: To review, on behalf of the University, those proposals for research that involve human participants and materials derived from human participants, which are to be carried out within the geographical boundaries of the University of Sussex and/or are to be undertaken by staff or students of the University elsewhere, where ethical review is not required from a NHS NRES-approved Research Ethics Committee or where there is no other acceptable provision for ethical consideration. To ensure that through such review, all research conforms to the University's codes and policies relating to research governance, and the principles and procedures defined within them.

There will be three Cross-Schools Research Ethics Committees as follows:

- *Brighton and Sussex Medical School Research Governance and Ethics Committee*

:

- *Sciences and Technology Cross-Schools Research Ethics Committee* (covering the School of Engineering and Informatics, the School of Life Sciences, the School of Mathematical and Physical Sciences and the School of Psychology).

- *Social Sciences and Arts Cross-Schools Research Ethics Committee* (covering the School of Business, Management and Economics, the School of Education and Social Work, the School of Global Studies and the School of Law, Politics and Sociology the School of English, the School of History, Art History and Philosophy and the School of Media, Film and Music).

(1) *Terms of Reference:*

- (a) to follow the requirements laid out in the University's codes and policies relating to research governance;
- (b) to make recommendations to the University Research Governance Committee relating to the procedures and policies for managing all research under the auspices of the Schools, appropriate to the academic disciplines within the Schools, and in accordance with recommendations made by relevant outside bodies;
- (c) through the relevant School Directors of Research and Knowledge Exchange, to conduct a periodic review of School procedures which consider low risk projects (including undergraduate) and to prepare periodic reports on the findings and to keep the effectiveness of its current practice under continuous review;
- (d) to report on an annual basis to the University Research Governance Committee in a form stipulated by the University Research Governance Committee, providing a summary of all reviewed projects;
- (e) to implement review mechanisms for staff and student projects that ensure that research governance policy is applied in a manner appropriate to such projects;
- (f) to review and approve School or cross-School based processes for the review and approval of relevant research projects;
- (g) to keep appropriate records of practices and decisions and to issue a common form of Certificate of Approval which will cover statutory and ethical compliance, research integrity and, where appropriate, sponsor specific requirements;
- (h) to refer cases to the University Research Governance Committee that require decision or require advice / opinion.

(2) *Composition:*

A Director of Research and Knowledge Exchange or a member of academic faculty distinguished in research (Chair); One (or more) member(s) from each School undertaking research relevant to the Committee, nominated by the relevant Head of School; At least one external lay member.

Additional members may be co-opted by the Committee for particular meetings or items to ensure an appropriate range of expertise.

- (3) *Reports to:* University Research Governance Committee.

17.4.2 Ethical Review Committee

Key Role: To review all aspects of work by the University on animals, promoting best practice with respect to animal welfare and ethical review and ensuring compliance with the Animals (Scientific Procedures) Act 1986 and subsequent legislation.

- (1) *Terms of Reference:*

- (a) to consider all proposed new applications for Project Licences, focusing on the justifications given for the use of animals and the balance between the likely harms to the animals and the expected benefits of the research;
- (b) to produce and annually review standard protocols for procedures and husbandry to offer assistance to researchers applying for new Personal and Project Licences;
- (c) to consider, by circulation wherever possible and at a full meeting of the Committee if necessary, amendments to existing Project Licences and additional availabilities;
- (d) to promote the development and uptake of the 3Rs (reduction, refinement and replacement) and to ensure that appropriate and up-to-date guidance and information is available wherever necessary;
- (e) to consider interim reviews of all Project Licences and to continue to apply the 3Rs;
- (f) to ensure that general facilities within the Ancillary Unit are satisfactory and that best standards of care and accommodation are achieved;
- (g) to regularly review the Ancillary Unit's managerial systems, procedures and protocols where these bear on the proper use of animals;

- (h) to advise on the training requirements of all relevant staff to ensure that they are fully aware of the need to implement the 3Rs and take into account ethical aspects of animal use;
- (i) to review and approve the ethical aspects of research projects that involve animals but do not require a Project Licence under the Animals (Scientific Procedures) Act;
- (j) to consider any public relations issues relating to the use of animals by the University;
- (k) to consider any matters raised by Project Licensees, or other persons whether internal or external to the University, regarding the use of animals by the University;
- (l) to produce an Annual Report for the University Research Governance Committee summarising the work of the Committee. The report should also be circulated for information to all Project Licence Holders (who should discuss the Report with their staff as appropriate), the Ancillary Unit Management Board and the Ancillary Unit User Group.

The Committee may delegate to its Chair or any other member, for the purposes of implementing policy in accordance with Statute XVI.3, powers and functions which it is itself competent to perform.

(2) *Composition:*

Holder of the Certificate of Designation (Chair); Named Veterinary Surgeon; Named Animal Care & Welfare Officer; Two lay members, at least one of whom should have no responsibility under the Act; One member with expertise in statistics; One representative of the Project Licence Holders; One representative of the Personal Licence Holders; One representative of the Ancillary Unit User Group.

In attendance: The local Home Office Inspector; Chair of the Ancillary Unit Management Board (at the invitation of the Chair as appropriate but to attend at least one meeting per academic year).

Representative members shall be appointed by the Chair for three years (renewable).

Additional members may be co-opted by the Committee for particular meetings or items to ensure an appropriate range of expertise. Project Licence applicants or holders may be invited to attend relevant meetings of the Committee to answer questions about their application or ongoing licence.

(3) *Reports to:* University Research Governance Committee.

17.5 Enterprise Panel

(1) *Terms of Reference:*

- (a) to agree the commercial development and exploitation route for University intellectual property and enterprise initiatives;
- (b) to use the Enterprise Development Fund, Cascade, CommercialiSE and any other relevant funds, as appropriate, to support academic commercial initiatives that have the capability of generating external income on a sustainable basis;
- (c) to foster an increased understanding of and engagement with commercial activities.

(2) *Composition:*

Pro-Vice-Chancellor (Research) (Chair); Director of Finance; Director of Research and Enterprise; Head of Business and Enterprise; Executive Director of the Sussex Innovation Centre; Two independent members of Council.

(3) *Reports to:* Research and Knowledge Exchange Committee.

18. Teaching and Learning Committee

Key Role: In order to meet the objectives set in the University's Academic Strategy, the Committee shall promote and monitor the University's Teaching and Learning Strategy, maintain academic standards and promote the excellence of teaching, learning and the student experience.

(1) *Terms of Reference:*

- (a) to develop the academic aims, educational objectives and academic policies of the University consistent with its corporate strategy, and to ensure the coherence of the academic portfolio;
- (b) to develop and monitor the implementation of the University's Teaching and Learning Strategy, including informing and monitoring the effective development of the teaching and learning environment; to approve School teaching and learning strategies and associated operational plans;
- (c) to approve the procedures for internal quality assurance procedures (programme approval, annual monitoring, periodic review and peer observation of teaching) and monitor their effectiveness; to progress any University-level issues arising;
- (d) to be responsible for the assurance of academic standards, including responsibility for academic principles and frameworks, and for setting

the assessment policies and academic regulations of the University, with due regard to the requirements of relevant national and international frameworks and external agencies;

- (e) to determine the procedures for review of aggregate reports and assessments of quality in teaching and learning, and all aspects of student performance, relating to awards of the University from Schools; partner colleges and relevant support services or from Professional, Statutory or Regulatory Bodies (PSRBs) and other external agencies, and to ensure effective processes for the identification and implementation of action to improve the quality of teaching, learning and the student experience (including recommendations on the physical and virtual environment) taking into account national and international benchmarks;
- (f) to monitor and maintain the sustainability of the taught programme portfolio by receiving reports from Schools on changes to the existing portfolio (i.e. the suspension, withdrawal or change in title of a programme) and to address any University issues arising;
- (g) to approve recommendations from Schools on changes to programmes, and to receive reports from Schools on changes to courses;
- (h) to monitor and where appropriate recommend changes to policy and procedures in respect of student progress, including monitoring and evaluation of statistical data on student progression and achievement, in the context of policies and strategies for admissions, widening participation and equalities and diversities;
- (i) to direct the development and monitor the implementation of policies for academic and personal support for students, including the acquisition of broader learning and life skills to prepare students for future employment and citizenship;
- (j) to approve the appointment of external examiners for all University awards and determine policy and procedures relating to such appointments; to consider analyses of external examiners' reports and determine action to be taken on University-wide issues;
- (k) to approve the procedure for the recognition of affiliated institutions, and the procedure for the approval of programmes offered at those institutions and leading to an award of the University, and to make recommendations to Senate on the recognition of affiliated institutions;
- (l) to oversee the operation of processes for considering mitigating evidence in the context of student assessment, including processes for determining individual cases that raise issues of case law, and monitoring the consistency of decision-making;
- (m) to approve the policy and procedures for academic appeals and academic complaints and monitor their effectiveness;

- (n) to approve procedures for the disbursement of such funds and resources as may be made available for the enhancement of the student experience and the recognition of teaching excellence;
- (o) to consider reports and proposals from other committees, support services and consultative groups and to recommend appropriate responses.

For the purpose of expediting matters in which the Committee is competent to act under these terms of reference, to delegate powers and functions to its Chair or other members of staff.

(2) *Composition:*

Pro-Vice-Chancellor (Teaching and Learning) (Chair); Deputy Chair appointed by the Vice-Chancellor (Director of Academic Programmes); One representative of the Heads of Schools; Directors of Teaching and Learning; Librarian; Director of IT Services; Director of Student Services; Academic Registrar; Head of Academic Registry; One academic member of staff of BSMS nominated by the Dean of BSMS (Director of Teaching and Learning or equivalent); The Education Officer of the Students' Union; The Welfare Officer of the Students' Union; One postgraduate Taught Student Representative; three undergraduate Student Representatives (one from each cluster).

In attendance: Director of Teaching and Alumni Relations, IDS; Director of the Careers and Employability Centre; Head of Student Support Unit; Head of Teaching and Learning Development Unit; Head of Widening Participation; Head of the Partnership Office; Member of the USSU permanent staff; Senior Planning Officer.

- (3) *Reports to:* Senate (reports will also be sent to Performance Committee when appropriate).

18.1 Academic Innovation and Quality Forum

Key Role: acting under delegated authority of Teaching and Learning Committee, to consider the outputs of internal and external quality assurance processes, and other relevant data, in order to secure and promote the quality assurance and enhancement of the taught portfolio, and promote innovation in relation to teaching, learning and the student experience.

(1) *Terms of Reference:*

- (a) to review reports from Schools, partner colleges and relevant support services or from Professional, Statutory or Regulatory Bodies and other external agencies and to approve action to assure and enhance the quality of teaching and learning and the student experience;
- (b) to review reports on all aspects of student performance (including subsequent employment data) from Schools and relevant support services with particular attention to issues of

equality across the University and to determine action in response to them;

- (c) to approve any University-wide issues arising from Periodic Subject Reviews and associated action plans; to consider analyses of themes/trends in Periodic Subject Reviews and to determine action in response to them.

(2) *Composition:*

Pro-Vice-Chancellor (Teaching and Learning) (Chair); All members of Teaching and Learning Committee.

(3) *Reports to:* Teaching and Learning Committee.

18.2 Appeals Board

(1) *Terms of Reference:*

- (a) to oversee matters of policy and procedure relating to appeals in respect of taught programmes;
- (b) to receive an annual report on the conduct of taught programme appeals;
- (c) to report on, and make recommendations in respect of appeals matters, to Senate, via the Teaching and Learning Committee;
- (d) to provide the membership of Appeals Panels to consider individual appeals from students on taught programmes, as specified in the relevant Regulations. The Appeals Panels will be chaired by an experienced academic member of the Appeals Board, the Vice-Chancellor or one of the Pro-Vice-Chancellors. In appointing members of the Appeals Board to Appeals Panels, selection will be carefully managed to ensure no conflict of interest;
- (e) to provide for Termination of Training Appeals Panels to be convened as and when required to consider appeals against decisions of a Fitness to Practise Panel, as specified in the relevant Regulations. The Panel will be chaired by an experienced academic member of the Appeals Board, the Vice-Chancellor or one of the Pro-Vice-Chancellors.

(2) *Composition:*

- (a) Chair: An experienced academic member of the Appeals Board, the Vice-Chancellor or one of the Pro-Vice-Chancellors;
- (b) The (other) Pro-Vice-Chancellors;

- (c) Up to fifteen academic members, appointed by Senate on the recommendation of Teaching and Learning Committee for a normal tenure of four years, with the possibility of extension up to a maximum of five years, who will be full-time academic staff with significant experience of taught programme examinations matters. At least one academic member of the Board should be a member of staff with experience in the student welfare field. At least two academic members should have significant recent experience of a discipline requiring the determination of professional competence. In nominating academic members, the Teaching and Learning Committee will be mindful of the need to achieve a membership with balanced experience of undergraduate and taught postgraduate programmes;
- (d) Up to six student members, to be nominated by the President of the Students' Union, who will normally be drawn from the team of Elected Officers (Full-Time) of the Students' Union (each individual Panel will only include one Students' Union representative).

(3) *Reports to:* Teaching and Learning Committee and Senate.

18.3 Collaborative Provision Committee

- (1) *Terms of Reference:*
 - (a) to consider, and make recommendations on, policies and procedures governing franchising, external validation and international collaboration;
 - (b) to consider, and make recommendations on, issues of principle raised by validating panels or partner institutions and to provide strategic advice to Teaching and Learning Committee; to draw up, and make recommendations on a partnerships strategy;
 - (c) to consider, and make recommendations to Teaching and Learning Committee on, reports from groups established to consider institutional recognition or re-recognition, and new international partnerships;
 - (d) to approve reports from validating panels established to consider for approval programmes of study (normally) leading to University of Sussex awards, delivered by partner institutions;
 - (e) to monitor satisfaction of conditions imposed by validating panels set up to consider programmes delivered at partner institutions;
 - (f) to approve routine and minor changes to validated programmes;

- (g) to approve appointments, including external assessors, to validating panels set up to consider programmes delivered at partner institutions;
- (h) to approve, under delegated authority, the membership of the examination boards of partner institutions;
- (i) to receive recommendations from partner institutions for the appointment of external examiners and to forward recommendations on these appointments for approval by Teaching and Learning Committee;
- (j) to consider reports from external examiners appointed to validated programmes and to recommend appropriate follow-up action to address points of concern raised therein and to present an overview report to Teaching and Learning Committee;
- (k) to consider annual monitoring reports submitted by partner institutions and provide a digest to the Teaching and Learning Committee of matters on which action was requested, points for commendation and general issues emerging;

The Committee may delegate to its Chair, or any other member of staff, for the purpose of implementing policy in accordance with Statute XVI.3, powers and functions that it is itself competent to perform.

(2) *Composition:*

Pro-Vice-Chancellor (Teaching and Learning) (Chair); Two members of Teaching and Learning Committee; Six members of academic Faculty (two each from Arts, Science, and Social Sciences) appointed by the Vice-Chancellor; Three members of the University appointed (normally for a period of three years) by Teaching and Learning Committee.

In attendance: Head of Partnerships Office (or nominee); Academic Registrar (or nominee)

(3) *Reports to:* Teaching and Learning Committee.

18.4 Employer Engagement Forum

(1) *Terms of Reference:*

- (a) to discuss career development and employment issues in order to continue the development of good practice within the University;
- (b) to receive reports on the work of the Careers and Employability Centre;

- (c) to review the Careers and Employability Centre strategy and assess implementation;
- (d) to gain feedback from employers and other relevant agencies about the Careers and Employability Centre services and their expectations of the University's graduates, in order to inform practice;
- (e) to advise Teaching and Learning Committee on issues of student employability and career-related skills in the curriculum;
- (f) to present an annual evaluative report to Teaching and Learning Committee.

(2) *Composition:*

The meeting will have an external outreach employer focus to obtain views from external individuals about the development of employability and entrepreneurship, the University's contribution and partnership with employers and employer perceptions about University of Sussex students and graduates.

The composition of the meeting will introduce additional external representation and increased representation of relevant members of the University:

A Pro-Vice-Chancellor appointed by the Vice-Chancellor (Chair); one of the other Pro-Vice-Chancellors; One member of Council; Up to 15 external representatives including representatives from regional employer networks and representatives from partnership arrangements with the University of Sussex; Executive Director of the Sussex Innovation Centre; Head of Business and Enterprise; Heads of Schools; Academic Registrar; President of the Students' Union; Director of the Careers and Employability Centre; Careers and Employability Centre Employer Liaison Manager.

(3) *Reports to:* Teaching and Learning Committee.

18.5 Joint Approval and Review Board

(1) *Terms of Reference:*

The Joint Approval and Review Board operates on behalf of the Teaching and Learning Committee of the University of Sussex and the Academic Standards and Academic Development Committees of the University of Brighton and is responsible for oversight of joint awards of the two Universities and primarily of academic delivery within Brighton and Sussex Medical School (BSMS), a joint school of the two Universities..

Specific duties:

- (a) to prescribe and keep under review the quality assurance procedures and joint academic arrangements to be followed for programmes leading to joint awards and specifically those for the BSMS in order to satisfy the requirements of the two Universities and to refer matters to relevant senior committees of both universities for consideration as appropriate;
 - (b) to consider the impact of University policies on academic delivery within BSMS and advise the Medical School accordingly;
 - (c) to consider all matters related to the quality and standards of academic provision in BSMS in order to present a collective response to the relevant committees for each university and to the BSMS Academic Board;
 - (d) to agree the Examination and Assessment Regulations to be followed in the case of joint awards and specifically those for BSMS and to refer these for ratification to appropriate senior committees within the two universities;
 - (e) to approve the membership of examination boards for joint awards including all examination boards within BSMS; to consider recommendations for the joint appointment of external examiners for programmes leading to joint awards;
 - (f) to consider annual reports on the operation of examination boards and external examiners, identifying points of concern or good practice and conveying these to appropriate fora within the two universities;
 - (g) to consider and make recommendations upon curriculum proposals, annual monitoring reports and internal and external review reports on joint programmes and to refer pertinent information to appropriate senior committees within the two Universities;
 - (h) to consider and make recommendations upon the BSMS Learning and Teaching Strategy and the BSMS Staff Development Plan and refer pertinent information to appropriate senior committees within the two Universities;
 - (i) to consider any other matters referred to it by the Universities.
- (2) *Composition:*

Chair of the Academic Standards Committee of the University of Brighton; Chair of the Teaching and Learning Committee of the University of Sussex (Chair 2012/13); One member of the Academic Development Committee of the University of Brighton; Chair of the Academic Standards Committee of the University of Brighton; One other member of the Teaching and Learning Committee of the University of Sussex; Head of Registry (or nominee) of the University of Brighton; Academic Registrar (or nominee) of the University of

Sussex; Three members of academic staff of BSMS, nominated by the Dean, to represent the BM BS, taught postgraduate provision and research degree provision; Dean of BSMS; Head of the School of [Computing, Engineering and Mathematics](#) at the University of Brighton (or nominee); Head of the School of Engineering and Informatics at the University of Sussex (or nominee)

In attendance: Secretary of BSMS; Deputy Secretary of BSMS.

- (3) *Reports to:* Teaching and Learning Committee of the University of Sussex and Academic Board of the University of Brighton.

18.5.1 Brighton and Sussex Medical School Academic Board

- (1) *Terms of Reference:*

Curriculum

- (a) to develop the academic strategy and academic portfolio of the School;
- (b) to recommend proposals for new curriculum developments, and proposals for curriculum and assessment changes, for approval by the relevant committees of the two Universities via the Joint Approval and Review Board;
- (c) to establish and review an annual operational plan for teaching and research within the School.

Quality Assurance and Enhancement

- (d) to maintain and enhance the academic standards of the School's academic provision;
- (e) to ensure the implementation of the agreed quality assurance procedures for BSMS, including annual monitoring, and any actions agreed as a result of internal or external reviews;
- (f) to receive for information recommendations on the appointment (and removal) of internal and external examiners made by the Honorary Titles and External Examiners Sub-Committee;
- (g) to make recommendations on the appointment (and removal) of internal and external examiners and of examination boards to the relevant University committees via the Joint Approval and Review Board;
- (h) to oversee student support arrangements;

- (i) to approve and keep under review the BSMS Learning & Teaching Strategy and associated Staff Development Plan;
- (j) to approve a School report for submission to the Universities' relevant committees via the Joint Approval Review Board;
- (k) to produce an annual report for submission to the BSMS Joint Board;
- (l) to consider such other matters referred to it by its parent or sub-committees, the Dean of BSMS, or the authorities of the Universities.

Honorary Titles

- (m) to receive for information recommendations for BSMS honorary titles made by its Honorary Titles and External Examiners Sub-Committee.

(2) *Composition:*

Dean of BSMS (Chair); Associate Dean of BSMS; Chair of Fitness to Practise; Chair in Cancer Medicine; BSMS Director of Undergraduate Studies; Head of IPGM; BSMS Phase Leaders; BSMS Deputy Phase Leaders; BSMS Sub-Deans; All other BSMS professorial staff; Two representatives from the University of Sussex appointed by the Senate for a period of three years; One representative from the Faculty of Health of the University of Brighton appointed by the Dean for a period of three years; One representative from the Faculty of Science and Engineering of the University of Brighton appointed by the Dean for a period of three years; BSMS Librarian; Three undergraduate BSMS Student Representatives; One postgraduate BSMS Student Representative; Up to two co-opted members.

In attendance: Medical School Secretary; Deputy Medical School Secretary.

(3) *Reports to:* Joint Approval and Review Board.

18.6 Academic Misconduct Committee

(1) *Terms of Reference:*

- (a) to report on, and make recommendations in respect of misconduct policy to Teaching and Learning Committee;
- (b) to provide the membership of Academic Misconduct Panels to consider individual academic misconduct cases. In appointing members to Misconduct Panels,

selection will be carefully managed to ensure no conflict of interest.

(2) *Composition:*

The Pro-Vice-Chancellors; One member of academic faculty nominated by the Head of each School for a period of three years; Up to six student members, to be nominated by the President of the Students' Union, who will normally be drawn from the team of elected officers (Full-Time) of the Students' Union (each individual Panel will include only one Students' Union representative). Five of the nominees (excluding the Students' Union representatives) will be appointed by Teaching and Learning Committee as Panel Chairs.

(3) *Reports to:* Teaching and Learning Committee.

18.7 Study Abroad Group

(1) *Terms of Reference:*

- (a) to recommend academic policies relating to the regulation of study abroad;
- (b) to approve academic principles and policies relating to the content of voluntary study abroad;
- (c) to approve academic principles and policies relating to the content of mandatory study abroad (year abroad);
- (d) to approve arrangements relating to the assessment of outgoing study abroad students, including conversion scales for marks from overseas institutions and arrangements relating to the workload of students at partner institutions (i.e. credit equivalences of overseas students with Sussex, European Credit Transfer Scheme (ECTS) conversion);
- (e) to recommend, to Collaborative Provision Committee, new agreements with overseas institutions related to student exchanges; to oversee arrangements for negotiation and maintenance of agreements;
- (f) to monitor arrangements for quality assurance of academic provision by overseas institutions, including how these adhere to relevant sections of the QAA Code of Practice;
- (g) to approve structures and policies relating to the academic, pastoral and administrative arrangements and support for outgoing students both on mandatory and voluntary study abroad;

- (h) to approve the arrangements and support structures for work placements (including teaching assistantships);
- (i) to recommend the academic principles and policies relating to the content of academic study, pastoral and administrative arrangements affecting incoming visiting and exchange students;
- (j) to consider the impact of developments across the University on the student experience of visiting and exchange students;
- (k) to approve proposals and statements (i.e. European Policy Statement) relating to the University's Lifelong Learning Programme (Erasmus) and other funding programmes for study abroad in which the University participates;
- (l) to consider and make recommendations in relation to marketing and promotional activities for outgoing study abroad opportunities, and for the incoming visiting student study abroad programme;
- (m) to receive annual reports from the International Summer School programme.

(2) *Composition:*

Pro-Vice-Chancellor (International) (Chair); Director of International Programmes (American, Asian, Australian); Director of International Programmes (European); Director of Year Abroad (American (Arts)); Director of Year Abroad (European (Arts)); Director of the Sussex Centre for Language Studies; Director of the International Summer School; Work Placement Co-ordinator; Education Officer of the Students' Union; Head of International Liaison

In attendance: Academic Registrar (or nominee).

(3) *Reports to:* Teaching and Learning Committee.

18.8 Student Experience Forum

Key Role: The role of the Student Experience Forum (SEF) is to bring together academic faculty, students and professional services representatives to consult, monitor and share good practice on matters affecting the welfare and well being of students. In particular the SEF's role is to help the University and USSU to take forward coordinated development of integrated and high quality services, support and information, to ensure high levels of student satisfaction and to help achieve the aims set out in the University's corporate plan and Teaching & Learning Strategy. The emphasis will be on the non-academic student experience, whilst recognising that the

boundary between 'academic' and 'non-academic' is somewhat permeable. The SEF should complement, without duplicating, the roles of:

- (a) Teaching and Learning Committee – which has overall responsibility for promoting the excellence of the student experience;
 - (b) Direct liaison arrangements between the University and USSU, without compromising the work of the Executive Liaison Group;
 - (c) Consultative and decision-making bodies in the area of equalities and diversities.
- (1) *Terms of Reference:*
- (a) to act as a forum for information and consultation on issues of policy and practice in areas relating to the welfare and well-being of students, and the development of integrated and high quality services, support and information to students;
 - (b) mindful of the importance of student satisfaction for external perceptions and future institutional success, to help develop mechanisms for student evaluation of their experience; to receive such feedback, and to help determine priorities and act as a sounding-board for proposed University responses;
 - (c) to share views on the development of provision by the University and USSU in the areas of: pastoral support and advice, social orientation and cohesion, study skills development, extra-curricular activities (sports, clubs, societies, mentoring, volunteering), student financial advice, links to the (NHS) campus health service and other areas that impact on the student experience. Within this general remit, to attend to groups within the student body with special interests and needs, including international student support, disability and learning support, chaplaincy provision and psychological & counselling services;
 - (d) to be part of effective collaboration arrangements between the University and USSU in the areas above, including specifically acting as a forum for consultation and agreement of statements of student responsibilities and entitlements;
 - (e) to reflect on issues relating to student employability, personal development planning, and enterprise/entrepreneurialism, and to inform University planning in these areas;
 - (f) to advise and inform relevant University decision-making bodies on matters within its remit, and to ensure that responses are received and fed back to the SEF;
 - (g) to receive reports from, and consult with, School Student Experience Groups.

(2) *Composition:*

Pro-Vice Chancellor (Teaching and Learning) (Chair); Academic Registrar; One Head of School; One Director of Student Experience; Head of Student Life Team; One representative from the Professional Services; One School Student Representative from each School of Study; Six representatives from the Student's Union.

In attendance, as Secretary: Student Development Coordinator – Customer Service and Engagement. Other members of the University by invitation.

Note: each meeting of the Student Experience Forum will be in two parts. The first part is confined solely to the formal members set out in the Composition above. The second part is open to all elected Student Representatives, all Directors of Student Support, and representatives from the Student Life Centre and Psychological and Counselling Services.

(3) *Reports to:* Teaching and Learning Committee.**18.9 Strategic Recruitment and Admissions Committee**

Key Role: Student numbers are a core resource to the University. This Committee will provide strategic management of matters associated with student recruitment and admissions policy, including oversight of student targets, tuition fee setting and entry tariff scores.

(1) *Terms of Reference:*

- (a) to advise the Vice-Chancellor's Executive Group on the formulation and implementation of the University's strategy for student recruitment (including the virement of numbers between different parts of the University in line with strategic priorities);
- (b) to advise the Vice-Chancellor's Executive Group on the setting of, and to monitor, student recruitment targets at all levels and types, including visiting and exchange students and programmes incorporating a year in industry;
- (c) to advise the Vice-Chancellor's Executive Group on policy matters relating to the setting of tuition fees, including monitoring the number of premium-fee programmes and recommending full-fee paying student fees to the Finance Sub-Committee of Strategy and Performance Committee;
- (d) to monitor, and advise the Vice-Chancellor's Executive Group on, the University's position on the HEFCE tolerance band in line with recruitment strategy and delivery of the planned numbers;

- (e) to keep under review the University's widening participation strategy with reference to student recruitment and monitor compliance with the Access Agreement with the Office for Fair Access;
- (f) to review and agree entry tariff scores for Schools and Departments on an annual basis in line with institutional strategy and recruitment strengths;
- (g) to monitor recruitment on undergraduate and taught postgraduate programmes annually and make appropriate recommendations with reference to the strategic use of student numbers;
- (h) to identify and disseminate best recruitment and admissions practice across the institution.

(2) *Composition:*

Pro-Vice-Chancellor (Teaching and Learning) (Chair); Heads of Schools; Academic Director of the Doctoral School; Academic Registrar; Academic Secretary; Director of Student Recruitment; Head of Admissions; Head of Management Accounts; Senior Planning Officer.

In attendance: Head of Academic Registry.

(3) *Reports to:* Teaching and Learning Committee.

18.10 Mitigating Evidence Committee

(1) *Terms of Reference:*

- (a) to advise Teaching and Learning Committee on all matters related to extenuating circumstances which may affect student progress and to review operational and policy matters regularly, recommending policy and procedural changes to Teaching and Learning Committee;
- (b) to develop processes and procedures relating to Mitigating Evidence claims:
 - (i) to delegate to Directors of Student Support authority to 'fast track' approval for removing penalties in clear-cut requests for mitigation of late submission;
 - (ii) to decide admissibility of evidence for cases presented by a Director of Student Experience where there is non-standard evidence or reason for wider discussion;
 - (iii) to scrutinise requests for impairment, on specified pieces of work and/or examinations, and flag to the appropriate exam board;
 - (iv) to consider all other cases and decide if evidence threshold has been reached;
- (c) to report, on a regular basis, to the Teaching and Learning Committee a summary of cases dealt with which should

comprise: (a) proportions of cases condoned/not condoned, and (b) any emerging issues of 'case law' or matters of principle or process that need to be shared;

- (d) to review the role and activities of the Directors of Student Support, and to act as a forum for discussion within this group.

(2) *Composition:*

Pro-Vice-Chancellor (Teaching and Learning) (or nominee) (Chair); Director of Student Experience from each School; Academic Registrar (or nominee); Head of Academic Registry.

In attendance: Student Development Coordinator – Academic Policy.

(3) *Reports to:* Teaching and Learning Committee.

18.11 Teaching Facilities Forum

Key Role: An academic-led forum/advisory group on teaching and learning space.

(1) *Terms of Reference:*

That the forum meet annually to consider:

- (a) issues of changing needs in the delivery of teaching and learning;
- (b) the physical spaces and the equipment provided to support the delivery of teaching and learning;
- (c) engagement with professional services to improve the student experience with respect to the delivery of teaching and learning;
- (d) to explore possible new areas of policy and strategy;
- (e) to prioritise actions to be taken forward by the relevant professional services.

(2) *Composition:*

Pro-Vice-Chancellor (Teaching and Learning) (Chair); Directors of Teaching and Learning from each School; A cross section of academic users.

In attendance: Professional Services staff from the Estates and Facilities Management Division, the IT Services Division, and the Student and Academic Services Division.

(3) *Reports to:* Teaching and Learning Committee.

19. Student Discipline Committee

Key Role: To advise Senate on matters of policy and practice regarding student discipline and to oversee the operation of the procedures on behalf of Senate.

(1) *Terms of Reference:*

- (a) to decide, in accordance with the Ordinance on Student Discipline, upon the instigation of disciplinary proceedings;
- (b) to receive from the Registrar & Secretary reports of action taken under the terms of that Ordinance;
- (c) to scrutinise all proposals for amendments and additions to that Ordinance and submit recommendations thereon to Senate;
- (d) to approve amendments to the Procedures for the Operation of Student Disciplinary Panels.

The Committee may delegate to its Chair, in accordance with Regulation 2 (4), powers to decide upon the instigation of disciplinary proceedings in the intervals between its meetings.

The committee will meet at least annually.

(2) *Composition:*

One academic staff member appointed by Senate (Chair); One academic staff member appointed by Senate (Deputy Chair); Four academic staff members appointed by Senate; One Elected Officer (Full-Time) of the Students' Union nominated by the President of the Students' Union (normally the Education Officer or Welfare Officer).

In attendance: Director of Student Services; Academic Secretary; Director of RSTS or nominee.

Members will be appointed for three years.

A quorum will consist of the Chair plus two members.

(3) *Reports to: Senate*

20. Student Disciplinary Appeals Board

(1) *Terms of Reference:*

To hear student appeals and make decisions following decisions of the Student Disciplinary Panel.

(2) *Composition:*

Three independent members of Council (one of whom shall be Chair); A Students' Union representative. The Council members shall be drawn from a pool of six independent members of Council appointed by Senate on the recommendation of the Chair of Council. The Students' Union representative shall be drawn from the team of Elected Officers (Full-Time) on the

nomination of the President of the Student's Union, subject to that nominee not having previously been involved in the case at any level.

The quorum for meetings of the Student Disciplinary Appeals Board shall be two independent members of Council. Any failure by the President of the Students' Union to make a nomination or of a student so nominated to serve on the Student Disciplinary Appeals Board shall not in any way invalidate its proceedings and the Student Disciplinary Appeals Board shall be deemed to be duly constituted. Meetings of the Board shall be held in closed session.

- (3) *Reports to: Senate.*

21. Student Disciplinary Panel

- (1) *Terms of Reference:*

To hear a disciplinary case against a student referred by the Student Discipline Committee and to make a decision on the outcome. In appointing members to Disciplinary Panels, selection will be carefully managed to ensure no conflict of interest.

- (2) *Composition:*

Three members, namely: A Chair drawn from among the Pro-Vice-Chancellors; A member of teaching faculty, drawn from a pool of six members of teaching faculty appointed by the Vice-Chancellor on behalf of Senate; A student representative, to be nominated by the President of the Students' Union, who will normally be drawn from the team of elected officers (Full-Time) of the Students' Union.

Meetings shall be held in closed session with all members present. The hearing shall be quorate and shall proceed if the Chair and member of teaching faculty are present.

- (3) *Reports to: Senate.*

22. Committee on Criminal Convictions

- (1) *Terms of Reference:*

- (a) to consider an applicant with a criminal conviction in terms of:
 (i) the welfare of University staff and students, bearing in mind the nature of their conviction, University policy and relevant UCAS guidance,
 (ii) the obligations of students

and with a view to facilitating entry to Higher Education where possible;

- (b) to reach a decision on an applicant, recommended for an offer of a place, who is declaring a criminal conviction on whether the applicant should:

- (i) be admitted;

- (ii) be admitted but stated conditions should be attached to the admission;
 - (iii) be refused admission.
- (c) to validate a proposal to refuse admission where a previous conviction would preclude an applicant from obtaining a professional placement;
- (d) to reach a decision on an applicant who acquires a criminal conviction, or for whom a conviction comes to light, between having been made an offer and registering, on whether the applicant should:
- (i) still be admitted;
 - (ii) be admitted but stated conditions should be attached to the admission;
 - (iii) have the offer of admission rescinded.
- (e) to consider the case of students who acquire a criminal conviction, or for whom a conviction comes to light, during their studies at the University, and to decide:
- (i) where the student's studies have been interrupted by a period of intermission whether to allow the student to resume his/her studies (with or without stated conditions);
 - (ii) where the student's studies have not been interrupted, whether or not to permit continued registration (with or without stated conditions).

Where a student is on a social work programme and acquires a criminal conviction, or for whom a conviction comes to light, the Termination of Training procedures take precedence. If termination is not enacted then any decision relating to the conviction should be validated by the Committee on Criminal Convictions.

- (f) to liaise with the Student Discipline Committee where appropriate;

(2) *Composition:*

Chair appointed by the Vice-Chancellor; Academic Registrar; Director of Residential, Sport and Trading Services; Director of Student Services; The following appointed by the Chair for a period of three years (renewable): One member of the Law Department with experience of admissions; One member of either the Education or Social Work Departments; One Elected Officer (Full-Time) of the Students' Union appointed by the President of the Students' Union (usually the Welfare Officer)

(3) *Reports to: Senate*

23. Examination Boards

23.1 Undergraduate Subject Examination Boards

Undergraduate Examination Boards deal with these distinct phases of work:

- (a) marks assurance phase (which confirms sets of marks);

(b) award/progression outcomes phase.

The detail of these phases of work is set out in the relevant *Handbook for Examination Boards*. Most Subject Boards deal with both these phases of work, but some deal only with phase (a).

The following Undergraduate Subject Examination Boards deal with both the marks assurance and the award / progression phases of work:

School of Mathematical and Physical Sciences

Mathematics
Physics and Astronomy

School of Engineering and Informatics

Engineering and Design
Informatics

School of Psychology

Psychology

School of Life Sciences

Biochemistry and Biomedical Science
Chemistry
Biology and Environmental Science

School of Business, Management and Economics

Economics
Business and Management
Community Engagement

School of Global Studies

Anthropology
Development Studies
Geography
International Relations

School of Education and Social Work

Education / ITE
Social Work

School of Law, Politics and Sociology

CPE
Law
Politics
Sociology

School of Media, Film and Music

Media, Film and Music

School of English

English and Drama

Sussex Centre for Language Studies

School of History, Art History and Philosophy

American Studies

Art History

History

Philosophy

(1) *Terms of Reference:*

Marks Assurance Phase

- (a) to set, conduct and ensure the marking of assessments from all courses for which the Department is responsible in accordance with the procedures determined by Teaching and Learning Committee;
- (b) to approve question papers in consultation with the external examiner(s);
- (c) to monitor marks distributions for individual courses and to determine what action should be taken (if any) in respect of aberrant sets of marks;
- (d) to determine action to be taken in the case of question papers where there are errors or assessments about which there are complaints;
- (e) to confirm and maintain standards of assessments for all courses for which the Department is responsible in conjunction with the external examiner(s);
- (f) to finalise marks for each course for which the Department is responsible;
- (g) to transmit marks for courses to other subject examination boards in accordance with approved procedures and in consultation with the Student Progress and Assessment Office;

Award/Progression Phase

- (h) to determine, in accordance with the rules and procedures determined by Teaching and Learning Committee, whether candidates for certificates, diplomas or degrees have satisfied the rules for progression from one stage of the programme to the next;

- (i) to determine the resit or repeat requirements, in accordance with the rules and procedures set out in the University's Academic Framework, in the event of failure of a stage or the award;
- (j) to consider and determine, in accordance with the rules set out in the University's Academic Framework, whether compensation should be applied in the event of course failure or other circumstances where academic credit is not achieved;
- (k) to award academic and general credit;
- (l) to make judgements in relation to general mitigating evidence submitted to the Board in determining progression and the final award outcomes for individual candidates;
- (m) to recommend to the School Teaching and Learning Committee the award of certificates, diplomas or degrees to those candidates who have satisfied the assessment requirements for these awards;
- (n) to make recommendations to the School Teaching and Learning Committee on changes to rules for the conduct of assessments, and arrangements for progression, award, resit and repeat.

(2) *Composition:*

Chair (Head of Department); Deputy Chair (nominated by the Head of the School in consultation with the Head of Department and approved by the School Teaching and Learning Committee for three years); A representative group of the internal examiners of the assessments to be conducted by the Board as may be appointed to it by the School Teaching and Learning Committee, tenure normally being for three years, approximately one third of the members retiring annually; The external examiner(s). Examiners who are not members of the Board may be invited to attend meetings or parts of meetings.

For the marks assurance phase of work, the Board's work may be delegated to an *ex-officio* group consisting of, as a minimum, the Chair, Deputy Chair and external examiner(s). For phases of work where the Examination Board is making final awards, full meetings of the Board are required, which all appointed members are expected to attend. The quorum for such meetings is one third of the appointed members of the Board, and at least one external examiner should be present. However, where the outcomes being determined relate only to stage/level progression, the minimum quorum shall be of the Chair and Deputy Chair plus one other member. External examiners remain *ex-officio* members of Boards with regard to their progression deliberations, but their physical attendance is not required for these meetings to be quorate.

23.2 Science and Technology Foundation Year Examination Board

(1) *Terms of Reference:*

- (a) to set, conduct and ensure the marking of assessments for all courses in the Foundation Year in accordance with the procedures determined by Teaching and Learning Committee;
- (b) to approve question papers;
- (c) to monitor marks distributions for individual courses and to determine what action should be taken (if any) in respect of aberrant sets of marks;
- (d) to determine action to be taken in the case of question papers where there are errors or assessments about which there are complaints;
- (e) to confirm and maintain standards of assessments for the Foundation Year;
- (f) to finalise marks for each course;
- (g) to determine, in accordance with the rules and procedures determined by Teaching and Learning Committee, whether candidates have satisfied the rules for progression from year 0 to year 1;
- (h) to consider and determine, in accordance with the rules set out in the University's Academic Framework, whether compensation should be applied in the case of course failure or other circumstances where credit is not achieved;
- (i) to determine, in the event of failure to progress, the resit or repeat requirements;
- (j) to make judgements in relation to general mitigating evidence submitted to the Board in determining the progression outcomes for individual candidates.

(2) *Composition:*

Chair; Deputy Chair; A representative group of the internal examiners of the assessments to be conducted by the board as may be appointed to it by the School Teaching and Learning Committee for the School of Mathematical and Physical Sciences, tenure normally being for three years, approximately one-third of the members retiring annually; Internal examiners who are not members of the Board may be invited to attend meetings or parts of meetings. The Chair and Deputy Chair are nominated by the Head of the School of Mathematical and Physical Sciences and the appointments are approved by the appropriate School Teaching and Learning Committee for periods of three years.

23.3 Chichester Franchise Examination Board

(1) *Terms of Reference:*

- (a) to set, conduct and ensure the marking of assessments for all courses in the Foundation Year in accordance with the procedures determined by Teaching and Learning Committee;

- (b) to approve question papers;
- (c) to monitor marks distributions for individual courses and to determine what action should be taken (if any) in respect of aberrant sets of marks;
- (d) to determine action to be taken in the case of question papers where there are errors or assessments about which there are complaints;
- (e) to confirm and maintain standards of assessments for the Foundation Year;
- (f) to finalise marks for each course;
- (g) to determine, in accordance with the rules and procedures determined by Teaching and Learning Committee, whether candidates have satisfied the rules for progression from year 0 to year 1;
- (h) to consider and determine, in accordance with the rules set out in the University's Academic Framework, whether compensation should be applied in the case of course failure or other circumstances where credit is not achieved;
- (i) to determine, in the event of failure to progress, the resit or repeat requirements;
- (j) to make judgements in relation to general mitigating evidence submitted to the Board in determining the progression outcomes for individual candidates.

(2) *Composition:*

Chair (a representative of the School of Life Sciences, normally a link tutor);
 One examiner from each course based at Chichester College appointed by the School Teaching and Learning Committee; The University's link tutor(s).
 The Chair will be nominated by the Head of the School of Life Sciences and the appointment approved by the School Teaching and Learning Committee.

23.4 Central Sussex College Franchise Examination Board

(1) *Terms of Reference:*

- (a) to set, conduct and ensure the marking of assessments for all courses in the Foundation Year in accordance with the procedures determined by the Teaching and Learning Committee;
- (b) to approve question papers;
- (c) to monitor marks distributions for individual courses and to determine what action should be taken (if any) in respect of aberrant sets of marks;

- (d) to determine action to be taken in the case of question papers where there are errors or assessments about which there are complaints;
- (e) to confirm and maintain standards of assessments for the Foundation Year;
- (f) to finalise marks for each course;
- (g) to determine, in accordance with the rules and procedures determined by the Teaching and Learning Committee, whether candidates have satisfied the rules for progression from year 0 to year 1;
- (h) to consider and determine, in accordance with the rules set out in the University's Academic Framework, whether compensation should be applied in the case of course failure or other circumstances where credit is not achieved;
- (i) to determine, in the event of failure to progress, the resit or repeat requirements;
- (j) to make judgements in relation to general mitigating evidence submitted to the Board in determining the progression outcomes for individual candidates.

(2) *Composition:*

Chair (a representative of the School of Informatics, normally the link tutor); One examiner from each course based at Central Sussex College appointed by the School Teaching and Learning Committee; The University's link tutor(s). The Chair will be nominated by the Head of the School of Informatics and the appointment approved by the School Teaching and Learning Committee.

23.5 Foundation Degree in Professional Musicianship (Brighton Institute of Modern Music) Examination Board

(1) *Terms of Reference:*

Marks Assurance

- (a) to approve question papers in consultation with the external examiner(s);
- (b) to monitor marks distributions for individual courses and to determine what action should be taken (if any) in respect of aberrant sets of marks;
- (c) to determine action to be taken in the case of question papers where there are errors or assessments about which there are complaints;
- (d) to confirm and maintain standards of assessments for all courses in conjunction with the external examiner(s);
- (e) to finalise marks for each module/course;

Award / Progression

- (f) to determine whether candidates have satisfied the rules for progression from one stage of the FD course to the next;
 - (g) to determine the resit or repeat requirements in the event of failure of a stage or the award;
 - (h) to consider and determine whether compensation should be applied in the event of module failure or other circumstances where academic credit is not achieved;
 - (i) to confirm the award of academic and general credit;
 - (j) to implement the recommendations of the Mitigating Circumstances Panel;
 - (k) to recommend the award of Foundation Degree to those candidates who have satisfied the assessment requirements for these awards;
 - (l) to make recommendations, if appropriate, on change to rules for the conduct of assessments, and arrangements for progression, award, resit and repeat.
- (2) *Composition:*

Chair (University of Sussex Link Tutor); Deputy Chair (BIMM Head of HE); Principal of BIMM; Course Leader; External examiner(s); Head of School of Informatics (University of Sussex); The internal examiners; Head of Quality (BIMM).

In attendance: HE Administrator (minutes); Director.

23.6 Summer School Examination Board

- (1) *Terms of Reference:*
- (a) to confirm that Summer School and September session students have satisfactorily completed the courses for which they were registered;
 - (b) to award credit for those satisfactorily completed courses;
 - (c) to authorise the issuing of transcripts of performance;
 - (d) to report annually, in the Autumn Term, to the Study Abroad Group on the conduct of examinations in the previous academic year and on the plans for the forthcoming year's examinations;

The Examination Board may delegate to its Chair or any other member of staff, for the purposes of implementing policy in accordance with Statute XVI.3, powers and functions which it is itself competent to perform.

- (2) *Composition:*

Director of the Summer School or his/her nominee (Chair); The Arts/Science Summer School advisor; All other faculty teaching in the Summer School and/or September sessions.

- (3) *Reports to:* Study Abroad Group.

23.7 Visiting and Exchange Examination Board

- (1) *Terms of Reference:*

- (a) to confirm that Visiting or Exchange students have satisfactorily completed courses for which they have been registered;
- (b) to award credit for those satisfactorily completed courses and authorise the issuing of transcripts of performance;
- (c) to approve modes of assessment, if necessarily different from those for full-time undergraduates;
- (d) to recommend to Collaborative Provision Committee the award of certificates or diplomas to those candidates who have satisfied the assessment requirements for these awards;
- (e) to report annually, in the Autumn Term, to Study Abroad Group on the conduct of examinations in the previous academic year and on the plans for the forthcoming year's examinations;

The Examination Board may delegate to its Chair or any other member of staff, for the purposes of implementing policy in accordance with Statute XVI.3, powers and functions which it is itself competent to perform.

- (2) *Composition:*

Chair (nominated by the Chair of the Study Abroad Group and appointed by Teaching and Learning Committee); Four other faculty involved with visiting and exchange students at Sussex as appropriate, appointed by Teaching and Learning Committee following nomination by the Chair. The Chair will invite examiners to attend as necessary.

- (3) *Reports to:* Study Abroad Group.

23.8 Study Abroad Progression Board (Language-based programmes)

- (1) *Terms of Reference:*

- (a) to co-ordinate and finalise the examination results for mandatory and non-mandatory study abroad elements in programmes involving language-based study abroad;
- (b) to review and confirm, as necessary, the correct translation of study abroad marks, and to recommend changes to methodologies for translations of marks to Study Abroad Group;

- (c) to monitor marking patterns and correct processing of study abroad marks and determine any action to be taken in relation to sets of marks judged to be not robust;
 - (d) to make judgements in relation to mitigating evidence which relates specifically to the study abroad experience (but not evidence falling properly under the remit of the main Mitigating Evidence process);
 - (e) to determine, in accordance with the rules and procedures as approved by Teaching and Learning Committee, whether candidates have satisfied the rules for progression from a mandatory study abroad stage of the programme, and to recommend the steps required for failures to be retrieved;
 - (f) to consider and recommend, in accordance with the rules set out in the University's Academic Framework, whether compensation should be applied in the event of course failure or other circumstances where academic credit is not achieved;
 - (g) to submit an annual report to the Study Abroad Group and relevant School Teaching and Learning Committees on the study abroad results;
 - (h) to make recommendations to Study Abroad Group on changes to rules for the conduct of assessments relating to study abroad.
- (2) *Composition:*
- Chair; Deputy Chair; Director of International Programmes (European); Director of Year Abroad (European Arts); Academic Advisor for Language Assistantships and Work Placements; Language Area Representatives; A representative from the Sussex Centre for Language Studies; One member from each School.
- In attendance:* Head of International Programmes; A representative of the Academic Office appointed by the Head of Academic Registry.
- (3) *Reports to:* Study Abroad Group and School Teaching and Learning Committees.

23.9 Study Abroad Progression Board (Non-language-based programmes)

- (1) *Terms of Reference:*
- (a) to co-ordinate and finalise the examination results for mandatory and non-mandatory study abroad elements in programmes that involve non-language-based study abroad (including non-mandatory non-language-based study abroad in Europe);
 - (b) to review and confirm, as necessary, the correct translation of study abroad marks, and to recommend changes to methodologies for translations of marks to Study Abroad Group;

- (c) to monitor marking patterns and correct processing of study abroad marks and determine any action to be taken in relation to sets of marks judged to be not robust;
 - (d) to make judgements in relation to mitigating evidence which relates specifically to the study abroad experience (but not evidence falling properly under the remit of the main Mitigating Evidence process);
 - (e) to determine, in accordance with the rules and procedures as approved by Teaching and Learning Committee, whether candidates have satisfied the rules for progression from the study abroad stage of the programme, and the steps required for failures to be retrieved;
 - (f) to consider and recommend, in accordance with the rules set out in the University's Academic Framework, whether compensation should be applied in the event of course failure or other circumstances where academic credit is not achieved;
 - (g) to submit an annual report to the Study Abroad Group and relevant School Teaching and Learning Committees on the study abroad results;
 - (h) to make recommendations to Study Abroad Group on changes to rules for the conduct of assessments relating to study abroad.
- (2) *Composition:*
- Chair; Deputy Chair; Director of International Programmes (Australian, Asian, North American); Director of Year Abroad (American Arts); One member from each School.
- In attendance:* Head of International Programmes; A representative of the Academic Office appointed by the Head of Academic Registry.
- (3) *Reports to:* Study Abroad Group and School Teaching and Learning Committees.

23.10 Taught Postgraduate Subject Examination Boards

Taught Postgraduate Subject Examination Boards deal with these distinct phases of work:

- (a) marks assurance phase (which confirms sets of marks);
- (b) award / progression outcomes phase.

The details of these phases of work are set out in the relevant *Handbook for Examination Boards*. The lists below indicate which Examination Boards deal with which phase or phases of work.

The Taught Postgraduate Subject Examination Boards which deal only with the marks assurance phase are as follows:

School of History, Art History and Philosophy

American Studies
Art History
History
Philosophy

School of Global Studies

Anthropology
Development Studies (CDE)
IDS
International Relations
Social Research Training Consortium

School of Law, Politics and Sociology

Law
Politics
Sociology

The Taught Postgraduate Subject Examination Boards which deal with both the marks assurance phase and the award / progression phase are as follows:

School of English

School of English Postgraduate Examination Board

School of Media, Film and Music

School of Media, Film and Music Postgraduate Examination Board

School of Business, Management and Economics

Business and Management
Community Engagement
Economics
Science and Technology Studies

School of Education and Social Work

Education
Post-Qualifying Social Work
Social Work

School of Psychology

Psychology

School of Mathematical and Physical Sciences

Mathematics
Physics and Astronomy

School of Engineering and Informatics

Engineering and Design
Automotive Engineering (Joint with the University of Brighton)
Informatics
e-Learning Design (Joint with the University of Brighton)

School of Life Sciences

School of Life Sciences Postgraduate Examination Board

The Taught Postgraduate Subject Examination Boards which deal only with the award / progression outcomes phase are as follows:

School of History, Art History and Philosophy

School of History, Art History and Philosophy Postgraduate Examination Board

School of Global Studies

School of Global Studies Postgraduate Examination Board

School of Law, Politics and Sociology

School of Law, Politics and Sociology Postgraduate Examination Board

(1) *Terms of Reference:*

Level 1 (Marks Assurance Phase)

- (a) to set, conduct and ensure the marking of assessments from all courses for which the School, Department or Interdisciplinary Group is responsible in accordance with the procedures determined by Teaching and Learning Committee;
- (b) to approve question papers in consultation with the external examiner(s);
- (c) to monitor marks distributions for individual courses and to determine what action should be taken (if any) in respect of aberrant sets of marks;
- (d) to determine action to be taken in the case of question papers where there are errors or assessments about which there are complaints;
- (e) to confirm and maintain standards of assessments for all courses for which the School, Department or Interdisciplinary Group is responsible in conjunction with external examiners;
- (f) to finalise marks for each course for which the School, Department or Interdisciplinary Group is responsible;

- (g) to transmit marks for courses to other Examination Boards in accordance with approved procedures and in consultation with the Student Progress and Assessment Office.

Level 2 (Award / Progression Outcomes Phase)

- (a) to determine, in accordance with the rules and procedures determined by Teaching and Learning Committee, whether candidates for postgraduate certificates, diplomas or degrees have satisfied the rules for progression (where this applies) from one stage of the programme to the next;
- (b) to determine, in the event of failure of a stage or the award, the resit or repeat requirements;
- (c) to consider and determine, in accordance with the rules set out in the University's Academic Framework, whether compensation should be applied in the event of course failure or other circumstances where academic credit is not achieved;
- (d) to confirm the award of academic and general credit;
- (e) to make judgements in relation to general mitigating evidence submitted to the Board in determining progression (where this applies) and the final award outcomes for individual candidates;
- (f) to recommend to the School Teaching and Learning Committee the award of postgraduate certificates, diplomas or degrees to those candidates who have satisfied the assessment requirements for these awards;
- (g) to make recommendations, if appropriate, for consideration by the School Teaching and Learning Committee (and subsequently Teaching and Learning Committee) on changes to rules for the conduct of assessments, and arrangements for progression, award, resit and repeat.

(2) *Composition:*

Chair (Head of School or nominee); Deputy Chair (nominated by the Head of School in consultation with the Head of Department or Director of the Interdisciplinary Group (where applicable) and approved by the School Teaching and Learning Committee for a tenure of three years); A representative group of the internal examiners of the assessments to be conducted by the Board as may be appointed to it by the School Teaching and Learning Committee, tenure normally being for three years, approximately one third of the members retiring annually; The external examiner(s). Examiners who are not members of the Board may be invited to attend meetings or parts of meetings.

There shall be a quorum of one third of the appointed members of the Board.

23.11 Professional Doctorate Examination Board

(1) *Terms of Reference:*

For the taught component of the programme

- (a) to set, conduct and mark the examinations for Professional Doctorates;
- (b) to approve, on behalf of the Senate, the results of the examination of course-work of candidates and the progress of candidates to proceed to the research component of the programme;
- (c) to report to Doctoral School Committee on the conduct of that year's examinations and on the plans for the following year's examinations;
- (d) to establish sub-groups to make recommendations to the Board on late submissions, and to decide on extensions to submission deadlines and on special arrangements for candidates;
- (e) to consider and forward recommendations on candidates who successfully complete Phase 1, or Phases 1 and 2 (the taught component), to the Chair of the Doctoral School Committee in accordance with the University Regulations for Professional Doctorates.

For the research component of the programme

- (a) to appoint examiners (the appointments normally to be approved on behalf of the Board by the Chairperson or the Vice-Chair);
- (b) to consider examiners' reports and to forward recommendations on candidates to the Chair of the Doctoral School Committee in accordance with the University Regulations for Professional Doctorates;
- (c) to report annually to the Doctoral School Committee;
- (d) to formulate instructions and communications to candidates about the results of any examination for Professional Doctorates. The Board will hold full meetings only to consider those cases where a candidate has failed under Regulations 56(b), 56(c), 57(c), 57(d), 57(e), 57(f), 60(b), 60(c) and 61(b) for the award of a Professional Doctorate. Notwithstanding this, the Chair has discretion to call a meeting to consider any cases where the recommendation does not appear to be straightforward. In all other cases the examiners' recommendations are forwarded by the Chair, on behalf of the Board, in consultation with the Vice-Chair, where appropriate.

(2) *Composition:*

- (a) Two senior members of the academic faculty as Chair and Vice-Chair, nominated by the Doctoral School Committee and appointed by Teaching and Learning Committee. Normally the two members

appointed under this category will be the Chair or the Vice-Chair of the Research Degree Examination Board and also a relevant Director of Doctoral Studies;

- (b) The Director(s) of Doctoral Studies of the relevant School(s);
- (c) The Programme Convenor(s);
- (d) The internal examiners nominated by the Director of Doctoral Studies for appointment by the School Teaching and Learning Committee;
- (e) The external examiner(s) appointed by Teaching and Learning Committee for each programme.

(3) *Reports to:* Doctoral School Committee.

23.12 Research Degree Examination Board

(1) *Terms of Reference:*

- (a) to appoint examiners, on behalf of Senate. The appointments normally to be approved on behalf of the Board by the Chair or Vice-Chair;
- (b) to consider examiners' reports and to forward recommendations on candidates to the Doctoral School Committee in accordance with the University Regulations for Research Degrees;
- (c) to report annually to the Doctoral School Committee;
- (d) to formulate instructions and communications to candidates about the results of any examination for a research degree. The Board will hold full meetings only to consider those cases where a candidate has failed under Regulations 58(c), 59(c), 59(d), 59(f), 62 (b), 64(b), and 64(c). Notwithstanding this, the Chair has discretion to call a meeting to consider any cases where the recommendation does not appear to be straightforward. In all other cases the examiners' recommendations are forwarded by the Chair, on behalf of the Board, in consultation with the Vice-Chair, where appropriate. In the absence of the Chair, authority shall be delegated to the Vice-Chair and vice-versa. In cases where the Board is required to meet there will be a quorum of at least three members of the Board in addition to the Chair, one of whom must be the Vice-Chair if the case to be considered does not fall within the general academic area of the Chair.

(2) *Composition:*

- (a) Two senior members of the academic faculty as Chair and Vice-Chair, one with experience of graduate work at research degree level in the humanities and social sciences and one with experience in science or engineering, nominated by the Doctoral School Committee and appointed by Teaching and Learning Committee. The respective roles of Chair and Vice-Chair to alternate after three academic years;

- (b) Up to six senior members of the academic faculty, with experience of graduate work at research level, nominated by the Doctoral School Committee after consultation with the appropriate Directors of Doctoral Studies in order to ensure coverage and balance of expertise, and appointed by Teaching and Learning Committee.

(3) *Reports to:* Doctoral School Committee.

23.13 Brighton and Sussex Medical School Examination Boards

(1) Module Examination Boards

Terms of Reference:

The Module Examination Boards are required to:

- (a) ensure that justice is done to the individual students considered;
- (b) ensure that the standard of levels within the subject area is maintained through its role in the approval of the assessments and monitoring students' performance in assessments;
- (c) ensure that all appropriate academic regulations are met;
- (d) make a judgement in relation to any breaches of regulations reported to it;
- (e) make final decisions regarding the level of performance on the assessments for the modules within its remit for all students who are registered for those modules, taking into account all relevant information received but without reference to students' overall performance or performance on any other modules concurrently or previously studied;
- (f) make arrangements for students permitted to be reassessed for any element of assessment in any module within its remit, and the mechanisms for considering and approving the results of such assessments;
- (g) agree what actions the Chair, or any approved sub-group, may take on behalf of the Board;
- (h) review the operation of assessment procedures for each module and recommend changes where appropriate.

Composition:

- (a) The Module Leader, at least one member of staff responsible for the teaching and the external examiner(s) with responsibility for the module;
- (b) The members of the Module Examination Board who are responsible for the teaching and assessment of the modules are known collectively as the internal examiners.

(2) Phase Examination Board

Terms of Reference:

The Phase Examination Board is required to:

- (a) ensure that justice is done to the individual students considered and that the standard of awards is maintained;
- (b) ensure that all academic regulations are met;
- (c) consider all information received which is pertinent to reaching a decision on the performance of any student, including: the marks or grades awarded by the relevant Module Examination Boards; any specific and general credit which has been accredited to students on enrolment (including marks where appropriate); reports of meetings of any sub-sets of the Board at which students' grades and/or their progress on the programme are discussed; details of late submission of assessed work and any extensions to deadlines granted for submission of assessed work; and any mitigating circumstances submitted by the student;
- (d) make recommendations for the conferment of the approved awards for those students who have completed the programme (either through meeting the programme requirements, or through having studied for the maximum number of credits or time permitted, as stipulated in the programme regulations);
- (e) make decisions about whether a student's overall performance may compensate for failure at intermediate stages or final assessment, in accordance with the programme-specific regulations;
- (f) make decisions on students' eligibility for progression to the next stage, including whether, under exceptional circumstances, a student may progress to the next stage trailing up to the equivalent of 30 credits (or, exceptionally, 60 credits where mitigating circumstances have been upheld);
- (g) make final decisions regarding students' eligibility to continue their registration on the programme;
- (h) make recommendations for the conferment of any subsidiary award in the case of eligible students who have withdrawn from the programme, or who have transferred to another programme within either University if their remaining credit, after transfer, is sufficient;
- (i) consider the reports from Module Examination Boards which have taken action when a student is found to have cheated or in any way attempted to gain an unfair advantage. If a student has been found to have cheated in more than one module considered by different Module Examination Boards, then the Phase Examination Board has authority to take further action in respect of that particular student and

to determine whether or not the student should be permitted to be reassessed;

- (j) make a judgement in relation to any breaches of regulations reported to it;
- (j) agree what actions the Chair, or any approved sub-group, may take on behalf of the Board;
- (k) receive and comment upon any amendments to regulations pertaining to the award which have been approved by the School for future use;
- (l) review the operation of Phase Examination Board procedures and recommend changes where appropriate.

Composition:

A senior member of BSMS academic staff who has not been significantly involved with the teaching and assessment of the programme; The relevant Module Leader(s); At least two members of staff responsible for the teaching and assessment of some modules in the programme, normally the compulsory or required modules; One member of staff who has not been significantly involved with the teaching and assessment of the programme, or any of the work under consideration, who should be from another School or Faculty; The external examiner(s) assigned to the module under consideration and the chief external examiner.

23.14 Brighton and Sussex Medical School MRes Programme Examination Board

(1) *Terms of Reference:*

The Programme Examination Board is required to:

- (a) ensure that justice is done to the individual students considered and that the standard of awards is maintained;
- (b) ensure that all appropriate University and programme regulations are met;
- (c) make final decisions regarding the level of performance on the assessments for the modules/units within its remit for all students who are registered for those modules/units, taking into account all relevant information received but without reference to students' overall performance or performance on any other modules/units concurrently or previously studied;
- (d) make arrangements for students permitted to be reassessed for any element of assessment in any module/unit within its remit, and the mechanisms for considering and approving the results of such assessments;
- (e) make decisions on the basis of applications or proposals for the deferral of any element of assessment for a particular student;

- (f) make recommendations for the conferment of the approved awards to both Universities for those students who have completed the programme;
- (g) make decisions about whether a student's overall performance may compensate for failure at intermediate stages or final assessment, in accordance with the programme-specific regulations;
- (h) make decisions on students' eligibility for progression to the next stage;
- (i) make final decisions regarding students' eligibility to continue their registration on the programme;
- (j) make recommendations for the conferment of any intermediate award in the case of eligible students who have withdrawn from the Universities, or who have transferred to another programme within the Universities if their remaining credit, after transfer, is sufficient;
- (k) make a judgement in relation to any breaches of regulations reported to it;
- (l) detail what actions the Chair, or any approved sub-group, may take on behalf of the Examination Board;
- (m) receive and comment upon any amendments to regulations pertaining to assessment which have been approved by the Faculty for future use;
- (n) review the operation of assessment procedures for each module/unit and recommend changes where appropriate.

(2) *Composition:*

Senior member of BSMS staff (Chair); Acting Head of School (Deputy Chair); Member of the academic staff of the University of Brighton nominated by the Dean of the Faculty of Health and Social Sciences; Member of the academic staff of the University of Sussex nominated by either the Head of School of Psychology or the Head of School of Life Sciences; Advisor for Joint Postgraduate Regulations; Programme Leader of the MRes Medical Research; Module leaders for mandatory programme modules; External Examiner for the MRes Medical Research; One member of BSMS staff not significantly involved with teaching on the programme.

In attendance: Registrar & Secretary (or nominee) of the University of Brighton; Registrar & Secretary (or nominee) of the University of Sussex.

24. **Professorial Appointing Committees**

(1) *Terms of Reference:*

In accordance with the procedures approved by Senate, to make an appointment(s) to a professorship or professorships in respect of which a Committee has been established.

(2) *Composition:*

- (a) *Externally advertised Professorships:* Vice-Chancellor (Chair); The relevant Head of School; At least one permanent, non-probationary member of the professorial academic staff of the relevant School appointed by Senate; At least one permanent, non-probationary member of the professorial academic staff of another School appointed by Senate; At least one external assessor appointed by the Vice-Chancellor in consultation with the foregoing members of the Committee; One non-probationary member of the professorial academic staff of the relevant School elected by the academic staff of that School. If the internal membership of the Committee does not include a representative of the relevant discipline or field of interest, a second external assessor should be appointed. In the case of BSMS Clinical Professors, the panel must be constituted in accordance with separate guidance on clinical academic appointments.
- (b) *Internal promotions:* The composition of the panel will be as above, except that the Committee will not include an elected member for the School.

25. Non-Professorial Appointing Committees(1) *Terms of Reference:*

To be responsible to the Vice-Chancellor, to function within the procedures approved by Senate for the appointment of academic staff, and to execute the power of Senate to appoint non-professorial members of the teaching staff.

(2) *Composition:*

Membership should be confined to permanent members of the academic staff and to external assessors of academic staff status from other institutions and should include at least the following: A Chair appointed by the Vice-Chancellor (the Vice-Chancellor will normally appoint either the Head of the relevant School or the relevant Pro-Vice-Chancellor); The relevant Pro-Vice-Chancellor if the Head of School is Chair or the Head of School if the relevant Pro-Vice-Chancellor is Chair; Up to two members of the teaching faculty of the School, one of whom should be the Head of Department in a multi-discipline School and one of whom should be elected by the teaching faculty of the School. The Chair may co-opt up to two further members of the teaching faculty of the School, in the light of the particulars of the post. If the Committee contains no one from the relevant field of interest: At least one external assessor, who should be appointed by the Vice-Chancellor after consultation with the relevant Head of School and the Department.

The Vice-Chancellor is an ex-officio member of all committees in the University and may therefore take part in the work of Appointing Committees at his or her discretion.

In the case of vacancies in academic units outside the Schools and Departments, the membership of the Appointing Committees should follow the principles and patterns set out above as far as possible.

26. Academic Promotions, Advancements and Titles Committee

(1) *Terms of Reference:*

- (a) to recommend individual cases for promotion to a Professorship to a Professorial Appointing Committee, which will then decide whether to appoint the candidate to a Professorship;
- (b) to note promotions to Grade B Lectureships and to Senior Lectureships (and their research equivalents) approved by Academic Promotion Boards;
- (c) to award the title of Reader, whether on the recommendation of an Academic Promotion Board or following direct application from an individual;
- (d) to approve the award of honorary and visiting professorial titles, and the titles of Honorary Reader, Honorary Senior Lecturer, Honorary Lecturer, and Honorary (Senior) (Research) Fellow and all emeritus titles.

The Committee may delegate to its Chair, or any other member of staff, for the purpose of implementing policy in accordance with Statute XVI.3, powers and functions that it is itself competent to perform.

The Committee will meet at least once per term.

(2) *Composition:*

Vice-Chancellor (Chair); Deputy Vice-Chancellor; Pro-Vice-Chancellors; One Head of School from each Cluster appointed by the Chair, each serving for three years; One Professorial member of Senate from each Cluster elected by the academic members of Senate, each serving for three years, in which time an individual will remain on the Committee irrespective of whether he or she continues as a member of Senate.

In attendance: Human Resources representatives as required, one of whom (usually the Director of Human Resources) will act as Secretary to the Committee.

The division of Schools into Clusters for the above purposes is set out in the entry for Academic Promotion Board.

If no nominations are forthcoming for an elected place on the Committee, the Chair may appoint an appropriate individual meeting the criteria.

The Chair may co-opt other academic members to the Committee in order to redress gender imbalances in the membership at any time.X **Committees of the Schools of Studies**

27. School Meetings

(1) *Terms of Reference:*

To disseminate information, encourage discussion on issues of common interest and take soundings on proposed University policies. Senate has agreed that School meetings are an appropriate formal forum for discussing strategic and academic plans. Positions agreed or views presented at such meetings will not be binding on Heads of Schools and School Meetings will be advisory to Heads of Schools rather than formal committees of the University. However, Heads of Schools may decide to communicate the outcomes of School Meetings to Senate or other University committees.

(2) *Composition:*

Head of School (Chair); All academic and Professional Services staff in the School; All School Student Representatives in the School.

28. School Health, Safety and Environment Committees

The provisions made for health, safety and environment matters will vary from School to School depending on the School's structure and the hazards and risks associated with its activities. For some Schools these matters may be handled outside of the following formal committee arrangements.

(1) *Terms of Reference:*

To advise the Head of School on all relevant matters relating to safety, health and environment.

(2) *Composition:*

The composition of the committee will vary with the structure of each School but should be modelled on the following composition: Head of School (or nominee); School Health and Safety Advisor; Director of Health and Safety (or nominee); Trade Union Representatives; Heads of Departments (or nominees) as appropriate; Local Health, Safety and Environmental Specialists (Biological Safety Officer, Radiation Protection Supervisor).

(3) *Reports to:* Health, Safety and Environment Committee.**29. Academic Promotion Boards**

There will be three Cognate Area based Academic Promotion Boards as follows:

Science (covering the Brighton and Sussex Medical School, the School of Engineering and Informatics, the School of Life Sciences, the School of Mathematical and Physical Sciences and the School of Psychology).

Social Sciences (covering the School of Business, Management and Economics, the School of Education and Social Work, the School of Global Studies and the School of Law, Politics and Sociology).

Arts (covering the School of English, the School of History, Art History and Philosophy and the School of Media, Film and Music).

(1) *Terms of Reference:*

- (a) to approve promotions from Grade A Lectureships to Grade B Lectureships and from Grade B Lectureships to Senior Lectureships (and their research equivalents) in accordance with the criteria described in the document on career progress;
- (b) to make recommendations to the Academic Promotions, Advancements and Titles Committee on the award of the title of Reader, in accordance with the criteria described in the document on career progress, when also considering that same individual for promotion to a Senior Lectureship.

Each Board will meet annually.

(2) *Composition:*

The relevant Pro-Vice-Chancellor (Chair); The relevant Heads of Schools within the Cluster; One member from each School within the Cluster, at Senior Lecturer level (and its research equivalent) or above, elected by the entire academic staff of the School, each serving for three years; One other Pro-Vice-Chancellor appointed by the Chair; One member from one of the other Academic Promotion Boards appointed by the Chair.

In attendance: Human Resources representatives as required, one of whom will act as Secretary to the Board.

If no nominations are forthcoming for an elected place on the Committee, the Chair may appoint an appropriate individual meeting the criteria.

The Chair may co-opt other academic members to the Board in order to redress gender imbalances in the membership at any time.

(3) *Reports to:* Academic Promotions, Advancements and Titles Committee.

30. School Research Committees

Key Role: The School Research Committee will support the Head of School and Director of Research and Knowledge Exchange in formulating and implementing the School Research Strategy, promote a strong research and knowledge exchange culture and ethos across the School, review the progress of Departments/Groups and individuals in the context of the School Research Strategy and develop activities that enhance research.

(1) *Terms of Reference:*

- (a) to agree the School Research Strategy for approval by Research Committee;
- (b) to monitor School progress against the parameters set out by Research Committee;
- (c) to receive and approve Department research strategies;
- (d) to receive regular reports from each Department research committee (where it exists) about progress against the Department strategy;

- (e) to facilitate interaction between Departments and Schools to promote interdisciplinary research;
- (f) to manage the School's engagement with key funding initiatives;
- (g) to promote and exchange best practice in relation to the enhancement and management and conduct of research and knowledge exchange activities.

(2) *Composition:*

Director of Research and Knowledge Exchange (Chair); A representative cross-section of staff from the School, this encompassing the range of research groups / themes / activities pursued by individuals and a range of experience.

In attendance: Director of Research and Enterprise (or nominee).

(3) *Reports to:* Research Committee.

31. School Research Degree Committees

(1) *Terms of Reference:*

- (a) to determine arrangements for selection, admission and induction of research degree students in accordance with the requirements of Doctoral School Committee;
- (b) to consider and monitor the delivery of provision for postgraduate research students and postdoctoral staff within the School (in accordance with the requirements of Doctoral School Committee);
- (c) to determine and monitor arrangements for training and support for postgraduate research student and postdoctoral research staff in accordance with requirements of the Research Councils and the Doctoral School Committee;
- (d) to monitor the outcomes of the annual review of progress for postgraduate research students, taking action as appropriate and to submit a report to Doctoral School Committee;
- (e) to monitor (against targets) the performance of Departments in terms of admission, progression, granting extensions to, and completion rates of, research degree students;
- (f) to consider arrangements for the appointment of supervisors in accordance with national requirements and those of Doctoral School Committee;
- (g) to recommend changes to University policies and procedures governing research degree and professional doctorate programmes

- (h) to consider arrangements for the management of research students acting as Associate Tutors.

(2) *Composition:*

Director of Doctoral Studies (Chair); Heads of Departments (or nominees; or, in single-Department Schools, two members of academic faculty with substantial experience of postgraduate and/or postdoctoral research supervision appointed by the Director of Doctoral Studies following consultation with the Head of School); At least one postgraduate research School Student Representative; At least one Postdoctoral Researcher.

In attendance: School Administrator (or nominee).

(3) *Reports to:* Doctoral School Committee.

32. School Student Experience Groups

(1) *Terms of Reference:*

- (a) to discuss matters related to the student experience in the School including:
 - (i) feedback from Student Representatives;
 - (ii) issues for information or consultation referred by the Head of School or other School Officers;
 - (iii) informal complaints or concerns that can be resolved locally;
- (b) to refer relevant issues to:
 - (i) School Management Team;
 - (ii) School Teaching and Learning Committee;
 - (iii) Student Experience Forum.

(2) *Composition:*

Head of School (Chair); Director of Teaching and Learning; Director of Doctoral Studies; Director of Student Experience; Director of Research and Knowledge Exchange; School Administrator; All Student Representatives in the School.

In attendance: Head of Student Support and Experience (or nominee).

(3) *Reports to:* School Teaching and Learning Committee and Student Experience Forum.

33. School Student Progress Committees

(1) *Terms of Reference:*

- (a) in accordance with University regulations, to permit a student temporarily to interrupt his or her studies, and determine the conditions for return in line with University procedures;
- (b) in accordance with University regulations, to require that a student discontinue his or her registration, either temporarily or permanently;

- (c) to submit a termly statistical report on temporary and permanent withdrawals determined under (a) and (b) above to the School Teaching and Learning Committee;
- (d) to receive reports from the Director of Student Experience on the status of all students who have been permitted or required to temporarily interrupt their studies;
- (e) to refer, as appropriate, issues relating to student welfare and the student experience which require School or university attention.

(2) *Composition:*

Director of Student Experience (Chair); Director of Teaching and Learning; Director of Doctoral Studies; Heads of Departments (or nominees).

In attendance: School Administrator (or nominee).

(3) *Reports to:* School Teaching and Learning Committee.

34. School Teaching and Learning Committees

(1) *Terms of Reference:*

- (a) to approve the School Teaching and Learning Strategy and associated operational plans for recommendation to Teaching and Learning Committee and to monitor progress towards achieving objectives;
- (b) having reviewed reports and assessments of quality in teaching and learning in the School, including peer observation of teaching, and having responded appropriately, to approve an aggregate annual report, incorporating recommended changes of policy and noting any aspects of good practice;
- (c) having reviewed reports from departments on all aspects of student performance with particular attention to issues of equality and diversity, and having responded appropriately to departments, to report to the Teaching and Learning Committee, incorporating recommended changes of policy and noting any aspects of good practice;
- (d) having reviewed annually enrolment data for all taught programmes and courses, and having noted in particular the programmes and courses recruiting/enrolling below threshold, to oversee the quality assurance of School decisions with respect to withdrawal, suspension or continuation, and to report these decisions to the Teaching and Learning Committee;
- (e) to recommend to Teaching and Learning Committee changes in title of programmes or the introduction of alternative modes of study;

- (f) to approve, in accordance with procedures laid down by Teaching and Learning Committee, changes to existing courses and minor changes to programmes and report these to Teaching and Learning Committee;
- (g) to approve annually the membership of examinations boards within the School;
- (h) to ratify pass lists from all programmes owned by the School;
- (i) to approve action plans arising from external examiner reports; to recommend nominations for external examiners within the School;
- (j) to recommend to Teaching and Learning Committee amendments to assessment regulations and procedures;
- (k) to approve Periodic Subject Review action plans and to ensure their implementation;
- (l) to advise the Head of School on all matters relating to Teaching and Learning as they affect the annual planning round;
- (m) to report to Teaching and Learning Committee University-wide matters arising from reports from External Examiners, Periodic Subject Review and annual monitoring of courses.

The Committee may delegate to its Chair, or any other member of staff, for the purpose of implementing policy in accordance with Statute XVI.3, powers and functions that it is itself competent to perform.

(2) *Composition:*

Director of Teaching and Learning (Chair); Head of School; Director of Student Experience; Heads of Departments within the School (or, in single-Department Schools, two members of academic faculty drawn from across the School appointed by the Director of Teaching and Learning following consultation with the Head of School); One undergraduate School Student Representative; One postgraduate taught School Student Representative.

(3) *Reports to:* Teaching and Learning Committee.

XI Other University Committees

35. University of Sussex / University of Brighton Joint Planning Group(1) *Terms of Reference:*

The University of Sussex and the University of Brighton have established a formal agreement to co-operate in matters of academic planning, provision, validation and development and in the provision of services wherever desirable, appropriate and feasible. A Joint Planning Group is responsible for the oversight of all aspects and issues arising under the agreement and reports as appropriate to the Vice-Chancellor.

(2) *Composition:*

Vice-Chancellor; Deputy Vice-Chancellor; Pro-Vice-Chancellors; Registrar & Secretary; Director of Finance; Academic Secretary; Director of Human Resources (University of Sussex); Vice-Chancellor; Deputy Vice-Chancellor; Pro-Vice-Chancellors; Registrar & Secretary; Director of Finance; Director of Planning (University of Brighton). The Chair rotates between Vice-Chancellors of the University of Sussex and the University of Brighton.

36. Services Liaison Joint Committee(1) *Terms of Reference:*

- (a) to give support and guidance to students seeking training and instruction with the armed services;
- (b) to liaise with the Ministry of Defence in relevant matters, including the appointment of the officers in charge of the training units and the promotion of constructive relationships with the armed services;
- (c) to receive and consider annual reports by the services and Ministry of Defence on relevant matters;
- (d) to make recommendations and reports on those matters to the Strategy and Performance Committee of the University of Sussex and the Board of Governors of the University of Brighton as necessary.

(2) *Composition:*

One member of academic staff appointed by the Vice-Chancellor of each University (Chair); One member of academic staff appointed by the Vice-Chancellor of each University (Deputy Chair).

Note: The Chair, Deputy Chair and Secretary rotate between the University of Sussex and the University of Brighton on a biennial basis.

University of Sussex: One member of academic staff appointed by the Vice-Chancellor; Director of the Careers and Employability Centre; Officer-in-Charge of each training unit attached to the University; Senior University of Sussex student in each training unit attached to the University.

University of Brighton: One member of academic staff appointed by the Vice-Chancellor; Director of the Careers Centre; Officer-in-Charge of each training unit attached to the University; Senior University of Brighton student in each training unit attached to the University.

BSMS: One member of academic staff appointed by the Dean of BSMS.

University of Chichester: One member of academic staff appointed by the Vice-Chancellor.

Co-opted: Officer from 2 Brigade.

XII Staff Negotiating Committees

37. Joint Negotiating Committee(1) *Terms of Reference:*

To be responsible for consultation and negotiations between the University and its recognised Trade Unions in accordance with the Procedure Agreement for the time being approved by Council and to report as appropriate to the Human Resources Committee; University negotiators shall conduct such consultations and negotiations within any relevant parameters which may have been set up by Council and taking account of any guidance given by the Strategy and Performance Committee.

(2) *Composition:*

- (a) Unions: Two representatives from each of UCU, Unite and UNISON; Chair of the Trades Union Liaison Committee;
- (b) Employers: Director of Human Resources; Registrar & Secretary; One Pro-Vice-Chancellor; Up to four other members;
- (c) by agreement between the two parties, either party may invite an advisor or advisors to take part in the discussion of particular items;
- (d) the Chair will alternate between the two parties.

38. UCU Joint Negotiating Committee(1) *Terms of Reference:*

To be responsible for consultation and negotiations between the University and the UCU in accordance with the Procedure Agreement for the time being approved by Council and to report as appropriate to the Human Resources Committee; University negotiators shall conduct such consultation and negotiations within any relevant parameters which may have been set by Council and taking account of any guidance given by the Strategy and Performance Committee.

(2) *Composition:*

- (a) Up to four members appointed by Council; Up to four members appointed by the UCU;
- (b) the membership may vary from item to item, provided that no more than four are present at any time. By agreement between the two sides, either side may in addition invite an advisor or advisors to take part in the negotiations on particular items;
- (c) the Chair of the meeting will alternate and a quorum shall be two members from each side. The Chair shall have an ordinary vote.

39. Unite Joint Negotiating Committee

(1) *Terms of Reference:*

To be responsible for discussions and negotiations between the University and Unite in accordance with the Procedure Agreement for the time being approved by Council and to report as appropriate to the Human Resources Committee; University negotiators shall conduct such consultation and negotiations within any relevant parameters which may have been set by Council and taking account of any guidance given by Strategy and Performance Committee.

(2) *Composition:*

- (a) Employers: Three members of the University appointed by Council;
- (b) Unite: Three members elected by the Sussex Branch of Unite;
- (c) the Chair shall alternate between each meeting.

40. UNISON Joint Negotiating Committee

(1) *Terms of Reference:*

To be responsible for discussions and negotiations between the University and UNISON in accordance with the Procedure Agreement for the time being approved by Council and to report as appropriate to the Human Resources Committee; University negotiators shall conduct such discussions and negotiations within any relevant parameters which may have been set by Council and taking account of any guidance given by Strategy and Performance Committee.

(2) *Composition:*

- (a) Employers: Four persons appointed by Council;
- (b) Unison: Four employees from relevant categories of staff appointed by the local branch of UNISON;
- (c) the committee shall elect a Chair from amongst its members who shall hold office for one academic year;
- (d) with the agreement of both parties, either side may invite an advisor or advisors to attend meetings of the committee with a view to providing information and advice relevant to the discussions.

XIII Advisory Groups

41. IT Consultative Group(1) *Terms of Reference:*

To advise the Director of IT Services on computing issues and to provide a forum for the discussion of computing facilities and provision, including, but not limited to, the computing services provided by IT Services, and the level at which they are provided.

(2) *Composition:*

Director of IT Services (Chair); Heads of Schools (or nominees); Librarian (or nominee); Head of the Teaching & Learning Development Unit (or nominee); Director of Estates and Facilities Management (or nominee); Education Officer of the Students' Union; Communications Officer of the Students' Union; One undergraduate School Student Representative from each School; One postgraduate School Student Representative from each School.

The Group may co-opt other members as necessary.

In attendance: Head of Client Services; USSU IT Manager.

(3) *Reports to:* Information Services Committee.**42. Environmental Forum**(1) *Terms of Reference:*

To provide a forum for the discussion of environmental issues and to act as a consultative body on environmental matters. In particular, to monitor and advise on the University Environmental Management Plan, to be consulted on the site 'master and conservation plans', to monitor and advise on School environmental issues and to promote environmental initiatives.

(2) *Composition:*

Chair appointed by the Health, Safety and Environment Committee from amongst the members of the Environmental Forum; Registrar & Secretary; Director of Estates and Facilities Management; Director of Health and Safety; Director of Residential, Sport & Trading Services; Head of Procurement; Transport Manager; Energy and Environment Manager; Representative members from the Schools, the Professional Services Divisions, and the Students' Union as required.

(3) *Reports to:* Health Safety and Environment Committee.**43. Library Consultative Group**(1) *Terms of Reference:*

To provide a forum for the discussion of Library facilities and services, and thereby a channel of communication between Library users, their representatives, and those responsible for Library policy.

(2) *Composition:*

Librarian (Chair); Representatives from the Schools of Studies (One member of academic staff from each School; One undergraduate School Student Representative from each School; One postgraduate School Student Representative from each School); Representatives from the Brighton and Sussex Medical School (One member of academic staff; One level 3/4 Student Representative); Representatives from the University of Sussex Students' Union (two representatives nominated by the President).

In attendance: IT Services representative; Library Management Team.

(3) *Reports to:* Information Services Committee.

44. International Advisory Board

(1) *Terms of Reference:*

To advise the Pro-Vice-Chancellor (International) on:

- (a) the international recruitment strategy on an annual basis, targets and recruitment of international students;
- (b) the implementation of the international recruitment strategy and internationalisation strategy of the University and the monitoring of its implementation, making recommendations for further development as necessary to reflect University priorities;
- (c) the development of international activity in the University and globally and to receive statistical data on recruitment, progression and achievement, from Schools and Professional Services and changes to the strategy;
- (d) resources needed to support the strategy and its implementation;
- (e) an international partnerships strategy and how it might impact on regional recruitment;
- (f) policies and procedures for the development of international partnerships, strategic partnerships, dual programmes of delivery, or other forms of collaboration, such as articulation agreements;
- (g) best practice in HE international activity and on delivery as appropriate;
- (h) market research that will underpin the development of University strategies and policies on student recruitment and admission;
- (i) effective communication of all areas of its activity to the University;

- (j) other relevant matters relating to international strategy including relevant national developments / external activities, and to offer advice and recommend actions on any aspects which have implications for the meeting of University international recruitment targets and ambitions;
- (k) establishing time limited working parties as necessary to progress items of business.

(2) *Composition:*

Pro-Vice-Chancellor (International) (Chair); the other Pro-Vice-Chancellors; Director of Student Recruitment; Head of International Liaison; Academic Registrar (or nominee); Head of the Partnership Office; One member of academic staff from each of the Schools of Studies appointed by the Head of School (usually the Director of Teaching and Learning); One Elected Officer (Full-Time) of the Students' Union appointed by the President of the Students' Union; Director of the Sussex Centre for Language Studies.

Expert advisors may be invited to attend meetings for discussion of particular items.

(3) *Reports to:* Pro-Vice-Chancellor (International).

45. Attenborough Centre for the Creative Arts International Advisory Group

(1) *Terms of Reference:*

- (a) to promote actively the work of the Centre, and to enhance and support its aim of exploration, presentation and study of creativity and creative arts;
- (b) to facilitate links with key external agencies and possible stakeholders in order to enhance the Centre's profile locally, nationally and internationally;
- (c) to facilitate, advise and encourage development of new ideas and trends within the Arts arena and to facilitate opportunities for active dialogue between theory and practice based research;
- (d) to promote socially and economically valuable synergies with artists, creative industries, and cultural and scientific institutions, and the development of innovative research with digital tools;
- (e) to report annually on new developments to the Attenborough Centre for the Creative Arts Management Committee.

(2) *Composition:*

Vice-Chancellor (Chair); Two Pro-Vice-Chancellors; One member of the Attenborough family; Up to eight external members representing expertise and involvement in relevant creative arts activities.

The Committee may co-opt members as necessary.

In attendance: Director of the Attenborough Centre for the Creative Arts; Two Heads of Schools.

XIV Vice-Chancellor's Committees

46. Vice-Chancellor's Executive Group(1) *Terms of Reference:*

- (a) to advise and assist the Vice-Chancellor in the day-to-day management of the University, in the initial formulation of policy and in the preparation of business for consideration by University statutory and other committees;
- (b) to provide a formal management link between members of the Executive and the Heads of the Schools and other operating units.

(2) *Composition:*

Vice-Chancellor; the Pro-Vice-Chancellors; Registrar & Secretary; Director of Finance; Director of Human Resources.

47. Senior Management Group(1) *Terms of Reference:*

- (a) to provide a formal link between members of the Executive and Heads of Schools;
- (b) to provide a forum for the discussion and management of issues of key strategic importance within the Schools;
- (c) to provide a forum for the management of operational issues affecting Schools;
- (d) to co-ordinate and manage pan-University projects, reviews and initiatives;
- (e) to maintain a watching brief on national and international issues affecting the HE sector.

(2) *Composition:*

Vice-Chancellor; the Pro-Vice-Chancellors; Registrar & Secretary; Director of Finance; Director of Human Resources; Heads of Schools; Director of the Attenborough Centre for the Creative Arts; Director of the Sussex Centre for Language Studies.

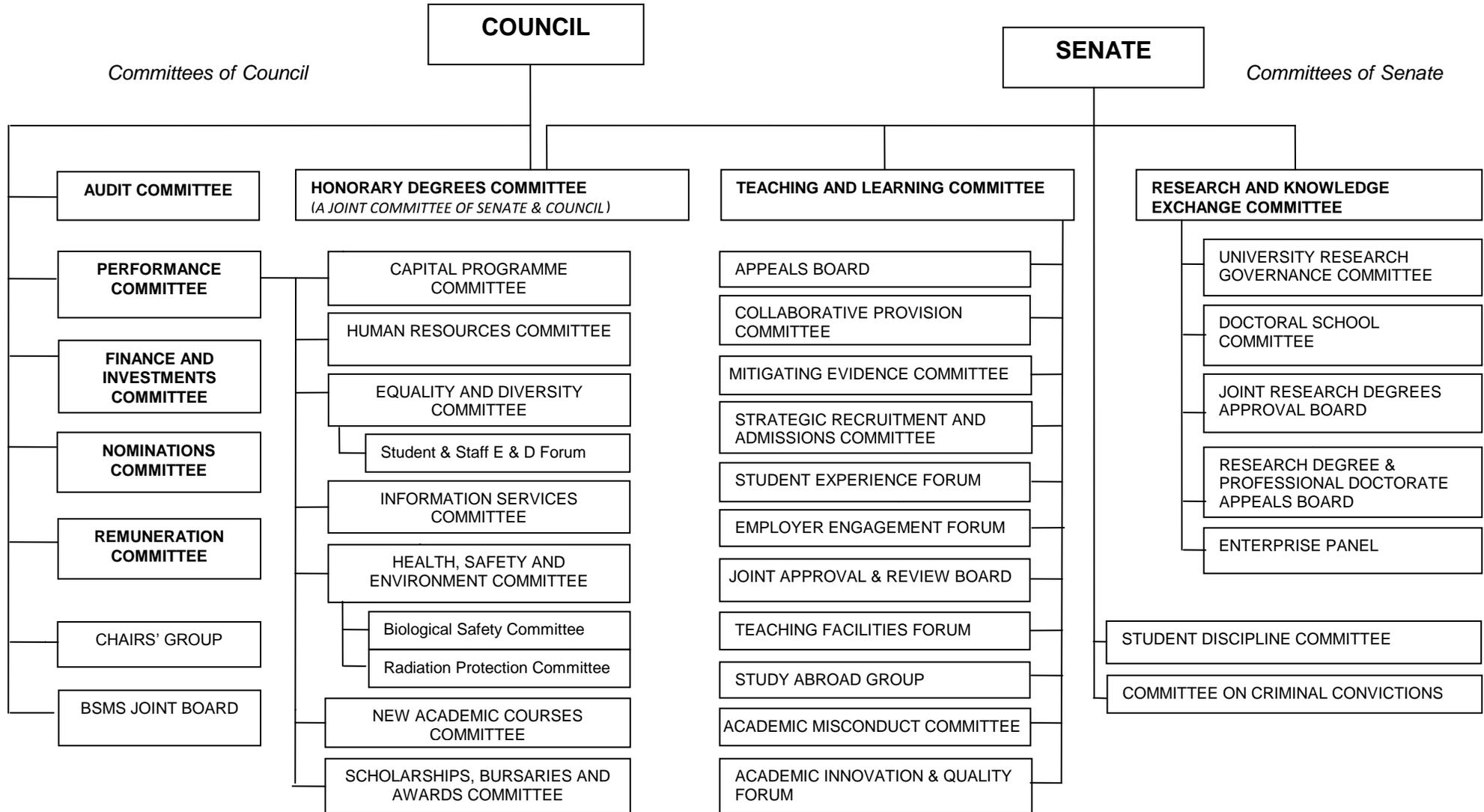
48. Executive Liaison Group(1) *Terms of Reference*

- (a) to provide a formal link between members of the Executive, senior members of the Professional Services, and the President and Sabbatical Officers of the Students' Union;

- (b) to provide a forum for the discussion of issues of key importance within the University and the Students' Union;
 - (c) to provide a forum for feedback from informal liaison groups between the Students' Union and the University, such as the Facilities ELG and Sustainability ELG.
- (2) Composition:

Pro-Vice-Chancellor (Teaching and Learning) (Chair); Vice-Chancellor; the Pro-Vice-Chancellors; Registrar and Secretary; Director of Finance; Director of Human Resources; Director of Student Services; Academic Registrar; Academic Secretary; Director of Communications; Director of Residential, Sport and Trading Services; President of the Students' Union; Activities Officer of the Students' Union; Communications Officer of the Students' Union; Education Officer of the Students' Union; Operations Officer of the Students' Union; Welfare Officer of the Students' Union; Director of the Students' Union.

XV. PRINCIPAL COMMITTEES OF THE UNIVERSITY



PART THREE: OFFICERS OF THE UNIVERSITY

This part describes the methods of appointment, tenure and responsibilities of each officer within the structure described in Part Two and set out in the illustrative chart. Aspects of the structure and of the arrangement of duties within it are kept under review by the Vice-Chancellor; the descriptions in this document of the roles of officers may therefore be changed during the year.

1. Vice-Chancellor

- (1) *Appointed by:* Council after consultation with Senate.
- (2) *Tenure:* determined by Council;.
- (3) *Responsible to:* Senate and Council.
- (4) *Role:* Chief Executive of the University with authority to act, notwithstanding the provisions of this document, in taking decisions in the best interests of the University, as the Chief Executive. Article 7 of the Charter and Statute V provide for the Vice-Chancellor to be the chief academic and administrative officer of the University; to be Chair of Senate; to exercise general supervision over the University; to be generally responsible for maintaining and promoting the efficiency and good order of the University. The Vice-Chancellor is the designated Accounting Officer under the terms of the Financial Memorandum between the HEFCE and the University.

2. Deputy Vice-Chancellor

- (1) *Appointed by:* Council on the recommendation of the Vice-Chancellor (after consultation with Senate).
- (2) *Tenure:* determined by Council on the recommendation of the Vice-Chancellor.
- (3) *Responsible to:* the Vice-Chancellor.
- (4) *Role:* this role is an augmentation of the role of an existing Pro-Vice-Chancellor; the role-holder acts as the Vice-Chancellor's deputy on social and ceremonial occasions and, in the absence of the Vice-Chancellor, is responsible for good order in the University; the role-holder acts as Deputy Chair of Senate, advises and assists the Vice-Chancellor in the management of the University and undertakes such other specific duties as are designated by the Vice-Chancellor from time to time.

3. Pro-Vice-Chancellors

- (1) *Appointed by:* Council on the recommendation of the Vice-Chancellor (after consultation with Senate).
- (2) *Tenure:* determined by Council.
- (3) *Responsible to:* the Vice-Chancellor.

- (4) *Role:* to assist the Vice-Chancellor in the management of the University; to undertake such specific responsibilities as the Vice-Chancellor may from time to time assign to them.

4. Registrar & Secretary

- (1) *Appointed by:* Council.
- (2) *Tenure:* determined by Council.
- (3) *Responsible to:* the Vice-Chancellor.
- (4) *Role:* to be the Secretary of the Court, the Council, the Senate and of any committees of these bodies, and to keep minutes of their proceedings. Under the direction of the Vice-Chancellor, to be responsible to the Council and where appropriate to the Senate for whatever matters may be assigned by Statute and/or Regulation.

5. Heads of Schools of Studies

- (1) *Appointed by:* Senate on the recommendation of the Vice-Chancellor, on the advice of an Appointing Committee.
- (2) *Tenure:* permanent.
- (3) *Responsible to:* a Pro-Vice-Chancellor.
- (4) *Role:* to provide academic leadership and management of the School, in support of the University's mission and strategic aims. The key accountabilities of Heads of Schools shall be:
- (a) Strategy and Planning:
- (i) Contribute to the strategic planning of the University;
 - (ii) Develop and ensure the delivery of academic strategy and operational plans for the School in line with University strategy, key performance indicators and operational targets (e.g. student recruitment, student retention, research grant and contract income);
 - (iii) Ensure the identification and management of key strategic and operational risk.
- (b) Teaching and Learning:
- (i) Plan and ensure the highest quality delivery of teaching, learning, assessment and feedback within the School, in line with academic standards, quality assurance and other enhancement measures (e.g. e-learning), in accordance with the teaching and learning strategy;
 - (ii) Ensure the development, innovation, promotion and delivery of the School's curriculum, in line with the teaching and learning strategy.
- (c) Research and Enterprise:

- (i) Ensure the conduct of the highest quality research by all levels of academic faculty, to the required volume, in accordance with the research strategy and University policy, e.g. on research ethics;
 - (ii) Ensure the delivery of a high standard of research student supervision;
 - (iv) Grow research, contract and knowledge transfer income for the School, across all levels of academic faculty, in accordance with University aims and budgetary requirements;
 - (v) Develop the School's enterprise initiatives and productive links/partnerships with businesses and the community, in accordance with the enterprise strategy.
- (d) Student Experience:
- Ensure the delivery of a high quality student experience to all students within the School, seeking and achieving enhancement on a continuous basis in line with University strategies.
- (e) Management Team:
- Lead the School management team to ensure optimal performance of the School, liaising with other Schools and with senior management colleagues, as necessary. The team is advisory to the HoS in relation to strategic planning and operational management, and comprises the HoS, Deputy HoS, Director of Doctoral Studies, Director of T&L, Director of Research & Knowledge Exchange, Director of Student Experience, School Administrator and such other members of staff as the HoS appoints.'
- (f) Staff Planning and Recruitment:
- (i) Ensure the appropriate planning for and deployment of staff across the School in accordance with strategic and operational plans;
 - (ii) Ensure the recruitment and appointment of high calibre staff in accordance with University appointment procedures.
- (g) Performance Management:
- Ensure the effective, consistent and fair management and development of individual staff and teams within the School in order to achieve high levels of School and University performance, implementing relevant University policies and procedures for induction, probation, performance and development review, career development, reward and capability management.
- (h) Financial Control:
- Plan, manage and control the School's finances, within allocated budgetary resource, ensuring the effective and efficient allocation of resource and to ensure that funds are assigned and used for the purpose for which they are intended.
- (i) Internal and External Communications and Liaison:
- (i) Promote a positive image of the School internally and externally;

- (ii) Foster positive working relationships for the School within the Faculty and across the University.
- (j) Equal Opportunities, Health and Safety, Data Protection:
 Ensure the School's compliance with, and promotion of good practice in relation to, University policy, procedure and guidance on equal opportunities, health and safety, and data protection in respect of students, staff and other relevant parties and any other legislative or regulatory obligation.

6. Dean of the Brighton and Sussex Medical School

- (1) *Appointed by:* an Appointing Committee for the post.
- (2) *Tenure:* permanent.
- (3) *Responsible to:* the Vice-Chancellors of the Universities of Brighton and Sussex.
- (4) *Role:* as agreed from time to time by the Universities of Brighton and Sussex. In outline, the Dean is responsible for:
 - (a) providing leadership, strategic vision and a clear sense of direction; setting and achieving high standards of academic performance; strategic planning and development; resource planning and control; financial and budget management; staff organisation, motivation and development;
 - (b) student progress and welfare; the development and delivery of academic programmes in the School;
 - (c) ensuring that members of the School engage in research of the highest quality;
 - (d) taking a lead role in ensuring that teaching, learning and research flourishes across School boundaries;
 - (e) ensuring that partners in the School are consulted about significant developments and kept informed about important matters;
 - (f) ensuring close liaison and co-operation with local NHS partner organisations and ensuring development of the local healthcare environment;
 - (g) as School Budget Holder, ensuring the financial health of the School;
 - (h) health and safety matters within the School;
 - (i) promoting equality of opportunity for students and staff in the School;
 - (j) supervising the work of School academic, clinical and administrative officers.

7. Directors of Student Experience

- (1) *Appointed by:* the relevant Pro-Vice-Chancellor on the recommendation of the Head of School in consultation with the School's senior management team.
- (2) *Tenure:* the duties will normally be undertaken for a period of 3 years, with the possibility to extend for up to a further 3 years.
- (3) *Responsible to:* the appropriate Head of School.
- (4) *Role:* to assist the Head of School in ensuring that the University's and School's strategic and operational plans for undergraduate and postgraduate support are achieved; to provide leadership in developing and contributing to policy determined at University level under the direction of the Pro-Vice-Chancellor (Teaching and Learning) and also by the School's senior management team, in the areas of student support and the student experience, to include helping ensure consistent practice across the University.

8. Directors of Teaching and Learning

- (1) *Appointed by:* the relevant Pro-Vice-Chancellor on the recommendation of the Head of School in consultation with the School's senior management team.
- (2) *Tenure:* the duties will normally be undertaken for a period of 3 years, with the possibility to extend for up to a further 3 years.
- (3) *Responsible to:* the appropriate Head of School.
- (4) *Role:* to assist the Head of School in ensuring that the University's and School's strategic and operational plans for taught provision are achieved, to include meeting the growth agenda; to provide leadership in developing new initiatives and contributing to the formulation of University policy on matters relevant to teaching and learning, under the direction of the Pro-Vice-Chancellor (Teaching and Learning).

9. Directors of Doctoral Studies

- (1) *Appointed by:* the relevant Pro-Vice-Chancellor on the recommendation of the Head of School in consultation with the School's senior management team.
- (2) *Tenure:* the duties will normally be undertaken for a period of 3 years, with the possibility to extend for up to a further 3 years.
- (3) *Responsible to:* the appropriate Head of School.
- (4) *Role:* to assist the Head of School in ensuring that the University's and School's strategic and operational plans for research students and postdoctoral staff are achieved, to include meeting the growth agenda; to play an essential role in ensuring that the standards set for doctoral students and supervision are maintained; to provide leadership in developing new

initiatives and formulating policy on matters relevant to research students and postdoctoral staff.

10. Directors of Research and Knowledge Exchange

- (1) *Appointed by:* the relevant Pro-Vice-Chancellor on the recommendation of the Head of School in consultation with the School's senior management team.
- (2) *Tenure:* the duties will normally be undertaken for a period of 3 years, with the possibility to extend for up to a further 3 years.
- (3) *Responsible to:* the appropriate Head of School.
- (4) *Role:* to assist the Head of School in ensuring that the University's and School's strategic and operational plans for research and knowledge exchange are achieved, to include meeting the growth agenda and attaining successful outcomes to external assessments; to provide leadership in developing capacity, capability and new initiatives as well as policy on research and knowledge exchange activity.

11. Research Theme Leaders

- (1) *Appointed by:* the Vice-Chancellor on the advice of the Pro-Vice-Chancellor (Research) and a sub-group of Research Committee convened for the purpose.
- (2) *Tenure:* the post will normally be for a period of 3 years, with an option to extend for a further 3 years.
- (3) *Responsible to:* the Pro-Vice-Chancellor (Research).
- (4) *Role:* to provide scholarly leadership, identity, focus and cohesion within the Theme, helping the University to develop a widely recognised, world-class portfolio of activity in selected areas; to drive the delivery of relevant parts of the Strategic Plan, promote collaboration, secure external resource and facilitate ownership and engagement if the University community with the Theme and its objectives.

12. Director of International Programmes (European), Director of International Programmes (American, Asian and Australian)

- (1) *Appointed by:* the Vice-Chancellor on the recommendation of the Chair of the Study Abroad Group.
- (2) *Tenure:* 3 years.
- (3) *Responsible to:* the Pro-Vice-Chancellor (International).
- (4) *Role:*
 - (a) providing academic oversight of the University's study abroad programmes for incoming and outgoing students;

- (b) developing and implementing (with the Head of International Programmes) strategies for promotion of study abroad opportunities for outgoing students;
- (c) developing and implementing (with the Head of International Programmes) strategies for attracting Visiting students to the University;
- (d) developing and maintaining contacts with partner institutions, including undertaking overseas visits;
- (e) participating in visit programmes from current and prospective partner institutions;
- (f) serving on the Study Abroad Group;
- (g) to be responsible for the management of the relevant Director of Year Abroad, Senior Advisor for Visiting and Exchange Students and Language Area Representative.

13. Director of Year Abroad (American (Arts)), Director of Year Abroad (European (Arts))

- (1) *Appointed by:* Chair of the Study Abroad Group after consultation with the relevant Director of International Programmes, the Academic Registrar, the relevant Head of School.
- (2) *Tenure:* 3 years.
- (3) *Responsible to:* the relevant Director of International Programmes.
- (4) *Role:*
 - (a) determining (with the Head of International Programmes) the distribution of students among exchange places;
 - (b) providing academic advice to students preparing for both mandatory and non-mandatory study abroad, including participation in orientation programmes;
 - (c) approving, in consultation with Schools and Language Area Representatives as appropriate, the academic programmes of students intending to study abroad;
 - (d) providing academic and pastoral advice to students who are studying abroad;
 - (e) undertaking visits to partner institutions and students studying abroad;
 - (f) debriefing returning students;
 - (g) checking transcripts of returning students;

- (h) involvement (with the Head of International Programmes) in promotion of study abroad opportunities to prospective and current students;
- (i) developing and maintaining contacts with partner institutions;
- (j) participating in visit programmes from current and prospective partner institutions;
- (k) serving on the Study Abroad Group.

14. Senior Advisor for Visiting and Exchange Students (American (Arts)), Senior Advisor for Visiting and Exchange Students (American (Science)), Senior Advisor for Visiting and Exchange Students (European (Arts)), Senior Advisor for Visiting and Exchange Students (European (Science))

- (1) *Appointed by:* Chair of the Study Abroad Group after consultation with the relevant Director of International Programmes, the Academic Registrar, and the relevant Head of School.
- (2) *Tenure:* 3 years.
- (3) *Responsible to:* the relevant Director of International Programmes.
- (4) *Role:*
 - (a) providing (in conjunction with School V&E Advisors) advice to applicants and partner institutions on curricular matters;
 - (b) acting as “back-stop” advisor to V&E students, including dealing with issues referred by School V&E Advisors and personal tutors;
 - (c) participating in orientation meetings;
 - (d) participating in briefing meetings about assessment matters for students;
 - (e) participating in visit programmes from current and prospective partner institutions;
 - (f) translating V&E students’ marks to advisory US letter grades for Sussex transcripts (American Advisors).

15. Study Abroad Language Area Representatives

- (1) *Appointed by:* Chair of the Study Abroad Group after consultation with the relevant Director of International Programmes, the Academic Registrar, and the relevant Head of School.
- (2) *Tenure:* 3 years.
- (3) *Responsible to:* the relevant Director of International Programmes.
- (4) *Role:*

- (a) providing academic advice to students preparing for mandatory study abroad, including participation in orientation programmes;
- (b) advising students on suitable destination universities;
- (c) approving students' choice of destination university;
- (d) approving students' Study Plans and courses to be taken at host universities, and changes of courses while abroad;
- (e) contacting the Subject Group Representative for dissertation supervision (where permitted e.g. Assistants and Work Placements);
- (f) providing academic and pastoral advice to students who are studying abroad;
- (g) undertaking visits to partner institutions and students studying abroad as appropriate;
- (h) debriefing returning students, including monitoring debriefing reports;
- (i) agreeing the conversion of returning students' marks with the Year Abroad Director;
- (j) involvement (with the Head of International Programmes) in promotion of study abroad opportunities to prospective and current students as appropriate;
- (k) developing and maintaining contacts with partner institutions;
- (l) participating in visit programmes from current and prospective partner institutions as appropriate.

16. Study Abroad Work Placement Coordinator

- (1) *Appointed by:* Chair of the Study Abroad Group after consultation with the relevant Director of International Programmes, the Academic Registrar, and the relevant Head of School.
- (2) *Tenure:* 3 years.
- (3) *Responsible to:* Pro-Vice-Chancellor (International).
- (4) *Role:*
 - (a) developing and implementing (with the Head of International Programmes) work-placement opportunities for outgoing students, including under the Leonardo programme;
 - (b) promotion (with the Head of International Programmes) of work-placement opportunities;

- (c) providing specific work-placement advice to students intending to undertake work placements, including participation in orientation programmes;
- (d) providing specific work-placement advice to students who may require it while abroad;
- (e) undertaking visits to partner institutions and students abroad in connection with the work-placements as appropriate;
- (f) reviewing debriefing reports of students who have undertaken work-placements;
- (g) developing and maintaining contacts with partner institutions;
- (h) participating in visit programmes from current and prospective partner institutions.

17. Chaplain

- (1) *Appointed by:* an Appointing Committee for the post.
- (2) *Tenure:* permanent.
- (3) *Responsible to:* Director of Student Services
- (4) *Role:* to be responsible for the management of the University Chaplaincy, to provide pastoral care for students and staff of the University in close liaison with the associate chaplains, to be responsible for all activities in the Meeting House, and to take such part as may be required in the academic work of the University.

18. Librarian

- (1) *Appointed by:* an Appointing Committee for the post.
- (2) *Tenure:* permanent.
- (3) *Responsible to:* the Pro-Vice-Chancellor (Teaching and Learning).
- (4) *Role:* to be responsible for the maintenance and development of the full range of Library services for the University, and for the administration and management of the Library.

19. Director of Health and Safety

- (1) *Appointed by:* an Appointing Committee for the post..
- (2) *Tenure:* permanent.
- (3) *Responsible to:* the Registrar & Secretary, but has access to the Vice-Chancellor on any matter which the Director of Health and Safety regards as being of sufficient importance. Also has independent access to the member of Council appointed to monitor health and safety matters.

- (4) *Role:* to be responsible for advising on all aspects of health, safety and environment in the University (including the administration of the University Rescue Team); for co-ordination and review of University Health, Safety & Environmental management systems (including the management of the Health and Safety Office); for facilitating the implementation of the University Health, Safety & Environment Plan; for providing an annual report on health, safety & environment for the University Council; for monitoring and administering actions arising from the Health, Safety & Environment Committee; for ensuring the provision of health services as required in liaison with the Director of Human Resources and the Occupational Health provider; for advising the University on health, safety and environmental legislation; for liaising with external authorities in relation to health, safety and environment.

20. Biological Safety Officers

- (1) *Appointed by:* the Head of School or Director of the Research Institute in which either pathogenic or genetically modified organisms are used.
- (2) *Tenure:* 3 years renewable but not full-time.
- (3) *Responsible to:* the Head of School or Director, and professionally to the Director of Health and Safety.
- (4) *Role:* to be responsible, in collaboration with the Director of Health and Safety, for advising Heads of Schools and Directors on all aspects of biological safety.

21. Radiation Protection Supervisors

- (1) *Appointed by:* the Head of School or Director of the Research Institute in which ionising radiation and radio-active substances are used.
- (2) *Tenure:* 3 years renewable but not full-time.
- (3) *Responsible to:* the Head of School or Director, and professionally to the Director of Health and Safety.
- (4) *Role:* to be responsible, in collaboration with the Director of Health and Safety, for advising the Heads of Schools and Directors on all aspects of radiation safety.

22. Director of IT Services

- (1) *Appointed by:* an Appointing Committee for the post.
- (2) *Tenure:* permanent.
- (3) *Responsible to:* the Registrar & Secretary.
- (4) *Role:* to be responsible for the overall administration and management of the IT Service; to be responsible for the provision of the IT service to the whole University by the IT Services according to the Service Level Definitions agreed by the Strategy and Performance Committee; and for the

maintenance and development of network services and distribution of services over the network to other University units.

23. School / Unit Health and Safety Advisors

- (1) *Appointed by:* each Head of School or Director.
- (2) *Tenure:* permanent.
- (3) *Responsible to:* the relevant Head of School or Director.
- (4) *Role:* to liaise with the Director of Health and Safety and to advise the Head of School / Director on all appropriate matters of health and safety; to act as the co-ordinator of appropriate health and safety management systems both within the School / Unit and in accordance with the University Health and Safety Policy.

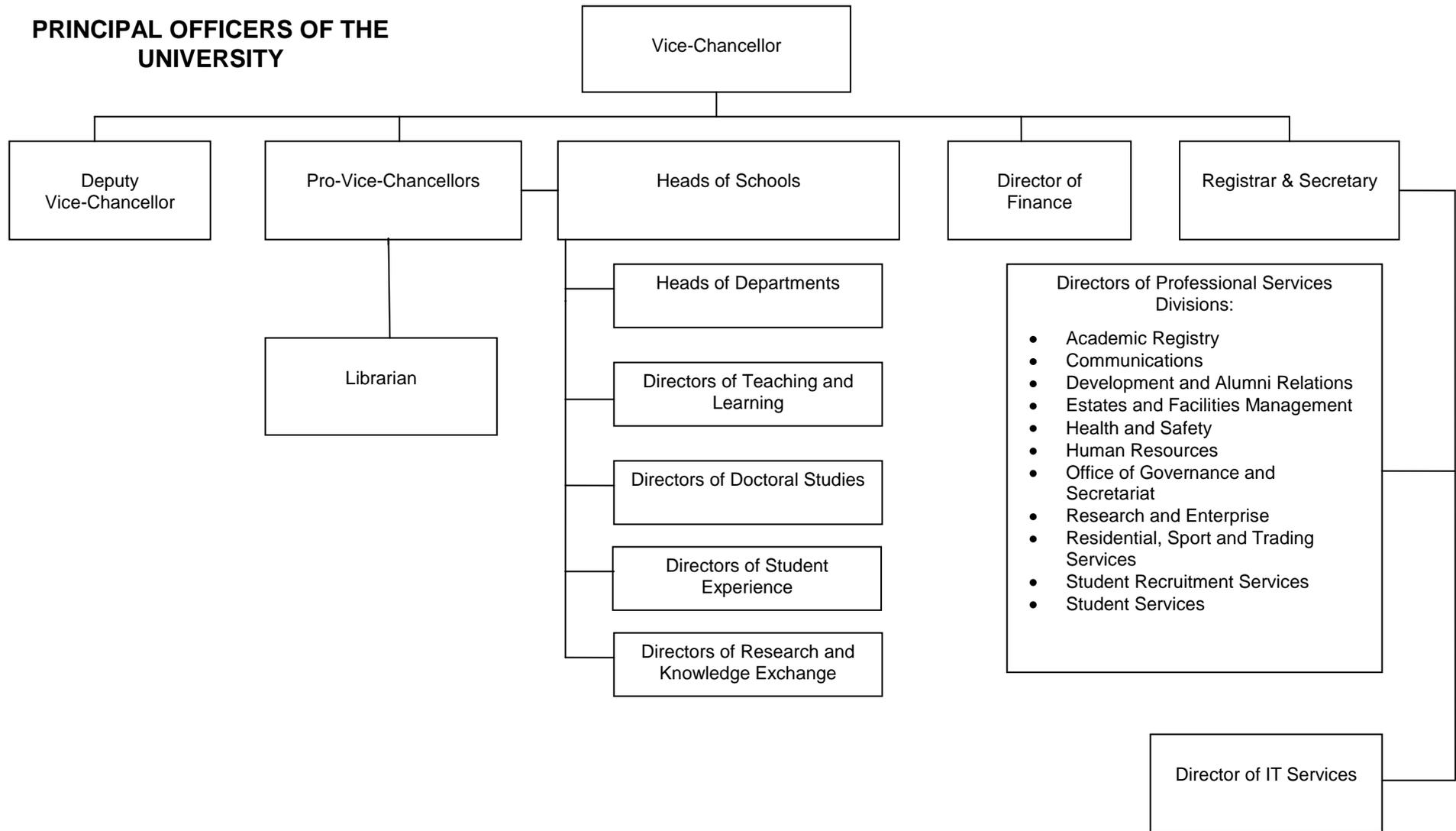
24. Director of the Attenborough Centre for the Creative Arts

- (1) *Appointed by:* an Appointing Committee for the post.
- (2) *Tenure:* 5 years.
- (3) *Responsible to:* A Pro-Vice-Chancellor designated by the Vice-Chancellor.
- (4) *Role:*
 - (a) to develop a vision for the University's creative arts spaces and provide strong academic, professional, and organisational leadership; to lead on the University's creative arts strategy;
 - (b) to engage in professionally-led research activity;
 - (c) to develop and play an active role in creative arts teaching programmes;
 - (d) to participate in the governance of the Centre;
 - (e) to be responsible for financial and strategic planning.

25. Director of the Sussex Centre for Language Studies

- (1) *Appointed by:* an Appointing Committee for the post.
- (2) *Tenure:* permanent.
- (3) *Responsible to:* the Pro-Vice-Chancellor (International).
- (4) *Role:* to provide strategic leadership and practical management of the Sussex Centre for Language Studies.

PRINCIPAL OFFICERS OF THE UNIVERSITY



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