

## Joint Approval and Review Board

Constitution	Name	Tenure
Chair of the Academic Standards Committee, UoB	Prof Stuart Laing	Ex officio
Chair of the Teaching and Learning Committee, UoS	Prof Clare Mackie	Ex officio
One other member of the Teaching and Learning Committee, UoS	Prof George Kemenes	Ex officio
One member of the Academic Development Committee, UoB	Prof David Arnold	Ex officio
Head of Registry (or nominee) UoB	Ms Sarah Plumeridge	Ex officio
Academic Registrar (or nominee) UoS	Ms Sam Riordan	Ex officio
Dean of BSMS	Prof Jon Cohen	Ex officio
Three members of academic staff of BSMS, nominated by the Dean, to represent the BM BS, taught postgraduate provision and research degree provision:	Prof Gordon Ferns Dr Inam Haq Dr Sarah Newbury	Ex officio Ex officio Ex officio
(By invitation when necessary) Head of School of Computing, Engineering and Mathematics at the University of Brighton (or nominee)		Ex officio
(By invitation when necessary) Head of the School of Engineering and Informatics at the University of Sussex (or nominee)		Ex officio
Deputy School Secretary	Ms Pippa Robinson	Ex officio
<b>In attendance</b>		
Special Advisor, Academic Quality, UoS (Secretary)	Ms Sarah Butler	
Medical School Secretary	Mr Peter Pimblett-Dennis	

### Quoracy:

**Frequency of meetings:** meets termly

**Administered by:** Special Advisor, Academic Quality (UoS)

### 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 and approve 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

## Joint Research Degrees Approval Board

Constitution	Name	Tenure
Chair or Deputy Chair of the Research Degrees Examination Board, UoS (*Chair)	Prof Edward Steinmueller	Ex officio
Dean of Doctoral College, UoB	Prof David Arnold	Ex officio
Director of Research for BSMS (or nominee)	Prof Kevin Davies	Ex officio
Director of Doctoral Studies BSMS	Dr Sarah Newbury	Ex officio
Two members of BSMS staff involved with research degree supervision	tbc	
Doctoral College Manager of the University of Brighton	Mr Miles Willey	Ex officio
Secretary to the Research Degrees Examination Board of the University of Sussex	Ms Linda Gee	Ex officio
Post-graduate student representative	Dr Nikki Gray	
<b>In attendance</b>		
Head of the Doctoral School of the University of Sussex	tbc	
Member of BSMS staff involved in the administration of Research Degrees	Ms Nichola Mayer	
Secretary to Doctoral College Board of the University of Brighton (Secretary)	Ms Sally Brown	

**Quoracy:** all ex officio members plus 1 member of BSMS staff involved with research degrees supervision

**Frequency of meetings:** meets termly

**Administered by:** Secretary to the Doctoral College Board, UoB

### 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:

- 1 With delegated authority to admit candidates to research degree programmes in BSMS awarded jointly by the UoB and UoS<sup>1</sup>.
- 2 To establish and maintain a register of research degree supervisors for BSMS candidates.

<sup>1</sup> Authority to admit candidates lies with the JRDAB on behalf of the two universities and it approves the precise admissions process to be followed.

- 3 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.
- 4 To agree the examination arrangements and the examining team in accordance with the regulations for research degree programmes in BSMS awarded jointly by the UoB and UoS and overseen by the Joint Approval and Review Board.
- 5 To monitor the progress of students including approval of the thesis outline and transfer to PhD and requests for suspension, extension and withdrawal.
- 6 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.
- 7 To report annually to the Joint Approval and Review Board in accordance with the agreed procedures for annual monitoring for onward transmission for information (not action) to the Research Programmes Committee of the University of Sussex and the Doctoral College Board of the University of Brighton.

**Additional notes**

Chair or deputy Chair of the Doctoral College Board of the University of Brighton and the Chair or Vice-Chair of Research Degrees 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).