



# The Organisation of the University 2023-24

This is a living document which is updated as changes are made to the University's governance structure. If you identify any changes required to the document, please contact the University governance services' team.

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## Organisation of the University 2023-24

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 University Executive Team in relation to their respective areas of authority, as set out in the 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 University Secretary.

In this document, the phrase 'Head of School' applies equally to the Deans of the Brighton and Sussex Medical School; the University of Sussex Business School and the School of Media, Arts and Humanities unless stated otherwise.

| Committee/Section                                     | Change  |
|---|---|
| <i>Throughout</i>                                     | Formatting, presentational and minor (non-substantive) edits for clarity  |
| Introduction  | Additional detail on the application of delegated authority through the committee structure; formal vs informal briefing meetings; online meetings and email resolutions; outline of Committee paper expectations; academic freedom and freedom of speech; general editorial changes to ensure accuracy, clarity and consistency. |
| Council   | Clarification of role as set out in the Statutes; added Council role descriptor approved by Council in April 2022.  |
| Senate  | Reference to delegated authority updated; diagram of sub-committees included; added Senate role descriptor, approved by Council in April 2022   |
| Academic schools                                      | More detail added to explain the clustering of schools into cognate groups (as per Academic Promotion Boards definition)  |
| Capital Programmes Committee                          | Committee removed and replaced by new Council committee structure- Finance and Resources Committee and Strategy and Performance Committee in April 2023.  |
| Strategic Performance and Resources Committee         | Committee removed and replaced by new Council committee structure- Finance and Resources Committee and Strategy and Performance Committee in April 2023.  |
| Finance and Resources Committee                       | New Committee established by Council to oversee financial and capital matters in April 2023.  |
| Strategy and Performance Committee                    | New Committee established by Council to oversee strategy implementation and University performance in April 2023.   |
| Remuneration Committee B                              | Updates to terms of reference; approved by Council November 2022  |
| Research and Knowledge Exchange Committee             | Updated terms of reference and composition, November 2023   |
| Doctoral School Board                                 | Updated to reflect merger with Doctoral Studies Committee (as approved by Research and Knowledge Exchange Committee, February 2021); references to old title updated to new title throughout document   |
| Animal Welfare and Ethical Review Body (AWERB)        | Removal of references to defunct University Research Governance Committee; update to Research Governance and Quality Assurance Committee  |
| Researcher Development Concordat (RDC) Steering Group | Added as newly approved steering group (approved by RaKE, March 2022)   |
| Strategic Development Fund for Research Committee     | Added as newly approved committee (Approved by RaKE, March 2022)  |

| <b>Committee/Section</b>                             | <b>Change</b>  |
|--|--|
| Examination and Assessment Regulations Sub-Committee | Minor changes to composition; approved September 2022  |
| Collaborative Provision Approval Committee           | Added as newly approved committee, reporting to University Education Committee   |
| Portfolio Approval Committee                         | Added updated terms of reference and composition, approved by UEC February 2023  |
| Committees of the Schools of Studies                 | Added new diagram to show relationships between School committees and principal committees of Council and Senate   |
| School Health & Safety Committee                     | Updated to align name with University Health and Safety Committee and new terms of reference approved by University Health & Safety Committee in May 2022  |
| Academic Promotions Boards                           | Arts cluster description updated to reflect merger of schools into the School of Media, Arts and Humanities  |
| ITS Service Oversight Group                          | Updated composition  |
| University Artworks Group                            | Added as new advisory group, approved by UET in July 2021  |
| University Executive Team (UET)                      | Added Director of Communications, Marketing and Advancement (CMA) to composition (approved August 2022); added Chief of Staff to composition (December 2022); added General Counsel to composition (March 2023); updated title to Deputy Vice-Chancellor & Provost (September 2023). Name changed from University Executive Group to University Executive Team (September 2023). |
| Executive Governance Committees                      | References to Executive Governance structures previously under section 14 have been removed to reflect the revised executive governance structure.   |
| Vice-Chancellor role descriptor                      | Added the Vice-Chancellor role and responsibilities descriptor agreed by Council in April 2022   |
| Deputy Pro-Vice-Chancellors                          | Updated to reflect DPVC Knowledge Exchange and DPVC Academic Experience  |
| Dean of the Doctoral School                          | Updated title from Director of the Doctoral School; updated responsibilities to reflect job description; references to old title updated to new title throughout document  |

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# INTRODUCTION<sup>1</sup>

## Committees

1. The composition and terms of reference of principal University committees and sub-committees are described in Part One. 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 overall number of committees and groups is kept under review to ensure the most effective deployment of University resources.
2. This document is not an exhaustive list of all the groups, sub-groups, working groups and task and finish groups across the organisation. This document is limited to the main governance committees and groups. If you are the Secretary or Chair of a key committee or group that you consider should also be included, please contact the Governance Office.
3. The dates and times of the main committees are announced before the beginning of each academic year. The pattern and sequencing of meetings are determined in advance to ensure reporting and assurance requirements – internal and external – are met. The Governance Office produces the Timetable annually for Council, Senate and sub-committees. Although some bodies only meet 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. Units and sub-committees and groups not covered by this annual timetable should organise their business and meetings to suit these cycles. The Committee Timetable is available to all staff and students on the Governance Office website.

### Delegated authority

4. Council agrees the procedure for delegated authority. Delegation allows for an individual, a sub-group or a separate committee to be granted limited authority to act or to make decisions on behalf of the parent committee. It is important to note this authority is *limited*, ie. some functions cannot be delegated and there may be restrictions in terms of time or financial limits – these limits are always specified in writing. Delegation distributes decision making, increases efficiency of governance processes, enables committee members with appropriate knowledge and expertise to consider relevant matters, and places accountability at the right level of authority thereby avoiding default escalation to the most senior bodies and individuals. In all cases, Council has ultimate responsibility in legal and regulatory terms for the actions and discussions taken by University committees, including Senate.

Guidance on delegated authority and how this works in practice is available on the Governance Office website, including Regulation 10. In summary, Council delegates some of its functions to Senate, which in turn may delegate to its sub-committees. Council also delegates some of its functions to separate committees and appropriately qualified member/s of Council or University staff. To ensure efficient governance arrangements, when a sub-committee makes a decision within its delegated authority, that decision can then be taken as actionable. All decisions should be reported up to the parent committee at the next meeting. Parent committees may discuss decisions taken by its sub-committees but should avoid seeking to overturn them as this undermines the principle of delegated authority and suggests a broader issue of confidence. Colleagues at all levels of the University should be trusted and empowered to make informed judgements on decisions within their domains of

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<sup>1</sup> Last updated version 5.1 December 2021

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experience and authority. That said, decisions are seldom irrevocable, and it is expected that adjustments to decisions may need to be made over time for matters within and outside the University's control.

### **Terms of Reference and composition of committees**

5. Changes to the Terms of Reference or composition of any committee or sub-group, including setting up or disbandment of a committee, will need to be reviewed and approved by the parent committee, or by the University Executive Team (UET) where no parent committee is stated. Once a change has been approved, details of the change and the date of the formal approval should be sent to the Head of Governance Services who will amend the Organisation of the University document. Where the changes are significant and/or affect other committees, there may be a need for further consultation or discussion to take place before the Organisation of the University document can be updated.
6. Apart from the formal committees described in Part One, individuals responsible for certain major services or activities (e.g. the Librarian) should establish appropriate fora for consultation with academic staff and with the Students' Union, in addition to their links with the committees.
7. Regulation 15: Titles for Academic Appointments sets out the titles which are authorised for use within the University for organisational and governance purposes. The terms of reference and compositions of committees, and specification of officers, should make reference to these titles.

### **Conducting and directing committee business**

8. Chairs and Secretaries are required to structure agendas to ensure committee members' time is used effectively.
  9. All members of committees should note that, although minutes and supplementary papers may be widely circulated for informational purposes if not restricted, 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.
  10. The University's Regulations contain detailed rules about the conduct of University business, including Council, Senate and other committees. Information on all Regulations is available on the Governance Office web pages. Amongst these, Regulation 5 (26-28) requires students (or their representatives) to withdraw from meetings of Council during reserved items of business. For the purposes of this document, "reserved areas of business" means all matters affecting the personal (including academic and financial) affairs of any member of the University.
  11. Committee paperwork should be kept to a minimum. 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. Relevant guidance is available on the General Counsel, Governance and Compliance [committees webpage](#).
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12. The University Secretary is responsible for elections to Council, Senate and sub- committees, as necessary. Except where otherwise stated, elected and appointed members of committees hold office for periods of two years from 1 August to 31 July. Normally, the method of single transferable vote shall be used in all elections within the University. In practice, these elections are handled by the Governance Office.
13. 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 and Risk Committee and Remuneration Committee A or B, may ask the Provost or a Pro-Vice-Chancellor to represent them at any meeting.
14. The quorum for meetings of Council is one third of members of Council, with independent members always being in the majority. For Senate, the quorum is one third of members, as specified in the Regulations. For those committees where no quorum is prescribed, the Standing Orders approved at Senate's 251<sup>st</sup> meeting should be used to give advice to Committee Chairs about the processing of business. These Standing Orders state that "one-third of the total actual membership of the Senate shall constitute a quorum, and in the absence of a quorum no business shall be transacted other than the adjournment of the meeting".

#### **Committee papers**

15. Committee papers should follow the template and guidance published on the [Committees webpage](#). This is updated from time-to-time, so should always be used rather than adapting an old paper.
16. Papers should, ideally, be a 2-3 page summary of the issue and provide enough detail, when combined with the cover sheet, to enable committee members to quickly understand the matter and, if necessary, come to an informed decision. Appendices may be helpful to provide supplementary information relating to the main paper but it should not be necessary for the reader to have to consult the appendix/appendices to come to an informed position on the matter.
17. It is important to ensure committee members are given an appropriate amount of time to fully review papers before the meeting. Papers should, therefore, be circulated in adequate time before the meeting. The exact lead-in time for this may vary depending on factors such as the regularity of meetings, commitments of committee members, and the volume of papers to be considered at the meeting. However, best practice is to circulate papers five working days prior to the meeting.

#### **Formal meetings, Chair's Action and 'briefing' meetings**

18. Wherever possible, decisions should be taken in formal scheduled meetings. In the exceptional circumstance that a matter arises outside of the formal meeting cycle, if any such matter is expected to be of significant interest or the subject of significant debate, members of the Committee will be consulted by correspondence or a special meeting of the Committee will be scheduled, where practicable. By exception, and to deal with urgent business which requires a formal decision before the next available Committee meeting, Chairs are authorised to act on behalf of Committees outside of the formal committee cycle through the use of
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Chair's Action. Any decision made by Chair's Action will be confirmed by the Chair in writing and formally reported to the next Committee meeting.

19. Occasionally, it may helpful to arrange 'briefing' meetings for committee members, particularly of Senate and Council. These meetings are informal and should not be used to take any formal decisions. Briefing meetings can be used to update members on key items of business relevant to their committee roles and responsibilities, and to discuss matters relevant to their roles. Briefing meetings can be set up in the same way as formal meetings – eg. with a chair, agenda, papers, etc. – but are not formally recorded. Examples of briefing meetings include:
  - (a) Informal discussion of possible agenda items for an upcoming formal committee meeting;
  - (b) Presentation about a key piece of University work/activity relevant to the committee's Terms of Reference, ahead of the committee's receipt of a formal briefing or decision on relevant matters – eg. taught portfolio review briefing;
  - (c) Briefing on contextual information relevant to the committee as part of the University's commitment to support and 'upskill' committee members in delivering their responsibilities – eg. a higher education policy briefing.

## **Officers**

20. The duties and responsibilities of individual officers are described in Part Two, to which an illustrative chart is attached. Delegation of authority necessary to conduct some of these duties is published via the University website, as agreed by Council. The Vice-Chancellor is the Chief Executive and President of the University and has powers, under the authority of Council, to act contrary to this delegation where necessary in the interests of efficiency.
21. Regulation 7: Officers of the University defines the roles of those formally designated "Officers of the University" as set out in the University's Statutes.
22. For the avoidance of doubt, the Vice-Chancellor is the Chief Executive and President of the University, charged with the day to day running of the University as delegated by Council. For further information, see the Vice-Chancellor's role and responsibilities descriptor, agreed by Council in April 2022,

## **Communications**

23. Within the framework set by the Charter, Statutes and Regulations, the organisation of the University can be summarised as devolving responsibility to internal bodies and units where that is compatible with the maintenance of the integrated nature of the body corporate. A necessary pre-requisite of this system of organisation is that the University must keep all students, staff and other stakeholders as informed as reasonably possible and encourage them to communicate ideas and suggestions. Internal communications are an integral part of the organisation of the University and its governance.
  24. The Division of Communication, Marketing and Advancement advises on this subject and is responsible for external communications, relations with the media, and the regular publication of communication materials; it is concerned both with the University's external relations, and also with the flow of information within the University.
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25. Agendas, minutes and supporting papers (with the exception of papers confidential to the committee in question) of Council and Senate are always published on Sussex Direct. Agendas, papers and minutes of other committees should also be published on Sussex Direct whenever possible to aid transparency and information sharing, again with the exception of confidential papers. School and Department Meetings should be made freely available within the Schools of Studies.
26. Principles for the restriction of Committee papers, which have been produced to ensure compliance with relevant regulatory guidance balanced with the University's commitment to transparent decision making, are approved by the Chair of Council and Vice-Chancellor. Details on restrictions are included in the Committee paper writing template (available on the Governance Office website) to ensure all authors are able to clearly articulate in those instances, why papers are not to be published openly on Sussex Direct.

### **Value for money in decision making**

27. The University has a responsibility to ensure it has adequate and effective arrangements in place to provide transparency about value for money for all students and taxpayers.
28. In practice, this means that value for money needs to be at the forefront of decision making, and the template for Committee papers (available on the Governance Office website) has been updated to provide guidance to authors about how best to demonstrate this, including links to further information.
29. All Committees should therefore be aware that they have a responsibility to ensure that value for money for all students and taxpayers is embedded in decision making, in line with the [University's Value for Money Policy](#), having regard to value for money whenever it is called to review proposals and approve plans in line with its delegated authority, ensuring transparency and accountability in operational decision making and planning for the future.
30. For the avoidance of doubt, committees' responsibility for value for money applies whether or not the above statement is included in formal Terms of Reference.

### **Virtual meetings**

31. Virtual meetings are those conducted wholly or partly ('hybrid') online via a videoconferencing platform.
  32. The usual standards of behaviour and conduct should apply for virtual meetings as for face-to-face meetings. Specifically, the quoracy, deputising and confidentiality arrangements should continue as usual. Members should not record meetings without the express permission of the Chair and attendees.
  33. The Secretary will have circulated the method by which attendance will be facilitated. Individual Committees may find their ways of working are best facilitated by a specific platform and the Secretary will advise.
  34. Please refer to the guidance on the [University's ITS webpages](#) regarding best practice for use of these virtual tools, and particularly security, for online meetings. The University's recommended platform is Microsoft Teams.
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35. The Chair or Secretary should start each meeting with a roll call to ensure all attendees have been accounted for. If you are attending on a non-work device, please identify yourself at the start of the meeting.
36. The role and appropriate use of the “chat” function should be explained at the start of each meeting by the Chair. The Chair and Secretary should monitor the chat bar during the meeting and invite members to speak. Please be aware that in many instances the chat is recorded and retained at the end of each meeting, so care should be taken as it cannot be assumed to be confidential. The chat does not constitute a formal part of the meeting’s proceedings – only those contributions made verbally will be minuted, unless there are specific accessibility reasons for using the chat function.
37. During the meeting, attendees should ensure their microphones are on mute to avoid background noise interfering with the meeting.
38. Attendees should join the meeting a minute or two before the start time if possible, and should use the chat function to indicate if they need to leave the meeting before the end. As with all meetings, there should be no expectation for members to stay beyond the agreed meeting time.

### **Procedure for decision-making by email**

39. On rare occasions, it may be necessary to seek a decision from committee members without a formal meeting. For example, when a time-sensitive decision is required but it is not practicable to convene a quorate meeting of members. This situation should be distinguished from Chair’s Action which, in a limited set of circumstances, would not involve consultation with members (see above).
40. [Regulation 9](#) (procedure for written and email resolutions) details the necessary process for Council, which can be adopted by other committees. Only the Chair or Secretary may propose the circulation of a decision and, if necessary, a vote on an approved electronic platform.
41. It is recommended that you seek advice from the Governance Team before embarking on decision-making by email.

### **Academic Freedom and Freedom of Speech**

42. Academic freedom and freedom of speech are fundamental to higher education and research, and to the delivery of the University of Sussex’s charitable objectives, which are set out in our Charter.
  43. The University is subject to various pieces of legislation in respect of academic freedom and freedom of speech, including the European Convention on Human Rights, the Human Rights Act 1998, the Education (No. 2) Act 1986, the Education Reform Act 1988, the Counter-Terrorism and Security Act 2015, and the Higher Education and Research Act 2017.
  44. As a registered Higher Education Institution, the University is required to comply with and uphold the public interest governance principles, a set of nine principles which should underpin the University’s governance, operation, and decision making.
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45. The public interest governance principles define Academic Freedom and Freedom of Speech as:
- Academic freedom: Academic staff at an English higher education provider have freedom within the law:
    - to question and test received wisdom; and
    - to put forward new ideas and controversial or unpopular opinionswithout placing themselves in jeopardy of losing their jobs or privileges they may have at the provider.
  - Freedom of speech: The governing body takes such steps as are reasonably practicable to ensure that freedom of speech within the law is secured within the provider.
46. In addition, the University must comply with its own governance instruments. A commitment to academic freedom and freedom of speech is stated in the University's primary governing documents, its Charter and Statutes. The definitions of these principles have expanded and developed since the University was established.
47. It is important, therefore, that academic freedom and freedom of speech is embedded across all aspects of the University's operation and decision-making. To assist with this as it relates to committee business, the committee paper cover sheet includes a box which requires paper authors to outline the academic freedom and freedom of speech implications of the report, how it will ensure these principles are upheld and any potential risks to ongoing compliance.

## **Conclusion**

48. The Organisation of the University is reviewed regularly to include changes to committees as they are approved. As the structures and processes are so interrelated, considering isolated proposals for significant 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 Head of Governance Services, who will see that they are brought forward for discussion at the appropriate time.
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## **PART ONE: COMMITTEES OF THE UNIVERSITY**

### **1. Court (Meeting as the ‘Sussex Annual Forum’)**

The purpose of Court is set out in Regulation 6. The University’s Court shall meet as the ‘Sussex Annual Forum’, an annual meeting to promote the Research, Teaching and interests of the University to the local area, enhance relationships with businesses to strengthen placement opportunities and provide an opportunity for networking. The Chair of Council will chair the Forum.

### **2. Council**

#### **Terms of Reference**

Council is the governing body of the University. Its role includes:

- (a) taking overall responsibility for the University, its conduct, activities, finances, property and generally to exercise the University’s powers set out in the Regulations;
- (b) determining strategic objectives for the University and to monitor performance against these objectives and against appropriate external benchmarks;
- (c) discharging its responsibilities in relation to general legal and other external requirements;
- (d) meeting general requirements deriving from the Charter and Statutes, other than those matters delegated to committees or to individuals;
- (e) monitoring institutional effectiveness;
- (f) monitoring its own effectiveness.

#### **Composition**

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

See Chapter **Error! Reference source not found. Error! Reference source not found.** for a diagram showing the structure of Council’s sub-committees.

#### **Council role descriptor**

In April 2022, following a governance effectiveness review, Council agreed the following role descriptor.

#### **Council is the Senior Governing Body of the University of Sussex.**

Council’s role is to act in the best interests of the University as a whole, ensuring it strategically delivers its mission to high standards with the necessary financial stability and long-term sustainability. It does this by:

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- Discharging its responsibilities in relation to all relevant legislation, including the Higher Education and Research Act 2017 (HERA), and other statutory and regulatory requirements.
- Determining the University's mission, strategic direction, strategic objectives, and values. It seeks and receives assurance that the strategic plan is in line with the above and will meet the prevailing legislative and regulatory requirements.
- Ensuring an effective framework is in place for risk management, control, and governance.
- Meeting the requirements deriving from the Charter and Statutes.
- Monitoring the Institution's and its own effectiveness<sup>2</sup>.

### **Powers and accountability of Council**

Council is collectively responsible and accountable for all institutional activity<sup>3</sup> and conduct. Council delegates its powers and responsibilities to individuals and bodies within the institution to ensure the effective operation of the University and delivery of its charitable objectives.

In addition to all legal responsibilities, Council is accountable to the Office for Students and Charity Commission and has responsibilities under HERA, Trustees Act 2000, Companies Act 2006 and Charities Act 2011. It is required to:

- Maximise value for money and ensure that University funds are properly safeguarded;
- Operate within the limits of delegated authorities agreed with the Regulator and those set out in the University's Charter, Statutes and Regulations (i.e. not in an operational management capacity);
- Act in an open and responsible way in all its dealings with students, staff and the public;
- Bear responsibility for compliance and promotion of equality, diversity, and disability legislation, and ensure that the University complies with its statutory and contractual responsibilities.

Council cannot delegate the following powers: appointment of the Vice-Chancellor; the variation, amendment or revocation of the Charter or Statutes; the approval of the University's annual audited accounts; and appointment of the Auditors of the University.<sup>4</sup>

### **Individual Council members**

All members of the governing body (including students and staff members) share the same legal responsibilities and obligations as other members.<sup>5</sup> Each member has personal liability for decisions made by Council. Members should not act individually or in informal groupings to take decisions on Council business outside of Council meetings. Members are required to respect confidentiality in line with the Data Protection Act 2018 and University policies.

All decisions taken by Council are done so collectively, with all members acting in the capacity of a single body.

Members should always act ethically in line with the principles of public life (the Nolan principles), the institution's own ethical framework, and in the interests of the institution, its students and staff and other stakeholders.<sup>6</sup>

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<sup>2</sup> Organisation of the University, [I THE COURT \(sussex.ac.uk\)](https://www.sussex.ac.uk/the-court)

<sup>3</sup> HE CUC Code 2020

<sup>4</sup> Statute V.3

<sup>5</sup> Higher Education Code of Governance (CUC, September 2020)

<sup>6</sup> Higher Education Code of Governance (CUC, September 2020)

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### 3. Senate<sup>7</sup>

#### 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.

#### 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.

#### Composition<sup>8</sup>

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<sup>7</sup> Last updated version 5.00 to reflect current composition and arrangements

<sup>8</sup>Last updated version 4.2 approved by Senate Mar 2018

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- 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 members of Senate ex-officio: the Vice-Chancellor (Chair), Provost, Pro-Vice-Chancellors, Heads of the Schools of Studies, Convenor of the Foundation Year, Librarian, Chief Digital Transformation Officer, the Students' Union Council Representative: two other Officers of the Students' Union.

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

### **Senate sub-committees and delegation**

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.

For more detail and guidance on how delegated powers works in practice, please see the introduction to this document.

See chapter **Error! Reference source not found. Error! Reference source not found.** for a diagram showing the structure of Senate's sub-committees, the relevant part of which is shown above. Senate delegates authority to its sub-committees. Delegation distributes decision making, increases efficiency of governance processes, enables committee members with appropriate knowledge and expertise to consider relevant matters, and places accountability at the right level of authority thereby avoiding default escalation to the most senior bodies and individuals. In all cases, Council has ultimate responsibility in legal and regulatory terms for the actions and discussions taken by University committees, including Senate.

### **Senate role descriptor**

In April 2022, following a governance effectiveness review, Council agreed the following role descriptor in consultation with Senate.

### **Role and Responsibilities**

Senate is the senior academic body of the University, established in the Charter and responsible to Council for 'academic standards and the direction and regulation of academic matters' (Statute VI. 1). This encompasses teaching, examining and research as well as oversight of quality assurance and standards of the education provided by the University.

Senate's powers and responsibilities are delegated by Council, and is chaired by the Vice-Chancellor, as the head of the institution and the 'chief academic and administrative officer of the University'.<sup>9</sup>

Senate oversight of academic governance is delegated to its sub-committees, Schools, and divisions; through these delegations Senate seeks assurance on effectiveness, quality, and compliance.

*Senate and its sub-committees*

### **Powers of Senate**

The powers and functions of Senate, as defined in Statute VI and Regulation 4, include the following:

- Directing and regulating teaching and examination
- Promoting research

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<sup>9</sup> Charter point 6.

- Authorising the award or annulment of degrees
- Regulating admissions and the discipline of students
- Declare an opinion to Council on any academic matter and ask Council to consider it
- Discuss and declare an opinion on any matter whatsoever relating to the University<sup>10</sup>
- Recommending changes to the academic organisation of the University<sup>11</sup>
- Advising Council on any proposed alterations to the Ordinances, Statutes and Regulations of the University, that fall within Senate's remit.

### Regulatory Assurance

The Office for Students, the sector's regulator, was established as part of the Higher Education and Research Act 2017.

The Office for Students' objective is to ensure that all students, from all backgrounds, with the ability and desire to undertake higher education are supported to access, succeed in, and progress beyond Higher Education. This includes ensuring students receive a high-quality experience and progress into employment or further study.

Senate is, on behalf of Council, responsible for receiving assurance that the University is compliant with the conditions of registrations within its remit: Condition A: Access and Participation; Condition B: Quality and Standards; and Condition C: Consumer Protection Law.

## 4. The Schools of Studies

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

- Brighton & Sussex Medical School (BSMS)
- University of Sussex Business School (USBS)
- School of Education and Social Work (ESW)
- School of Engineering and Informatics (EngInf)
- School of Global Studies (Global)
- School of Law, Politics and Sociology (LPS)
- School of Life Sciences (LifeSci)
- School of Mathematical and Physical Sciences (MPS)
- School of Media, Arts and Humanities (MAH)
- 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.

There are three Cognate Area-based clusters which follow the configuration of the 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).

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<sup>10</sup> Statute VI, point 3.

<sup>11</sup> Organisation of University and Regulation 4.

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- *Social Sciences* (covering the University of Sussex Business School, 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 Media, Arts and Humanities).
- (b) *Elections*: Regulation 6 sets out the process and terms of elections from Schools to Senate. These elections are the responsibility of the Governance Office. 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 Academic Development and Quality Enhancement jointly.

## 5. Research Institutions

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

## 6. Committees of Council

### 6.1. Audit and Risk Committee<sup>12</sup>

#### Key Role

To provide oversight of the University's risk management, control and governance arrangements. To seek assurance and satisfy itself that mechanisms exist for economy, efficiency and effectiveness in the University's activities. To advise Council on the University's internal and external audit arrangements and Financial Reporting matters. To seek assurance on a continuous basis on matters within ARC's remit following Committee scrutiny to provide Council with assurance and recommendations.

The Committee is authorised by the governing body to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee, and all employees are directed to cooperate with requests made by the Committee. The Committee is authorised by the governing body to obtain outside legal or other independent professional advice and to secure the attendance of non-members with relevant experience and expertise if it considers this necessary, normally in consultation with the Vice-Chancellor and/or Chair of the governing body.

#### Terms of Reference

##### Delegated Powers

- to approve the fees for both the external and internal auditors;
- to agree, with the auditors, the nature and scope of the external audit including approval of the annual programme of work and all relevant reports from the external auditors and others authorised

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<sup>12</sup> ToR updated and approved by Council in November 2020 (see paper C/255/36 for tracked changes)

to audit the University's accounts (e.g. the National Audit Office and the Office for Students "OfS"), and to consider the response to any reports and management letters;

(c) to approve any non-audit work undertaken by the auditors in line with the relevant Policy;

#### Audit matters

(d) to recommend to Council the appointment of the external and internal auditors;

(e) to follow up progress of implementation of recommendations from the external and internal auditors;

(f) to recommend Financial Statements/Reporting to Council assuring Council that they are in accordance with the Office for Students' Accounts Direction and that the accounting policies and judgments are appropriate;

(g) to recommend the Letter of Representation to Council;

#### Internal Controls

(h) to seek assurance from the Executive on a continuous basis and subsequently provide assurance to Council on the effectiveness of the internal control systems of the University including those relating to academic governance;

(i) to review the scope of internal audit, including planning, considering reports and management responses and promoting co-ordination between the internal and external auditors;

(j) to recommend to Council the University's Financial Regulations and Procedures;

(k) to monitor the performance and effectiveness of internal and external audit;

#### Risk Management

(l) to recommend and monitor the appropriateness, performance and effectiveness of the University's Risk Management environment as set out in the key role above;

(m) to review on an annual basis the Executive's Statement of Risk Appetite and Tolerance and recommend this to Council for approval;

#### Efficiency and Effectiveness

(n) to seek assurance and satisfy itself that satisfactory arrangements are in place to promote economy, efficiency and effectiveness in relation to Value for Money;

#### Fraud and whistleblowing

(o) to seek assurance and satisfy itself that appropriate arrangements are in place regarding the University's policy on fraud and irregularity and procedure on whistleblowing, including monitoring any actions taken under them;

#### Key policies and procedures

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- (p) to approve or recommend to Council as appropriate and in line with its delegated authority policies and procedures in relation to key regulatory / legislative responsibilities such as data protection, anti-bribery, whistleblowing, fraud, information security, Competition and Markets Authority “CMA” and United Kingdom Visas and Immigration “UKVI”;

#### Annual Report

- (q) 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 the Higher Education Statistics Agency “HESA”, Office for Students and other funding bodies;

#### Compliance and Assurance

- (r) to seek assurances from the Executive in respect of compliance with the law, OfS and other regulators of the University;
- (s) to receive timely reports from the Executive on whistleblowing, fraud, litigation, serious incidents, OfS reportable events or near misses;
- (t) to review reports and seek assurances from the Executive in respect of Health & Safety;
- (u) to seek annual assurances and report(s) from Senate in respect of academic quality and make recommendations to Council;

#### Self-effectiveness

- (v) to regularly review its own effectiveness and implement any recommended changes.

### **Composition**

#### *Membership:*

- Chair (appointed by Council from among the independent members of Council);
- Four independent members of Council;
- The Committee may co-opt up to two other independent members (who will have full membership rights) who must have financial, accounting or audit experience (or any other such specialist skills as the Committee requires) who need not be members of Council, for a period to be recommended by the Committee;
- One staff member of Council, who must not have executive authority (to be appointed by the Chair of Council in discussion with the Chair of ARC and the Vice-Chancellor).

Independent members of Audit and Risk Committee may not be members of Finance and Resources Committee.

#### *In attendance:*

- Vice-Chancellor (for the annual meeting required to review the annual financial statements, and for other meetings, if required);
  - Provost;
  - Chief Operating Officer;
  - Director of Finance;
  - General Counsel and Director of Governance and Compliance;
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- Internal auditor representative(s);
- External auditor representative(s).

The Committee cannot further delegate its responsibilities as set out above.

The Chair of Council has attendance rights and will receive papers for information.

The Committee has the power to obtain external legal or other independent professional advice and require the attendance of staff and/or students when necessary.

### **Committee Management**

Secretary provided through Governance Office.

### **Quorum**

A third of all members with a majority of independent members.

### **Frequency of meetings**

Four times per year (including two meetings in the autumn cycle). Additional meetings can be arranged at the request of the Chair.

### **Reports to**

Council.

## **6.2 Strategy and Performance Committee**

### **Key Role**

On behalf of the Council, the Strategy and Performance Committee provides oversight of the development and content of the University's Strategic Plan, working with the key executive to support the shaping of key supporting strategies, and thorough engagement loop back to Council.

The Committee will monitor the University's progress towards the strategic objectives, key performance indicators and strategic risk mitigation. On behalf of Council, monitor the University's approach to ensuring compliance with and promotion of Equality, Diversity and Inclusion objectives. It will also exercise strategic oversight of the University's People Strategy, policy and practice and monitoring how people strategies contribute to improved organisational performance.

### **Strategic process, implementation, and scrutiny**

- a) To work with the University's Executive Team (UET) to formulate and recommend for Council's approval the strategic process to be used in developing the overall strategy for the University, and any subsequent refresh of the strategy to ensure that all key stakeholders have an appropriate role in relation to its formulation<sup>1</sup>.
  - b) To consider draft enabling strategies that support the overall institutional strategy and scrutinise the robustness and risk management surrounding enabling strategies.
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- c) On behalf of Council, monitor and review delivery of People Strategy agreed priorities and metrics. Provide oversight to key areas of People policy.
- d) On behalf of Council, review updates on the University's approach to Equality, Diversity and Inclusion and delivery of agreed priorities and policies.
- e) To act as a sounding board for the Executive to present early thinking in relation to a strategy or potential major initiative, to aid UET in refining options for further consideration.
- f) Liaise and communicate effectively with other Council committees (e.g. Audit and Risk Committee regarding risk management) to ensure coordination.

### **Performance Monitoring**

- g) To monitor progress in the delivery of the University's strategy and delivery plans including performance against key performance indicators/key performance targets, as agreed by Council. Advise Council on overall progress and areas for concern.
- h) To consider the connectivity of distinct plans in order to meet the institution's objectives.

### **Composition**

#### *Membership*

- Chair (independent member of Council)
- Two other independent members of Council
- Academic member of Council
- Student representative
- Vice-Chancellor

#### *In attendance*

- Deputy Vice-Chancellor
- Chief Operating Officer and University Secretary
- Pro VC Culture, Equality & Inclusion
- Director of Finance
- Director of HR

Deputising for members is not permitted without explicit agreement of the Chair.

The Committee cannot further delegate its responsibilities as set out above.

The Chair of Council will receive papers for information and have attendance rights.

### **Committee Management**

#### *Secretary*

Provided through Governance Office

#### *Quorum*

A third of all members with a majority of independent members.

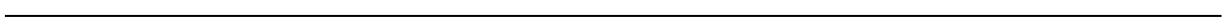
#### *Frequency of meetings*

Three times per year

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**Reports to**

Council





### **6.3 Finance and Resources Committee**

#### **Key Role**

On behalf of the Council, the Finance and Resources Committee provides oversight of the University's financial planning, resource management, capital, and investment strategy. Scrutiny of overall performance of the University in line with financial plans, value for money and proposals for capital investment and maintenance; including monitoring benefit realisation of major projects.

#### **Financial Strategy**

- a) To review budgets, financial forecasts and long-term financial plans, and, if thought appropriate, to recommend them for approval to Council.
  - b) On behalf of Council, monitor delivery of financial KPIs and oversee financial sustainability. To also consider the quarterly financial performance reports in advance of submission to Council.
  - c) To review the financial strategy for the University and any revisions on an annual basis in light of the prevailing financial environment affecting grants, fees, rents and contracts and recommend them to Council for approval.
  - d) To review the financial elements of the University's Annual Financial Statements prior to their consideration by Audit and Risk Committee and Council.
  - e) To approve the University's annual Transparent Approach to Costing (TRAC) returns to the Office for Students.
  - f) Under delegated authority, to approve Treasury and Investment policies and performance.
  - g) To receive regular reports on investment and treasury management performance; to approve the principles under which investment managers will operate and to review their performance at least annually; to approve the appointment of bankers and the provisions of the bank mandate; to approve a strategy for borrowing, investing and raising funds
  - h) On behalf of Council, to monitor compliance with regulatory requirements (e.g. relevant OfS conditions and funding requirements)
  - i) Recommend or approve as allowed by statutory authorities, University regulatory returns on Finance (TRAC approval, Audit Findings Report recommendations to Council).
  - j) On behalf of Council, to receive reports on the financial performance and operations of the University's Subsidiary Companies.
  - k) On behalf of Council, to receive reports on the financial performance of the University of Sussex Students Union.
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## **Resource oversight**

1. To maintain oversight of the Capital Programme contents and alignment to University strategy, monitor performance and delivery against the Capital Strategy, including financial and non-financial element.
2. To consider and, if appropriate, recommend to Council substantial changes to the Capital Programme. Substantial changes defined as >£20m and more than 6 months variance to timetable.
3. To consider and comment on Significant Projects (>£5m or high risk) from initiation, through planning, recommendation of business plans to Council for approval, procurement, delivery and closure.
4. On completion, to establish and confirm that the project has met objectives and budget, and to hand over to Audit and Risk Committee for Post Implementation Review.
5. To consider reports of gifts, bequests, research grants and contracts in line with Financial Regulations.
6. Ensure consideration of Value for Money in all aspects of the University's activities.

## **Composition**

### *Membership*

- Chair (independent member of Council)
- Two other independent members of Council
- Professional services representative on Council
- Academic member of Council
- Student representative
- Vice-Chancellor

### *In attendance*

Deputy Vice-Chancellor

Chief Operating Officer and University Secretary

Director of Finance

Deputising for members is not permitted without explicit agreement of the Chair. The Committee cannot further delegate its responsibilities as set out above. Chair of Council has attendance rights and will receive papers for information.

## **Committee Management**

### *Secretary*

Provided through Governance Office

### *Quorum*

A third of all members with a majority of independent members.

### *Frequency of meetings*

Three times per year

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**Reports to**

Council



## 6.4 Student Experience Committee <sup>13</sup>

### Key Role

To apply a student-focused filter to the work of the university and reflect this back to Council.

To provide assurance on adherence to the principles of the Office for Students' registration and compliance with OfS regulatory requirements, namely:

*Where all students, from all backgrounds, with the ability and desire to undertake higher education:*

1. *Are supported to access, succeed in, and progress from higher education.*
2. *Receive a high quality academic experience, and their interests are protected while they study or in the event of provider, campus or course closure.*
3. *Are able to progress into employment, further study, and fulfilling lives, and their qualifications hold their value over time.*
4. *Receive value for money*

To explore key issues and monitor the University's approach to the student experience, providing insight to Council.

Consideration will be given to the interests of different student cohorts, according to level and mode of study, domicile and demography, from application to graduation and beyond.

To ensure robust mechanisms exist for measuring impact and outcomes upon access, retention, progression, attainment and employability.

The Committee has a responsibility to ensure that value for money for all students and taxpayers is embedded in decision making, in line with the University's Value for Money Policy, having regard to VfM whenever it is called to review proposals and approve plans in line with its delegated authority, ensuring transparency and accountability in operational decision making and planning for the future. Where appropriate this regard to VfM should include measuring and reporting on performance to determine if projects have delivered their intended outcomes and secured value for money.

### Terms of Reference

- (a) To foster a spirit of partnership among students, staff and stakeholders in order that key issues of relevance can be explored to provide an outstanding student experience from prospectus to employment.
- (b) To monitor progress on specific Council level KPI/KPTs relevant to the experience of students, and to report on this to SPC as required.
- (c) To consider university-wide projects and initiatives from a student experience perspective, considering the impact upon different cohorts.

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<sup>13</sup> Updated in November 2020 to include VFM responsibilities

- (d) To ensure the voices of students from all backgrounds and experiences are heard and acknowledged.
- (e) To assure itself, and Council, that appropriate channels of communication between USSU and the Executive are in good working order.
- (f) To assure itself, and Council, that an appropriate governance structure is in place for all student fora.
- (g) To assure itself, and Council, that due regard is being given to ensuring all students are receiving value for money from the University. To make recommendations to Chair's Committee and/or SPC for consideration alongside other priorities.

### **Composition**

#### *Membership:*

- Chair (independent member of Council, preferably an alumni)
- At least two other independent members of Council
- Students' Union Council Representative
- Student member of Council
- One staff member of Council
- Vice-Chancellor

#### *In attendance:*

- Pro Vice-Chancellor (Education & Students)
- Director for the Student Experience
- Chief Operating Officer

### **Committee Management**

#### *Secretary*

Provided through Governance Office

#### *Quorum for decisions*

A third of all members with a majority of independent members.

#### *Frequency of meetings*

A minimum of two meetings each year. Additional meetings can be arranged at the request of the Chair.

### **Reports to**

Council (and SPC and Chairs' Committee, as appropriate)

## **6.5 Remuneration Committee A (Vice-Chancellor's Pay)<sup>14</sup>**

### **Key Role**

To determine, review and report on the remuneration of the Vice-Chancellor.

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<sup>14</sup> ToR updated to reflect increased VFM focus as agreed by Council in July 2020 and also logistical matters (Secretary, frequency etc)

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The Committee has a responsibility to ensure that value for money for all students and taxpayers is embedded in decision making, in line with the University's Value for Money Policy, having regard to VfM whenever it is called to review proposals and approve plans in line with its delegated authority, ensuring transparency and accountability in operational decision making and planning for the future. Where appropriate this regard to VfM should include measuring and reporting on performance to determine if projects have delivered their intended outcomes and secured value for money.

### **Terms of Reference**

- (a) To determine, review and report on the remuneration of the Vice-Chancellor either on appointment or in post.
- (b) To determine any individually negotiated termination package for the Vice-Chancellor.
- (c) To comply with the guidance within the CUC Higher Education Senior Staff Remuneration Code in regard to all decisions.
- (d) To report annually to Council with a written report.

### **Composition**

#### *Membership*

- Independent member of Council (who is not a Chair of any other sub-committee) (Chair)
- Chair of Council
- Chair of Strategy and Performance Committee
- Chair of Finance and Resources Committee
- Chair of Audit and Risk Committee
- Vice-Chair of Council

#### *In attendance*

- Director of Human Resources
- Chief Operating Officer

Deputising for members is not permitted without explicit agreement of the Chair.

The Committee cannot further delegate its responsibilities as set out above.

### **Committee Management**

#### *Secretary*

Through the HR Division

#### *Quorum*

A third of all members with a majority of independent members.

#### *Frequency of meetings*

Three times per year. Additional meetings can be arranged at the request of the Chair.

### **Reports to**

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## **6.6 Remuneration Committee B (Staff Pay)<sup>15</sup>**

To determine, review and report on the principles and strategy for the reward of staff. To determine, review and report on the remuneration of the Officers of the University (excluding the Vice-chancellor) i.e. Provost, Pro Vice-Chancellors, Chief Operating Officer and the framework for the remuneration of the broader University Leadership Team and Professoriate.

The Committee has a responsibility to ensure that VfM for all students and taxpayers is embedded in decision making, in line with the University's Value for Money Policy, having regard to VfM whenever it is called to review proposals and approve plans in line with its delegated authority, ensuring transparency and accountability in operational decision making and planning for the future. Where appropriate this regard to VfM should include measuring and reporting on performance to determine if projects have delivered their intended outcomes and secured value for money.

### **Terms of Reference**

- a) To determine, review and report on the principles and strategy for the reward of all staff, excluding the Vice-Chancellor.
- b) To approve, review and report on the remuneration of the Provost and Chief Operating Officer, either on appointment or in post.
- c) To approve the framework for the remuneration (including Discretionary Pay Review) of all PVCs, DPVCs, 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 receive the outcome of salary reviews for staff in grades 1-9.
- e) To determine individually negotiated termination packages for staff in the University Executive Team, excluding the Vice-Chancellor, and any staff whose salary is in excess of the level specified by the CUC in its Guidance on Decisions Taken about Severance Payments and any guidance from the Office for Students on this matter.
- f) To determine individually negotiated termination packages for all staff (except the Vice-Chancellor) where the package is expected to exceed £95,000.
- g) To comply with the guidance within the CUC Higher Education Senior Staff Remuneration Code in regard to all decisions

### **Composition Membership**

- Independent member of Council (who is not a Chair of any other sub-committee) (Chair)
- Chair of Council
- Chair of Finance and Resources Committee
- Chair of Strategy and Performance Committee
- Chair of Audit and Risk Committee

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<sup>15</sup> Approved by Council, November 2022

- Vice-Chair of Council

#### **In attendance**

- Vice-Chancellor
- Chief Operating Officer\*
- Director of Human Resources\*

*\*Officers to withdraw when matters relating to their remuneration are under consideration.*

Deputising for members is not permitted without explicit agreement of the Chair.

The Committee cannot further delegate its responsibilities as set out above.

#### **Committee Management**

Secretary through the HR Division

#### **Quorum**

A third of all members with a majority of independent members.

#### **Frequency of meetings**

Three times per year.

Additional meetings can be arranged at the request of the Chair.

#### **Reports to**

Council

### **6.7 Chairs' Committee<sup>16</sup>**

#### **Key Role**

To coordinate the activities of all Council sub-committees and to fulfil the functions of a Nominations Committee, as required by the Committee of University Chairs (CUC) Code of Governance.

The Committee has a responsibility to ensure that value for money for all students and taxpayers is embedded in decision making, in line with the University's Value for Money Policy, having regard to VfM whenever it is called to review proposals and approve plans in line with its delegated authority, ensuring transparency and accountability in operational decision making and planning for the future. Where appropriate this regard to VfM should include measuring and reporting on performance to determine if projects have delivered their intended outcomes and secured value for money.

#### **Terms of Reference**

- (a) To coordinate the activities of all Council sub-committees to ensure a smooth flow of information and a joined-up approach to any issues requiring Council oversight.

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<sup>16</sup> Updated in November 2020 to include VFM responsibilities



- (b) To provide an early sounding board for both the Executive and individual sub-committees as policies are developed for presentation to Council.
- (c) to act as a sounding board for management to present early thinking in relation to a strategy or potential major initiative, in order to aid UET in refining options for further consideration by Strategy and Performance Committee and subsequently full Council.
- (d) to recommend the appointment of independent members of Council to Council for approval and to advise the Chair on the allocation of independent members of Council to Committees or Task Groups.
- (e) led by the Vice Chair, to advise the Chair on:
  - i. individual performance and effectiveness reviews of all members of Council;
  - ii. appraisal, training and development programmes for Council members (individually or collectively);
  - iii. to monitor the induction of new Council members including the continuation of the buddy scheme.
- (f) to maintain and monitor:
  - i. skills matrices for Council and its committees to enable the recommendation of appointments to Council;
  - ii. the composition of Council and its sub-committees from an equalities and diversity perspective;
  - iii. the implementation of recommendations following Council or committee effectiveness reviews.
- (g) to review and recommend any changes to the Council Code of Conduct.
- (h) to seek assurances from the Executive in respect of ongoing compliance with Prevent regulation;
- (i) to appoint members of the University to serve on relevant bodies outside the University.
- (j) to appoint members to Court (Sussex Annual Forum) in accordance with the Regulations for Court as required.

## **Composition**

### *Membership:*

- Chair of Council (Chair)
- Vice-Chair
- Chair of Finance and Resources Committee
- Chair of Strategy and Performance Committee
- Chair of Audit and Risk Committee
- Chair of Remuneration Committee (A and B)
- Chair of Student Experience Committee
- Vice-Chancellor

### *In attendance:*

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- Chief Operating Officer
- Provost

Deputising for members is not permitted without explicit agreement of the Chair.

The Committee cannot further delegate its responsibilities as set out above.

The Chair may co-opt members to the Committee as required.

### **Committee Management**

#### *Secretary*

Head of Governance Services

#### *Quorum*

Four members for the purposes of any decisions (to include one of Chair and Vice-Chair, Vice-Chancellor (or Provost) and two further members)

#### *Frequency of meetings*

Three times per year and otherwise at request of the Chair

### **Reports to**

Council

## **6.8 Brighton and Sussex Medical School Joint Board<sup>17</sup>**

### **Terms of Reference**

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

- determining strategic objectives for the Medical School and monitoring performance against these and appropriate performance indicators and external benchmarks;
- discharging responsibilities in relation to general legal and other external requirements;
- oversight of an annual revenue and capital budget for the Medical School in the context of a 5 year plan;
- oversight of the academic activities of the School and the administration of students via the Board's sub-committees;
- monitoring its own effectiveness through the means of an annual report to its parent bodies;
- having due regard within its decisions to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations between people in accordance with the public sector duty of the Equality Act 2010.

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<sup>17</sup> Last updated version 4.6 - Approved by University of Brighton Board December 2018

Responsibility for chairing the Board will be taken by each of the Vice-Chancellors and shall rotate annually between the two Universities. The Board may co-opt additional members as necessary. The Board will meet three times per year. Quorum is three members including at least one representative from the governing body of each university (which may include the Vice Chancellors) and the Dean or Deputy Dean of BSMS.

## **Composition**

### *Membership:*

The Chair will rotate annually between the two Universities. Appointments for non ex-officio roles are for three years.

- Vice-Chancellor of the University of Brighton or nominee
- Vice-Chancellor of the University of Sussex or nominee
- Dean or Deputy Dean of BSMS
- One independent member of the University of Brighton Board of Governors
- One Independent Member of the University of Sussex Council
- Director of Finance of the University of Sussex
- Director of Finance of the University of Brighton
- Registrar & Secretary of the University of Brighton
- Chief Operating Officer, University of Sussex

### *In attendance:*

- Finance Manager BSMS
- Medical School Secretary (Secretary)

## **Reports to**

- Board of Governors of the University of Brighton; and,
- Council of the University of Sussex

## **7 Committees of Senate**

### **7.1 Honorary Degrees Committee<sup>18</sup>**

#### **Key Role**

To consider nominations for honorary degrees, Gold Medals for Philanthropy or global impact in academic or social life, and Fellowships of the University; to award Fellowships and to make recommendations to Senate for the award of honorary degrees, and Gold Medals for Philanthropy or global impact in academic or social life.

#### **Terms of Reference**

- (a) To be responsible to Senate 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.

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<sup>18</sup> Last updated version 3.1 - Approved by Senate and Council November 2016

- (b) To be responsible to Senate 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 to Senate for recommending the award of Vice-Chancellor's Gold Medals to individuals associated with the University who have had a global impact in academic or social life.
- (d) To be responsible, on behalf of Senate, for the award of Fellowships. 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.

## **Composition**

### *Membership:*

- Vice-Chancellor (Chair);
- Provost;
- 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);
- Students' Union Council Representative

### *In attendance:*

- Director of Communications, Marketing and Advancement;
- Director of Development and Alumni Relations;
- Member of the Governance Office (Secretary).

## **Reports to**

Senate

## **7.2 Research and Knowledge Exchange Committee<sup>19</sup>**

### **Key Role**

The Research and Knowledge Exchange Committee (RaKE Committee) has oversight of all matters related to research and knowledge exchange policy and strategy and provides assurance to Senate that the University is compliant with external requirements related to research and knowledge exchange. It drives the development of a research and knowledge exchange environment and culture which maximises the quality and impact of our research and knowledge exchange and enables our research community to flourish.

### **Terms of Reference**

- (a) to advise Senate on all matters relating to the research and knowledge exchange strategy of the University;

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<sup>19</sup> Last updated version 5.1 to reflect updated terms of reference and membership

- (b) to be responsible for the development and implementation of the University's Research and Knowledge Exchange Strategy and to review progress made against its aims, objectives and operational plan;
  - (c) to support Schools in the development of research and knowledge exchange strategies through promotion and exchange of best practice, to ensure their alignment with institutional strategies, and to monitor progress against strategic objectives through receipt of annual progress reports;
  - (d) to identify and draw to the attention of the appropriate University body the resources necessary to support the University Research and Knowledge Exchange Strategy, and to advise the Pro-Vice-Chancellor for Research and Enterprise on areas where improvements could be made and where new opportunities may be pursued;
  - (e) to be responsible for monitoring institutional progress against the Research Excellence Framework (REF) and Knowledge Exchange Framework (KEF) strategies through receipt of periodic reports;
  - (f) to monitor the national and international research and knowledge exchange policy and funding environment in order to influence the development of research and knowledge exchange policy and strategy of key funders, to position the University to respond to opportunities, to advise Senate on the implications of any developments, and to ensure that effective responses to external research and knowledge exchange-related reviews and consultations are made on behalf of the University;
  - (g) to promote and exchange best practice in order to enhance the research and knowledge exchange environment and culture of the University and support the development of capabilities that enable the research community to flourish;
  - (h) to undertake regular reviews of institutional research drivers, considering performance against relevant benchmarking data, and to recommend any updates to Senate Key Performance Indicators;
  - (i) to monitor, approve and keep under review relevant University research and knowledge exchange policies and procedures, and where necessary, make recommendations to Senate;
  - (j) to provide advice and guidance to RaKE sub-committees, and through the receipt of periodic reports, ensure progress against strategic objectives, compliance with external obligations and promotion of best practice in relation to sector developments where we are signatories:
    - to review the annual statement of compliance with the Concordat to Support Research Integrity and to ensure the University upholds the highest standards of rigour and integrity in all aspects of research through the Research Ethics and Integrity Committee (REIC).
    - to ensure that University research is conducted to appropriate ethical and legal frameworks through the Research Governance and Quality Assurance Committee (RGQAC).
    - to monitor and review the University's regulations, policies and procedures for postgraduate research, and the quality of research degree programmes through the Doctoral School Board (DSB).
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- to monitor and review the University's commitment to the Researcher Development Concordat through the Researcher Development Concordat Steering Group (RDCSG).
- (k) to provide direction to the following research and knowledge exchange related groups and receive periodic reports from them in order to monitor progress against strategic objectives:
- REF Steering Group
  - KE Steering Group
  - Funder Intelligence Coordinating Group
  - Research Culture Steering Group
  - Research IT Committee
  - Open Research Group
- (l) to approve the establishment, amendment or closure of Centres of Excellence and to be responsible for undertaking mid-term reviews and the renewal process;
- (m) to receive periodic updates on significant outcomes from School reviews of Research Centres and Groups, and Centres of Excellence;
- (n) to support the University's ambition to ensure research and knowledge exchange practice is undertaken sustainably;
- (o) to actively consider Equality, Diversity and Inclusion in all decisions made.

## **Composition**

### *Membership*

- Pro-Vice-Chancellor for Research and Enterprise (Chair)
- 1 representative, either the Director of Research and Knowledge Exchange or Associate Dean of Research, from 9 Schools of the University of Sussex, and a representative from the Brighton and Sussex Medical School
- Director of Research and Enterprise
- Director of Innovation and Business Partnerships
- Deputy Pro-Vice Chancellor for Knowledge Exchange
- Deputy Pro-Vice Chancellor for Research
- Chair of the Doctoral School Board
- Chair of the Researcher Development Concordat Steering Group
- Chair of the Research Governance and Quality Assurance Committee
- Chair of the Research Ethics and Integrity Committee

### *In attendance*

- University Librarian (or nominee)
- Director of IT Services (or nominee)
- Secretary to the Committee

### **Quoracy**

One third of total membership shall constitute a quorum.

### **Frequency**

The Committee meets a maximum of 10 times per year.

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## **Reports to**

Senate (reports will also be sent to Council when appropriate).

### **7.2.1 Doctoral School Board<sup>20</sup>**

#### Terms of Reference

- (a) To develop, implement, monitor, and keep under review the Sussex Researcher School's vision and Enabling Plan with respect to postgraduate researchers (PGRs), and ensure that these align with institutional priorities;
- (b) To develop, implement, monitor, and keep under review the regulations, policies and procedures relating to PGRs, or – where such documents are owned by a different governing body (e.g. RaKE) – make recommendations for adjustments;
- (c) To monitor and enhance the quality of research degree programmes and support, including:
  - i. responsibility for programme approvals and an annual portfolio review, with a dotted reporting line into University Education Committee;
  - ii. implementing a cycle of periodic reviews for PGR programmes, with a dotted reporting line into University Education Committee;
  - iii. oversight of submission and completion rates, and other key metrics;
  - iv. input into and approval of institutional partnership agreements which include PGR provision or support in any form, and;
  - v. promoting transparent and consistent decision-making in relation to PGRs.
- (d) Via the PGRB's sub-committees, responsibility for:
  - i. The realising of the institution's strategic objectives with respect to PGR recruitment and admissions, including widening participation in postgraduate research;
  - ii. PGR funding, including: identifying strategic priorities; oversight of major training grants and (where relevant) their governing boards; the strategic dispersal of funds as allocated by Council or funders; and making the case for internal investment in support of PGRs;
  - iii. PGR culture and wellbeing, including championing PGRs' contribution towards the institution's overall research culture and standing; identifying and promoting appropriate feedback mechanisms and considering the arising data; and promoting equality, diversity and inclusion;
  - iv. Oversight of PGR training and development, including the design and delivery of institutionwide programmes of training, and employability;
  - v. PGR academic progression and assessment, including the ratification of decisions made by the Research Degrees Progression & Award Board.
- (e) To ensure the effective flow of information and feedback between all levels of the institutional governance relating to PGRs, from school-based Doctoral Studies Committees (DSC; or equivalent entities) to the PGRB, including receiving the minutes from DSCs and items of business formally escalated from schools, noting that such items may be delegated for consideration by the appropriate sub-committee.
- (f) To monitor anonymised data relating to PGR appeals and investigations conducted under the Procedure for the Investigation of Allegations of Misconduct in Research (where they relate to

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<sup>20</sup> Last updated version 5.1 December 2021 to reflect merger with Doctoral Studies Committee and change of ToR – approved by Research & Knowledge Exchange Committee February 2021

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PGRs) in order to identify trends and any onward actions which may be required.

- (g) To monitor national and international developments in PGR provision and support in order to respond appropriately.

### **Membership of the PGRB**

*Ex officio:*

- Dean of the Sussex Researcher School (Chair)
- Head of the Sussex Researcher School (Secretary)
- Director of Student Experience
- Academic Regulations Manager
- Chairs of the three sub-committees of the PGRB:
  - PGR Recruitment & Funding Sub-Committee
  - PGR Experience Sub-Committee
  - Research Degree Progression & Award Board
- Directors of Doctoral Studies of the Schools (including an IDS representative)
- USSU elected PGR part-time Officer

Elected:

- Two thematic PGR Representatives, one focussing on Quality Assurance, and another on Policy and Regulations

In attendance: A member of the Sussex Researcher School (Minute Secretary)

### **7.2.2 Joint Research Degrees Approval Board**

#### **Terms of Reference**

The Joint Research Degrees Approval Board operates on behalf of the Doctoral School Board 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 courses 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 courses 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;
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- (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 courses 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 Board of the University of Sussex and the Doctoral College Board of the University of Brighton.

### **Composition**

#### *Membership:*

- 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 Director of Doctoral Studies;
- 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 Dean of the Doctoral School of the University of Sussex;
- One member of BSMS staff involved in the administration of research degrees.

### **Reports to**

Doctoral School Board of the University of Sussex and the Doctoral College Board of the University of Brighton.

### **7.2.3 Research Governance and Quality Assurance Committee<sup>21</sup>**

#### **Key role**

To ensure that University research is conducted to appropriate ethical and legal frameworks based on good research governance, best practice and support for the development and training of researchers.

#### **Terms of Reference**

- (a) To keep under review and recommend University policies on research governance and quality assurance making sure that they are consistent, compatible with the University and other stakeholders' research standards, policies and practices, such as the NHS, funding bodies, and other relevant stakeholders.
- (b) To ensure that the University maintains active compliance with the regulatory requirements of the MHRA, the HRA, the Home Office, the Human Tissue Authority, the Information Commissioner's Office and all other applicable regulatory organisations in the UK and overseas

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<sup>21</sup> Last updated Version 4.10 following approval by Senate

- (c) To ensure that University policies in the areas outlined above (and as stipulated in the Research Governance Standard Operating Procedure) are adhered to.
- (d) To oversee the systematic monitoring of sponsored University clinical research including MHRA registered clinical trials.
- (e) To oversee and advise on all matters relating to Health and Safety and risk management processes that relate to research activity.
- (f) To consider reports from Research and Knowledge Exchange Committee on the management of research governance and offer advice and make recommendations.
- (g) To consider reports from the Research Ethics and Integrity Committee and offer advice and make recommendations, cooperating to ensure complementary oversight of any inter-related areas including receiving anonymised accounts of investigations into research misconduct or complaints received by the University.
- (h) To advise upon the provision of appropriate and proportionate specialist training for the purpose of ensuring effective research governance and maintaining quality assurance.
- (i) To ensure compliance with the Concordat to Support Research Integrity and any other significant external policies or standards relevant to University research.
- (j) 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 and quality assurance.

**Composition:**

**Membership**

Appointed by the Chair of the Research and Knowledge Exchange Committee and/or the Pro-Vice Chancellor (Research)

Chair - A senior academic employee of the University with significant understanding of working in clinical and/or highly regulated laboratory-based research or demonstrating equivalent experience relevant to the scope of the Committee\*.

*Members appointed by the Chair*

- A Chair of one of the Cross-School Research Ethics Committees (C-RECs).
- A Designated Individual of a University Human Tissue Authority Licence.
- Researchers with current experience of working in highly regulated areas of research (three – including at least one with clinical expertise).

Ex-officio Members

- The Chair of the AWERB or the Biomedical Research Facility Manager
  - The Chair of the Sponsorship Sub-Committee
  - A representative of the Brighton & Sussex Clinical Trials Unit
  - Lay member representing the NHS
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- Lay member to represent external stakeholders in University research

**In Attendance**

The Director of Research and Enterprise Services The Head of Health and Safety

The University Insurance Manager

Head of Information Management and Compliance.

A representative of the General Counsel Office The Head of Research Ethics, Integrity and Governance

\* A deputy Chair to be appointed from the membership to ensure representation at the Research Ethics and Integrity Committee if the Chair is unable to attend.

Tenure of Chair – 3 years – renewable with the approval of the Pro-Vice Chancellor (Research) Tenure of non-ex-officio members - 3 years up to a maximum of 3 terms.

**Secretariat**

Research and Enterprise Services

Frequency of meetings Three times per year

**Quoracy**

One third of the membership (4)

**Reports to:**

Research and Knowledge Exchange Committee

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### 7.2.3.1 Animal Welfare and Ethical Review Body (AWERB)<sup>22</sup>

#### 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.

#### 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 approve amendments to existing Project Licences and additional availabilities which have been considered by the Applications Review Group (ARG)
- (d) to advise staff on matters related to animal welfare, in relation to animal acquisition, accommodation, care and use;
- (e) to promote awareness of animal welfare and the 3Rs (reduction, refinement, and replacement)
- (f) to provide a forum for discussion and development of ethical advice to the establishment licence holder on all matters related to animal welfare, care and use at the University;
- (g) to promote the development and uptake of the 3Rs and to ensure that appropriate and up-to-date guidance and information is available wherever necessary;
- (h) to follow the development and outcome of projects carried out at the University, taking into account the effects on the animals used, considering interim and retrospective reviews and assessments of all Project Licences and to continue to apply the 3Rs;
- (i) to ensure that general facilities within the Ancillary Unit are satisfactory and that good standards of care and accommodation are achieved;
- (j) to establish and regularly review the Ancillary Unit's managerial systems, procedures and operational protocols for monitoring, reporting and follow-up where these bear on the proper use and welfare of animals;
- (k) to support named persons, and other staff dealing with animals, on animal welfare, ethical issues; 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;
- (l) to advise on re-homing schemes, including appropriate socialisation of the animals to be re-homed;

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<sup>22</sup> Last updated version 5.1 to reflect disbanding of University Research Governance Committee and reporting to Research Governance and Quality Assurance Committee.

- (m) 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; the Applications Review Group (ARG) is authorised to approve Non-ASPA applications and to issue the applicant with an AWERB Certificate of Approval in consultation with the Chair of the AWERB;
- (n) to help to promote a 'culture of care' within the establishment and, as appropriate, in the wider community, including considering any public relations issues relating to the use of animals by the University;
- (o) 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;
- (p) to produce a Report for each meeting of the Research Governance and Quality Assurance Committee summarising the work of the Committee;
- (q) to respond to enquiries, and consider advice received, from the Animals in Science Committee;
- (r) Any annual reports 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.
- (s) 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.

### **AWERB Composition**

#### *Membership:*

- 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 representative of the Project Licence Holders;
- One representative of the Personal Licence Holders;
- One representative of the Ancillary Unit User Group;
- One representative from the School of Psychology;
- One representative from BSMS.

#### *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).
- Research Governance Officer.

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.

### **Reports to**

Research Governance and Quality Assurance Committee

### 7.2.3.1.1 Animal Welfare and Ethical Review Body Applications Review Group<sup>23</sup>

#### Key Role

To assist in streamlining the process of considering applications for project licences. The Group comprises approximately two thirds the membership of the full Committee, however any AWERB member may attend an Applications Review Group meeting, should they wish to review licence applications or hear from academics about their work.

#### Terms of Reference

- (a) to consider, by circulation wherever possible, all proposed new applications for Project Licences, significant amendments to Licences, and Non-ASPA project applications, 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 apply local perspectives, knowledge and expertise to applications, taking account of local policies, facilities, resources and good practices for procedures;
- (c) to conduct Project Licence reviews;
- (d) to recommend all licence applications, amendments and reviews to the Chair of the Animal Welfare and Ethical Review Body (AWERB) and Establishment Licence Holder
- (e) the Applications Review Group is authorised to approve Non-ASPA applications and to issue the applicant with an AWERB Certificate of Approval. Where there are any disputes over the approval of a non-ASPA application, this should be referred to the AWERB for decision.

#### AWERB ARG Composition

##### *Membership:*

- AU Manager (Chair);
- Named Veterinary Surgeon (AWERB member);
- Two Lay members, at least one of whom should have no responsibility under the Act (AWERB Members);
- One representative of the Personal Licence Holders (AWERB Member);
- One representative from the School of Psychology (AWERB Member);
- One representative from BSMS (AWERB Member);
- Research Governance Officer; (AWERB Member);
- Secretary of Animal Welfare and Ethical Review Body.

The Group shall be quorate if the Chair, a Lay member and either the Named Veterinary Surgeon or representative of the Personal Licence Holder are present. Project Licence applicants or holders may be invited to attend relevant meeting of the Group to answer questions about their application or ongoing licence.

#### Reports to

Animal Welfare and Ethical Review Body (AWERB)

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<sup>23</sup> Last updated version 4.6 – ToR approved by University Research Governance Committee October 2018.

### 7.2.2.2 Sponsorship Sub-Committee<sup>24</sup>

#### Key Role

As a sponsor of research under the terms of the UK Policy Framework for Health and Social Care Research, the University has a responsibility to keep under review and monitor the studies that it has sponsored. The SSC reviews and gives approval to sponsorship requests from across the University and monitors other forms of high risk research undertaken that falls outside of the UK Policy Framework, advising as required<sup>25</sup>.

#### Terms of Reference

- (a) To review and give approval to sponsorship requests from across the University
- (b) To review and recommend University policy on all areas of research sponsorship under the terms of the HRA's UK Policy Framework and successors to the framework.
- (c) To understand and monitor high risk research that falls outside of the remit of the UK Policy Framework, making recommendations to the URGC as necessary
- (d) To undertake and provide management oversight of the necessary high-level auditing of any Clinical Trials on behalf of the sponsor as required by the Medicines & Healthcare products Regulatory Agency (MHRA )
- (e) To provide oversight of proportionate monitoring of all lower risk sponsored projects as expected by the Health Research Authority (HRA)
- (f) To recommend and review formal agreements for research collaboration with strategically important NHS-based health partners (e.g. local NHS trusts)

#### Membership

At least one academic representative (not exceeding two) from each of the Schools of Psychology, Life Sciences (Pharmacy) and the Sussex and Brighton Medical School (appointed for a term of two years (renewable))

#### *Ex-officio*

- BSMS RGEC Chair
- SCITEC C-REC Chair
- SSARTS C-REC Chair
- Head of the Joint Clinical Research Office
- The Director of Research and Enterprise Services
- A senior representative of Health and Safety
- A representative of the General Counsel's Office
- The Insurance Manager
- A representative of the Sussex and Brighton Clinical Trials Unit
- BSMS Research Governance Officer
- Research Governance Officer (Research & Enterprise Services)

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<sup>24</sup> Added to OoU 4.10 – updated September 2019

<sup>25</sup> This could include healthy volunteer drugs and alcohol studies undertaken in the School of Psychology that require supervision by a qualified clinician or any other types of research considered high risk by the University's insurance providers.

The Chair will be a current or former University Cross-Schools Research Ethics Committee (C-REC) Chair or a senior member of academic staff with appropriate expertise for a term of two years (renewable) as appointed by the Pro-VC (Research)

The Committee will be serviced by Research & Enterprise Services meeting approximately every six weeks throughout the academic year.

A quorum shall consist of four members of the Committee in addition to the SSC Chair or a member nominated to temporarily fulfil this role by the Chair.

### **Reports to**

Research Governance and Quality Assurance Committee (RGQAC)

#### **7.2.2.3 HTA License Co-ordination Group<sup>26</sup>**

The University of Sussex conducts research under the auspices of its Human Tissue Authority (HTA) License, relating to the removal, storage and use of tissue or cells from a human body for use for research, medical treatment, post-mortem examination and teaching.

The University's overarching HTA License has a named license holder and three designated individuals. There are three license numbers split according to school and purpose, which are inspected individually.

- License 12119: Life Sciences, last inspection was in May 2018
- License 12561 BSMS (This covers BSMS & Trafford), last inspection was in July 2016
- License 12198 BSMS (Anatomy), last inspection was in November 2010
- License 12687 BSMS (Public Display), last inspection was in May 2019

Activity is undertaken at the BSMS research facilities, BSMS teaching buildings, School of Psychology and School of Life Sciences. As the HTA is a regulatory authority, the University is periodically inspected as part of HTA's requisite.

#### **Key Role:**

- (a) To provide an advisory role to University Ethics Committee Chairs; EC Chairs can consult the group with any substantive queries who will provide a collective response. This ensures consistency of practice
- (b) To develop, review and sign-off University and cross-school Standard Operating Procedures (SOPs) and Codes of Practice (COPs) (University-wide SOPs will come for approval, but school-specific SOPs can be approved locally)
- (c) To provide an opportunity to share best practice and identify any issues
- (d) To have a forum to discuss HTA-related issues and breaches of regulation or policy that could have a University-wide impact or issues which cannot be resolved at a school level
- (e) To provide an opportunity for communication around transfers and storage between Clinical Informatics Research Unit (CIRU) and University (including the tissue bank)

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<sup>26</sup> Added to OoU 4.10 – updated September 2019



- (f) To improve governance structure and SOPs in preparation for joint MHRA/HTA inspections
- (g) To develop improved guidance for the research governance webpages
- (h) To resolve conflicts of interest around access to the BSMS tissue bank
- (i) To discuss and report adverse event or incident
- (j) To delineate/define the roles of the Schools and the University in terms of policy/guidance
- (k) To provide a substantive report to RGQAC once a year

### **Composition**

- (a) A Persons Designated (PD) can attend in a Designated Individual (DI)'s absence or with the DI if the matter is appropriate to an area of delegation.
- (b) The Research Governance Officer will facilitate the meeting and take notes to share with RGQAC.
- (c) The DIs will rotate on an annual basis to lead the group as 'Coordinator'.
- (d) When specific outside input is required to assist in resolving an issue the group can consider inviting an individual from an external organisation with specific expertise or knowledge required.
  - DI Anatomy and Public Display, BSMS
  - HTA Governance Manager, BSMS
  - Governance Officer, Brighton and Sussex University Hospital Trust R&D
  - Life Sciences DI
  - BSMS & Trafford DI
  - Research Governance Officer (Facilitator for the Coordination Group)

### **Meeting**

Once every quarter, allowing extraordinary meetings if required. With provision to circulate information and discuss electronically between meetings.

### **Review**

The group, and when reporting to the Research Governance and Quality Assurance Committee (RGQAC), will review performance annually, as circumstances change or lessons are learned the composition, roles and objectives of the group may need to be reviewed and amended subsequent to agreement from RGQAC.

## **7.2.4 Researcher Development Concordat (RDC) Steering Group<sup>27</sup>**

### **Background**

The Researcher Development Concordat (RDC) Steering Group is a formal University committee

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<sup>27</sup> As approved by Research & Knowledge Exchange Committee, March 2022

which proceeds the former Research Staff Working Group (RSWG), whose explicit purpose is to manage and monitor the University’s commitment to the **Researcher Development Concordat** and **HR Excellence in Research (HREiR) Award**. The focus of the steering group is to help develop policies, practices and initiatives in line with the agreed HREiR Action Plan and the University of Sussex 2025 Strategic Framework.

The **Researcher Development Concordat** is an agreement between four main stakeholders (Institutions, Managers, Researchers and Funders) to support the career development and improve employment opportunities of researchers in the UK, set out under the three principles of **environment and culture, employment, and professional and career development**.

**Responsibilities:**

1. The RDC Steering Group members meet each term, following the Research Staff Representatives meeting and prior to the Research and Knowledge Exchange (RaKE) meeting. This will allow:
  - a. for escalation and resolution of issues raised by the Research Staff Community through their Research Staff representatives, following the University governance structure
  - b. monitoring the progress of the obligations of the HREiR Action Plan
  - c. reporting any issues or concerns regarding HREiR Action Plan activities
  - d. identifying potential delays and impacts on progress that will affect the delivery of activities/initiatives (risk register)
  - e. celebrating successes and sharing ‘good news’ stories.
2. Members are asked to actively engage with the HREiR Action Plan and identify opportunities for Research Staff to support their career development within their schools or departments.
3. Members are asked to support the RSO attain data and feedback in order to monitor and evaluate success measures/targets.
4. Members of the Steering Group are asked to promote RSO events, the training and development programme,
5. Members will be expected to notify the Chair and Secretary in a timely manner when they are not able to attend the meeting, offering either a substitute or written update if they have something to share with the committee.
6. Members will be expected to work closely, being mindful of the core values of kindness, integrity, inclusion and collaboration, in line with the Dignity and Respect policy and the Inclusive Sussex strategy.

**RDC Steering Group Structure:**

|   |
|---|
| <b>Researcher Development Concordat Steering Group (RDC Steering Group)</b> |
| Director of Research Staff Development (Chair)                              |
| Research Staff Officer (Secretary)  |
| Pro VC Research or Deputy Pro VC Research                                   |
| Director of Research and Enterprise Services                                |
| Assistant Director of HR  |
| Head of School  |
| Head of Professional Services   |
| Director of Research and Knowledge Exchange                                 |

|   |
|---|
| ECR Leads   |
| Research Staff Representatives x 4<br>(Acting Chair and Proceeding, with two permanent Research Staff Representatives representing both AHSS and STEMM) |
| EDI Representative/s  |
| Research Manager/s  |
| Researcher Development Coordinator  |

**Research Staff Definition:**

Our definition of Research Staff is an inclusive definition of ‘Early Career Researcher’ which encompasses a wide range of individuals, we recognise that ‘Research Staff’ refers to a wide range of staff including those with:

- Those at an early stage of their research career
- Different disciplinary backgrounds
- Varying levels of training
- A wide variety of different experiences and responsibility types
- Different types of contracts (fixed or open ended, full or part time)
- Diverse career expectations

**Reports to**

Research and Knowledge Exchange Committee

**7.2.5 Strategic Development Fund for Research Committee<sup>28</sup>**

**Key role:**

The Strategic Development Fund sub-committee will oversee an open and transparent application process for requests for strategic and time limited research investment. It will oversee a systematic and centrally coordinated governance process.

**Terms of Reference:**

- To develop and communicate the purpose and principles of the sub-committee.
- To identify areas of existing research strengths with a strategic rationale for institutional investment to enable growth.
- To develop appropriate mechanisms to allocate SDF investment.
- To develop appropriate application and review processes for the different mechanisms.
- To competitively review submitted applications.
- To make investment recommendations to the Pro-Vice Chancellor Research and Enterprise and the Director of Finance.
- To determine appropriate governance and KPIs for funded activity.
- To receive periodic monitoring reports to ensure funded activity is on track to meet KPIs.
- To provide reports on investments, their progress against KPIs and outputs to RKEC and UET.

**Composition:**

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<sup>28</sup> As approved by Research & Knowledge Exchange Committee, March 2022

### *Membership*

- Deputy Pro-Vice Chancellor Research (Chair)
- Deputy Pro-Vice Chancellor Knowledge Exchange (Deputy Chair)
- At least 5 members of faculty covering all clusters
- As required, co-opt additional individuals with expertise in particular areas, e.g. Strategic Research Programme Directors, Directors of Research and Knowledge Exchange

### *In attendance:*

- Director of Research and Enterprise Services
- Director of Innovation and Business Partnerships
- Sussex Research Initiatives Manager
- Finance Business Partner

### **Committee Management**

#### *Secretary*

Provided by Research and Enterprise Services

#### *Quorum*

5 members (one of which must be the Chair or nominated deputy), however meetings should go ahead without full quorum (if members have provided written reviews on funding requests) to allow discussion of requests when time is of the essence.

#### *Frequency of meetings*

5 times per year

### **Reports to**

Research and Knowledge Exchange Committee

## **7.3 University Education Committee<sup>29</sup>**

### **Key Role**

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

### **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 Learn to Transform strategies and associated operational plans;
- (c) to approve the procedures for internal quality assurance procedures (course approval, annual monitoring, periodic review and peer observation of teaching) and monitor their effectiveness; to progress any University-level issues arising;

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<sup>29</sup> Updated Version 5.1

- (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 course portfolio by receiving reports from Schools on changes to the existing portfolio (i.e. the suspension, withdrawal or change in title of a course) and to address any University issues arising;
- (g) 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;
- (h) 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;
- (i) 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;
- (j) to approve the procedure for the approval of courses offered at affiliated institutions, which lead to an award of the University;
- (k) to oversee the operation of processes for considering exceptional circumstances 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;
- (l) to approve the policy and procedures for academic appeals and academic complaints and monitor their effectiveness;
- (m) 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;
- (n) 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.

## **Composition**

### *Membership:*

- Pro-Vice-Chancellor (Education and Students) (Chair);
- Deputy Pro Vice-Chancellor (Education and Innovation) (Deputy Chair)
- Deputy Pro Vice-Chancellor (Student Experience)
- One representative of the Heads of Schools;
- Directors of Teaching and Learning (for Schools which don't have an Associate Dean);
- Librarian;
- Chief Digital Transformation Officer
- Head of Careers, Employability and Entrepreneurship
- Head of Technology Enhanced Learning
- Director for the Student Experience
- Associate Director – Academic Services
- Associate Director – Student Engagement
- One academic member of staff of BSMS nominated by the Dean of BSMS ;
- Chair of the Examination and Assessment Regulation Subcommittee;
- Education and Employability Officer of the Students' Union;
- International 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;

### **Committee management**

Secretary – provided through the Division for the Student Experience

Quorum – one third of the total actual membership

Frequency of meetings – twice termly (plus ad hoc meetings, as necessary)

### **Reports to**

Senate

#### **7.3.1 Academic Appeals Board<sup>30</sup>**

##### **Terms of Reference**

- to oversee matters of policy and procedure relating to appeals in respect of taught courses;
- to receive an annual report on the conduct of taught course appeals;
- to report on, and make recommendations in respect of appeals matters, to Senate, via the University Education Committee;
- to provide the membership of Appeals Panels to consider individual appeals from students on taught courses, 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 Academic Appeals Board to Appeals Panels, selection will be carefully managed to ensure no conflict of interest;

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<sup>30</sup> Last updated version 4.2 approved by the Vice-Chancellor February 2018

- (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 Academic Appeals Board, the Vice-Chancellor or one of the Pro-Vice-Chancellors.

## **Composition**

### *Membership*

- Chair: An experienced academic member of the Academic Appeals Board, the Vice-Chancellor or one of the Pro-Vice-Chancellors or Deputy Pro-Vice-Chancellors;
- The (other) Pro-Vice-Chancellors or Deputy Pro-Vice-Chancellors;
- Up to fifteen academic members, appointed by Senate on the recommendation of the University Education Committee for a normal tenure of four years, with the possibility of extension up to a maximum of five years, who will be academic staff with significant experience of taught course 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 University Education Committee will be mindful of the need to achieve a membership with balanced experience of undergraduate and taught postgraduate courses;
- 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 to include one Students' Union representatives).

### **Reports to**

University Education Committee and Senate.

## **7.3.2 Joint Approval and Review Board<sup>31</sup>**

### **Terms of Reference**

The Joint Approval and Review Board operates on behalf of the University Education Committee of the University of Sussex and Quality and Standards 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 courses 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;

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<sup>31</sup> Updated Version 4.10

- (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 courses 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 courses 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.

### **Composition**

The Chair will rotate on an annual basis between the Chair of the Quality and Standards Committee of the University of Brighton and the Chair of the Education Committee of the University of Sussex.

#### *Membership:*

- Chair of the Quality and Standards Committee of the University of Brighton;
- Chair of the University Education Committee of the University of Sussex;
- Chair (or one other member) of the Doctoral College Board of the University of Brighton;
- Chair (or one other member of) the Doctoral School Board of the University of Sussex;
- Senior Assistant Registrar (Quality and Standards) (or nominee) of the University of Brighton;
- Director for the Student Experience (or nominee) of the University of Sussex;
- Dean of BSMS
- Three members of academic staff of BSMS, nominated by the Dean, to represent the BM BS, taught postgraduate provision and research degree provision (renewed annually);

#### *In attendance:*

- Medical School Secretary;
- Quality and Standards Manager (Partnerships), University of Brighton
- Academic Development and Quality Enhancement Manager, University of Sussex

### **Reports to**

University Education Committee of the University of Sussex and Academic Board of the University of Brighton.

#### **7.3.2.1 Brighton and Sussex Medical School Academic Board**

### **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.

## Composition

### *Membership:*

- Dean of BSMS (Chair);
- Associate Dean of BSMS;
- Chair of Fitness to Practise;
- Chair in Cancer Medicine;
- BSMS Director of Undergraduate Studies;
- Head of Institute of General Practice Management;
- 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.

**Reports to**

Joint Approval and Review Board.

**7.3.3 Academic Misconduct Sub-Committee<sup>32</sup>**

**Terms of Reference**

- To consider all cases of undergraduate and taught postgraduate academic misconduct in accordance with the regulations, with the exception of First Cases, unless a First Case is referred to the Panel.
- To delegate cases of academic misconduct in an exam to a designated Chair, in accordance with the regulations, where the candidate has not previously been considered by the Academic Misconduct Panel.
- To use academic judgement to apply appropriate penalties, in accordance with the regulations, to ensure that the academic standards of the award are maintained.
- To report annually to the University Education Committee.
- The Panel will meet as required.

**Composition and quoracy**

Membership of the Academic Misconduct Sub-Committee will include a minimum of a Chair, at least one member and one member drawn from the designated officers of the Students' Union. Members of the Academic Misconduct Sub-Committee are appointed by the University Education Committee for a period of three years.

**Reports to**

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<sup>32</sup> Approved via Chair's Action and reported to UEC in October 2018

### **7.3.4 Student Experience Forum**

The success of the Student Experience Forum, as outlined below, depends on a strong relationship with School Student Experience Groups, which report to the Student Experience Forum, and with other University Committees where issues raised by students can be taken forward, particularly to the University Education Committee which has a standing agenda item allocated to the Student Voice.

#### **Key Role**

The role of the Student Experience Forum (SEF) is to bring together Student Representatives and members of the Students' Union with senior members of the University. Its purpose is to discuss, consult, monitor and share good practice on matters relating to the learning experience and welfare of students.

The Student Experience Forum is a student-lead committee with a student majority membership and Students' Union Chair. It aims to improve the quality of the learning experience and wider student experience of students at Sussex by including student views in policy and practice decisions at a University level. The SEF offers students a direct channel of communication with senior members of University staff and offers the University direct contact with student representatives for consultation, feedback, information sharing and development of policy and practice.

#### **Specifically**

- (a) Student Experience Forum takes forward items raised at School Student Experience Groups that require University level discussion or are of relevance across Schools.
- (b) Student Experience Forum should complement, without replacing, the role of wider consultations with the student body.
- (c) The Student Experience Forum should directly feed into and complement, without duplicating the work of, University Education Committee.
- (d) The Student Experience Forum should complement, without duplicating, existing direct liaison arrangements between the University and the Students' Union
- (e) The Student Experience Forum should complement, without duplicating, the role of consultative and decision-making bodies in the area of equality and diversity.

#### **Terms of Reference**

- (a) To allow students the opportunity to raise issues with the University relating to their academic and learning experience, their welfare and wellbeing, and any other issue related to the wider student experience including, but not limited to: pastoral care and advice, social orientation and cohesion, study skills development, employability and personal development, extra-curricular activities, student financial advice, links to campus (NHS) health service. Within this general remit, to attend to groups within the student body with special interests and needs including, but not limited to: international students, students with disabilities, student parents, mature students, LGBTQ students and black and minority ethnic students.
- (b) To discuss and share views and information on issues of policy and practice relating to the student experience.

- (c) To receive feedback from students on the student experience in order to inform policy developments and help determine priorities and to act as a sounding-board for proposed University developments.
- (d) For University members of the group to advise and inform relevant University committees on matters within its remit and to ensure that responses are received and fed back to SEF. In particular to take forward issues raised at SEF to University Education Committee and to seek further action where appropriate.
- (e) To consult with, and receive reports from School Student Experience Groups.
- (f) To meet termly.
- (g) Except in exceptional circumstances and at the discretion of the Chair, agenda items received by students shall be given priority.

### **Composition**

Student members: 1 Student Rep from each School (BSMS, USBS, ESW, EngInf, MAH, Global, LPS, LifeSci, MPS, Psych) as well as Foundation Years, who would normally be the chair of their School Student Experience Group (or a nominated student rep from the Student Affairs Sub-Committee for BSMS).

Students' Union members: 6 Students' Union Sabbatical Officers, and 4 Students' Union Part-Time Officers. Education Officers of the Students' Union to co-chair along the Pro Vice Chancellor for Education and Students.

University members: Pro Vice Chancellor for Education and Students (co-chair); Director for the Student Experience; Academic Development and Quality Enhancement Manager; Student Services Retention and Progression Manager.

*in attendance:*

One Students' Union staff member. All elected Student Reps. Academic Development and Quality Enhancement Officer (Secretary)

### **Reports to**

University Education Committee

### **7.3.5 Portfolio Approval Committee<sup>33</sup>**

#### **Terms of reference**

PAC is a subcommittee of University Education Committee, which is a subcommittee of Senate, with responsibility for ensuring cost-effective use of resources in relation to curriculum developments and overall value for money.

It is responsible for:

- (a) Considering resource aspects of new course developments and withdrawals, taking into account resource requirements linked to how these proposed developments support school and institution strategic plans;

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<sup>33</sup> Last updated version 5.1 – changes approved by UEC in February 2023

- (b) Considering how the overall School Portfolio ensures the cost-effective use of University central resources by the School taking into account student FTE at course level and/or headcount at module level;
- (c) Considering applications for new 60 credit and 90 credit pathways in line with the Academic Framework;
- (d) The approval of new courses and pathways, and the withdrawal or suspension of courses and pathways. The Committee will receive both Stage 1 and Stage 2 proposals before giving approval for a course to proceed to validation;
- (e) Considering existing course title changes and/or modes of study.
- (f) The presentation of a Termly Report to UEC detailing:
  - Meetings held by the PAC;
  - Membership;
  - Decisions taken concerning course approval, suspensions or withdrawals;
  - Any specific matters to be brought to the attention of UEC or requiring UEC approval;
  - Any matters that UEC may wish to bring to the attention of Senate.

### **Composition**

#### *Membership:*

- Deputy Pro-Vice-Chancellor (Education and Innovation) (Chair);
- Pro-Vice-Chancellor (Education and Students) (Ex-Officio);
- A Head of School representing each academic cluster (or nominee);
- Director for the Student Experience;
- Director of Student Recruitment, Marketing and International Affairs;
- Director of Finance or Deputy Director of Finance;
- Head of Planning;
- Head of Admissions;
- Associate Director (Academic Services)
- One elected academic member of Senate
- One elected student member of Senate

#### *In attendance:*

Curriculum Manager, Academic Quality and Partnerships (Minute secretary);  
Associate Director of Strategic Marketing.

### **Working practices**

- (a) The Committee meets each month by virtual means, apart from in July. In exceptional circumstances, items may be approved by Chair's action under delegated authority to meet external deadlines for an identified cohort (where the risk is identified as being low).
- (b) To support its discussion of new course proposals, the Committee will receive the following standing papers for all meetings:

- Student number targets and admissions data
- Current FTE per Course for UG and PGT and/or headcount per module where Course FTEs do not appear to be viable

## Reports to

University Education Committee

### 7.3.6 Examination and Assessment Regulations Sub-Committee<sup>34</sup>

#### Key Role

On behalf of the University Education Committee, to oversee the development and implementation of the University's Examination and Assessment Regulations for taught awards and to advise on opportunities for innovation in assessment to ensure the academic standard of University awards are secure irrespective of mode or location of delivery.

#### Terms of Reference

- To advise the University Education Committee on policy and procedural matters relating to the development of the University's taught Examination and Assessment Regulations to ensure academic standards are secure and keep pace with national developments in assessment practice, including the use of technology in this area.
- To develop the University's policy and procedures relating to: the roles and responsibilities of external examiners; feedback from external examiners; outcomes from internal review procedures; and taking account of national developments in this area.
- To monitor the incidence of academic misconduct and to advise University Education Committee on the development of policy and procedure, including the use of technology in detection and prevention, and to ensure equity in the application of the regulations in this area.
- To develop a programme of induction for new internal and external examiners and to ensure this is delivered as required.
- To receive an annual report on the conduct of examinations and to advise University Education Committee on actions as appropriate.
- To undertake any other duties or tasks as referred to the Sub-Committee by University Education Committee from time to time.

#### Composition:

- Chair (PVC Education and Students or nominee)
- Four Directors of Teaching and Learning (ensuring balance across disciplinary areas)
- Four Directors of Student Experience (ensuring balance across disciplinary areas)
- Director for the Student Experience (or nominee)
- Deputy Director, Academic Services
- One Head of School (nominated by Heads of School)
- One Faculty member from a School involved with accreditation/placement
- One member of Academic Services Student Administration Office

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<sup>34</sup> Approved September 2022

- Three elected Officers of the Students' Union.

Frequency of meetings:

Once per term with additional meetings as appropriate

### **Reports to**

University Education Committee

## **7.3.7 Suitability for Professional Practice Panel**

### **Terms of Reference**

- To use academic judgement in considering cases referred regarding the conduct of a student registered on a course that leads to a professional qualification which gives the right to practice a particular profession;
- To make determinations, proportionate to the conduct, with reference to the relevant PSB's standard of conduct, performance and ethics, where such conduct may result in the student being unsuitable for practice in the relevant profession;
- Make a determination in relation to any health problem which may result in the student being unsuitable for practice in the relevant profession.
- Make a determination in relation to any previous matters not declared by the student;
- Reconsider cases following a period of review with agreed targets;
- Apply an appropriate outcome including requiring a student to be temporarily or permanently withdrawn.
- Report all outcomes to the relevant Progression and Award Board, School Education Committee and relevant Management Board.

### **Composition**

*The Panel will comprise:*

- a Chair (normally the Head of School, or nominee from the School which owns the course);
- a member of faculty from the School not involved in teaching the student (or nominee member of faculty from another School where a Suitability for Professional Practice procedure is in place);
- a Manager (or appropriate nominee) from the partner institution.

The Panel must comprise at least two members. A Secretary will be appointed by the Chair.

## **7.3.8 Collaborative Provision Approval Committee<sup>35</sup>**

### **Key Role**

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<sup>35</sup> Added in v5.1 December 2021

To ensure that the governance structure for the approval of new collaborative education partnerships and related curriculum development is aligned with the University's approval process for its new courses, as facilitated by the Portfolio Approval Committee. To consider potential collaborative education (CE) partnerships with institutions based in the UK or overseas in order to realise the University's Sussex 2025 Strategy.

### **Terms of Reference**

The Committee will:

- (a) Approve CPAC Stage 1 and 2 templates (in accordance with 2.1 and 2.7);
- (b) Facilitate the initial approval of new domestic and international collaborative education partnerships by UET and make recommendations to UET on whether to give final approval for new partnerships;
- (c) Provide staff across the University with a clearly articulated process for the development of new collaborative education partnerships;
- (d) Determine the nature of the partnership to be engaged in, according to agreed definitions (potential arrangements could include validation; franchise (sub-contracted); dual, double or joint awards; flying faculty; distance learning or some combination of these);
- (e) Ensure that proposed CE partnerships fulfil the University's ambitions as expressed in the Sussex 2025 Strategy;
- (f) Ensure that CE proposals are financially viable and sustainable over time;
- (g) Receive and approve reports relating to institutional recognition (and re-recognition) of CE partnerships under delegated authority from Senate;
- (h) Under delegated authority from Senate, approve, suspend and withdraw courses to be delivered at the partner institution (CPI) under the scope of the partnership agreement, with due consideration of obligations to provide timely notification of such changes to applicants and/or students as applicable;
- (i) Make recommendations to UET regarding withdrawal from existing CE partnerships;
- (j) Have oversight of the approval and monitoring of articulation partnerships, in addition to the due diligence and approval processes already in place;
- (k) Consider value for money as part of its decision making.

### **Composition**

- Pro-Vice-Chancellor for Education and Students (Chair);
- Deputy Pro-Vice-Chancellor, International
- A Head of School representing each academic cluster;
- Director for the Student Experience;
- Director of Student Recruitment, Admissions and International Development;
- Director of Finance or Deputy Director of Finance;
- Associate Director, Academic Services;
- Head of Admissions;
- Head of Global Engagement;
- Representative from the Office of the General Counsel;
- Deputy Head of Academic Development and Quality Enhancement (Partnership)
- One elected, academic member of Senate

### **Reports to**

- University Education Committee



The Committee will meet on an ad-hoc basis, dependent on need, at the discretion of the Chair. Committee papers will be accessible on Sussex Direct.

The Committee will be serviced by the Partnerships Team in Academic Services.

## 7.4 Criminal Convictions Panel

### 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 their 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 course 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 Criminal Convictions Panel.

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

### Composition

#### *Membership:*

- Chair appointed by the Vice-Chancellor;
- Director for the Student Experience;
- Head of University Housing Services;
- Deputy Director for the Student Experience and Head of Student Wellbeing

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 representative of the Trade Unions;
- One elected Officer (Full-Time) of the Students' Union appointed by the President of the Students' Union (usually either the Welfare Officer or the Society and Citizenship Officer)

*In attendance:*

- Chair of Student Discipline Committee as an observer

#### **Reports to**

Senate

### **7.5 Research Degree and Professional Doctorate Appeals Board**

#### **Terms of Reference**

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

#### **Composition**

*Membership:*

- 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.

#### **Reports to**

Senate

### **7.6 Research Ethics and Integrity Committee<sup>36</sup>**

#### **Key role**

To ensure that the University upholds the highest standards of rigour and integrity in all aspects of research

#### **Terms of Reference:**

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<sup>36</sup> Approved by Senate June 2019

- a. To keep under review and recommend University policies on issues related to:
- Ensuring integrity in all University research
  - Upholding the principles of ethical research in all its forms
  - Reviewing the outcomes of investigations into research misconduct

The above to be undertaken with a view to ensuring that the public, staff and students are protected from harm and that the reputation of the University is safeguarded.

- b. To ensure that University policy in the areas outlined above (including the *Code of Practice for Research*) is adhered to.
- c. To ensure that each Cross-School Research Ethics Committee (C-REC) is set up and operates in accordance with the requirements laid out in the University's codes and policies relating to research governance.
- d. To approve internal Schools' research governance structures and processes (including review by School Research Ethics Officers (SREOs)), and to advise, inform, and update School committees on matters of research ethics and integrity.
- e. To ensure compliance with the *Concordat to Support Research Integrity* and any other significant external policies or standards relevant to university research.
- f. To review anonymised accounts from any investigations into allegations of misconduct in research, offering advice and making recommendations from their outcomes.
- g. To consider reports from Research and Knowledge Exchange Committee on the management of research ethics and integrity and offer advice and make recommendations.
- h. To assure the provision of appropriate training for research ethics and integrity.
- i. To consider and offer guidance on cases of uncertainty and make decisions on cases which cannot be resolved by the Animal Welfare and Ethical Review Body (AWERB) or any one of the C-RECs; to hear appeals from applicants relating to decisions of those Committees.
- j. 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 ethics and integrity;
- k. To receive regular reports from the C-RECs, the AWERB and the Research Governance and Quality Assurance Committee, cooperating and communicating to ensure complementary oversight and understanding of any inter-related areas.

#### **Composition:**

#### **Membership**

Appointed by the Vice-Chancellor:

Chair – An experienced University researcher with a significant practical understanding of research ethics and/or the application of the principles of research integrity. (Term – 3 years plus 2 years upon renewal and mutual agreement)

*Members appointed by the Chair to reflect the diversity of research at the University*

Representatives from each of the Cross-School Research Ethics Committees:

Social Sciences and Arts Cross-School Research Ethics Committee (SSARTS C-REC) – 3  
Science and Technology Cross-School Research Ethics Committee (SCITEC) – 2  
Brighton and Sussex Medical School Research Ethics Committee (BSMS RGEC) – 1  
School Research Ethics Officers – 3  
(Term – three years renewable once)

**Lay members (2)**

**Ex-Officio members**

The Chairs of the three Cross-School Research Ethics Committees (3)  
The Chair or Deputy-Chair of the AWERB  
The Chair of the Research Governance and Quality Assurance Committee

**In attendance:**

The Pro VC (Research)  
Director of Research & Enterprise Services  
Head of Research Ethics, Integrity and Governance.  
The Cross-School Senior Research Ethics and Integrity Officers (x 3)

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

A quorum shall consist of a third of members of the Committee (5)  
Secretarial duties – Research & Enterprise Services

## 7.7 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:

- i. *Brighton and Sussex Medical School Research Governance and Ethics Committee;*
- ii. *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);
- iii. *Social Sciences and Arts Cross-Schools Research Ethics Committee* (covering the University of Sussex Business School, 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).

### 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 Research Ethics and Integrity 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 Research Ethics and Integrity Committee in a form stipulated by the University Research Ethics and Integrity Committee, providing a summary of all reviewed projects;
- (e) to implement review mechanisms for staff and student projects that ensure that research ethics and governance policies are 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 Ethics and Integrity Committee that require decision or require advice / opinion.

### **Composition**

#### *Membership:*

- A Director of Research and Knowledge Exchange or a member of academic staff 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.

### **Reports to**

Research Ethics and Integrity Committee

## **8 Examination Boards**

### **8.1 Professional Doctorates Examination Board**

#### **Terms of Reference**

For the taught component of the course:

- (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 course;
- (c) to report to Doctoral School Board 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 Board in accordance with the University Regulations for Professional Doctorates.

For the research component of the course:

- (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 Board in accordance with the University Regulations for Professional Doctorates;
- (c) to report annually to the Doctoral School Board;
- (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.

### **Composition**

#### *Membership:*

- Two senior members of the academic faculty as Chair and Vice-Chair, nominated by the Doctoral School Board and appointed by University Education 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;
- The Director(s) of Doctoral Studies of the relevant School(s);
- The Course Convenor(s);
- The internal examiners nominated by the Director of Doctoral Studies for appointment by the School Education Committee;
- The external examiner(s) appointed by University Education Committee for each course.

### **Reports to**

Doctoral School Board

## **8.2 Research Degree Examination Board<sup>37</sup>**

### **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 one of the specialist members;
- (b) to consider examiners' reports and to forward recommendations on candidates to the Doctoral School Board in accordance with the University Regulations for Research Degrees; the recommendations normally to be forwarded on behalf of the Board by the Chair or one of the specialist members
- (c) to report annually to the Doctoral School Board;
- (d) to formulate instructions and communications to candidates about the results of any examination for a research degree; the communication normally to be forwarded on behalf of the Board by the Chair or one of the specialist members.

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<sup>37</sup> Last updated Version 4.6 - Approved by Doctoral Studies Committee updated September 2017

The Board will hold full meetings annually to discuss trends in examination outcomes and to review examination outcome categories. 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 or one of the specialist members, on behalf of the Board, in consultation with the other Board members, where appropriate. 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, including all of the specialist members.

### **Composition**

Three senior members of the academic staff as specialist members, one with experience of graduate work at research degree level in the humanities, one with experience in social sciences, and one with experience in science or engineering, nominated by the Doctoral School Board and appointed by Doctoral School Board. The Chair to rotate annually between the three specialist members.

Up to three senior members of the academic faculty, with experience of graduate work at research level, nominated by the Doctoral School Board after consultation with the appropriate Directors of Doctoral Studies in order to ensure coverage and balance of expertise, and appointed by Doctoral School Board.

### **Reports to**

Doctoral School Board.

## **8.3 Postgraduate and Undergraduate Examination Boards for Taught Courses**

### **8.3.1 Module Assessment Boards**

*MAB Terms of Reference: Marks assurance:*

- (i) To confirm and maintain standards of assessments for all modules for which the MAB is responsible in conjunction with the Board of Study and the External Examiner(s).
- (ii) To confirm marks for each module for which the MAB is responsible. Assuring the marks allows credit to be accrued where the pass threshold has been met for students who are not registered for an award with the University and allows a resit to be offered to these students, where appropriate. The mark achieved at resit may be uncapped for such students, in proportion with the accepted exceptional circumstances.
- (iii) To recommend action to be taken in the case of question papers where there are errors or assessments about which there are evidenced major concerns. The Chair of the MAB will consult the relevant External Examiner before making recommendations to the Pro Vice-Chancellor (Education and Students) for approval to remedy the situation. The Chair will also report the matter to the Board of Study responsible for the module management to ensure the issue is not repeated for future cohorts.
- (iv) To recommend action to be taken in cases where academic judgement concludes that an assessment has been unexpectedly easy or difficult, or where students within a cohort may be markedly advantaged or disadvantaged by their particular choice of modules. The scaling of marks, in line with University guidance, may be considered in such situations. The Chair of the MAB will consult the relevant External Examiner before making recommendations to the Pro Vice-Chancellor (Education and Students) for



approval to remedy the situation. The Chair will also report the matter to the Board of Study responsible for the module.

- (v) To exceptionally recommend proposed outcomes for approval by the Pro Vice-Chancellor (Education and Students) in all cases where external moderation has not been conducted on a module, to ensure that progression and award decisions are not unduly delayed. All such cases must be reported to University Education Committee and Senate.
- (vi) To transmit marks for modules to the Student Systems and Records Office (SSRO) who will ensure they are available to the appropriate PABs.

MAB Composition:

Chair (nominated by Head of School); Deputy Chair (nominated by the Head of School usually for a minimum of three years); a representative group of the internal Markers of the assessments to be conducted by the examination board; the External Examiner(s). School Education Committee recommends the appointment of officers and members to University Education Committee for formal approval. Markers who are not members of the Board have the right to be in attendance.

### **8.3.2 Progression and Award Boards**

*School PAB Terms of Reference: Progression and Award:*

- (i) To determine, in accordance with the rules and procedures determined by University Education Committee, whether students for certificates, diplomas or degrees have satisfied the rules for progression from one stage of the course to the next.
- (ii) To recommend to the University Education Committee the award of certificates, diplomas or degrees to those students who have satisfied the assessment requirements for these awards. Where an External Examiner has exceptionally not been consulted regarding award decisions, the Pro Vice-Chancellor (Education and Students) will review and approve the awards recommended, to ensure that classification is not unduly delayed. All such cases must be reported to University Education Committee and Senate.
- (iii) To make academic judgements in relation to the Exceptional Circumstances Claims sub-committee recommendations submitted to the PAB and to grant further resits as sits or a repeat stage to allow students a fair chance to demonstrate academic ability.
- (iv) To consider academic performance and award academic credit, in accordance with the regulations set out in the University's Examinations and Assessment Regulations, and to apply the discretionary assessment regulations.
- (v) To confirm the award of academic credit via condoned credit in the final stages of an award.
- (vi) To determine the resit or repeat requirements, in accordance with the regulations and procedures set out in the University's Academic Framework and Examinations and Assessment Regulations, in the event of failure of a stage or the award.

(vii) To report to the School and University Education Committee annually at the beginning of Semester 1, on the conduct and outcomes of previous year's assessments.

(viii) To award prizes in accordance with School prize criteria.

School PAB Composition:

Chair (Head of School or nominee); Deputy Chair (nominated by the Head of School in consultation usually for a minimum of three years); Director of Teaching and Learning; Director of Student Experience, a representative group of the internal markers of the assessments to be conducted by the board; the External Examiner(s). School Education Committee recommends the appointment of officers and members to University Education Committee for formal approval. Markers who are not members of the Board have the right to be in attendance.

## **8.4 Brighton and Sussex Medical School Examination Boards**

### **8.4.1 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.

## 8.4.2 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 course 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 course (either through meeting the course requirements, or through having studied for the maximum number of credits or time permitted, as stipulated in the course 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 course-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 course;
- (h) make recommendations for the conferment of any subsidiary award in the case of eligible students who have withdrawn from the course, or who have transferred to another course 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**

#### *Membership:*

- A senior member of BSMS academic staff who has not been significantly involved with the teaching and assessment of the course;
- The relevant Module Leader(s);
- At least two members of staff responsible for the teaching and assessment of some modules in the course, normally the compulsory or required modules;
- One member of staff who has not been significantly involved with the teaching and assessment of the course, 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
- the chief external examiner.

### **8.4.3 Brighton and Sussex Medical School MRes Course Examination Board**

#### **Terms of Reference**

The Course 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 course 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 course;
- (g) make decisions about whether a student's overall performance may compensate for failure at intermediate stages or final assessment, in accordance with the course-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 course;

- (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 course 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.

### **Composition**

#### *Membership:*

- Senior member of BSMS staff (Chair);
- 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;
- Course Leader of the MRes Medical Research;
- Module leaders for mandatory course modules;
- External Examiner for the MRes Medical Research;
- One member of BSMS staff not significantly involved with teaching on the course.

#### *In attendance:*

- Registrar & Secretary (or nominee) of the University of Brighton
- Chief Operating Officer (or nominee) of the University of Sussex.

## **9 Appointing Committees**

### **9.1 Professorial Appointing Committees<sup>38</sup>**

#### **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.

#### **Composition**

##### *Membership:*

- Vice-Chancellor (Chair) or the Vice-Chancellor's nominee;
- The relevant Head of School;

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<sup>38</sup> Last updated version 3.2 - Approved by Senate March 2017.

- At least two permanent, non-probationary member of the academic staff of the relevant School;
- At least one permanent, non-probationary member of the professorial academic staff of another School;
- At least one external assessor appointed by the Vice-Chancellor in consultation with the foregoing members of the Committee.

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.

## **9.2 Appointing Committees for Lecturers A and B and Research and Teaching Fellow equivalents**

### **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.

### **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 the Head of the relevant School who may choose to nominate another Head of School in their place); the relevant Head of School if they are not 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 their 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.

## **9.3 Appointing Committees for Senior Lecturers and Research and Teaching Fellow equivalents**

### **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.

### **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 the relevant Pro-Vice-Chancellor); the relevant Head of School; 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 their 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.

#### **9.4 Academic Promotions, Advancements and Titles Committee<sup>39</sup>**

##### **Terms of Reference**

- (a) to award the title of Reader, whether on the recommendation of an Academic Promotion Board or following direct application from an individual;
- (b) to award the title of Professor;
- (c) to note all promotions approved by the Academic Promotion Boards up to the level of Grade 9, but excluding Readership.
- (d) The Committee may delegate to its Chair, or any other member of staff, for the purpose of implementing policy, powers and functions that it is itself competent to perform.

The Committee will meet at least once per academic year. Prior to APATC meeting the School Promotion Committees will have established a prima facie case for promotion, this will involve an academic assessment of the application, Independent Assessments retrieved and evaluated and a Head of School statement outlining the case for promotion, and whether there is Head of School support for such. If there is a prima facie case for promotion, the aforementioned information/documentation will be reviewed by APATC to determine the outcome of the case for promotion

##### **Composition**

###### *Membership:*

- Vice-Chancellor (Chair);
- Provost;
- 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 they continue as a member of Senate.

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<sup>39</sup> Last updated version 3.2 - Approved by Senate March 2017.

*In attendance:*

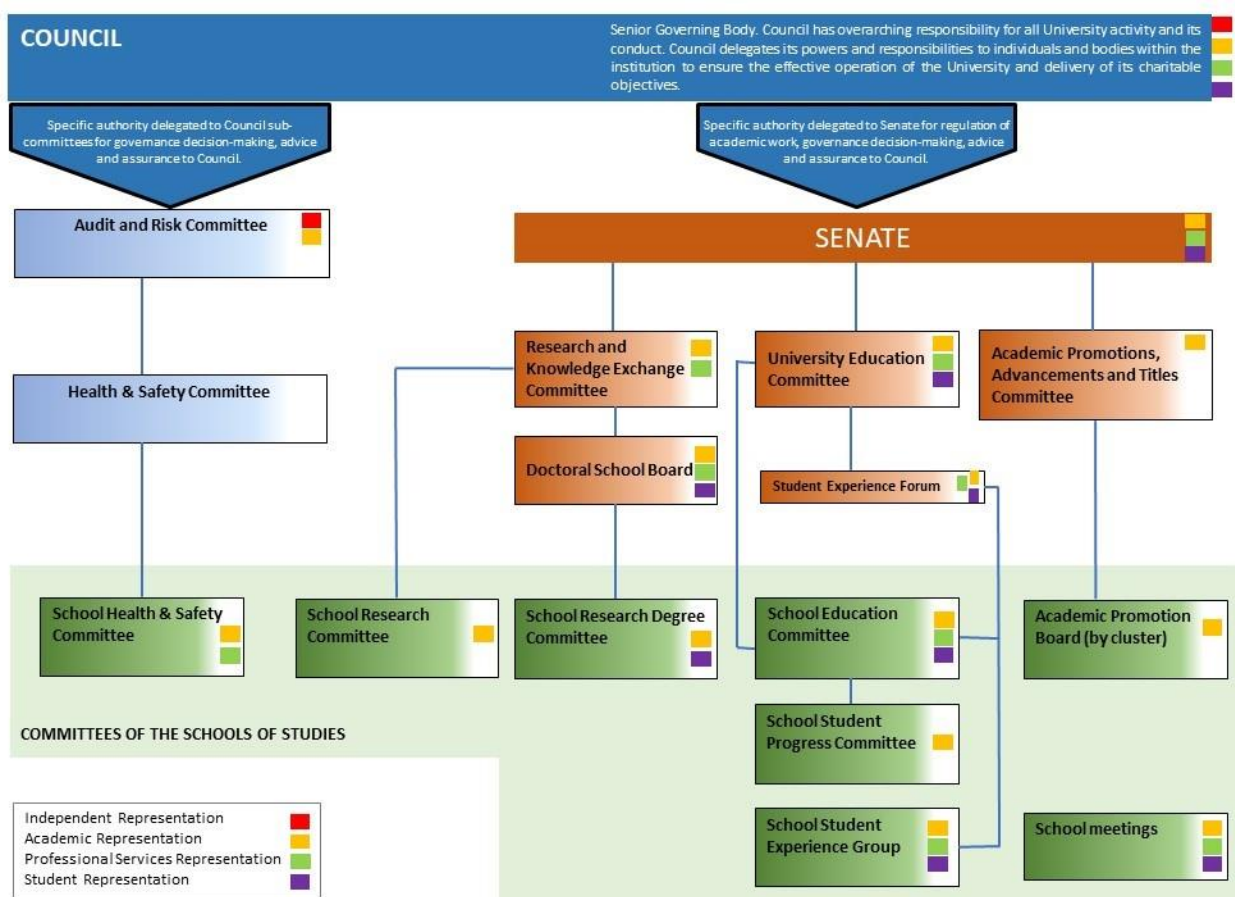
Human Resources representatives as required, one of whom (usually the Director of Human Resources) will act as Secretary to the Committee.

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.

## 10 Committees of the Schools of Studies



### 10.1 School Meetings

#### 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.

### **Composition**

#### *Membership:*

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

#### *Quoracy*

A third of members for any formal decisions to be take

#### *Frequency*

At least one per committee cycle (three times per year)

## **10.2 School Health and Safety Committee<sup>40</sup>**

### **Key Role**

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.

Where hazards and the arrangements to manage health and safety risks are comparable, Schools may opt to run a joint School Health and Safety Committee. Where these are in place, every school must be represented to adhere to the composition described below.

### **Terms of Reference**

Key role:

To advise the Head of School on all relevant matters relating to health and safety and prepare an annual report for the University Health and Safety Committee.

- (a) To keep the School Policies and arrangements under regular review, revising them in response to significant incidents or near misses, new/ changed regulations/requirements and best practice.
- (b) To determine the health and safety priorities of the School and making recommendations to the Head of School for implementing plans to improve arrangements
- (c) To monitor the performance of safety and any assurance activity (e.g. audit and inspection) and to discuss and agree unresolved and/or University-wide issues to escalate to the University Health and Safety Committee
- (d) To review accident, incident and near miss data to identify trends and to recommend areas for improvement
- (e) To provide an annual School Health and Safety report to University Health and Safety Committee

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<sup>40</sup> Updated v 5.1 to align name with Health and Safety Committee and new terms of reference approved by University Health & Safety Committee in May 2022

## **Composition**

If members are unable to attend, they are responsible for sending a deputy.

The composition of the committee will vary with the structure of each School but should be modelled on the following composition:

- Head of School/ Director (or nominee)
- Health and Safety Coordinator
- Head of Health and Safety (or nominee)
- Trade Union Representatives
- Heads of Departments (or nominees) as appropriate
- Local Health and Safety Specialists (Biological Safety Officer, Radiation Protection Supervisor)

### *Quoracy*

A third of members for any formal decisions to be taken.

### *Frequency*

At least one per committee cycle (three times per year).

## **Reports to**

Health and Safety Committee.

## **10.3 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 University of Sussex Business School, 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 Media, Arts and Humanities).

### **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.

## **Composition**

*Membership:*

- 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.

**Reports to**

Academic Promotions, Advancements and Titles Committee

## **10.4 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.

**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.

## **Composition**

### *Membership:*

- 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 including representation from at least one member of postdoctoral research staff.

### *In attendance*

Director of Research and Enterprise Services (or nominee)

### *Quoracy*

A third of members for any formal decisions to be taken

### *Frequency*

At least one per committee cycle (three times per year)

## **Reports to**

Research and Knowledge Exchange Committee

## **10.5 School Research Degree Committees**

### **Terms of Reference**

- (a) to determine arrangements for selection, admission and induction of research degree students in accordance with the requirements of Doctoral School Board;
- (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 Board);
- (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 Board;
- (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 Board;
- (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 Board;
- (g) to recommend changes to University policies and procedures governing research degree and professional doctorate courses
- (h) to consider arrangements for the management of research students acting as Associate Tutors.

## **Composition**

*Membership:*

- 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)

*Quoracy*

A third of members for any formal decisions to be taken

*Frequency*

At least one per committee cycle (three times per year)

**Reports to**

Doctoral School Board

## **10.6 School Student Experience Groups**

**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 Education Committee;
  - (iii) Student Experience Forum.

**Composition**

*Membership:*

- Student Representative elected by the School (Chair);
- Head of School;
- 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)

*Quoracy*

A third of members for any formal decisions to be taken

*Frequency*

At least one per committee cycle (three times per year)

### **Reports to**

School Education Committee and Student Experience Forum.

## **10.7 School Student Progress Committees (SSPCs)<sup>41</sup>**

### **Terms of Reference**

- (a) in accordance with University regulations, to note cases where a student voluntarily temporarily interrupts their studies, and to note that the School Progression and Award Board will confirm the return to study date and any assessments required to complete a stage of study;
- (b) in accordance with University regulations, to require that a student discontinue their registration, either temporarily or permanently, noting that temporary withdrawal may not be agreed for a student on a repeat stage of study, except where this has been approved by the Director for the Student Experience.
- (c) to submit a termly statistical report on temporary and permanent withdrawals determined under (a) and (b) above to the School Education Committee. This should include data about the profile of students (ethnicity, disability, age etc.);
- (d) to receive reports from the Director of the Student Experience on the status of all students who have voluntarily taken temporary withdrawal or been required to temporarily interrupt their studies;
- (e) in the case of de-registration within the teaching term as a result of non-payment of fees, to determine if re-entry is appropriate, dependent upon the teaching missed;
- (f) to receive status reports from the Director of Student Experience on students with a Learning Agreement to ensure that the conditions are being adhered to;
- (g) to receive reports from the Director of Student Experience on students flagged with poor attendance and/or engagement;
- (h) to receive reports from the Director of Student Experience on one-to-one exceptional circumstances review meetings held with students;

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<sup>41</sup> Last updated version 3.0 - Approved by Teaching and Learning Committee June 2016.

- (i) To receive a status report from the Director of Student Experience listing students referred to the Academic Practice Workshop who have not attended or successfully completed the associated assessments.
- (j) to receive a report from the Director for the Student Experience regarding students on a course owned by the School on the 'cause for concern' list;
- (k) to refer, as appropriate, issues relating to student welfare and the student experience which require School or university attention.
- (l) to meet at least once a term.

### **Composition**

#### *Membership:*

- 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)

### **Reports to**

School Education Committee

## **10.8 School Education Committees<sup>42</sup>**

### **Terms of Reference**

- (a) working within the context of the institutional framework set by the University, to approve the School Learn to Transform Strategy and associated operational plans for recommendation to University Education Committee and to monitor progress towards achieving objectives;
- (b) to oversee the annual review of undergraduate and postgraduate courses, through review of 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 University Education Committee, incorporating recommended changes of policy and noting any aspects of good practice;
- (d) having reviewed annually enrolment and graduate destinations data for all taught courses and modules, and having noted in particular the courses and modules recruiting/enrolling below threshold, to oversee the quality assurance of School decisions with respect to withdrawal, suspension or continuation, and to make recommendations to the Portfolio Approval Committee or University Education Committee as appropriate;

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<sup>42</sup> Last updated version 5.0 to reflect new title (School Education Committees)

- (e) to recommend to Portfolio Approval Committee changes in title of courses or the introduction of alternative modes of study;
- (f) to approve, in accordance with procedures laid down by University Education Committee, new modules, changes to existing modules and minor changes to courses;
- (g) to recommend annually to University Education Committee for approval the membership of examinations boards within the School;
- (h) to consider applications made for accreditation of prior learning and recommend approval to the Pro-Vice-Chancellor (Education and Students) as appropriate;
- (i) to approve action plans arising from external examiner reports and monitor the completion of agreed actions; to recommend nominations for external examiners within the School;
- (j) to recommend to University Education Committee amendments to assessment regulations and procedures;
- (k) to approve Periodic 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 produce termly reports to University Education Committee on University-wide matters arising from reports from External Examiners, Periodic Review and annual course review, and other matters as appropriate;
- (n) to receive reports and recommendations from School Boards of Study, as appropriate to the terms of reference of Boards of Study;
- (o) to receive reports from School Suitability for Professional Practice Panels, where appropriate;
- (p) to receive an annual report from the School Progression and Award Board on the conduct and outcomes of assessment;
- (q) to receive reports from Professional and/or Statutory Bodies, as appropriate;
- (r) to receive reports from School Student Experience Group and the School Student Progress Committee.

The Committee may delegate to its Chair or other members of the Committee for the purpose of implementing policy, powers and functions that it is itself competent to perform.

## **Composition**

### *Membership:*

- 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;
- Other members invited by the Director of Teaching and Learning, as appropriate.

*Quoracy*

A third of members for any formal decisions to be take

*Frequency*

At least one per committee cycle (three times per year)

**Reports to**

University Education Committee

## **11 Other University Committees**

### **11.1 University of Sussex / University of Brighton Joint Planning Group**

**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.

**Composition**

*Membership:*

University of Sussex:

- Vice-Chancellor;
- Provost;
- Pro-Vice-Chancellors;
- Chief Operating Officer;
- Director of Finance;
- Director of Human Resources

University of Brighton:

- Vice-Chancellor;
- Deputy Vice-Chancellor;
- Pro-Vice-Chancellors;
- Registrar & Secretary;
- Director of Finance;
- Director of Planning

The Chair rotates between Vice-Chancellors of the University of Sussex and the University of Brighton.

### **11.2 Military Education Committee**

Managed by Brighton University. Please contact Brighton University for Terms of Reference and Composition.

## **12 Staff Negotiating Committees**

### **12.1 UCU Joint Negotiating Committee**

#### **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.

#### **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.

### **12.2 Combined Joint Negotiating Committee<sup>43</sup>**

#### **Terms of Reference**

To be responsible for discussions and negotiations between the University and Unite 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 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.

#### **Composition**

- (a) Unions:
  - two representatives from each of UNITE and UNISON
  - a full time officer from each of the unions or another representative, where this is more appropriate or when a full time officer is not available.
- (b) Employers:
  - Chief Operating Officer,
  - Director of Human Resources,
  - Director of Technical Services,
  - Director of a Professional Services Division, appointed by the Chief Operating Officer and
  - Two other members of staff appointed by the Chief Operating Officer.

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<sup>43</sup> Last updated version 4.1 JNCs for Unite and UNISON were combined during 2017

- (c) By agreement between the two sides, either side may invite an advisor or advisors to take part in the discussion of particular items.

## **13 Advisory Groups**

### **13.1 ITS Service Oversight Group<sup>44</sup>**

#### **Key role**

The purpose of the IT Service Oversight Group is to assist ITS in achieving excellence in service delivery and valued outcomes for the Sussex community through oversight of performance metrics, provision of feedback, and input into service improvement initiatives.

#### **Terms of reference**

- (a) To provide input to the Chair regarding the definition of service performance metrics that reflect the University's required outcomes for teaching, learning and research.
- (b) To receive and review regular reports on these metrics and provide insights to inform service improvement and any corrective actions.
- (c) To receive, review and provide input to the Chair regarding proposals for major service improvement initiatives that impact multiple customer groups.
- (d) To bring forward suggestions for minor 'quick win' service improvements for consideration by ITS.
- (e) To provide a forum for the consideration of other matters arising relating to IT service performance and delivery, referring these onwards as appropriate.
- (f) To identify the need for and convene Working Groups that may be periodically required in respect of the above.

The IT Service Oversight Group reports to the Chief Digital Transformation Officer.

#### **Composition**

- Deputy Director IT Services (Chair)
- Head of Professional Services (HoPS) representative
- Library Services representative
- Head of Technology Enhanced Learning
- Digital Connector representative
- Undergraduate student representative
- Postgraduate researcher representative
- Director of Teaching and Learning (DTL) representative
- Director of Research and Knowledge Exchange (DRaKE) representative
- Other Professional Services representative

Additional Attendees:

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<sup>44</sup> Updated Edition 5.1 to reflect updated composition

- ITS Assistant Director, Operations
- ITS Head of Technical Operations

The Group will be administered by the ITS Operations group.

Representative members will be nominated by relevant organisational leads where appropriate, to serve a minimum of one academic year.

### **Frequency of Meetings**

The ITS Service Oversight Group will meet termly for 120 minutes.

Any reports or proposals that requires urgent consideration or approval outside of this cycle will be managed by exception via email under Chair's Action.

## **13.2 Library Consultative Group**

### **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.

### **Composition**

#### *Membership:*

- 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.

## **13.3 Attenborough Centre for the Creative Arts International Advisory Group<sup>45</sup>**

### **Terms of Reference**

- 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;
- to facilitate links with key external agencies and possible stakeholders in order to enhance the Centre's profile locally, nationally and internationally;

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<sup>45</sup> Update for Version 5.00 arrangements for governance structure to replace this Group are currently under discussion (being led by ACCA Creative Director)

- (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.

### **Composition**

#### *Membership:*

- 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.

## **13.4 University of Sussex Artworks Group<sup>46</sup>**

### **Key Role**

The University of Sussex Artworks Group oversees the administration of the University Artworks Policy.

### **Terms of reference**

- (a) To determine selection criteria and priorities for the shape of the University's artworks collection
- (b) To make decisions on the acquisition of artworks by the University through donation, purchase or commission, as opportunities arise.
- (c) To make decisions on the disposal of artworks from the University's collection by donation, transfer of ownership or sale.
- (d) To review requests for loaning artworks from external organisations

### **Composition**

The Group will be chaired by the University Librarian or their nominated deputy, and comprise a further six members representing stakeholders across campus. The Divisional Director or equivalent from will nominate representative members:

- The Library
- The Attenborough Centre for Creative Arts

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<sup>46</sup> Added for first time v5.1 December 2021, approved by UEG June 2021

- Estates
- Development and Alumni Office
- Student body (nominated by MAH)
- Academic body (nominated by Dean of MAH)

#### **Meetings**

- Meetings will take place four times per year, plus any additional meetings as required.
- Meetings may take place virtually or physical.
- The Chair will hold the casting vote in the event of an equal split in decision-making.
- Actions and decisions will be minutes by the Librarian's PA and held by the Library with other records relating to administration of the Artworks.

### **14. Vice Chancellor's Executive Governance Structures**

- 14.1 The Vice Chancellor is the chief academic and administrative officer of the University.
- 14.2 The Vice-Chancellor is responsible for the day-to-day management and decision making of the University. They are also responsible for the initial formulation of policy and preparation of business for consideration by University Boards and Committees. As chief academic officer, the Vice-Chancellor is Chair of Senate and, in the absence of the Chancellor, confers Degrees.
- 14.3 The Vice-Chancellor is also the University's Accountable Officer, a requirement under the Office for Students' (OfS') regulatory framework.
- 14.4 The Vice-Chancellor's day-to day management and decision-making of the University by the University Executive Team. The University Executive Team is supported by a structure of leadership teams, executive sub-groups, and leadership forums.
- 14.5 The Vice-Chancellor may delegate certain responsibilities in accordance with the management structure of the University to Senior Officers, Heads of Schools, Heads of Departments, Professional Services Directors, as set out in job descriptions, schedule of delegation, policy, and financial regulations. Where the Vice-Chancellor delegates authority, they remain accountable to Council.

#### **14.6 University Executive Team<sup>47</sup>**

##### **Terms of Reference**

- to advise and support the Vice-Chancellor in the effective and efficient performance of the University in delivering its mission and purpose, and its identified strategic and operational objectives;
- to provide a formal management link between members of the Executive and other operating units within the University;
- to monitor ongoing compliance with the University's legal, statutory and regulatory requirements

##### **Composition**

- Vice-Chancellor;

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<sup>47</sup> Last updated version 5.1 to reflect new members in composition

- Provost
- Pro-Vice-Chancellors;
- Chief Operating Officer;
- Director of Finance;
- Director of Human Resources;
- Director of Communications, Marketing and Advancement;
- General Counsel;
- Chief of Staff
- Dean of the School of Media, Arts and Humanities;
- Dean of the University of Sussex Business School;
- Head of School from Social Science cluster (appointed by VC);
- Head of School from Science cluster (appointed by VC);





## **PART TWO: ROLES<sup>48</sup>**

### **1. Formal Officers of the University**

The formal officers of the University are:

- Chancellor
- Vice-Chancellor (or President when representing the University Internationally)
- Deputy Vice-Chancellor (and Provost)<sup>49</sup>
- Pro-Vice-Chancellor (or Vice-Presidents when representing the University Internationally)
- Chief Operating Officer & University Secretary

The details of the roles and responsibilities, tenure and method of appointment for these officers is set out in University Regulation 7.

### **2. Vice-Chancellor**

In April 2022, as part of implementing the recommendations of a governance effectiveness review, Council approved a role and responsibilities descriptor for the Vice-Chancellor. This is provided below.

#### **Vice-Chancellor role and responsibilities**

The Vice Chancellor is the chief academic and administrative officer of the University.

The Vice-Chancellor is responsible for the day-to-day management and decision making of the University; supported by the University Executive Team. They are also responsible for the initial formulation of policy and preparation of business for consideration by University Boards and Committees. As chief academic officer, the Vice-Chancellor is Chair of Senate and, in the absence of the Chancellor, confers Degrees.

The Vice-Chancellor is appointed by Council.

As part of their role, they are required to:

- Provide academic and administrative leadership to the whole University; maintaining and promoting efficiency and good order.<sup>50</sup>
- Represent the University externally, both within the UK and overseas.
- Secure a financial base sufficient to allow the delivery of the University's mission, aims and objectives.
- Carry out certain important ceremonial and civic duties.

The Vice-Chancellor is ex-officio a member of any University committee other than the Audit and Risk Committee and Remuneration Committees A and B.

The Vice-Chancellor may delegate certain responsibilities in accordance with the management structure of the University to Senior Officers, Heads of Schools, Heads of Departments, Professional

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<sup>48</sup> Last updated version 5.1 to reflect current DPVC titles and Dean of Doctoral School title change; added Vice-Chancellor role descriptor approved by Council April 2022

<sup>49</sup> Deputy Vice-Chancellor (not Provost) from September 2023 subject to Privy Council approval

<sup>50</sup> Regulation 7, 3d

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Services Directors, as set out in job descriptions, schedule of delegation, policy, and financial regulations. Where the Vice-Chancellor delegates authority, they remain accountable to Council.

### **Vice-Chancellor as Accountable Officer**

Under the Office for Students' (OfS') regulatory framework, each higher education institution is required to have an Accountable Officer, who is normally the head of the provider.

The Accountable Officer is:

- Personally, responsible to the governing body for ensuring compliance with the terms and conditions of funding.
- Report to the OfS on the University's quality of data and compliance with the terms and conditions of funding.
- Report to the OfS on material changes in the institution's circumstances.
- Inform the OfS of any major changes in higher education strategy including restructures.
- Required to appear before the Public Accounts Committee on matters related to public funding.<sup>51</sup>

### **3. Heads of Schools of Studies**

The details of the role and responsibilities, tenure and method of appointment for Heads of School is set out in University Regulation 13.

### **4. Dean of the Brighton and Sussex Medical School**

The details of the role and responsibilities, tenure and method of appointment for Heads of School is set out in University Regulation 14.

### **5. Deputy Pro-Vice-Chancellors**

5.1 *Appointed by:* Vice-Chancellor.

5.2 *Tenure:* determined by the Vice-Chancellor.

5.3 *Responsible to:* the Vice-Chancellor or a Pro-Vice-Chancellor

5.4 *Role:* under the direction of the Vice-Chancellor, to provide dedicated leadership on a specific area of responsibility

There are currently five Deputy Pro-Vice-Chancellors:

- Research
- Knowledge Exchange
- Education and Innovation
- Academic Experience
- International

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<sup>51</sup> Regulatory advice 10: Accountable Officers

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## **6. School Directors of Student Experience**

- 6.1 *Appointed by:* the relevant Pro-Vice-Chancellor on the recommendation of the Head of School in consultation with the School's senior management team.
- 6.2 *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.
- 6.3 *Responsible to:* the appropriate Head of School.
- 6.4 *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 (Education and Students) 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.

## **7. Directors of Teaching and Learning**

- 7.1 *Appointed by:* the relevant Pro-Vice-Chancellor on the recommendation of the Head of School in consultation with the School's senior management team.
- 7.2 *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.
- 7.3 *Responsible to:* the appropriate Head of School.
- 7.4 *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 (Education and Students).

## **8. Directors of Doctoral Studies**

- 8.1 *Appointed by:* the relevant Pro-Vice-Chancellor on the recommendation of the Head of School in consultation with the School's senior management team.
- 8.2 *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.
- 8.3 *Responsible to:* the appropriate Head of School.
- 8.4 *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.
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## **9. Directors of Research and Knowledge Exchange**

- 9.1 *Appointed by:* the relevant Pro-Vice-Chancellor on the recommendation of the Head of School in consultation with the School's senior management team.
- 9.2 *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.
- 9.3 *Responsible to:* the appropriate Head of School.
- 9.4 *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 research capacity, capability and policy relating to research staff development; to support new initiatives and research impact as well as developing policy on research and knowledge exchange activity.

## **10. Directors of Recruitment and Admissions**

- 10.1 *Appointed by:* the Pro-Vice-Chancellor (Education and Students) on the recommendation of the Head of School in consultation with the School's senior management team.
- 10.2 *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.
- 10.3 *Responsible to:* the appropriate Head of School.
- 10.4 *Role:* to assist the Head of School in maintaining oversight of all admissions and recruitment activity for taught courses within the School; to ensure close liaison with the admissions office; to monitor management data; to develop and take leadership for the School recruitment strategy; to manage recruitment materials; to maintain oversight of the School's engagement in Admissions and Recruitment events and Clearing and to deputise for the Head of School where appropriate on Admissions and Recruitment matters.

## **11. Director of Year Abroad**

### **Director of Year Abroad (American (Arts)), Director of Year Abroad (European (Arts))**

- 11.1 *Appointed by:* PVC (Education and Students) after consultation with the relevant Head of School.
- 11.2 *Tenure:* 3 years.
- 11.3 *Responsible to:* Director of the Sussex Centre for Language Studies, the Head of the School of History, Art History and Philosophy.
- 11.4 *Role:*
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- (a) determining (with the Head of International Programmes) the distribution of students among exchange places;
- (b) providing academic advice to students preparing for both voluntary and integrated study abroad, including participation in orientation courses;
- (c) approving, in consultation with Departments and Language Area Representatives as appropriate, the study plans 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) Participating in visit programmes from current and prospective partner institutions with the Director of International Programmes (Europe);
- (j) serving on the Student Mobility and Employability MAB.

## **12. Study Abroad Language Area Representatives**

12.1 *Appointed by:* PVC (Education and Students) and the relevant Head of School.

12.2 *Tenure:* 3 years.

12.3 *Responsible to:* the Director of the Sussex Centre for Language Studies.

12.4 *Role:* Providing academic advice to students preparing for integrated and voluntary study abroad in the relevant language area(s), including participation in orientation programmes.

- (a) Advising such students on suitable destination universities.
  - (b) With Executive Officer (European Programmes) and Head of International Programmes, determining the distribution of students among exchange places.
  - (c) Identifying new links for student exchange in Italian speaking countries, and working with Director of International Programmes (Europe) and Head of International Programmes on establishing and developing these links.
  - (d) Approving such students' choice of destination university.
  - (e) Approving such students' Study Plans and courses to be taken at host universities, and consulting with Subject Group/Departmental Representatives over approval of Study Plans and changes of course while students are abroad in the case of voluntary study abroad in the relevant language area(s).
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- (f) Contacting the subject Group Representative/Departmental Representative for dissertation supervision (where permitted e.g. Assistants and Work Placements).
- (g) Providing academic and pastoral advice to students who are studying abroad in the relevant destination area(s).
- (h) Undertaking visits to partner institutions and students studying abroad as appropriate.
- (i) Debriefing returning students from the relevant destination area(s), including monitoring debriefing reports.
- (j) Assisting with issues around returning students' marks with Year abroad Director.
- (k) Serving on the Student Mobility and Employability MAB.

### **13. Study Abroad Work Placement Coordinator**

13.1 *Appointed by:* the PVC (Education and Students) and the relevant Head of School.

13.2 *Tenure:* 3 years.

13.3 *Responsible to:* the Director of the Sussex Centre for Language Studies.

13.4 *Role:*

- (a) Approve students' work placements along with responsible department
  - (b) Liaise with responsible Departments of students planning to undertake work placements regarding Departmental permission and academic requirements;
  - (c) providing specific work-placement advice to students intending to undertake work placements, including participation in orientation courses;
  - (d) Structure Work Report / Pedagogic Report and provide written guidelines for students as well as academic briefing late in second year.
  - (e) With academic advisor/LAR, supervision of Pedagogic Reports for work placement students and language assistants.
  - (f) Assist report markers with academic queries relating to the guidelines and supervision provided to students
  - (g) providing specific work-placement advice to language assistants and work placements who may require it while abroad;
  - (h) undertaking visits to partner institutions and students abroad in connection with the work-placements as appropriate;
  - (i) reviewing debriefing reports of students who have undertaken work-placements;
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- (j) developing and maintaining contacts with partner institutions;
- (k) participating in visits from current and prospective partner institutions.

## **14. Biological Safety Officers**

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

## **15. Radiation Protection Supervisors<sup>52</sup>**

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

## **16. School / Unit Health and Safety Co-ordinators<sup>53</sup>**

- 16.1 *Appointed by:* each Head of School or Director.
- 16.2 *Tenure:* permanent.
- 16.3 *Responsible to:* the relevant Head of School or Director.
- 16.4 *Role:* to liaise with the Director of Health, Safety and Compliance and the Sussex Estates and Facilities Quality, Health, Safety and Environment Team 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.

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<sup>52</sup> Last updated version 4.0

<sup>53</sup> Last updated version 4.0

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## **17. Director of the Attenborough Centre for the Creative Arts**

17.1 *Appointed by:* an Appointing Committee for the post.

17.2 *Tenure:* 5 years.

17.3 *Responsible to:* A Pro-Vice-Chancellor designated by the Vice-Chancellor.

17.4 *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 courses;
- (d) to participate in the governance of the Centre;
- (e) to be responsible for financial and strategic planning.

## **18. Director of Research Staff Development**

18.1 To chair the joint research staff working group ensuring it operates to its terms of reference and that actions are implemented and reported appropriately.

18.2 To promote the interests of research staff within the University;

18.3 To oversee the University's implementation of the principles of the UK Concordat to Support the Career Development of Researchers in order to maintain the University's European Commission HR Excellence in Research Award;

18.4 To improve the employability of research staff (both within and out-with the academy);

18.5 To contribute to national and international debates, respond to external consultations and keep up to date with policy and strategy developments/initiatives which have implications for research staff at Sussex;

18.6 To facilitate interaction and the sharing of best practice between the Academic Schools in relation to research staff;

18.7 To contribute to University level and cross School bids for early career research staff funding (e.g. bids to the EC);

18.8 To oversee University level relations with research staff networks and groups (e.g. Sussex Postdoc Network and Research Staff Representatives);

18.9 To undertake other duties and responsibilities commensurate with the post, as reasonably directed by the Pro-Vice-Chancellor, Research.

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The Director of Research Staff Development is Chair of a joint Human Resource and Research & Knowledge Exchange Committee working group. The post will be expected to contribute to a number of sub-committees and working groups. On a day-to-day basis the post-holder will work with:

1. Pro-Vice-Chancellors,
2. Heads of School and
3. Professional services staff in human resources, research and enterprise division and Schools.

## **19. Dean of the Doctoral School<sup>54</sup>**

### **Key duties and responsibilities**

- 19.1 To provide the University with academic leadership in delivering national and international excellence in postgraduate research programmes, ensuring that the PGR student experience is inclusive and progressive;
- 19.2 To champion postgraduate research study across the institution, develop Doctoral School strategy and priorities, and take a prominent role in developing and delivering the University's Education and Research strategies;
- 19.3 To work closely with the all members of the Doctoral School and across the University to advocate for and develop existing and new postgraduate programme opportunities, including innovative mobility programmes and doctoral training centres;
- 19.4 To work closely with the PVC (Research & Enterprise) to ensure that PGRs are embedded in the research community and culture of the University;
- 19.5 To liaise with the Academic Director (PGT) on graduate studies issues;
- 19.6 To formulate and monitor the delivery of a PGR recruitment strategy in collaboration with the Provost, PVCs, Heads of Schools and other relevant stakeholders;
- 19.7 To promote quality assurance and quality enhancement of postgraduate research programmes, including overall responsibility for the promotion, analysis and planning arising from Postgraduate Research Experience Surveys and other quality assurance activities;
- 19.8 To provide strategic leadership in the oversight, coordination and development of postgraduate programmes with other national and international partners;
- 19.9 To champion postgraduate research study across the institution, develop Doctoral School strategy and priorities, and take a prominent role in developing and delivering the University's Education and Research strategies;
- 19.10 To work closely with the all members of the Doctoral School and across the University to advocate for and develop existing and new postgraduate programme opportunities, including innovative mobility programmes and doctoral training centres;

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<sup>54</sup> Updated v5.1 December 2021 to reflect new title and responsibilities of latest job description

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- 19.11 To work closely with the PVC (Research & Enterprise) to ensure that PGRs are embedded in the research community and culture of the University;
- 19.12 To liaise with the Academic Director (PGT) on graduate studies issues;
- 19.13 To formulate and monitor the delivery of a PGR recruitment strategy in collaboration with the Provost, PVCs, Heads of Schools and other relevant stakeholders;
- 19.14 To promote quality assurance and quality enhancement of postgraduate research programmes, including overall responsibility for the promotion, analysis and planning arising from Postgraduate Research Experience Surveys and other quality assurance activities;
- 19.15 To provide strategic leadership in the oversight, coordination and development of postgraduate programmes with other national and international partners;

The Dean of the Doctoral School will sit on the Doctoral School Board and chair the Doctoral School Board. The post will include work with a number of sub-committees and working groups. On a day to day basis the post-holder will work with:

1. Pro-Vice-Chancellors,
2. Heads of School and Directors of Doctoral Studies and
3. Professional services staff in the Academic Registry, Research & Enterprise Services Division and the Schools.

## **20. Directors of Doctoral Training Grants/Centres and Partnerships<sup>55</sup>**

- 20.1 To provide academic leadership for one or more doctoral training grants, liaising with and reporting to the funder of the grant as required;
- 20.2 To consult with appropriate members of the University's Executive team and senior professional services staff with respect to the delivery of the grant and the submission of future bids;
- 20.3 To maximise the benefit of the grant to the University of Sussex's research environment;
- 20.4 To position the University to be successful in future doctoral training grants or funding schemes;
- 20.5 To represent the University's doctoral training grant internally and in the wider academic and professional community. To establish a national and international profile for the award. To build and establish relationships with subject communities, policymakers, non-HEIs and other regional, national and international HEIs to ensure Sussex is recognised for the quality of its research training environment;
- 20.6 To represent the University's interests in governance bodies associated with the grant, collaborating with colleagues in partner organisations (where appropriate);

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<sup>55</sup> Last updated version 4.0 – Approved by Assistant Director (Doctoral School) August 2017

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20.7 To be an active member of the Doctoral School Board and its working groups or sub-committees thereof as required;

20.8 To undertake other duties and responsibilities commensurate with the role, as reasonably directed by the Pro-Vice-Chancellor, Research.

A Director of a Doctoral Training Grant will sit on the Doctoral School Board. The roles will include work with a number of sub-committees and working groups. On a day to day basis the post-holder will work with:

1. Pro-Vice-Chancellor (Research),
  2. Heads of School and Directors of Doctoral Studies and
  3. Professional services staff in the Academic Registry, Research & Enterprise Services Division and the Schools.
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49. PRINCIPAL OFFICERS OF THE UNIVERSITY

