The Organisation of the University
2016/17

Version 3.2 Published April 2017
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 Group in relation to their respective areas of authority, as set out in Charter, Statutes and Regulations. Between meetings of these bodies, the power to interpret the provisions of the Organisation of the University document resides with the Vice-Chancellor, acting with the advice of the Registrar & Secretary.

In this document, the phrase ‘Head of School’ applies equally to the Dean of the Brighton and Sussex Medical School unless stated otherwise.

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PART ONE: INTRODUCTION

Committees

1. The composition and terms of reference of Principal University Committees and their sub-committees are described in Part Two, to which an illustrative chart is attached. The composition and terms of reference of Court, Council and Senate are laid down in the Charter and Statutes and may be modified only after petition to and approval by the Privy Council. The number of committees is kept under review to minimise the time and resources they consume. The final responsibility rests with Council, and Senate, but internal communications are of the utmost importance.

2. The dates and times of the main committees are announced before the beginning of each new session. The dates and times of meetings are determined in advance and copies of the Committee Timetable are placed on the Planning, Governance and Compliance Office website.

3. The Planning, Governance and Compliance Office produce a committee timetable annually for Court, Council and Senate and the principal committees that report to them. Although some bodies meet only annually, the normal pattern of meetings is one full cycle in each four-monthly period, i.e. routine business will pass from sub-committees to the meetings of Senate and Council once a term. Units and sub-committees and groups not covered by this annual timetable should organise their business and meetings to suit these cycles.

4. The University Council agrees the procedure for delegated authority. This gives an individual, a sub-group or a separate committee limited authority to act or to make decisions on behalf of the main committee. Current guidance may be obtained from the Planning, Governance and Compliance Office.

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 Group (UEG) 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 Governance Office who will amend the Organisation of the University. 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 can be updated.

6. Chairs and Secretaries are required to structure agenda so as to ensure that the scarce time of their committee members is used to best advantage.

7. All members of committees should note that, although minutes and supplementary papers may be widely circulated for informational purposes, the actual proceedings of meetings themselves are private, and statements made by individuals during those meetings are confidential. Individuals or groups who wish to circulate papers or items of business must do so through the Secretary of the committee concerned.

8. Regulation 5 (26-28) on reserved areas of business states that in any case where a person is, in his or her capacity as a student or representative of students, a member of, or is admitted to any meeting of Council (other than the Students’ Union established in accordance with Regulation 3), the student shall withdraw from the meeting when it is
declared by the Chair of the meeting that the meeting is about to discuss a reserved area of business and shall not return to the meeting until the discussion on the reserved area of business is concluded. Papers for consideration as aforesaid and minutes and other records any of which relate to reserved areas of business shall not at any time be made available to a student. For the purposes of this Statute, “reserved areas of business” means all matters affecting the personal (including academic and financial) affairs of any member of the University.

9. The large volume of paperwork normally associated with committees should be cut down as far as possible. Resolutions and recommendations should be identified and clearly marked. Minutes should be kept as brief as possible: they should record the decisions taken and reference to any background information necessary to understanding, but they will not normally record the contents of the discussion in the committee.

10. The Registrar & Secretary is responsible for elections to Senate and its other committees. Except where otherwise stated, elected and appointed members of committees hold office for periods of two years from 1st August to 31st July. Normally, the method of the single transferable vote shall be used in all elections within the University.

11. Unless special provision is made in a committee’s constitution, deputies are not normally allowed to stand in for occasional meetings, although in the event of illness or absence for a significant period deputies will be permitted by special arrangement with the Chair concerned. The Vice-Chancellor, who is ex-officio a member of any University committee other than the Audit Committee, may ask a Pro-Vice-Chancellor to represent him or her at any meeting.

12. The quorum for meetings of Council is one third of the actual members of Council, with independent members always being in the majority and the quorum is one third of the total actual membership in the case of Senate as specified in the Regulations. For those committees where no quorum is prescribed, the Senate approved Standing Orders at its 238th meeting which, although they do not apply formally to other bodies, are used by the Administration in giving advice to committee Chairs about the processing of business. The current 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”.

13. In the cases of Court, Council, and Senate:

(a) if, thirty minutes after the time appointed for the meeting to commence, a quorum is not present, no business shall be transacted other than the adjournment of the meeting;

(b) the Chair, in consultation with the Registrar & Secretary, shall subsequently determine the date and time for the adjourned meeting and notification thereof shall be given, where possible in writing, to members normally at least three days before the adjourned meeting is to take place;

(c) the adjourned meeting may consider the business for which the original meeting was called, and may consider business additional to that for which the original meeting was called;

(d) the adjourned meeting, if inquorate, may complete the business for which the original meeting was called, but may not complete any business additional to that for which the original meeting was called.
14. Apart from the formal committees described in Part Two, individuals responsible for certain major services or activities (e.g. the Librarian) should establish forms of consultation with the academic staff and with the Students’ Union, in addition to their links with the committees.

15. Regulation 15: Titles for Academic Appointments sets out the classifications of faculty used within the University for organisational and governmental purposes.

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

17. 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.

18. Within the framework set by the Charter, Statutes and Regulations the pattern of the organisation of the University can be summarised as seeking to devolve responsibility to internal bodies and units where that is compatible with the maintenance of the integrated nature of the body corporate. The necessary pre-requisite of this system of organisation is that the University must keep its members as fully informed as possible and encourage them to communicate ideas and suggestions. Internal communications are not an adjunct to the organisation of the University but an integral part of it.

19. The Communications professional service division advises on this subject and is responsible for external communications, relations with the news media, and the regular publication of the Bulletin, and other materials; it is concerned both with the University’s external relations, and also with the flow of information within the University.

20. Agenda, minutes and supporting papers (with the exception of a small number of papers confidential to the committee in question) of Council and Senate are placed on Sussex Direct. Agenda and minutes of School and Department Meetings should be made freely available in the Schools of Studies.

21. The Organisation of the University is reviewed annually in addition to any in year changes that are approved. As the structures and processes are so interrelated to consider 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 Director of Planning, Governance and Compliance, who will see that they are brought forward for discussion at the appropriate time.
PART TWO: 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 is, inter alia, as follows:

(a) to determine strategic objectives for the University and to monitor performance against these objectives and against appropriate external benchmarks;

(b) to discharge its responsibilities in relation to general legal and other external requirements;

(c) to meet general requirements deriving from the Charter and Statutes, other than those matters delegated to committees or to individuals;

(d) to monitor institutional effectiveness;

(e) to monitor its own effectiveness.

Composition

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

3. Senate

Terms of Reference

The powers and functions of Senate, as defined in Statute VI and Regulation 4, include the following: to direct and regulate teaching and examination, promote research, authorise the award or annulment of degrees, regulate admissions and the discipline of students, discuss and declare an opinion on any matter whatsoever relating to the University and "do such other acts as the Council may authorise". Senate will normally exercise these powers and functions by receiving, considering and confirming reports from the Vice-Chancellor and its main committees. Chairs of committees which report to Senate must therefore act as spokespersons: if unable to attend a Senate meeting, they should brief a deputy to report on their behalf. Senate is also responsible for the conduct of academic staff relations with Council and external bodies and receives reports from Council. Members of Senate may approach its Secretary at any time with suggestions for items of business for consideration.

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2 Last updated version 3.0. Approved by Council in April 2016
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

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

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

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.
4. The Schools of Studies

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

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

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

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

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

- Sussex Centre for Language Studies
- Attenborough Centre for the Creative Arts

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

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 Committee

Terms of Reference

Accounting Integrity

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

Internal Controls

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

Risk Management

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

Efficiency and Effectiveness

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

Fraud and Whistleblowing

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

Annual Report

3 Last updated version 3.0 - Approved by Council in June 2016

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

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

Composition

Membership
- Chair (appointed by Council from among the independent members of Council who are
  not members of Finance and Investments Committee)
- Deputy Chair (appointed by Council from among the independent members of Council
  who are not members of Finance and Investments Committee)
- Three independent members of Council (who are not members of Finance and
  Investments Committee)

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

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

The quorum for the Audit Committee shall be two members.

Reports to

Council

6.2. Brighton and Sussex Medical School Joint Board

Terms of Reference

The Joint Board of the Brighton and Sussex Medical School (BSMS) is a sub-committee of
the Council / Board of Governors of the Universities of Sussex and Brighton. The Joint Board
is responsible for making recommendations to its parent bodies (and, where appropriate, to
NHS institutions) in respect of:

(a) educational character, teaching and research profile of BSMS;
(b) overall management of BSMS within policies set by the parent bodies;

Last updated version 3.0 - Approved by Joint Board in May 2015
(c) plans for the strategic development and resourcing of BSMS;
(d) annual estimates of BSMS’s revenue and capital expenditure;
(e) appointment, suspension, dismissal and pay & conditions of the Dean of BSMS;
(f) composition and structure of the senior management of BSMS; and
(g) such other matters as may be referred to it from time to time by the parent bodies, or by an NHS institution.

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

**Composition**

**Membership**
The Chair will rotate annually between the two Universities. Appointments are for three years.
- Vice-Chancellor of the University of Brighton
- Vice-Chancellor of the University of Sussex
- Dean of BSMS
- One independent member of the University of Brighton Board of Governors
- One Independent Member of the University of Sussex Council
- Chief Executive of Sussex Partnership NHS Hospitals Trust
- Chief Executive of Brighton and Sussex University Hospitals NHS Trust
- Deputy Vice-Chancellor of the University of Brighton
- One co-opted member with experience in academic medicine

**In attendance**
- Director of Finance of the University of Sussex
- Chief Operating Officer, University of Brighton
- Registrar & Secretary of the University of Sussex
- Finance Manager BSMS
- Associate Deans of BSMS
- Medical School Secretary (Secretary)

**Reports to**
- Board of Governors of the University of Brighton and
- Council of the University of Sussex

**6.3. Finance and Investments Committee**

**Key Role**

Finance and Investments Committee is a Committee of Council, focusing on the oversight of the University Executive’s planning and management of finance, investments and assets of the University in their widest sense in the context of economy, efficiency and value for money. Finance and Investment Committee has a particular remit in relation to providing advice and

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5 Last updated version 3.0 - Approved by Council in June 2016
recommendations to Council, or reviewing, monitoring and approving on behalf of Council, the following:

**Terms of Reference**

**Financial Strategy and Policy**

(a) Following consideration of proposals received from management to recommend to Council a Financial Strategy for the University, revised on an annual basis in the light of the prevailing financial environment affecting grants, fees, rents and contracts;

(b) to approve policies on investment in respect of general and specific funds, and other funds of which the University acts as Trustee;

**Budget-Setting and Financial Forecasting**

(c) to recommend the annual budgets and the financial forecasts (including those for submission to HEFCE);

**Financial Performance**

(d) to monitor, through a reporting process agreed by Council in consultation with the University Executive, the financial situation of the University, both capital and revenue, and to make recommendations of actions necessary to assure the financial sustainability of the University;

(e) to monitor at each meeting the University's financial performance against budgets and forecasts;

(f) to consider the financial reports and accounts of the University's subsidiary and associated companies and of partnerships and other university ventures;

(g) to monitor the financial performance and conduct of the financial affairs of the Students' Union in accordance with the Memorandum of Understanding between the University and the Students' Union;

**Significant Projects**

(h) to approve the Significant Projects Governance Framework;

(i) to review, prior to approval by Council, projects with cash outflow of more than £10m, or £5m for those projects meeting the additional criteria as set out in the Financial Regulations;

(j) to recommend, for appointment by Nominations Committee, an independent member of Council to have oversight for all significant project over their lifecycles;

(k) to receive reports on the financial status of each significant project from the independent member of Council with significant project oversight.

**Assets**

(l) to consider proposals affecting major University assets, including property, and to make recommendations as appropriate;
Committees of Council

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(m) to consider reports of gifts, bequests, research grants and contracts;

(n) Investment and Treasury Management

(o) to approve the appointment of bankers and the provisions of the bank mandate;

(p) to approve a strategy for borrowing, investing and raising funds;

(q) to approve the principles under which investment managers will operate and to review their performance at least annually.

Composition

Membership

- Vice Chair (Finance) (Chair)
- At least four independent members of Council
- Vice-Chancellor
- Deputy Vice-Chancellor

In attendance

- Director of Finance
- Registrar & Secretary
- The Committee may invite the President of the Students’ Union to attend for specific items.

Reports to

Council

6.4. Nominations Committee

Key Role

To appoint or recommend candidates for membership of Committees, Council and Court.

Terms of Reference

(a) to recommend the appointment of independent members of Council;

(b) to appoint independent members of Council to Committees or Task Groups;

(c) to appoint members of the University to serve on the USPAS Trustees Board and bodies outside the University;

(d) to appoint members to Court in accordance with the Regulations for Court

(e) to appoint independent members of Council to the selection panel for the recruitment of the new Vice-Chancellor and to agree the process for the appointment of staff and student representatives to the selection panel.
Composition

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

In attendance
- Registrar & Secretary
- Director of Planning, Governance & Compliance
- Governance Officer

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

Reports to
Council

6.5. Remuneration Committee

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

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

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

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

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

Reports to
Council

6.6. Performance Committee

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

Terms of Reference

Performance

(a) to recommend the key performance indicators for each strategy, project and plan and the manner and timing of reporting on these;

(b) to recommend a range of indicators which will be used to measure the operational performance and the manner and timing of reporting on these;

(c) to identify the main risks associated with the delivery of performance in any area of the University's business and to monitor the University's approach to managing them;

(d) to recommend procedures to enable the University to maintain a high level of performance in delivering its business;

(e) to report to Council at each meeting a report on the performance of the University;

Committees of Council
Compliance

(f) to ensure that the University complies with its legal obligations across a range of areas including health and safety and equalities duties;

(g) to receive regular reports on these from the University and make periodic reports to Council;

Students’ Union

(h) to recommend, and keep under review, a memorandum of understanding governing the relationship between the University and the Students’ Union;

(i) to recommend actions arising out of the operation of the memorandum.

Composition

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

In attendance
- Registrar and Secretary
- Director of Finance
- Director of Planning, Governance & Compliance
- Secretary: Member of the Governance Office

Reports to

Council
7. University Management Committees reporting to Performance Committee

7.1. Human Resources Committee

**Key Role**

To advise Council via Performance Committee on, and oversee, the University’s Human Resources matters.

**Terms of Reference**

(a) to recommend and monitor the implementation of the University’s Human Resources Strategy;

(b) to recommend matters of policy in employment-related matters including:

(i) recruitment, selection, training and development, appraisal and retention of University staff;
(ii) pay and grading;
(iii) conditions of service;
(iv) matters of employer/employee relations;
(v) discipline and grievance procedures for University staff;
(vi) performance management;

(c) to make regular reports to Performance Committee.

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

**Composition**

**Membership**

- A Head of School, appointed by the Vice-Chancellor, who shall hold office for a period of two years;
- Registrar & Secretary
- Director of Human Resources
- One Head of School
- One Professional Services Director
- Staff representatives appointed by the Chair.

**Reports to**

Performance Committee
7.2. **Equality and Diversity Committee**

**Key Role**

To advise Council via Performance Committee on, and oversee, the University’s Equality and Diversity matters.

**Terms of Reference**

(a) to recommend and monitor the implementation of the University’s policies, schemes and practices for the promotion of equality and diversity;

(b) to make regular reports to Performance Committee.

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

**Composition**

**Membership**
- Deputy-Pro-Vice-Chancellor(s) (Equalities & Diversity) (Chair)
- The Pro-Vice-Chancellor (Teaching & Learning) if not already a member
- Registrar & Secretary
- Director of Human Resources
- Two Heads of Schools
- Up to two co-opted members to be appointed for two years
- One senior manager from the Professional Services nominated by the Registrar & Secretary
- One representative of the Trade Unions
- Welfare Officer of the Students’ Union
- Society and Citizenship Officer of the Students’ Union
- Other staff and student representatives appointed by the Chair

**In attendance**
- Other invited members from the University community, as required.

**Reports to**

Performance Committee.

**7.2.1. Student and Staff Equality and Diversity Forum**

**Key Role**

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

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6 Last updated version 3.1 – Approved by Chair of Performance Committee December 2016
Terms of Reference

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

Composition

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

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

Reports to
Equality and Diversity Committee

7.3. Capital Programme Committee

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

Terms of Reference

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

(e) to receive reports from the Director of IT Services and the Librarian concerning the maintenance and upgrading of information services and to approve/recommend as appropriate resources required for information services projects (in association with the Director of IT Services and the Librarian);

(f) to approve the Long-Term Maintenance programme by developing (in association with the Director of Estates Services and the Director of Residential and Campus Services) a co-ordinated programme for the maintenance and planned replacement of the University physical resources, and to oversee its implementation on behalf of Council;

(g) to advise Finance and Investments Committee of financial implications and seek approvals where required by financial regulations;

(h) to make regular reports to Performance Committee.

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

**Composition**

**Membership**
- Vice-Chancellor (Chair)
- The Pro-Vice-Chancellors
- Four members of staff, of which at least two should be Heads of Schools
- Registrar & Secretary
- Director of Finance (or nominee)
- Director of Estates Services
- One Elected Officer (Full-Time) of the Students’ Union appointed by the President of the Students’ Union (usually the President)

**In attendance**
- Director of Residential and Campus Services
- Director of IT Services
- Librarian
- Other Officers or Heads of Units.

**Reports to**

Performance Committee and to Finance and Investments Committee where required for Capital approvals.
7.4. **Health, Safety and Environment Committee**

**Terms of Reference**

(a) to recommend the University’s Health and Safety Policy;

(b) to approve the procedures to ensure the health and safety of all members of staff, students and of visitors whilst they are in the University park, buildings or University managed premises;

(c) to monitor changing Health and Safety and Environmental legislation and the management actions and works undertaken in order for the University to comply with new and updated legislation;

(d) to approve actions arising from (i) reports from sub-committees, Schools and the Professional Services, and (ii) audit reports;

(e) to submit an annual report on the health and safety performance of the University to Council;

(f) to act as the consultative body of the University on matters of health, safety and environment;

(g) to consider, implement, advise or make recommendations on:
   - accident, incident and notifiable disease statistics and trends;
   - reports from safety representatives in the University;
   - the promotion of publicity within the University aimed at establishing good safety and environmental practice, accident prevention and to monitor its effectiveness;
   - the adequacy and effectiveness of staff training programmes;
   - the establishment of a comprehensive inspection programme;
   - the provision of a link with inspectors of the enforcing authorities;
   - ways of supporting the University’s safety representatives in the discharge of their duties.

(h) to provide, through the above, assurance to Council that the University is meeting its obligations in matters of health, safety and environment.

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

**Composition**

*Membership*
- Registrar & Secretary (Chair)
- Director of Estates Services
- Director of Health, Safety and Compliance
- Three Heads of Schools (representing Arts, Science and Social Science)
- One representative of each of the following Trade Unions: Unite, UCU and UNISON
- One Technical Services Manager
- One University Occupational Health Advisor
- One representative of the Students’ Union appointed by the President
- Head of Quality, Health, Safety and Environment (Sussex Estates and Facilities)

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7 Last updated version 3.1 - Approved by Performance Committee November 2016
In attendance

- Energy and Environment Manager
- Safety and Radiation Protection Officer
- Fire Safety Advisor (Sussex Estates and Facilities)
- Representatives from Schools, and from relevant Professional Services Divisions, will be invited to attend as required.

Reports to

Performance Committee.

7.4.1. Biological Safety Committee

Terms of Reference

(a) To review their own membership in the light of current guidance.

(b) To ensure that the premises where the work is to be done are correctly registered with the HSE as a centre for genetic modification and that the HSE is aware of that work with Hazard Group 2 agents and specific Hazard Group 3 Biological Agents is undertaken on the premises;

(c) To review the microbiological safety arrangements in each laboratory to be used for GM work, and work with Hazard Group 2 and Hazard Group 3 Biological Agents, and to determine the Containment Level facilities which are required for the work;

(d) To receive proposals for GM projects, and to review the classifications proposed for Genetically Modified Organisms (containment level and class) and review the proposals for containment measures of all GM agents based on safety and environmental risk assessments;

(e) To receive and review project proposals involving the use of HG2 and HG3 wild type biological agent based on risks to human health and, where appropriate, animal health and recommend the appropriate containment level;

(f) To give approval where the committee is satisfied regarding the classification and containment proposals for GM containment level/class 1 operations and in other cases (eg GM Class 2 and 3) to forward the proposal to HSE (and where appropriate DEFRA) with recommendations and ensure payment of the appropriate GM fee (Class 4/Containment Level 4 activities are not permitted at SU);

(g) To advise the University if any proposal brought to it appears to be subject to the Genetic Modification (Deliberate Release and Risk Assessment) Regulations 1997 so that appropriate policies, procedures and notifications can be put in place;

(h) To verify that where a risk assessment indicates a requirement, the names of GM workers involved in or affected by GM work and all workers working with HG3 Biological Agents have been notified to the University Medical Adviser with such

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Last updated version 3.1 - Approved by Health, Safety and Environment Committee October 2016

University Management Committees Reporting to Performance Committee
project data as may be necessary for any health surveillance and/or the compilation of occupational health records;

(i) To make recommendations to individual Departments / Schools / Institutes and to the University on suitable forms of information, instruction and training (and the recording of such) for workers performing experiments involving GM and HG2/HG3 Biological agents;

(j) To consider accidents and incidents in any GM/CL2/CL3 laboratory, to advise accordingly, and to confirm that Appropriate University authorities and the HSE are notified (if necessary), of any significant release of genetically modified organisms and wild-type HG2/HG3 biological agents which present a hazard;

(k) To consider the findings of inspections and incident investigations and to monitor progress with remedial actions;

(l) To consider the significant risks and approve or recommend suitable risk controls for working with research animals, including fish, amphibians, reptiles and insects;

(m) To ensure that appropriate data are obtained from project operators and that returns are made to statutory authorities at the required intervals;

(n) To send Minutes of its meetings to the University Health and Safety Committee.

**Composition**

**Membership**
- Chair – Director of Health & Safety & Compliance
- Vice Chair – SEF QSHE Officer
- Ancillary Unit Manager
- 3 x Biological Safety Officers – Genome, Life Sciences, BSMS
- Biological Safety Consultant – TTASS Consultants
- Controlled Drugs Officer

*In attendance (as required)*
- Director of Estate Services,
- Bio-engineering representative,
- Nano representative,
- Psychology representative.

**Frequency of Meetings**
Two hour meetings to be held twice yearly May & September

**Reports to**
Health, Safety and Environment Committee
7.4.2. **Radiation Protection Committee**

**Terms of Reference**

(a) To advise on and monitor the use of ionising and non-ionising radiation within the University.

(b) To advise the Health, Safety and Environment Committee on compliance with statutory regulations and the health implications for users of ionising and non-ionising radiation.

(c) To monitor all reports of incidents involving ionising and non-ionising radiations, and to review all reports of investigations into serious or reportable accidents involving ionising and non-ionising radiation.

**Composition**

**Membership**

- Radiation Protection Officer (Chair)
- University Director of Health and Safety and Compliance
- Radiation Protection Advisor (Aurora Physics)
- Radiation Advisor (Aurora Physics)
- Radiation Protection Supervisors*
- Laser Protection Supervisor (Physics and Astronomy)
- QHSE Compliance Manager (Sussex Estates Facilities)

**In attendance**

- Medical Physics Expert (nominated by CISC)
- Staff Trades Union safety representatives (UCU and Amicus)

*Currently six, JMS/CRPC, GDSC, Physics and Astronomy, Engineering and Informatics, CISC, ESW.

**Reports to**

Health, Safety and Environment Committee

7.4.3. **Environmental Forum**

**Terms of Reference**

a) To provide a forum for the discussion of environmental issues and to act as a consultative body on environmental matters.

b) To encourage the involvement of student and staff members in site development and refurbishment (master and conservation plans) to ensure their views are collated centrally.

c) To promote environmental initiatives within Schools.

d) To provide feedback to the wider staff population highlighting University successes in relation to carbon reductions and environmental improvements.

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9 Last updated version 3.1 - Approved by Health, Safety and Environment Committee October 2016

10 Last updated version 3.1 - Approved by Chair of Health, Safety and Environment Committee October 2016
e) To suggest creative ways for the University to communicate and celebrate successes

**Composition**

**Membership**
- Energy and Environmental Manager (Chair)
- Secretary (to be appointed from Sussex Estates and Facilities Staff),
- Director of Estates Services
- Director of Health, Safety and Compliance
- Estates and Maintenance Manager
- VFM Commercial Contract & Risk Manager
- Transport Manager
- Logistics Manager
- Catering Services Manager
- Representative members from the Schools (academic members or Professional Services staff)
- Grounds Manager
- Representatives from Technical Services
- IT Support Manager
- Internal Communications Manager
- UNISON Environmental Officer
- Representatives from the Students’ Union (Society and Citizenship Officer and the Environmental Administrator)

**Reports to**

Health, Safety and Environment Committee

7.5. **Scholarships and Awards Committee**

**Terms of Reference**

(a) to implement policy and process relating to scholarships and awards (including prizes) by:
   (i) maintaining a detailed oversight of the various disbursement groups for named scholarships through the requirement of reports to the Committee on an annual basis;
   (ii) the publication of an annual report on student funding;

(b) to approve the criteria in relation to selectively-awarded scholarships and how the operation of those criteria is delegated; to approve policy with regard to the operation of selection processes; where appropriate to form sub-groups to make executive decisions on the award of scholarships;

(c) to approve criteria for awards from unrestricted donated funds entrusted to the University to suitable internal bidders under criteria determined by the Committee;

(d) to approve, and keep under review, policy regarding the use of prizes, and where appropriate to advise on matters of process, but not to be directly involved in the selection of prize-winners;

11 Last updated version 3.1 - Approved by Performance Committee November 2016
(e) to send an annual report to Strategic Recruitment and Admissions Sub-Committee on scholarships approvals, actual spend, applications, and awards made;

(f) to receive an annual report from the Development and Alumni Relations Office on implementation of the University’s Donations Policy;

(g) to approve an annual report to Performance Committee.

**Composition**

**Membership**
- A Pro-Vice-Chancellor appointed by the Vice-Chancellor (Chair);
- One academic member of staff from each academic cluster (Arts, Science, Social Sciences);
- President of the Students’ Union;
- Undergraduate Education Officer of the Students’ Union;
- Postgraduate Education Officer of the Students’ Union;
- Welfare Officer of the Students’ Union;
- Academic Registrar;
- Director of Student Services;
- Director of Development or Alumni Relations (or nominee);
- Head of International Office;
- Director of Student Recruitment (or nominee);
- Head of Admissions;
- Finance Representative;

**In attendance**
- International Admissions Officer
- Student Funding Team
- Doctoral School Officer

**Reports to**

Performance Committee

**7.6. Portfolio Approval Committee**

**Terms of Reference**

Portfolio Approval Committee is a sub-committee of Performance Committee, with responsibility for ensuring cost-effective use of resources in relation to curriculum developments and overall value for money. Portfolio Approval Committee 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 institutional strategic plans.

(b) Considering 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;

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12 Last updated version 3.1 - Approved by Performance Committee November 2016

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*University Management Committees Reporting to Performance Committee*
(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 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.

**Composition**

*Membership*
- Pro-Vice-Chancellor (Teaching and Learning) (Chair);
- Pro-Vice-Chancellor (Planning and Resources);
- Pro-Vice-Chancellor (Research);
- A Head of School representing each academic cluster;
- Academic Registrar;
- Director of Student Recruitment Services;
- Director of Finance or Deputy Director of Finance;
- Head of Admissions;
- Head of Academic Development and Quality Enhancement (Secretary).

_In attendance_
Academic Development and Quality Enhancement Curriculum Manager (Minute secretary).

**Working practices**

(a) There will be five meetings of the Committee per year, two in the Autumn Term, one in February and two in April. Fast tracking of courses may, in exceptional circumstances, 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**

Performance Committee
8. Committees of Senate

8.1. Honorary Degrees Committee

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.

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

In attendance
- Director of Communications;
- Director of Planning, Governance and Compliance;
- Director of Development and Alumni Relations;
- Member of the Governance Office (Secretary).

Reports to
Senate

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13 Last updated version 3.1 - Approved by Senate and Council November 2016
8.2. Research and Knowledge Exchange Committee

Key Role

The Research and Knowledge Exchange Committee shall promote and develop a strong research and knowledge exchange culture and ethos across the University, encouraging activity that is consistent with an internationally outstanding institution and a profile that matches the best universities at home and abroad. To promote and exchange best practice in relation to the development of early career researchers.

Terms of Reference

(a) to develop, communicate and regularly review the University Research Strategy, including the aim, objectives and operational plan, all of which will complement the University Strategic Plan;

(b) to identify and draw to the attention of the appropriate University body the resources necessary to support the University Research Strategy;

(c) to monitor the national and international environment in order to respond appropriately;

(d) to undertake systematic and regular reviews and to recommend Key Performance Indicators as evidence of research inputs, outputs and impacts and other indicators of research and knowledge exchange vitality within the University;

(e) to approve School research strategies, to receive regular reports from School Research Committees about progress against the School strategy and to discuss progress with the Heads of Schools; to refer matters of research governance to Research Governance Committee for consideration;

(f) to disburse funds for research and knowledge exchange as may be allocated by Council;

(g) to receive reports for information from Research Governance Committee; to provide advice to Research Governance Committee on University policies and procedures for research governance and ethics;

(h) to approve, on behalf of Senate, the establishment, amendment or closure of university research centres;

(i) to promote and exchange best practice in relation to the enhancement and management of research and knowledge exchange activities.

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14 Last updated version 3.2 – Correction to role title in composition approved by the Chair December 2016
Composition

Membership
- Pro-Vice-Chancellor (Research) (Chair);
- Director of Research and Knowledge Exchange from each School;
- Director of Research and Enterprise;
- Deputy Pro-Vice-Chancellor (Interdisciplinary Research);
- Co-opted (as required): Individuals (usually not exceeding the number of School Directors of Research and Knowledge Exchange), distinguished in research and enterprise, reflecting the breadth of skills necessary in promoting and developing a strong research and knowledge exchange culture and ethos across the University.

In attendance
- Director or Doctoral Education;
- University Librarian (or nominee)
- Director of IT Services (or nominee)

Reports to

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

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

8.2.1. Doctoral School Board

Key role

To promote and develop a strong research training culture and ethos across the University for doctoral students, encouraging activity that is consistent with an internationally outstanding institution and a profile that matches the best universities at home and abroad.

Terms of Reference

a) to develop, communicate and regularly review the implementation of the University’s strategic plan in relation to Doctoral Students;
b) to identify and draw to the attention of the appropriate University body the resources necessary to implement the strategic plan in relation to Doctoral Students.
c) to monitor the national and international environment in order to respond appropriately;
d) to oversee the dispersal of funds for doctoral studentships as may be allocated by Council and by funders;
e) to approve School doctoral recruitment strategies, to receive regular reports from Schools about progress against strategy;
f) to receive reports from Doctoral Studies Committee, to provide advice to Doctoral Studies Committee on University policies and strategy;
g) to receive reports from Doctoral Training Centre/Partnership governing boards;
h) to monitor the performance of major doctoral training grants held by the University;

i) to advise the University Executive Group on the formulation and implementation of the University’s strategy for doctoral student recruitment;

j) to advise the University Executive Group on the setting of doctoral recruitment targets, and the monitoring of performance against those targets;

k) to advise the University Executive Group on policy matters relating to the setting of doctoral tuition fees.

**Composition**

**Membership**
- Pro-Vice-Chancellor Research (Chair);
- Directors of Doctoral Training Centres;
- Director of the Doctoral School;
- Postgraduate Association Chair (where the role holder is a postgraduate research student; where not, then the representative from the Doctoral Studies Committee sitting on Senate shall be the representative to the Board).

**In attendance**
- Director of Research and Enterprise;
- Academic Registrar;
- Assistant Director of the Doctoral School (Secretary).

**Reports to**

Research and Knowledge Exchange Committee

8.2.1.1. **Doctoral Studies Committee**

**Key Role**

The Doctoral Studies Committee shall oversee the delivery of provision for postgraduate research students, including their educational and career development, within the context of delivery of the University’s Research Strategy.

**Terms of Reference**

a) to make recommendations to Teaching and Learning Committee on general procedures governing programmes of supervised study and research leading to research degrees and professional doctorates;

b) to approve and keep under review a code of practice for research degree and professional doctorate courses;

c) to define monitor and review policies and procedures relating to supervision and assessment of research degree students, including: (i) comparability of research student experience across the University; (ii) approval and appointment of research supervisors; (iii) provision, monitoring and comparability of research supervisor training; (iv) development and implementation of processes for the assessment of research students;

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15 Last updated version 3.1 – Approved by Chair of Doctoral School Board November 2016.
d) to consider, and determine action on: (i) research student annual monitoring procedures and reports; (ii) the annual reports of the Research Degree Examination Board, the Professional Doctorate Examination Board; (iii) the Research Degree and Professional Doctorate Appeals Board; (iv) investigations conducted under the Procedures for Dealing with Allegations or Complaints of Academic Misconduct by Students engaged in Research;

e) to ratify the recommendations of the Research Degree Examination Board, the Professional Doctorate Examination Board and the Joint Research Degrees Approval Board on the award of degrees and other distinctions;

f) to consider annual statistical reports on matters relating to admission, retention and award outcomes of research degree and professional doctorate students;

g) to consider and implement the training and development provision for postgraduate research students, and to ensure there are adequate mechanisms for the inclusion of research students in the research life of the University.

Composition

Membership
- Director of the Doctoral School (Chair);
- Directors of Doctoral Studies of the Schools;
- Directors of Doctoral Training Centres;
- One representative from IDS;
- Three postgraduate research School Student Representatives (one of each from Arts, Science - including BSMS - and Social Sciences);
- Chair and Vice-Chair of the Research Degree Examination Board;
- USSU Postgraduate Education Officer.

In attendance
- Assistant Director of the Doctoral School;
- Head of Postgraduate Research Administration (Secretary).

Reports to

Doctoral School Board

8.2.1.1. Joint Research Degrees Approval Board

Terms of Reference

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

a) with delegated authority to admit candidates to research degree 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;

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

Reports to

Doctoral Studies Committee of the University of Sussex and the Doctoral College Board of the University of Brighton.

Committees of Senate
8.2.2. **University Research Governance Committee**

**Terms of Reference**

a) to recommend University policy on all areas of research governance and integrity including good practice, risk management, human and animal ethics, and handling of misconduct, and approve relevant guidelines;

b) to ensure that University policy in the areas outlined above is adhered to;

c) to ensure that each Cross-School Research Ethics Committee is set up in accordance with the requirements laid out in the University’s codes and policies relating to research governance and integrity;

d) to approve Schools’ research governance and integrity structures and processes, and to advise, inform, and update School committees on legal and/or sponsorship requirements with regard to research governance and integrity;

e) to consider reports from Research and Knowledge Exchange Committee on the management of research governance and integrity and offer advice and make recommendations;

f) to assure the provision of appropriate training for research governance and integrity;

g) to consider and offer guidance on cases of uncertainty and make decisions on cases which cannot be resolved by the Ethical Review Committee or any one of the Cross-School Research Ethics Committees; to hear appeals from applicants against decisions of those Committees;

h) 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 integrity matters;

i) to consider regular reports from the Cross-School Research Ethics Committees and the Ethical Review Committee.

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

**Composition**

**Membership**

- Independent member (not normally a member of Council) (Chair);
- Pro-Vice-Chancellor (Research) (Vice-Chair);
- Director of Research and Enterprise;
- One representative of an NHS Trust;
- A co-opted member, appointed by the Chair (when a specific skillset is required);
- Chairs of the Cluster-Based Research Ethics Committees (up to six members);
- Two external lay members.

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16 Last updated Version 3.1 - Approved by Research Knowledge Exchange Committee October 2016
In attendance
- Director of Health, Safety and Compliance;
- Insurance Officer;
- Research Governance Officer.

NOTE: Lay Members, and Members providing NHS Trust representation shall be appointed by the Chair for three years (renewable). The co-opted member appointed by the Chair shall be appointed for a period not exceeding three years. The holder of the position of Chair shall have an understanding of research ethics, and shall be appointed for three years in the first instance, and for no longer than six consecutive years (two terms of three years duration).

Reports to
Research and Knowledge Exchange Committee, meeting no less frequently than once per year.

8.2.2.1. Cross-Schools Research Ethics Committees

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

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

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 School of Business, Management and Economics, the School of Education and Social Work, the School of Global Studies and the School of Law, Politics and Sociology, the School of English, the School of History, Art History and Philosophy, and the School of Media, Film and Music).

Terms of Reference
a) to follow the requirements laid out in the University’s codes and policies relating to research governance;

b) to make recommendations to the University Research Governance Committee relating to the procedures and policies for managing all research under the auspices of the Schools, appropriate to the academic disciplines within the
Schools, and in accordance with recommendations made by relevant outside bodies;

c) through the relevant School Directors of Research and Knowledge Exchange, to conduct a periodic review of School procedures which consider low risk projects (including undergraduate) and to prepare periodic reports on the findings and to keep the effectiveness of its current practice under continuous review;

d) to report on an annual basis to the University Research Governance Committee in a form stipulated by the University Research Governance Committee, providing a summary of all reviewed projects;

e) to implement review mechanisms for staff and student projects that ensure that research governance policy is applied in a manner appropriate to such projects;

f) to review and approve School or cross-School based processes for the review and approval of relevant research projects;

g) to keep appropriate records of practices and decisions and to issue a common form of Certificate of Approval which will cover statutory and ethical compliance, research integrity and, where appropriate, sponsor specific requirements;

h) to refer cases to the University Research Governance Committee that require decision or require advice / opinion.

Composition

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

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

Reports to

University Research Governance Committee
8.2.2.2. Animal Welfare and Ethical Review Bodies (AWERB)\textsuperscript{17}

**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;

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\textsuperscript{17} Last updated version 3.2 – Change of name for Ethical Review Committee with changes to ToR and composition approved by University Research Governance Committee January 2017.
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;

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 ERC Certificate of Approval in consultation with the Chair of the ERC.

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 University Research Governance 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.

**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.

**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.

*Committees of Senate*
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

University Research Governance Committee

8.2.2.2.1. Ethical Review Committee Applications Review Group

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 ERC 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 Ethical Review Committee;

e) the Applications Review Group is authorised to approve Non-ASPA applications and to issue the applicant with an ERC Certificate of Approval in consultation with the Chair of the ERC.

Composition

Membership
- AU Manager (Chair);
- Named Veterinary Surgeon (ERC member);
- Two Lay members, at least one of whom should have no responsibility under the Act (ERC Members);
- One representative of the Personal Licence Holders (ERC Member);

Last updated version 3.1 – Committee creation approved by Ethical Review Committee October 2016.
• Research Governance Officer;
• Secretary of Ethical Review Committee.

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**

Ethical Review Committee

**8.2.3. Enterprise Panel**

**Terms of Reference**

a) to support the Pro-Vice-Chancellor (Research) in determining and prosecuting the commercial development and exploitation of University intellectual property and enterprise initiatives;

b) to use the Enterprise Development Fund, Cascade, South East Seed Fund and any other relevant funds, as appropriate, to support academic commercial initiatives that have the capability of generating external income on a sustainable basis;

c) to foster an increased understanding of and engagement with commercial activities.

**Composition**

**Membership**

- Pro-Vice-Chancellor (Research) (Chair);
- Director of Finance;
- Director of Research and Enterprise;
- Executive Director of the Sussex Innovation Centre;
- a representative of the Heads of School for a period of three years (renewable for a further three years);
- two independent members (who will preferably be relevant independent members of Council) normally appointed for three years in the first instance, and for no longer than six consecutive years (two terms of three years duration).

**In attendance**

- Intellectual Property Manager;
- Management Accountant;
- Business Researcher and Administrator;
- Innovation Support Manager

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19 Last updated version 3.2 – Approved by Research and Knowledge Exchange Committee February 2017
The Panel may co-opt other members to provide specific expertise as necessary.

**Reports to**

Research and Knowledge Exchange Committee

8.2.4. **Research Staff Working Group**

**Key role**

The Research Staff working group shall oversee the delivery of provision for research staff, including their career development, within the context of delivery to the University’s Strategic Plan.

**Terms of Reference**

a) To monitor the University’s policy and practice to ensure delivery of the Strategic Plan goals to ‘continue to develop a sustainable and thriving postdoctoral research staff community’ and ‘perform well against our peers in aiding the career development of our postdoctoral staff’. In doing so, seek to ensure that the University of Sussex is an employer of choice for research staff.

b) to monitor and review the University’s on-going application of the Concordat to support the career development of researchers;

c) to receive reports on the action plan projects identified in the University’s HR Badge of Excellence in Research submission and oversee the renewal process;

d) to receive recommendations from Research Staff Representatives and the Research Staff Forum;

e) to benchmark the University’s performance against other institutions (e.g. through tools such as CROS, PIRLS), and where necessary instigating amendments to the University’s HR Badge of Excellence in Research action plan;

f) to monitor the number and typology of research staff on an annual basis, by reviewing reports produced by HR (e.g. those required for the University’s HESA return);

g) to ensure data records and contact details are maintained and the University has suitable communication channels to engage with Research Staff;

h) to oversee the professional services support for research staff, including recruitment, induction, appraisal, retention, training and career development activities to ensure an institutional coherence;

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

j) to represent the University and engage with national and international consultations relating to research staff;

k) to oversee the University’s relationship with external bodies focused on supporting research staff;

**Composition**

Membership

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20 Last updated version 3.2 – Change approved by Research and Knowledge Exchange Committee February 2017.
• Director of Research Staff Development (Chair)
• one Head of School
• two Directors Research and Knowledge Exchange
• School Early Career Researcher Leads (or equivalent, where appointed)
• one School Administration Manager
• the Director of Human Resources (or nominee)
• Deputy Pro-Vice Chancellor for Equality and Diversity (or nominee)
• Assistant Director of the Doctoral School
• minimum of two research staff representatives
• Research Staff Officer (secretary).

Reports to
Research and Knowledge Exchange Committee and Human Resources Committee

8.3. Teaching and Learning Committee

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

Terms of Reference
(a) to develop the academic aims, educational objectives and academic policies of the University consistent with its corporate strategy, and to ensure the coherence of the academic portfolio;

(b) to develop and monitor the implementation of the University’s Teaching and Learning Strategy, including informing and monitoring the effective development of the teaching and learning environment; to approve School teaching and learning strategies and associated operational plans;

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

(d) to be responsible for the assurance of academic standards, including responsibility for academic principles and frameworks, and for setting the assessment policies and academic regulations of the University, with due regard to the requirements of relevant national and international frameworks and external agencies;

(e) to determine the procedures for review of aggregate reports and assessments of quality in teaching and learning, and all aspects of student performance, relating to awards of the University from Schools; partner colleges and relevant support services or from Professional, Statutory or Regulatory Bodies (PSRBs) and other external agencies, and to ensure effective processes for the identification and implementation of action to improve the quality of teaching, learning and the student experience (including recommendations on the physical and virtual environment) taking into account national and international benchmarks;
(f) to monitor and maintain the sustainability of the taught 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 approve recommendations from Schools on changes to courses, and to receive reports from Schools on changes to courses;

(h) to monitor and where appropriate recommend changes to policy and procedures in respect of student progress, including monitoring and evaluation of statistical data on student progression and achievement, in the context of policies and strategies for admissions, widening participation and equalities and diversities;

(i) to direct the development and monitor the implementation of policies for academic and personal support for students, including the acquisition of broader learning and life skills to prepare students for future employment and citizenship;

(j) to approve the appointment of external examiners for all University awards and determine policy and procedures relating to such appointments; to consider analyses of external examiners’ reports and determine action to be taken on University-wide issues;

(k) to approve the procedure for the recognition of affiliated institutions, and the procedure for the approval of courses offered at those institutions and leading to an award of the University, and to make recommendations to Senate on the recognition of affiliated institutions;

(l) to oversee the operation of processes for considering 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;

(m) to approve the policy and procedures for academic appeals and academic complaints and monitor their effectiveness;

(n) to approve procedures for the disbursement of such funds and resources as may be made available for the enhancement of the student experience and the recognition of teaching excellence;

(o) to consider reports and proposals from other committees, support services and consultative groups and to recommend appropriate responses.

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

**Composition**

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

In attendance
• Director of Teaching and Alumni Relations, IDS;
• Director of the Careers and Employability Centre;
• Head of Student Support Unit;
• Head of Widening Participation;
• Head of the Partnership Office;
• Member of the Students' Union permanent staff; Senior Planning Officer.

Reports to
Senate (reports will also be sent to Performance Committee when appropriate).
8.3.1. **Academic Appeals Board**

**Terms of Reference**

(a) to oversee matters of policy and procedure relating to appeals in respect of taught courses;

(b) to receive an annual report on the conduct of taught course appeals;

(c) to report on, and make recommendations in respect of appeals matters, to Senate, via the Teaching and Learning Committee;

(d) to provide the membership of Appeals Panels to consider individual appeals from students on taught 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;

(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;
- The (other) Pro-Vice-Chancellors;
- Up to fifteen academic members, appointed by Senate on the recommendation of Teaching and Learning Committee for a normal tenure of four years, with the possibility of extension up to a maximum of five years, who will be full-time academic staff with significant experience of taught 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 Teaching and Learning 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 two Students’ Union representatives).

**Reports to**

Teaching and Learning Committee and Senate.
8.3.2. **Joint Approval and Review Board**

**Terms of Reference**

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

Specific duties:

(a) to prescribe and keep under review the quality assurance procedures and joint academic arrangements to be followed for 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;

(d) to agree the Examination and Assessment Regulations to be followed in the case of joint awards and specifically those for BSMS and to refer these for ratification to appropriate senior committees within the two universities;

(e) to approve the membership of examination boards for joint awards including all examination boards within BSMS; to consider recommendations for the joint appointment of external examiners for 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**

**Membership**
• Chair of the Academic Standards Committee of the University of Brighton;
• Chair of the Teaching and Learning Committee of the University of Sussex;
• Chair (or one other member) of the Doctoral College Board of the University of
Brighton;
• Chair of the Academic Standards Committee of the University of Brighton;
• Chair (or one other member of) the Doctoral Studies Committee of the University of
Sussex;
• Head of Registry (or nominee) of the University of Brighton;
• Academic Registrar (or nominee) of the University of Sussex;
• Three members of academic staff of BSMS, nominated by the Dean, to represent
the BM BS, taught postgraduate provision and research degree provision; Dean of
BSMS;
• Head of the School of Computing, Engineering and Mathematics at the University
of Brighton (or nominee);
• Head of the School of Engineering and Informatics at the University of Sussex (or
nominee)

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

Reports to
Teaching and Learning Committee of the University of Sussex and Academic Board
of the University of Brighton.

8.3.2.1. Bright 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 IPGM;
- BSMS Phase Leaders;
- BSMS Deputy Phase Leaders;
- BSMS Sub-Deans;
- All other BSMS professorial staff;
- Two representatives from the University of Sussex appointed by the Senate for a period of three years;
- One representative from the Faculty of Health of the University of Brighton appointed by the Dean for a period of three years;
- One representative from the Faculty of Science and Engineering of the University of Brighton appointed by the Dean for a period of three years;
- BSMS Librarian;
- Three undergraduate BSMS Student Representatives;
- One postgraduate BSMS Student Representative;
- Up to two co-opted members.

In attendance
- Medical School Secretary;
- Deputy Medical School Secretary.
Reports to

Joint Approval and Review Board.

8.3.3. Academic Misconduct Sub-Committee

Terms of Reference

(a) to report on, and make recommendations in respect of misconduct policy to Teaching and Learning Committee;

(b) to provide the membership of Academic Misconduct Panels to consider individual academic misconduct cases. In appointing members to Misconduct Panels, selection will be carefully managed to ensure no conflict of interest.

Composition

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

Reports to

Teaching and Learning Committee

8.3.4. University Reasonable Adjustment Panel

Terms of Reference

a) To consider all proposals for Reasonable Adjustments (RAs) to support students in assessment proposed by the Student Support Unit (SSU) that cannot be approved by the Student Systems and Records Office (SSRO) or the Director of Student Experience in line with University policy.

b) To use academic judgment to (a) ensure that academic standards are maintained in line with the University principles of assessment and (b) to consider equity for all students across the University in making decisions on individual cases.

c) To ensure that all decisions made allow the University to meet any legal obligations and requirements.

d) To enable oversight of University resources in relation to reasonable adjustments to teaching, learning and assessment, to ensure that adequate resources are available to meet its legal obligations.

e) The Panel will meet once per term, or as required.
f) The minimum level of quoracy will be two academic members of staff.

g) To authorise the Chair to make decisions by Chair’s Action on individual cases between meetings, where appropriate.

**Composition**

**Membership**
- Pro-Vice-Chancellor (Teaching and Learning) or nominee (Chair);
- Director of Teaching and Learning from each cluster;
- Director of Student Services;
- SSRO Manager (or nominee);
- Education Officers (UG and PG) of the Students’ Union;
- Welfare Officer of the Students’ Union;
- ADQE Manager (Academic Standards) (Secretary)

**Reports to**

Teaching and Learning Committee

8.3.5. **Student Experience Forum**

**Key Role**

The role of the Student Experience Forum (SEF) is to bring together academic faculty, students and professional services representatives to consult, monitor and share good practice on matters affecting the welfare and wellbeing of students. In particular the SEF’s role is to help the University and the Students’ Union to take forward coordinated development of integrated and high quality services, support and information, to ensure high levels of student satisfaction and to help achieve the aims set out in the University’s corporate plan and Teaching & Learning Strategy. The emphasis will be on the non-academic student experience, whilst recognising that the boundary between ‘academic’ and ‘non-academic’ is somewhat permeable. The SEF should complement, without duplicating, the roles of:

(a) Teaching and Learning Committee – which has overall responsibility for promoting the excellence of the student experience;

(b) Direct liaison arrangements between the University and the Students’ Union, without compromising the work of the Executive Liaison Group;

(c) Consultative and decision-making bodies in the area of equalities and diversities.

**Terms of Reference**

(a) to act as a forum for information and consultation on issues of policy and practice in areas relating to the welfare and well-being of students, and the development of integrated and high quality services, support and information to students;

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21 Last updated version 3.1 –Correction to show the Chair as USSU Sabbatical Officer.
mindful of the importance of student satisfaction for external perceptions and future institutional success, to help develop mechanisms for student evaluation of their experience; to receive such feedback, and to help determine priorities and act as a sounding-board for proposed University responses;

to share views on the development of provision by the University and the Students’ Union in the areas of: pastoral support and advice, social orientation and cohesion, study skills development, extra-curricular activities (sports, clubs, societies, mentoring, volunteering), student financial advice, links to the (NHS) campus health service and other areas that impact on the student experience. Within this general remit, to attend to groups within the student body with special interests and needs, including international student support, disability and learning support, chaplaincy provision and psychological & counselling services;

to be part of effective collaboration arrangements between the University and the Students’ Union in the areas above, including specifically acting as a forum for consultation and agreement of statements of student responsibilities and entitlements;

to reflect on issues relating to student employability, personal development planning, and enterprise/entrepreneurialism, and to inform University planning in these areas;

to advise and inform relevant University decision-making bodies on matters within its remit, and to ensure that responses are received and fed back to the SEF;

to receive reports from, and consult with, School Student Experience Groups.

Composition

Membership
• One Sabbatical Officer nominated by the USSU President (Chair);
• Pro-Vice Chancellor (Teaching and Learning)
• Academic Registrar;
• One Head of School;
• One Director of Student Experience;
• Head of Student Life Team;
• One representative from the Professional Services;
• One School Student Representative from each School of Study;
• Six representatives from the Students’ Union.

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

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

8.3.6. Strategic Recruitment and Admissions Sub-Committee

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

Terms of Reference
(a) to advise the University Executive Group on the formulation and implementation of the University’s strategy for student recruitment (including the virement of numbers between different parts of the University in line with strategic priorities);
(b) to advise the University Executive Group on the setting of, and to monitor, student recruitment targets at all levels and types, including visiting and exchange students and courses incorporating a year in industry;
(c) to advise the University Executive Group on policy matters relating to the setting of tuition fees, including monitoring the number of premium-fee courses and recommending full-fee paying student fees to the Finance Sub-Committee of Strategy and Performance Committee;
(d) to monitor, and advise the University Executive Group on, the University’s position on the HEFCE tolerance band in line with recruitment strategy and delivery of the planned numbers;
(e) to keep under review the University’s widening participation strategy with reference to student recruitment and monitor compliance with the Access Agreement with the Office for Fair Access;
(f) to review and agree entry requirements for Schools and Departments on an annual basis in line with institutional strategy and recruitment strengths;
(g) to monitor recruitment on undergraduate and taught postgraduate courses annually and make appropriate recommendations with reference to the strategic use of student numbers;
(h) to identify and disseminate best recruitment and admissions practice across the institution.

Composition

Membership
• Pro-Vice-Chancellor (Teaching and Learning) (Chair);
• Heads of Schools;
• Academic Director of the Doctoral School;
• Academic Registrar; Academic Secretary;

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22 Last updated version 3.1 - Approved by Senate November 2016.
• Director of Student Recruitment;
• Head of Admissions;
• Head of Management Accounts;
• Senior Planning Officer;
• one admissions tutor from each academic cluster.

Reports to

Teaching and Learning Committee

8.3.6.1. International Recruitment Committee

Key Role

International and EU student numbers are a core resource to the University. This Committee will consider matters associated with international and EU student recruitment and admissions policy, including monitoring application and conversion rates, recommending recruitment interventions to the Strategic Recruitment and Admissions Committee.

Terms of Reference

(a) to advise the Strategic Recruitment and Admissions Committee on the formulation and implementation of the University’s international recruitment strategy for student recruitment from non-EU countries and the EU;

(b) to advise the Strategic Recruitment and Admissions Committee on the setting of, and to monitor, non-EU and EU student recruitment targets at all levels and types, including visiting and exchange students and courses incorporating a year in industry;

(c) to monitor, and advise the Strategic Recruitment and Admissions Committee on the diversity of international recruitment, including the diversity of recruitment from direct applicants, via recruitment agents and via third party providers such as Study Group international, in line with recruitment strategy and delivery of the planned numbers;

(d) to keep under review the University’s international partnership strategy with reference to student recruitment and monitor spend of the International Partnerships budget in relation to international student recruitment initiatives;

(e) to review and Schools international recruitment strategies on an annual basis in line with institutional strategy and recruitment strengths and recommend endorsement or revision to the Strategic Recruitment and Admissions Committee;

(f) to monitor international recruitment on undergraduate and taught postgraduate courses annually and make appropriate recommendations;

Last updated version 3.2 - Approved by Strategic Recruitment Committee March 2017.
(h) to monitor our reputation internationally via research such as the International Student Barometer, QS World rankings and THE World rankings and the University's Acceptors and Decliners survey and to recommend appropriate courses of action to the Strategic Recruitment Admissions Committee.

**Composition**

**Membership**
- Chair (Pro Vice Chancellor Teaching & Learning or nominee)
- Directors of International Recruitment and Development (for the Arts, Social Sciences and Sciences),
- Director of Student Recruitment, Marketing and International Affairs,
- Head of ADQE;
- Head of the International Office;
- International Admissions Officer;
- Head of International Programmes;
- Senior Planning Officer;
- School Directors of Admissions and Recruitment;
- one Head of School (if there is no other Head of School representation)
- Co-opted members as relevant

**Reports to**

Strategic Recruitment and Admissions Committee

**8.3.7. Exceptional Circumstances Claims Sub-Committee**

**Terms of Reference**

(i) To develop processes and procedures relating to Exceptional Circumstances Claims:

a. To consider exceptional circumstances claims and evidence on behalf of the University in order to determine the admissibility of a claim and the validity of the evidence.

b. To consider claims and evidence regarding lateness penalties which have been applied as part of the marking process. The acceptance of a claim submitted in relation to a lateness penalty will result in the penalty being waived following the acceptance of the claim.

c. To make recommendations to the Progression and Award Board (PAB) regarding the accepted evidence. The PAB will consider the impact of the accepted exceptional circumstances at the level of the module in relation to the full array of marks and determine whether any further assessment opportunities should be offered to the student.

d. To delegate authority to a delegated member of staff to enable rapid consideration of evidence submitted to support a claim and to provide a prompt decision to students on the acceptance of the evidence and referral to SSU, if appropriate. The claim may be accepted, rejected, deemed inadmissible or referred to the Chair.
e. To delegate authority to the DoSE, in cases where an exceptional circumstances claim has been accepted, to reschedule the allocated date of an individual presentation, laboratory or other in-person assessment scheduled during a teaching period provided that this can be accommodated within the assessment final deadline for the cohort.

f. To review claims and/or evidence referred to the Committee where the decision requires discussion.

(ii) To advise Teaching and Learning Committee on all regulatory and policy matters related to student capacity to undertake assessment, recommending policy and procedural changes to the Examination and Assessment Regulations sub-committee as necessary.

(iii) To keep under review the role and activities of the Directors of Student Experience in relation to exceptional circumstances and to act as a forum for discussion within this group.

**Composition**

**Membership**

- Pro-Vice-Chancellor (Teaching and Learning) (or nominee) (Chair);
- Director of Student Experience from each School;
- Director of Student Services;
- Manager of the Student Support Unit;
- Academic Registrar (or nominee);
- ADQE Manager (Standards);
- SSRO Manager;
- Undergraduate Education Officer of the Students’ Union;
- Postgraduate Education Officer of the Students’ Union;
- Welfare Officer of the Students’ Union.

**Reports to**

Teaching and Learning Committee

**8.3.8. Teaching Facilities and Learning Environment Sub-Committee**

**Terms of Reference**

That the subcommittee meet termly to consider:

(a) issues of changing needs in the delivery of teaching and learning;

(b) future issues for teaching delivery and support from the perspective of the provision of teaching facilities.

(c) the physical spaces and the virtual and physical facilities provided to support the delivery of teaching and learning;

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24 Last updated version 3.2 - Approved by Chair January 2017
(d) engagement with professional services to improve the student experience with respect to the delivery of teaching and learning;

(e) possible new areas of policy and strategy; the prioritisation of actions to be taken forward by the relevant professional services.

**Composition**

**Membership**
- Pro-Vice-Chancellor (Teaching and Learning) (Chair);
- three Heads of School (from Arts, Science, Social Sciences academic clusters);
- three Directors of Teaching and Learning (from Arts, Science, Social Sciences academic clusters);
- Academic Member of Staff from MPS;
- Academic Registrar;
- Director of Estates Services;
- Head of Projects (SEF);
- GTS Champion (SEF)
- Space Planning Manager;
- Head of IT Service Delivery;
- Assistant Director, Head of Corporate Information Services;
- Media Technology Manager (Informatics);
- Undergraduate Education Officer of the Students’ Union;
- Postgraduate Education Officer of the Students’ Union;
- Welfare Officer of the Students’ Union;
- Head of Student Systems (or nominee);
- Head of Student Support Unit

**Reports to**

Teaching and Learning Committee.

**8.3.9. Curriculum Development and Approval Sub-Committee**

**Terms of Reference**

On behalf of the University Teaching and Learning Committee (TLC), to oversee the development and implementation of the University’s Academic Framework and to advise on opportunities for innovation in curriculum design on behalf of the University Teaching and Learning (TLC) Committee.

a) To advise the TLC on matters relating to the development of the University’s Academic Framework ensuring the Framework continues to meet internal and external requirements, including those of national agencies and Professional and Statutory Bodies.

b) To recommend to the TLC amendments to the Course Developmental and Approval Handbook, including policy and procedure, to ensure processes are academically robust, enable dynamism and innovation in curriculum renewal and development, and are sufficiently cost effective.

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25 Last updated version 3.1 - Approved by Teaching and Learning Committee October 2016.
c) To consider and approve major changes to courses as recommended by School Teaching and Learning Committees.

d) To maintain oversight of the University schedule for course approvals and PSRB events; to receive reports from events and to ensure that all conditions are met as specified by validation panels. To report to TLC on matters emerging from course validation as it sees fit.

e) To receive an annual report on outcomes from annual monitoring relevant to the development and enhancement of the Sussex curriculum.

f) To ensure course and module specifications are in place for all courses and modules to ensure that information on the University of Sussex courses and curriculum are published as required to meet QAA and PSRB requirements.

g) To undertake any other duties or tasked as referred to the Sub-Committee by TLC from time to time.

**Composition**

*Membership*
- Chair (PVC Teaching and Learning or nominee)
- All Directors of Teaching and Learning
- Academic Registrar (or nominee)

*In Attendance*
- Academic Development and Quality Enhancement Manager (Curriculum)
- Secretary

**Reports to**
Teaching and Learning Committee

8.3.10. Examination and Assessment Regulations Sub-Committee

**Key Role**

On behalf of the University Teaching and Learning Committee (TLC), 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.

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26 Last updated version 3.1 - Approved by Teaching and Learning Committee October 2016.
**Terms of Reference**

a) To advise the TLC 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.

b) 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.

c) To monitor the incidence of academic misconduct and to advise TLC 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.

d) To develop a programme of induction for new internal and external examiners and to ensure this is delivered as required.

e) To receive an annual report on the conduct of examinations and to advise TLC on actions as appropriate.

f) To undertake any other duties or tasks as referred to the Sub-Committee by TLC from time to time.

**Composition**

**Membership**
- Chair (PVC Teaching and Learning or nominee);
- three Directors of Teaching and Learning (ensuring balance across disciplinary areas);
- three Directors of Student Experience; (ensuring balance across disciplinary areas);
- Academic Registrar (or nominee);
- one member of Academic Registry
- one Head of School (nominated by Heads of School);
- one Faculty member from School involved with accreditation/placement;
- one member of SSRO
- USSU Undergraduate Education Officer;
- USSU Postgraduate Education Officer

**Reports to**

Teaching and Learning Committee
8.3.11. **Student Engagement Sub-Committee**

**Key Role**

To oversee the implementation of the University’s policies and strategy for student engagement, including ensuring high quality student support services that effectively support the student academic experience.

**Terms of Reference**

a) To oversee the delivery and enhancement of the University’s arrangements for academic advising;

b) To oversee the implementation of the University’s attendance, engagement and absence policy for taught students, and to liaise with the Doctoral Studies Committee in relation to the implementation of the same for research students;

c) To develop, promote and evaluate priorities, policies and good practice relating to the student academic experience at the University of Sussex, including how this is supported by the delivery of high quality student support services;

d) To advise the University Teaching and Learning Committee on the planning and development of student support services and related facilities in light of national and international good practice and to ensure that the University appropriately discharges its legal duties in the relevant areas;

e) To ensure that student engagement and support services facilitate and promote an inclusive student academic experience;

f) To receive regular reports from services areas on student welfare and finance, the activities of user support groups and the Student Experience Forum and to recommend actions or interventions as required;

g) To receive and consider a regular student voice report;

h) To receive data on the outcomes of internal and external reviews, the National Student Survey and internal University surveys, DHLE and Prevent and to recommend actions as required;

i) To undertake any other duties as referred to the Sub-Committee by the University Teaching and Learning Committee from time to time.

**Composition**

**Membership**
- Chair (PVC Teaching and Learning or nominee);
- One Head of School;
- All Directors of Student Experience;
- USSU Welfare Officer;
- USSU Postgraduate Education Officer;
- USSU Undergraduate Education Officer;
- Three Student Representatives;

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27 Last updated Version 3.1 - Approved by Teaching and Learning Committee October 2016.
- Director of Student Services;
- Librarian;
- Director of ITS;
- Head of Academic Development and Quality Enhancement
- Policy and Project Manager (Student Services).
- One School Administrator
- Head of Careers and Employability Centre

In attendance
- Secretary

Reports to
Teaching and Learning Committee

8.3.12. Office of Fair Access Steering Group

Key Role
To ensure the University’s compliance with OFFA’s stipulations in the broader context of student finance, and to oversee the University’s widening participation agenda.

Terms of Reference
a) To direct widening participation (WP) activities at the University and consider applications from Schools for funding to support these efforts;

b) To ensure that the University’s WP activities comply with OFFA stipulations;

c) To take cognisance of national guidance from OFFA, and to relate that guidance to the group’s analysis of the University’s WP strengths and weaknesses;

d) To review the University’s track record against the WP targets set out in its OFFA agreements since 2006, with a view to identifying areas of good progress/good practice and weakness;

e) To review Aimhigher (Sussex) activity to date in view of the closure of the project in July 2011, to identify activity with an evidence base that should be retained going forward within Sussex plans and OFFA commitments;

f) To review statistics on participation, progression and outcomes for widening participation groups at the University – interpreting ‘widening participation groups’ in the broad sense that includes mature students and those with a disability;

g) To maintain and develop the University’s OFFA Access Agreement and make recommendations to UEG when material changes to the Agreement are proposed;

Composition
Membership
- Pro Vice-Chancellor (Teaching and Learning) (Chair);
Committees of Senate

- one Head of School to represent each academic cluster (Arts, Science, Social Sciences);
- Activities Officer of the Students' Union;
- Undergraduate Education Officer of the Students’ Union;
- Postgraduate Education Officer of the Students’ Union;
- Welfare Officer of the Students’ Union;
- USSU Society and Citizenship Officer;
- Academic Registrar;
- Director of Student Services;
- Director of Careers and Employability Centre;
- Director of Student Recruitment;
- Retention and Progression Manager;
- Joint Head of Widening Participation;
- Head of Undergraduate Recruitment;
- Finance Assistant (Management Reporting).

Reports to

Teaching and Learning Committee; University Executive Group (in relation to any material changes to the structure of the OFFA Access Agreement)

8.3.13. Suitability for Professional Practice Panel

Terms of Reference

a) 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;

b) 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;

c) Make a determination in relation to any health problem which may result in the student being unsuitable for practice in the relevant profession.

d) Make a determination in relation to any previous matters not declared by the student;

e) Reconsider cases following a period of review with agreed targets;

f) Apply an appropriate outcome including requiring a student to be temporarily or permanently withdrawn.

g) Report all outcomes to the relevant Progression and Award Board, School Teaching and Learning 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.

8.4. **Student Discipline Committee**

**Key Role**

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

**Terms of Reference**

(a) to decide upon the instigation of disciplinary proceedings;

(b) to receive from the Registrar & Secretary reports of action taken under the terms of Regulation 2;

(c) to scrutinise all proposals for amendments and additions to that Regulation and submit recommendations thereon to Senate;

(d) to approve amendments to the Procedures for the Operation of Student Disciplinary Panels, and procedures for conducting Student Discipline Appeals.

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

The committee will meet at least annually.

**Composition**

**Membership**

Council delegates to Senate the power to appoint the Student Discipline Committee. The composition of the Student Discipline Committee shall be determined by Council on the advice of Senate.

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

**In attendance**

- Director of Student Services; Academic Secretary; Director of RSTS or nominee.

Members will be appointed for three years. A quorum will consist of the Chair plus two members.

**Reports to**

Senate
8.5. **Committee on Criminal Convictions**

**Terms of Reference**

(a) to consider an applicant with a criminal conviction in terms of:

(i) the welfare of University staff and students, bearing in mind the nature of their conviction, University policy and relevant UCAS guidance,
(ii) the obligations of students

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

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

(i) be admitted;
(ii) be admitted but stated conditions should be attached to the admission;
(iii) be refused admission.

(c) to validate a proposal to refuse admission where a previous conviction would preclude an applicant from obtaining a professional placement;

(d) to reach a decision on an applicant who acquires a criminal conviction, or for whom a conviction comes to light, between having been made an offer and registering, on whether the applicant should:

(i) still be admitted;
(ii) be admitted but stated conditions should be attached to the admission;
(iii) have the offer of admission rescinded.

(e) to consider the case of students who acquire a criminal conviction, or for whom a conviction comes to light, during their studies at the University, and to decide:

(i) where the student’s studies have been interrupted by a period of intermission whether to allow the student to resume his/her studies (with or without stated conditions);
(ii) where the student’s studies have not been interrupted, whether or not to permit continued registration (with or without stated conditions)

Where a student is on a social work 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 Committee on Criminal Convictions.

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

**Composition**

**Membership**
- Chair appointed by the Vice-Chancellor;
- Academic Registrar;
- Director of Residential and Campus Services;
- Director of Student Services;

The following appointed by the Chair for a period of three years (renewable):
• One member of the Law Department with experience of admissions;
• One member of either the Education or Social Work Departments;
• One representative of the Trade Unions;
• Two Elected Officers (Full-Time) of the Students’ Union appointed by the President of the Students’ Union (usually the Welfare Officer and Society and Citizenship Officer)

In attendance
• Chair of Student Discipline Committee as an observer

Reports to
Senate

8.6. 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
9. Examination Boards

9.1. Module Assessment Boards (MAB): Undergraduate and Postgraduate

Terms of Reference

(a) 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).

(b) 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 mitigation.

(c) 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 (Teaching and Learning) 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.

(d) To transmit marks for modules to the Student Progress and Assessment Office who will ensure they are available to the appropriate PABs.

Composition

Membership
- 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 examiners of the assessments to be conducted by the examination board;
- the external examiner(s)

School Teaching and Learning Committee recommends the appointment of officers and members to University Teaching and Learning Committee for formal approval. Examiners who are not members of the Board have the right to be in attendance.

Quoracy and attendance:
For the MAB, the minimum quoracy is the Chair, Deputy Chair and two other examiners. External Examiners are not required to attend meetings but should be available for consultation if necessary.

9.2. School Progression and Award Boards (PABs): Undergraduate and Postgraduate

Terms of Reference

Schools will have an Undergraduate and a Postgraduate PAB
(a) To determine, in accordance with the rules and procedures determined by University Teaching and Learning Committee, whether students for certificates, diplomas or degrees have satisfied the rules for progression from one stage of the course to the next.

(b) To recommend to the University Teaching and Learning Committee the award of certificates, diplomas or degrees to those students who have satisfied the assessment requirements for these awards.

(c) 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.

(d) To consider academic performance and award academic credit, in accordance with the regulations set out in the University’s Examinations and Assessment Regulations handbook, and to apply the discretionary assessment regulations.

(e) To confirm the award of academic credit via condonement in the final stages of an award.

(f) 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 Handbook, in the event of failure of a stage or the award.

(g) To report to the School and University Teaching and Learning Committee annually at the beginning of the Autumn Term, on the conduct and outcomes of previous year’s assessments.

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

**Composition**

*Membership*

- 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 examiners of the assessments to be conducted by the board;
- the external examiner(s).

School Teaching and Learning Committee recommends the appointment of officers and members to University Teaching and Learning Committee for formal approval. Examiners who are not members of the Board have the right to be in attendance.

*Quoracy and attendance:*

For PAB (where a final award is to be made), the PAB must meet in full. The quorum is one third of the appointed members of the Board (excluding *ex officio* members). At least one external examiner should be present at each PAB where awards are being made. Attendance at a PAB where a final award is not to be made may be reduced to a minimum of the ex officio members and at least one representative of the internal examiners.
9.2.1. **Undergraduate Progression and Awards Boards**

School of Mathematical and Physical Sciences
School of Engineering and Informatics
School of Psychology
School of Life Sciences
School of Business, Management and Economics
School of Global Studies
School of Education and Social Work
School of Law, Politics and Sociology
School of Media, Film and Music
School of English
School of History, Art History and Philosophy
Arts and Social Sciences Foundation Year

9.2.2. **Examination Board Terms of Reference**

Standard Module Assessment Board (MAB) and Progression and Award Board (PAB) terms of reference apply to the following examination boards:

- Engineering, Mathematics and Physics Foundation Year Examination Board
- Postgraduate Certificate in Higher Education Progression and Award Board

Standard Module Assessment Board (MAB) terms of reference apply to the following examination boards:

- Sussex Mobility (Academic) and Employability Module Assessment Board

9.2.3. **Taught Postgraduate Progression and Award Boards**

School of History, Art History and Philosophy
School of Global Studies
School of Law, Politics and Sociology
School of English
School of Media, Film and Music
School of Business, Management and Economics
School of Education and Social Work
School of Psychology
School of Mathematical and Physical Sciences
School of Engineering and Informatics
School of Life Sciences
School of History, Art History and Philosophy
School of Global Studies
School of Law, Politics and Sociology
9.3. 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 Studies Committee on the conduct of that year’s examinations and on the plans for the following year’s examinations;

(d) to establish sub-groups to make recommendations to the Board on late submissions, and to decide on extensions to submission deadlines and on special arrangements for candidates;

(e) to consider and forward recommendations on candidates who successfully complete Phase 1, or Phases 1 and 2 (the taught component), to the Chair of the Doctoral Studies Committee 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 Studies Committee in accordance with the University Regulations for Professional Doctorates;

(c) to report annually to the Doctoral Studies Committee;

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

Composition

Membership

• Two senior members of the academic faculty as Chair and Vice-Chair, nominated by the Doctoral Studies Committee and appointed by Teaching and Learning Committee. Normally the two members appointed under this category will be the Chair or the Vice-Chair of the Research Degree Examination Board and also a relevant Director of Doctoral Studies;
• 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 Teaching and Learning Committee;
• The external examiner(s) appointed by Teaching and Learning Committee for each course.

Reports to

Doctoral Studies Committee

9.4. Research Degree Examination Board

Terms of Reference

(a) to appoint examiners, on behalf of Senate. The appointments normally to be approved on behalf of the Board by the Chair or Vice-Chair;

(b) to consider examiners’ reports and to forward recommendations on candidates to the Doctoral Studies Committee in accordance with the University Regulations for Research Degrees;

(c) to report annually to the Doctoral Studies Committee;

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

Composition

Two senior members of the academic faculty as Chair and Vice-Chair, one with experience of graduate work at research degree level in the humanities and social sciences and one with experience in science or engineering, nominated by the Doctoral Studies Committee and appointed by Teaching and Learning Committee.

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

Reports to

Doctoral Studies Committee
9.5. **Brighton and Sussex Medical School Examination Boards**

### 9.5.1. 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.

### 9.5.2. 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.

9.5.3. 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;
(j) 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);
- Acting Head of School (Deputy Chair);
- Member of the academic staff of the University of Brighton nominated by the Dean of the Faculty of Health and Social Sciences;
- Member of the academic staff of the University of Sussex nominated by either the Head of School of Psychology or the Head of School of Life Sciences;
- Advisor for Joint Postgraduate Regulations;
- 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
- Registrar & Secretary (or nominee) of the University of Sussex.
10. **Appointing Committees**

10.1. **Professorial Appointing Committees**

**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;
- 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.

10.2. **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 his/her place); the relevant Head of School if he/she is 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.

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28 Last updated version 3.2 - Approved by Senate March 2017.
The Vice-Chancellor is an ex-officio member of all committees in the University and may therefore take part in the work of Appointing Committees at his or her discretion.

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

### 10.3. 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 his or her discretion.

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

### 10.4. Academic Promotions, Advancements and Titles Committee

**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.

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29 Last updated version 3.2 - Approved by Senate March 2017.
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. A prior meeting to the substantive meeting will also take place, chaired by the Vice-Chancellor’s nominee at which applications will be considered in order to establish whether there is a prima facie case. If there is a prima facie case, references will be sought and considered with the respective cases at the substantive meeting.

**Composition**

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

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

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

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

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

11.1. **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.

11.2. **School Health, Safety and Environment Committees**

**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.

**Terms of Reference**

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

**Composition**

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

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

**Reports to**

Health, Safety and Environment Committee
11.3. 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 School of Business, Management and Economics, the School of Education and Social Work, the School of Global Studies and the School of Law, Politics and Sociology).

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

**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
11.4. **Boards of Study**

**Terms of Reference**

(a) To consider and convey views and recommendations to the School Teaching and Learning Committee concerning any academic matter relating to Courses and/or Modules within its remit and any other matter requiring consideration as may be referred from time-to-time.

(b) To keep under review delivery of courses within the remit of the Board in order to ensure course objectives are achieved and to assure the effective operation of the course, including receipt of the annual course report.

(c) To keep under review course admission criteria, placement and study abroad arrangements and ensure the accuracy of information, advice and guidance to applicants and students in published information for courses within the remit of the Board, including the approval of course handbooks.

(d) To ensure the administration of the examination and assessment arrangements is conducted in accordance with the agreed course requirements, following University procedures, and to recommend improvements to the School Teaching and Learning Committee (STLC) and/or the Course Co-Convenor as necessary.

(e) To advise STLC on external examiner nominations for approval by the PVC Teaching and Learning, and to ensure external examiners are appropriately briefed on course examination and assessment requirements and related matters.

(f) To consider issues arising from students and staff in relation to course delivery and management and to recommend action as appropriate or to refer matters for consideration and approval to the appropriate authority as required.

(g) To keep under review the resources required for the effective delivery of the course(s) under its remit and to ensure STLC and the School management team are apprised of requirements as appropriate, including library and e-resources on Study Direct.

(h) To make recommendations to STLC on in-year assessment changes arising from unforeseen issues to ensure the effective delivery and assessment of the course(s) under its remit and to provide regular reports as required to relevant School committees. The Chair of the Board of Study will be responsible for ensuring that the majority of students sign to agree to any in-year assessment change and that all students are informed of the change.

(i) The Chair of the Board of Study will be the main point of contact with the Chair and Deputy Chair of the PAB. The Chair of the Board of Study will be responsible for ensuring the proper and timely setting of all assessments including collation and submission of exam questions for scrutiny to the Deputy Chair of the PAB. The Deputy Chair of the PAB will seek the approval of the External Examiner and confirming that the standards required by the Student Progress and Assessment office (SPA) have been met. The Deputy Chair of the PAB is responsible for sending examination papers to the SPA.
Composition

Membership
- Chair (Senior Academic Subject Lead, appointed by the Head of School);
- Academic Staff; Course Convenor(s) (if not subject lead);
- Module Convenors;
- Students agreed by the School; elected Student Representatives;
- Administrative Staff/Secretary and Course Co-ordinator.

Proposed Composition of Boards of Study

School of Mathematical and Physical Sciences
Mathematics
Physics and Astronomy

School of Engineering and Informatics
Engineering and Design
Informatics

School of Psychology
Psychology

School of Life Sciences
Biological sciences
Chemistry

School of Business, Management and Economics
Economics
Business and Management

School of Global Studies
Anthropology
Development Studies
Geography
International Relations

School of Education and Social Work
Education / ITE
Social Work

School of Law, Politics and Sociology
CPE
Law
Politics
Sociology

School of Media, Film and Music
Media and Cultural studies
Media Practice,
Film,
Music

School of English
Drama
English Literature
English Language
Sussex Centre for Language Studies

School of History, Art History and Philosophy
American Studies
Art History
History
Philosophy
11.5. 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 (or nominee)

Reports to

Research and Knowledge Exchange Committee
11.6. 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 Studies Committee;

(b) to consider and monitor the delivery of provision for postgraduate research students and postdoctoral staff within the School (in accordance with the requirements of Doctoral Studies Committee);

(c) to determine and monitor arrangements for training and support for postgraduate research student and postdoctoral research staff in accordance with requirements of the Research Councils and the Doctoral Studies Committee;

(d) to monitor the outcomes of the annual review of progress for postgraduate research students, taking action as appropriate and to submit a report to Doctoral Studies Committee;

(e) to monitor (against targets) the performance of Departments in terms of admission, progression, granting extensions to, and completion rates of, research degree students;

(f) to consider arrangements for the appointment of supervisors in accordance with national requirements and those of Doctoral Studies Committee;

(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)

Reports to

Doctoral Studies Committee
11.7. 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 Teaching and Learning 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)

Reports to
School Teaching and Learning Committee and Student Experience Forum.

11.8. School Student Progress Committees (SSPCs)30

Terms of Reference

(a) in accordance with University regulations, to permit a student temporarily to interrupt his or her studies, and determine the conditions for return in line with University procedures;

(b) in accordance with University regulations, to require that a student discontinue his or her registration, either temporarily or permanently;

(c) to submit a termly statistical report on temporary and permanent withdrawals resulting from a student request outside of the SSPC and those determined under (a) and (b) above and those to the School Teaching and Learning Committee. This should include data about the profile of students (ethnicity, disability, age etc.);

(d) to receive reports from the Director of Student Experience on the status of all students who have been permitted or required to temporarily interrupt their studies;

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30 Last updated version 3.0 - Approved by Teaching and Learning Committee June 2016.
(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 refer, as appropriate, issues relating to student welfare and the student experience which require school or university attention.

(g) to meet once a month (between September and June).

**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 Teaching and Learning Committee

**11.9. School Teaching and Learning Committees**

**Terms of Reference**

(a) working within the context of the institutional framework set by the University, to approve the School Teaching and Learning Strategy and associated operational plans for recommendation to Teaching and Learning Committee and to monitor progress towards achieving objectives;

(b) 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 Teaching and Learning 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 Teaching and Learning Committee as appropriate;
(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 Teaching and Learning Committee, changes to existing modules and minor changes to courses and recommend these to Curriculum Development and Approval Sub-Committee;

(g) to recommend annually to University Teaching and Learning 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 (Teaching and Learning) 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 Teaching and Learning 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 Teaching and Learning 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;

Committees of the Schools of Studies
• 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.

**Reports to**

Teaching and Learning Committee
12. **Other University Committees**

12.1. **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**
- Vice-Chancellor;
- Deputy Vice-Chancellor;
- Pro-Vice-Chancellors;
- Registrar & Secretary;
- Director of Finance;
- Academic Secretary;
- Director of Human Resources (University of Sussex);
- Vice-Chancellor;
- Deputy Vice-Chancellor;
- Pro-Vice-Chancellors;
- Registrar & Secretary;
- Director of Finance; Director of Planning (University of Brighton).

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

12.2. **Military Education Committee**

**Terms of Reference**

(a) to give support and guidance to students seeking training and instruction with the armed services;

(b) to liaise with the Ministry of Defence in relevant matters, including the appointment of the officers in charge of the training units and the promotion of constructive relationships with the armed services;

(c) to receive and consider annual reports by the services and Ministry of Defence on relevant matters;

(d) to make recommendations and reports on those matters to the Performance Committee of the University of Sussex and the Board of Governors of the University of Brighton as necessary.

**Composition**

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

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

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

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

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

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

Co-opted
• Officer from 2 Brigade.
13. **Staff Negotiating Committees**

13.1. **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.

13.2. **Unite Joint Negotiating Committee**

**Terms of Reference**

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

**Composition**

(a) Employers: Three members of the University appointed by Council;

(b) Unite: Three members elected by the Sussex Branch of Unite;

(c) the Chair shall alternate between each meeting.

13.3. **UNISON Joint Negotiating Committee**

**Terms of Reference**

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

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*Staff Negotiating Committees*
Composition

(a) Employers: Four persons appointed by Council;

(b) Unison: Four employees from relevant categories of staff appointed by the local branch of UNISON;

(c) the committee shall elect a Chair from amongst its members who shall hold office for one academic year;

(d) with the agreement of both parties, either side may invite an advisor or advisors to attend meetings of the committee with a view to providing information and advice relevant to the discussions.
14. **Advisory Groups**

14.1. **IT Consultative Group**

**Terms of Reference**

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

**Composition**

**Membership**

- Director of IT Services (Chair);
- Heads of Schools (or nominees);
- Librarian (or nominee);
- Head of the Teaching & Learning Development Unit (or nominee);
- Director of Estates Services (or nominee);
- School Administrators;
- Undergraduate Education Officer of the Students’ Union;
- Postgraduate Education Officer of the Students’ Union;
- One undergraduate School Student Representative from each School;
- One postgraduate School Student Representative from each School.

The Group may co-opt other members as necessary.

**In attendance**

- Head of Client Services;
- IT Manager of the Students’ Union.

14.2. **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.

14.3. International Advisory Board

Terms of Reference

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

(a) the international recruitment strategy on an annual basis, targets and recruitment of international students;
(b) the implementation of the international recruitment strategy and internationalisation strategy of the University and the monitoring of its implementation, making recommendations for further development as necessary to reflect University priorities;
(c) the development of international activity in the University and globally and to receive statistical data on recruitment, progression and achievement, from Schools and Professional Services and changes to the strategy;
(d) resources needed to support the strategy and its implementation;
(e) an international partnerships strategy and how it might impact on regional recruitment;
(f) policies and procedures for the development of international partnerships, strategic partnerships, dual courses of delivery, or other forms of collaboration, such as articulation agreements;
(g) best practice in HE international activity and on delivery as appropriate;
(h) market research that will underpin the development of University strategies and policies on student recruitment and admission;
(i) effective communication of all areas of its activity to the University;
(j) other relevant matters relating to international strategy including relevant national developments / external activities, and to offer advice and recommend actions on any aspects which have implications for the meeting of University international recruitment targets and ambitions;
(k) establishing time limited working parties as necessary to progress items of business.

Composition

Membership
- Pro-Vice-Chancellor (International) (Chair);
- the other Pro-Vice-Chancellors;
- Director of Student Recruitment;
- Head of International Liaison;
- Academic Registrar (or nominee);
- Head of the Partnership Office;
- One member of academic staff from each of the Schools of Studies appointed by the Head of School (usually the Director of Teaching and Learning);

Advisory Groups
• One Elected Officer (Full-Time) of the Students' Union appointed by the President of the Students' Union;
• Director of the Sussex Centre for Language Studies.

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

**Reports to**

Pro-Vice-Chancellor (International)

**14.4. Attenborough Centre for the Creative Arts International Advisory Group**

**Terms of Reference**

(a) to promote actively the work of the Centre, and to enhance and support its aim of exploration, presentation and study of creativity and creative arts;

(b) to facilitate links with key external agencies and possible stakeholders in order to enhance the Centre’s profile locally, nationally and internationally;

(c) to facilitate, advise and encourage development of new ideas and trends within the Arts arena and to facilitate opportunities for active dialogue between theory and practice based research;

(d) to promote socially and economically valuable synergies with artists, creative industries, and cultural and scientific institutions, and the development of innovative research with digital tools;

(e) to report annually on new developments to the Attenborough Centre for the Creative Arts Management Committee.

**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.
15. **Vice-Chancellor's Committees**

15.1. **University Executive Group**

**Terms of Reference**

(a) to advise and assist the Vice-Chancellor in the day-to-day management of the University, in the initial formulation of policy and in the preparation of business for consideration by University statutory and other committees;

(b) to provide a formal management link between members of the Executive and the Heads of the Schools and other operating units.

**Composition**

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

15.2. **Executive Liaison Group**

**Terms of Reference**

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

(b) to provide a forum for the discussion of issues of key importance within the University and the Students’ Union;

(c) to provide a forum for feedback from informal liaison groups between the Students’ Union and the University, such as the Facilities ELG and Sustainability ELG.

**Composition**

**Membership**

- Vice-Chancellor and President of the Students' Union (Chair of alternate meetings);
- Members of the University Executive Group
- Activities Officer of the Students’ Union;
- Undergraduate Education Officer of the Students’ Union;
- Postgraduate Officer of the Students' Union;
- Welfare Officer of the Students’ Union;
- Society & Citizenship Officer of the Students' Union;
- Director of the Students’ Union.

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31 Last updated version 3.1 - Approved by the Vice-Chancellor September 2016

32 Last updated version 3.2 - Approved by ELG March 2017
16. **Principal Committees of the University**

- **COUNCIL**
  - COMMITTEES OF COUNCIL
    - AUDIT COMMITTEE
    - NOMINATIONS COMMITTEE
    - REMUNERATION COMMITTEE
    - BSMS JOINT BOARD*
  - FINANCE AND INVESTMENTS COMMITTEE
  - PERFORMANCE COMMITTEE

- **UNIVERSITY MANAGEMENT COMMITTEES REPORTING TO COUNCIL COMMITTEES**
  - CAPITAL PROGRAMME COMMITTEE
  - HUMAN RESOURCES COMMITTEE
  - EQUALITY & DIVERSITY COMMITTEE
    - STUDENT & STAFF EQUALITY & DIVERSITY FORUM
  - HEALTH, SAFETY & ENVIRONMENT COMMITTEE
    - BIOLOGICAL SAFETY COMMITTEE
    - RADIATION PROTECTION COMMITTEE
    - ENVIRONMENTAL FORUM
  - PORTFOLIO APPROVAL COMMITTEE
  - SCHOLARSHIP AND AWARDS COMMITTEE

- **HONORARY DEGREES COMMITTEE**
  - COMMITTEE ON CRIMINAL CONVICTIONS
  - STUDENT DISCIPLINE COMMITTEE

- **RESEARCH AND KNOWLEDGE EXCHANGE COMMITTEE**
  - DOCTORAL SCHOOL BOARD
  - UNIVERSITY RESEARCH GOVERNANCE COMMITTEE
  - ENTERPRISE PANEL
  - RESEARCH STAFF WORKING GROUP
  - SCHOOL RESEARCH COMMITTEES

- **COMMITTEES OF SENATE**
  - TEACHING AND LEARNING COMMITTEE
    - ACADEMIC APPEALS BOARD
    - ACADEMIC MISCONDUCT SUB-COMMITTEE
    - CURRICULUM, DEVELOPMENT AND APPROVAL SUB-COMMITTEE
    - EXAMINATION & ASSESSMENT REGULATIONS SUB-COMMITTEE
    - EXCEPTIONAL CIRCUMSTANCES CLAIMS SUB-COMMITTEE
    - JOINT APPROVAL & REVIEW BOARD*
    - OFFA STEERING GROUP
    - STRATEGIC RECRUITMENT AND ADMISSIONS SUB-COMMITTEE
    - STUDENT ENGAGEMENT SUB-COMMITTEE
    - STUDENT EXPERIENCE FORUM
    - TEACHING FACILITIES & LEARNING ENVIRONMENT SUB-COMMITTEE
    - UNIVERSITY REASONABLE ADJUSTMENT PANEL
    - SCHOOL TEACHING & LEARNING COMMITTEES

* Joint management boards with Brighton University
PART THREE: OFFICERS OF THE UNIVERSITY

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

1. Vice-Chancellor

(1) **Appointed by:** Council after consultation with Senate.

(2) **Tenure:** determined by Council.

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

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

2. Deputy Vice-Chancellor

(1) **Appointed by:** Council on the recommendation of the Vice-Chancellor (after consultation with Senate).

(2) **Tenure:** determined by Council on the recommendation of the Vice-Chancellor.

(3) **Responsible to:** the Vice-Chancellor.

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

3. Pro-Vice-Chancellors

(1) **Appointed by:** Council on the recommendation of the Vice-Chancellor (after consultation with Senate).

(2) **Tenure:** determined by Council.

(3) **Responsible to:** the Vice-Chancellor.

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

(1) *Appointed by:* Vice-Chancellor.

(2) *Tenure:* determined by the Vice-Chancellor.

(3) *Responsible to:* the Vice-Chancellor.

(4) *Role:* under the direction of the Vice-Chancellor, to provide dedicated leadership to the development and delivery of the University’s Equality and Diversity strategy. To work closely with all parts of the University, including the Executive Group, schools, professional services and the Students’ Union and student body, fostering individual and collective contribution, in the promotion and advancement of equality and diversity at Sussex.

5. **Deputy Pro-Vice-Chancellor (Interdisciplinary Research)**

(1) *Appointed by:* Vice-Chancellor on the recommendation of the Pro Vice-Chancellor (Research).

(2) *Tenure:* determined by the Vice-Chancellor.

(3) *Responsible to:* the Pro-Vice-Chancellor (Research)

(4) *Role:* under the direction of the Pro-Vice-Chancellor (Research), provide strategic research input to the Research Management Group; facilitate interdisciplinary research collaborations across schools; and facilitate management of the University’s major strategic research programme investments. Manage Sussex Research and its six research funding schemes:

- Research Opportunities Fund
- Research Development Fund
- International Research Partnerships and Networks Fund
- Harry Kroto Fellowships
- Asa Briggs Fellowships
- Helena Normanton Fellowships

6. **Registrar & Secretary**

(1) *Appointed by:* Council.

(2) *Tenure:* determined by Council.

(3) *Responsible to:* the Vice-Chancellor.

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33 Last updated version 3.1 - Role created in October 2016
34 Last updated version 3.1- Role created in November 2016
(4) **Role:** to be the Secretary of the Court, the Council, the Senate and of any committees of these bodies, and to keep minutes of their proceedings. Under the direction of the Vice-Chancellor, to be responsible to the Council and where appropriate to the Senate for whatever matters may be assigned by Statute and/or Regulation.

7. **Heads of Schools of Studies**

(1) **Appointed by:** Senate on the recommendation of the Vice-Chancellor, on the advice of an Appointing Committee.

(2) **Tenure:** Five years renewable by mutual agreement for up to further five years.

(3) **Responsible to:** a Pro-Vice-Chancellor.

(4) **Role:** to provide academic leadership and management of the School, in support of the University’s mission and strategic aims. The key accountabilities of Heads of Schools shall be:

   (a) **Strategy and Planning:**
      
      (i) Contribute to the strategic planning of the University;
      
      (ii) Develop and ensure the delivery of academic strategy and operational plans for the School in line with University strategy, key performance indicators and operational targets (e.g. student recruitment, student retention, research grant and contract income);
      
      (iii) Ensure the identification and management of key strategic and operational risk.

   (b) **Teaching and Learning:**
      
      (i) Plan and ensure the highest quality delivery of teaching, learning, assessment and feedback within the School, in line with academic standards, quality assurance and other enhancement measures (e.g. e-learning), in accordance with the teaching and learning strategy;
      
      (ii) Ensure the development, innovation, promotion and delivery of the School’s curriculum, in line with the teaching and learning strategy.

   (c) **Research and Enterprise:**
      
      (i) Ensure the conduct of the highest quality research by all levels of academic faculty, to the required volume, in accordance with the research strategy and University policy, e.g. on research ethics;
      
      (ii) Ensure the delivery of a high standard of research student supervision;
      
      (iv) Grow research, contract and knowledge transfer income for the School, across all levels of academic faculty, in accordance with University aims and budgetary requirements;
      
      (v) Develop the School’s enterprise initiatives and productive links/partnerships with businesses and the community, in accordance with the enterprise strategy.

   (d) **Student Experience:**

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**Last updated version 3.1 – correction on tenure.**

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**Officers**
Ensure the delivery of a high quality student experience to all students within the School, seeking and achieving enhancement on a continuous basis in line with University strategies.

(e) Management Team:

Lead the School management team to ensure optimal performance of the School, liaising with other Schools and with senior management colleagues, as necessary. The team is advisory to the HoS in relation to strategic planning and operational management, and comprises the HoS, Deputy HoS, Director of Doctoral Studies, Director of T&L, Director of Research & Knowledge Exchange, Director of Student Experience, School Administrator and such other members of staff as the HoS appoints.

(f) Staff Planning and Recruitment:

(i) Ensure the appropriate planning for and deployment of staff across the School in accordance with strategic and operational plans;
(ii) Ensure the recruitment and appointment of high calibre staff in accordance with University appointment procedures.

(g) Performance Management:

Ensure the effective, consistent and fair management and development of individual staff and teams within the School in order to achieve high levels of School and University performance, implementing relevant University policies and procedures for induction, probation, performance and development review, career development, reward and capability management.

(h) Financial Control:

Plan, manage and control the School’s finances, within allocated budgetary resource, ensuring the effective and efficient allocation of resource and to ensure that funds are assigned and used for the purpose for which they are intended.

(i) Internal and External Communications and Liaison:

(i) Promote a positive image of the School internally and externally;
(ii) Foster positive working relationships for the School within the Faculty and across the University.

(j) Equal Opportunities, Health and Safety, Data Protection:

Ensure the School’s compliance with, and promotion of good practice in relation to, University policy, procedure and guidance on equal opportunities, health and safety, and data protection in respect of students, staff and other relevant parties and any other legislative or regulatory obligation.

8. Dean of the Brighton and Sussex Medical School

Officers
1. Appointed by: an Appointing Committee for the post.

2. Tenure: permanent.

3. Responsible to: the Vice-Chancellors of the Universities of Brighton and Sussex.

4. Role: as agreed from time to time by the Universities of Brighton and Sussex. In outline, the Dean is responsible for:

   (a) providing leadership, strategic vision and a clear sense of direction; setting and achieving high standards of academic performance; strategic planning and development; resource planning and control; financial and budget management; staff organisation, motivation and development;

   (b) student progress and welfare; the development and delivery of academic courses in the School;

   (c) ensuring that members of the School engage in research of the highest quality;

   (d) taking a lead role in ensuring that teaching, learning and research flourishes across School boundaries;

   (e) ensuring that partners in the School are consulted about significant developments and kept informed about important matters;

   (f) ensuring close liaison and co-operation with local NHS partner organisations and ensuring development of the local healthcare environment;

   (g) as School Budget Holder, ensuring the financial health of the School;

   (h) health and safety matters within the School;

   (i) promoting equality of opportunity for students and staff in the School;

   (j) supervising the work of School academic, clinical and administrative officers.

9. Directors of Student Experience

1. Appointed by: the relevant Pro-Vice-Chancellor on the recommendation of the Head of School in consultation with the School’s senior management team.

2. Tenure: the duties will normally be undertaken for a period of 3 years, with the possibility to extend for up to a further 3 years.

3. Responsible to: the appropriate Head of School.

4. Role: to assist the Head of School in ensuring that the University’s and School’s strategic and operational plans for undergraduate and postgraduate support are achieved; to provide leadership in developing and contributing to policy
determined at University level under the direction of the Pro-Vice-Chancellor (Teaching and Learning) and also by the School’s senior management team, in the areas of student support and the student experience, to include helping ensure consistent practice across the University.

10. **Directors of Teaching and Learning**

(1) **Appointed by:** the relevant Pro-Vice-Chancellor on the recommendation of the Head of School in consultation with the School’s senior management team.

(2) **Tenure:** the duties will normally be undertaken for a period of 3 years, with the possibility to extend for up to a further 3 years.

(3) **Responsible to:** the appropriate Head of School.

(4) **Role:** to assist the Head of School in ensuring that the University’s and School’s strategic and operational plans for taught provision are achieved, to include meeting the growth agenda; to provide leadership in developing new initiatives and contributing to the formulation of University policy on matters relevant to teaching and learning, under the direction of the Pro-Vice-Chancellor (Teaching and Learning).

11. **Directors of Doctoral Studies**

(1) **Appointed by:** the relevant Pro-Vice-Chancellor on the recommendation of the Head of School in consultation with the School’s senior management team.

(2) **Tenure:** the duties will normally be undertaken for a period of 3 years, with the possibility to extend for up to a further 3 years.

(3) **Responsible to:** the appropriate Head of School.

(4) **Role:** to assist the Head of School in ensuring that the University’s and School’s strategic and operational plans for research students and postdoctoral staff are achieved, to include meeting the growth agenda; to play an essential role in ensuring that the standards set for doctoral students and supervision are maintained; to provide leadership in developing new initiatives and formulating policy on matters relevant to research students and postdoctoral staff.

12. **Directors of Research and Knowledge Exchange**

(1) **Appointed by:** the relevant Pro-Vice-Chancellor on the recommendation of the Head of School in consultation with the School’s senior management team.

(2) **Tenure:** the duties will normally be undertaken for a period of 3 years, with the possibility to extend for up to a further 3 years.

(3) **Responsible to:** the appropriate Head of School.

(4) **Role:** to assist the Head of School in ensuring that the University’s and School’s strategic and operational plans for research and knowledge exchange are achieved, to include meeting the growth agenda and attaining successful outcomes to external assessments; to provide leadership in developing 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.

13. **Directors of Recruitment and Admissions**

(1) **Appointed by**: the Pro-Vice-Chancellor Teaching and Learning on the recommendation of the Head of School in consultation with the School’s senior management team.

(2) **Tenure**: the duties will normally be undertaken for a period of 3 years, with the possibility to extend for up to a further 3 years.

(3) **Responsible to**: the appropriate Head of School.

(4) **Role**: to assist the Head of School in 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.

14. **Research Theme Leaders**

(1) **Appointed by**: the Vice-Chancellor on the advice of the Pro-Vice-Chancellor (Research) and a sub-group of Research Committee convened for the purpose.

(2) **Tenure**: the post will normally be for a period of 3 years, with an option to extend for a further 3 years.

(3) **Responsible to**: the Pro-Vice-Chancellor (Research).

(4) **Role**: to provide scholarly leadership, identity, focus and cohesion within the Theme, helping the University to develop a widely recognised, world-class portfolio of activity in selected areas; to drive the delivery of relevant parts of the Strategic Plan, promote collaboration, secure external resource and facilitate ownership and engagement if the University community with the Theme and its objectives.

15. **Director of Year Abroad (American (Arts)), Director of Year Abroad (European (Arts))**

(1) **Appointed by**: PVC Teaching and Learning after consultation with the relevant Head of School.

(2) **Tenure**: 3 years.

(3) **Responsible to**: Director of the Sussex Centre for Language Studies, the Head of the School of History, Art History and Philosophy.

(4) **Role**:

(a) determining (with the Head of International Programmes) the distribution of students among exchange places;
(b) providing academic advice to students preparing for both 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.

16. Study Abroad Language Area Representatives

(1) Appointed by: PVC Teaching and Learning and the relevant Head of School.

(2) Tenure: 3 years.

(3) Responsible to: the Director of the Sussex Centre for Language Studies.

(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).
(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 form 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.

17. **Study Abroad Work Placement Coordinator**

(1) *Appointed by:* the PVC Teaching and Learning and the relevant Head of School.

(2) *Tenure:* 3 years.

(3) *Responsible to:* the Director of the Sussex Centre for Language Studies.

(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;

(j) developing and maintaining contacts with partner institutions;
(k) participating in visits from current and prospective partner institutions.

18. **Chaplain**

(1) *Appointed by:* an Appointing Committee for the post.

(2) *Tenure:* permanent.

(3) *Responsible to:* Director of Student Services

(4) *Role:* to be responsible for the management of the University Chaplaincy, to provide pastoral care for students and staff of the University in close liaison with the associate chaplains, to be responsible for all activities in the Meeting House, and to take such part as may be required in the academic work of the University.

19. **Librarian**

(1) *Appointed by:* an Appointing Committee for the post.

(2) *Tenure:* permanent.

(3) *Responsible to:* the Pro-Vice-Chancellor (Teaching and Learning).

(4) *Role:* to be responsible for the maintenance and development of the full range of Library services for the University, and for the administration and management of the Library.

20. **Director of Health, Safety and Compliance**

(1) *Appointed by:* an Appointing Committee for the post.

(2) *Tenure:* permanent.

(3) *Responsible to:* the Registrar & Secretary, but has access to the Vice-Chancellor on any matter which the Director of Health, Safety and Compliance regards as being of sufficient importance. Also has independent access to the member of Council appointed to monitor health and safety matters.

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

(1) *Appointed by:* the Head of School or Director of the Research Institute in which either pathogenic or genetically modified organisms are used.

(2) *Tenure:* 3 years renewable but not full-time.

(3) *Responsible to:* the Head of School or Director, and professionally to the Director of Health, Safety and Compliance.

(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.

22. **Radiation Protection Supervisors**

(1) *Appointed by:* the Head of School or Director of the Research Institute in which ionising radiation and radio- active substances are used.

(2) *Tenure:* 3 years renewable but not full-time.

(3) *Responsible to:* the Head of School or Director, and professionally to the Director of Health, Safety and Compliance.

(4) *Role:* to be responsible, in collaboration with the Director of Health, Safety and Compliance, for advising the Heads of Schools and Directors on all aspects of radiation safety.

23. **Director of IT Services**

(1) *Appointed by:* an Appointing Committee for the post.

(2) *Tenure:* permanent.

(3) *Responsible to:* the Registrar & Secretary.

(4) *Role:* to be responsible for the overall administration and management of the IT Service; to be responsible for the provision of the IT service to the whole University by the IT Services according to the Service Level Definitions agreed by the Strategy and Performance Committee; and for the maintenance and development of network services and distribution of services over the network to other University units.

24. **School / Unit Health and Safety Advisors**

(1) *Appointed by:* each Head of School or Director.

(2) *Tenure:* permanent.

(3) *Responsible to:* the relevant Head of School or Director.

(4) *Role:* to liaise with the Director of Health, 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.

25. **Director of the Attenborough Centre for the Creative Arts**

(1) *Appointed by:* an Appointing Committee for the post.

(2) *Tenure:* 5 years.

(3) *Responsible to:* A Pro-Vice-Chancellor designated by the Vice-Chancellor.

(4) *Role:*

   (a) to develop a vision for the University’s creative arts spaces and provide strong academic, professional, and organisational leadership; to lead on the University’s creative arts strategy;

   (b) to engage in professionally-led research activity;

   (c) to develop and play an active role in creative arts teaching courses;

   (d) to participate in the governance of the Centre;

   (e) to be responsible for financial and strategic planning.

26. **Director of the Sussex Centre for Language Studies**

(1) *Appointed by:* an Appointing Committee for the post.

(2) *Tenure:* permanent.

(3) *Responsible to:* a Pro-Vice-Chancellor.

(4) *Role:* to provide strategic leadership and practical management of the Sussex Centre for Language Studies.

27. **Director of Research Staff Development**

(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.

(2) To promote the interests of research staff within the University;

(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;

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

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

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

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

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

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.

28. **Director of the Doctoral School**

(1) To chair the Doctoral Studies Committee ensuring it operates to its terms of reference and that actions are implemented and reported appropriately.

(2) To consult with appropriate members of the University’s Executive team and senior professional services staff on policy relating to postgraduate admissions, teaching, learning, research and assessment;

(3) To mentor and support the Directors of Doctoral Studies in the delivery of their roles;

(4) To promote the interests of postgraduate research students within the University;

(5) To contribute to University level and cross School bids for postgraduate funding (e.g. institutional bids to individual Research Councils or other funders);

(6) To contribute to national and international debates, respond to external consultations and keep up to date with external developments/initiatives which have implications for postgraduate studies at Sussex;

(7) To engage with postgraduate research recruitment initiatives both in the UK and overseas;

(8) To facilitate interaction and the sharing of best practice between the Academic Schools in relation to postgraduate research students;

(9) To be an active member of the Doctoral School Board.

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

The Director of the Doctoral School will sit on the Doctoral School Board and chair the Doctoral Studies Committee. 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:

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*Officers*
(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.

29. Directors of Doctoral Training Grants/Centres and
Partnerships

(1) To provide academic leadership for one or more doctoral training grants, liaising with and
reporting to the funder of the grant as required;

(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;

(3) To maximise the benefit of the grant to the University of Sussex’s research environment;

(4) To position the University to be successful in future doctoral training grants or funding
schemes;

(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;

(6) To represent the University’s interests in governance bodies associated with the grant,
collaborating with colleagues in partner organisations (where appropriate);

(7) To be an active member of the Doctoral School Board and Doctoral Studies Committee
and working groups or sub-committees thereof as required;

(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 and the
Doctoral Studies Committee. 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.

Officers
30. **PRINCIPAL OFFICERS OF THE UNIVERSITY**

- **Vice-Chancellor**
  - Deputy Vice-Chancellor
  - Deputy Pro-Vice-Chancellors (Equalities and Diversity)
  - Pro-Vice-Chancellors
    - Librarian
    - Deputy Pro-Vice-Chancellor (Interdisciplinary Research)\(^1\)
  - Heads of Schools
    - Heads of Departments
    - Directors of Teaching and Learning
    - Directors of Doctoral Studies
    - Directors of Student Experience
    - Directors of Research and Knowledge Exchange
  - Registrar & Secretary
  - Director of Finance
    - Directors of Professional Services Divisions:
      - Academic Registry
      - Communications
      - Development and Alumni Relations
      - Estates Services
      - Health, Safety and Compliance
      - Human Resources
      - IT Services
      - Planning, Governance and Compliance Services
      - Research and Enterprise
      - Residential and Campus Services
      - Student Recruitment Services
      - Student Services

\(^1\) Reports to Pro-Vice-Chancellor (Research)
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