

Academic Governance Policy

2025/26

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1 Purpose of the Policy

1.1 Academic governance represents the structures and processes in place that assure the setting and maintaining of academic standards and the quality of the student experience. This Policy sets out how the University's academic governance works in relation to structure, function and operation.

1.2 This policy is aligned to the UK Quality Code (2024) which outlines a set of sector-agreed principles:

‘Principle 1 – taking a strategic approach to managing quality and standards.’
In particular key practice D under principle 1 states ‘the strategic approach to securing academic standards, quality assurance and enhancement is published, communicated clearly and accessible to staff, students and external stakeholders. It is supported by comprehensive and transparent governance framework.’

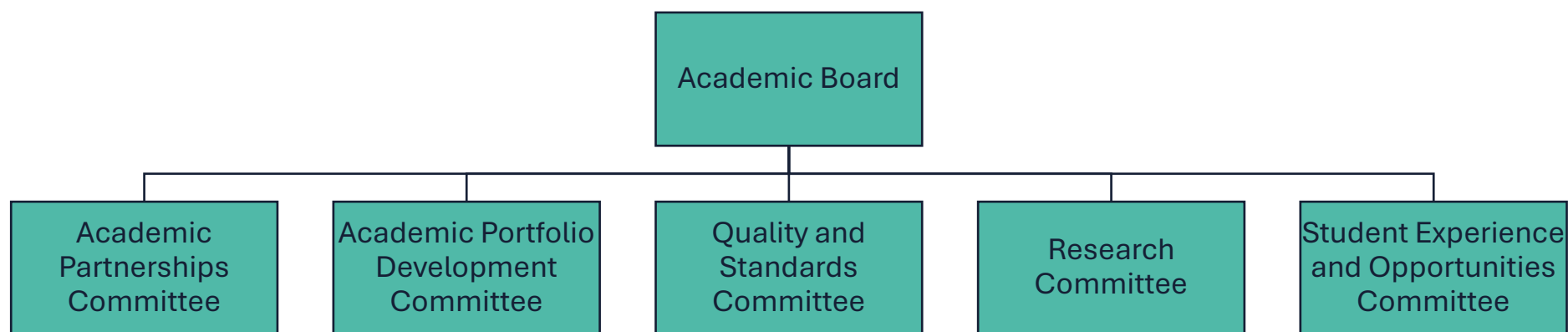
1.3 The [Instruments and Articles of Government](#) is the overall instrument of governance at the University, they provide detailed information about the running of the University in terms of its governance.

2 Academic Governance Structure and Membership

2.1 Academic Board is the governing body of the University for all academic matters. It is supported by five Committees and reports to the Board of Governors. Further information on the constitution of Academic Board can be found within the [Articles of Government](#). A Committee style guide along with an agenda, minute and cover paper template are available from Quality and Regulations Team by e-mailing quality@wrexham.ac.uk.

2.2 Each Committee reporting to Academic Board may have sub-committees, panels and groups that support them in carrying out their delegated powers. Details of these entities are detailed in the Committee's Terms of Reference. Academic Board is responsible for all reportable Committees and their substructure and must approve any new additions to its sub structure.

Figure 1: Academic Governance Structure



3 Roles and Responsibilities

Role	Responsibility
All	• Play a pro-active part in all aspects of the Committee's work. • Ensure they are clear regarding the capacity in which they attend the Committee. • Give high priority to attendance at Academic Board and its committees. Where members are unable to attend, as much notice as possible should be given to the Clerk/Secretary so that apologies can be noted and any potential problem of quoracy identified. • Declare any pecuniary, family or other personal interests in matters under consideration at the very earliest opportunity and preferably to advise the Chair of such personal interests in advance of the meeting. • Represent the views of the group(s) they represent and to avoid wherever possible their own views taking precedence over the views of the group(s) they represent. • Speak to any papers that they have presented or the area they may represent has put forward to the Committee and to answer any questions that the Committee may have about such papers/proposals and to feedback to the group they represent. • Act as a pro-active channel to spread good practice, feeding to and from the Committee and the area represented. • Support the decisions made at the Committee at all times and to help to embed agreed new policies and practices amongst colleagues and to feedback any issues to the Committee that may emerge from embedding new policies or procedures. The Committee Chairs will determine the means through which business will be conducted to meet the requirements of its Terms of Reference: 'in person', 'blended', or 'remote', taking cognisance of the size of the Committee, business needs and available physical and technical resources.
Chair	• Ensure that the facilities for 'blended' attendance are appropriate to enable those attending remotely to have equal access to the debate and be able to contribute to the decision-making processes
Clerk/Secretary	• Ensure that the committee acts in accordance with its Terms of Reference. • Ensure that all aspects of the Committee's Terms of Reference are considered by members and that the work as detailed in the Plan of Work for the year is dealt with appropriately. • Advise members on matters of protocol with regard to the Standing Order: Conduct of Committees and general University procedures. • Liaise with the Chair of the committee to prepare agendas.

Role	Responsibility
	• Organise the smooth running of the committee, including domestic arrangements. • Prepare the presentation of relevant documentation, including the minutes. • Ensure that any actions arising from discussions at meetings are forwarded to relevant parties for prompt action and that appropriate agendas and reports are prepared.
Representative Members	• Seek to act as a pro-active channel of communication between the area that they formally represent in their committee role and the Committee(s) that they are members of. This can include seeking the views of others, providing updates back to their representative area, where relevant, on business transacted at the Committee and feeding back to the Committee the relevant group's comments.

4 Accessibility

4.1 Wrexham University strives to be a supportive and trauma-informed university in the design and operation of all our processes and procedures. If you need adjustments to access this procedure or have any other comments to make on the accessibility, wording or any part of this procedure, please do email us on quality@wrexham.ac.uk.

Appendix 1 – Academic Board Terms of Reference

Academic Board

Terms of reference

1. To act in accordance with the University's Standing Orders.
2. To report to the Board of Governors and, on its behalf, establish such Academic Regulations, Rules, Standing Orders, Policies, and Procedures as are necessary to govern the University's academic activities. This includes maintaining academic standards, ensuring quality assurance and enhancement of learning and teaching, and supporting the student experience, including collaborative provision. Ethical considerations arising from teaching, research, or other academic activities shall also be taken into account.
3. To establish provisions governing the criteria for student admission, the assessment and examination of academic performance, and the conferment of awards and honorary academic titles.
4. To approve policies and procedures that support and embed research and enterprise activities within the University, aligned with academic priorities and the overarching University strategy.
5. To develop and oversee the University's academic Strategies and Plans in accordance with the Strategic Framework, receiving regular reports on progress towards its objectives.
6. To consider the development of the University's academic activities and the resources required to support them, particularly in relation to the review and enhancement of the academic portfolio; and to advise the Vice-Chancellor and the Board of Governors accordingly.
7. To ensure that periodic internal audits and reviews are conducted to maintain academic standards and the quality of provision.
8. To determine, following consultation with the Board of Governors and student representatives, procedures for the suspension or termination of students' studies on academic grounds; and to advise the Board on rules concerning student conduct, including procedures for suspension and expulsion on disciplinary grounds.
9. To oversee the development of the University's Welsh-medium provision in line with the Welsh Language Strategy and in collaboration with Y Coleg Cymraeg Cenedlaethol and its University branch. Confirmed Branch Meeting Minutes are to be reported as a paper to Academic Board.

10. As provided in the Instrument and Articles of Government, to nominate, at the request of the Clerk to the Board of Governors, up to two members of the University's teaching staff for membership on the Board of Governors.
11. In accordance with the Articles of Government, to establish such committees as deemed necessary to fulfil the responsibilities of the Academic Board. The composition and terms of office for such committees shall be determined by the Academic Board. All committees shall report regularly to the Academic Board on actions taken and decisions made ("matters for report") and refer any "matters for recommendation" for consideration and/or approval. The Academic Board shall review all "matters for report" and may endorse or amend decisions as appropriate.

Membership

Vice-Chancellor and Chief Executive (Chair)
Deputy Vice-Chancellor (Vice Chair)
Associate Dean (Academic Affairs) for FSLS
Associate Dean (Enterprise, Partnerships and Employability) for FSLS
Associate Dean (International and Partnerships) for FACE
Associate Dean (Quality and Student Experience) for FACE
Associate Dean (Research) for FACE
Associate Dean (Research) for FSLS
Associate Dean (Student Engagement) for FSLS
Associate Pro-Vice Chancellor Academic Development
Dean of Faculty for Arts, Computing and Engineering (FACE)
Dean of Faculty for Social and Life Sciences (FSLS)
Director of Strategic Planning and Student Administration
Executive Director of Operations
Head of Academic Partnerships
Head of Quality
Head of Welsh Medium Provision
Interim Dean of Faculty for the Business School
President of the Students Union
Pro Vice-Chancellor for External Engagement and Partnerships
Pro Vice-Chancellor Research
Professional Services Staff Representative
Research Representative for FACE
Research Representative for FSLS
Student Representative x 2
Teaching Staff Representatives for FACE x 2
Teaching Staff Representatives for FSLS x 3
Clerk / Secretary

In attendance

The Committee can co-opt additional members as required for specific purposes.

Period of appointment

Research, Teaching Staff and Professional Service Representatives are appointed for a period of three years.

Student Representatives are appointed for 1 year but can be extended with the approval of the Committee Chair.

Operation

Quoracy

The quoracy requirements shall be half of the current members. In case of an equal vote, the Chair shall have the casting vote.

Frequency of meetings

Meetings are held four times a year. Further meetings can be held more frequently as business requires.

Decision-making outside of meetings

In exceptional circumstances, decisions may be made by the Chair acting independently. All such actions must be centrally recorded and reported in the Chair's report at the next meeting.

Decisions may also be made via circulation. In these cases, all members must be included in the circulation, and a decision will be considered valid if at least one-third of the current members agree.

Reports to

Board of Governors

Sub-structure

- Academic Partnerships Committee
- Academic Portfolio Development Committee
- Quality and Standards Committee
- Research Committee
- Student Experience and Opportunities Committee

Appendix 2 – Academic Partnerships Committee Terms of Reference

Academic Partnerships Committee

Terms of reference

1. To review proposals for new academic partnerships in relation to quality and financial indicators and make recommendations to the Vice-Chancellor's Executive Team.
2. To evaluate and approve articulation and progression arrangements with academic partners.
3. To consider and authorise the establishment of new or additional partner delivery sites.
4. To address concerns arising from the scrutiny of academic partnerships and, where appropriate, report such matters to the Academic Board.
5. To approve Academic Partnership Internal Review (APIR) reports and associated action plans, and to monitor their implementation until completion.
6. To review the annual overview and individual Academic Partner Annual Reports, identifying and responding to any areas of concern.
7. To consider and act upon matters arising from Academic Link engagement with academic partners.
8. To receive reports on quality assurance activities related to academic partner provision, including validation, re-validation, modification, suspension, and withdrawal of programmes and modules.
9. To scrutinise annual audit reports of academic partner published materials, identifying issues and initiating appropriate actions.
10. To report regularly to the Academic Board on the Committee's activities and progress.

Membership

Associate Pro Vice-Chancellor (Chair)

Director of Strategic Planning and Student Administration (Vice Chair)

Academic Link Representatives x 2

Academic Staff Representative for FACE x 2

Academic Staff Representative for FSLs x 2

Associate Dean (Enterprise, Partnerships and Employability) for FSLs

Associate Dean (International and Partnerships) for FACE

Head of Academic Partnerships
Head of Quality
International Development Manager
Legal Services Manager
Partnerships Development and Liaison Manager
Partnerships Quality Manager
Pro Vice-Chancellor for External Engagement and Partnerships
Students Union Representative
Student Representative x 2
Clerk / Secretary

In attendance

The Committee can co-opt additional members as required for specific purposes.

Period of appointment

Academic Link and Academic Staff Representatives are appointed for a period of three years.

Student Representatives are appointed for 1 year but can be extended with the approval of the Committee Chair.

Operation

Quoracy

The quoracy requirements shall be half of the current members. In case of an equal vote, the Chair shall have the casting vote.

Frequency of meetings

Meetings are held four times a year. Further meetings can be held more frequently as business requires.

Decision-making outside of meetings

In exceptional circumstances, decisions may be made by the Chair acting independently. All such actions must be centrally recorded and reported in the Chair's report at the next meeting.

Decisions may also be made via circulation. In these cases, all members must be included in the circulation, and a decision will be considered valid if at least one-third of the current members agree.

Reports to

Academic Board

Sub-structure

- Academic Partner Strategic Oversight Groups
- Academic Partner Operational Working Groups

Appendix 3 – Academic Development Portfolio Committee Terms of Reference

Academic Portfolio Development Committee

Terms of reference

1. To consider proposals for new programmes, programme suspensions and programme withdrawals following approval at Faculty level.
2. To review proposals against the agreed criteria and determine whether they should proceed, noting that a decision not to proceed may include a request for further development and resubmission.
3. To evaluate proposals for substantive programme changes, particularly where there are significant implications for student numbers, staffing or infrastructure. Such proposals may be submitted as new programmes with the existing programme withdrawn.
4. To assess proposals against the established criteria and decide whether to approve or request further revision prior to resubmission.
5. To consider the strategic viability of proposals, including alignment with the University's Vision and Strategy, contribution to market and economic development needs, and fulfilment of strategic objectives relating to the Welsh language.
6. To assess the financial viability of proposals, taking into account all delivery costs, including staffing, and projected income such as tuition fees.
7. To evaluate the demands placed on institutional infrastructure, including physical, digital, administrative and marketing resources.
8. To confirm and approve key programme information, including start dates, course fees and entry requirements.
9. To operate within the University's planning cycle while retaining the flexibility to fast-track decisions where there is a clear business need and relevant criteria are met.
10. To provide regular reports to Academic Board on the work and progress of the Committee.

Membership

Deputy Vice-Chancellor (Chair)

Director of Strategic Planning and Student Administration (Vice Chair)

Associate Pro-Vice Chancellor Academic Development

Dean of Faculty for Arts, Computing and Engineering (FACE)

Dean of Faculty for Social and Life Sciences (FSLs)
Director of Marketing and Recruitment
Executive Director of Finance
Executive Director of Human Resources
Executive Director of Operations
Pro Vice-Chancellor for External Engagement and Partnerships
Pro Vice-Chancellor Research
Head of Academic Partnerships
Head of Quality
Head of Welsh Medium Development
Clerk / Secretary

In attendance

The Committee can co-opt additional members as required for specific purposes.

Period of appointment

NA

Operation

Quoracy

The quoracy requirements shall be half of the current members. In case of an equal vote, the Chair shall have the casting vote.

Frequency of meetings

Meetings are held six times a year. Further meetings can be held more frequently as business requires.

Decision-making outside of meetings

In exceptional circumstances, decisions may be made by the Chair acting independently. All such actions must be centrally recorded and reported in the Chair's report at the next meeting.

Decisions may also be made via circulation. In these cases, all members must be included in the circulation, and a decision will be considered valid if at least one-third of the current members agree.

Reports to

Academic Board

Sub-structure

NA

Appendix 4 – Quality and Standards Committee Terms of Reference

Quality and Standards Committee

Terms of reference

1. To support the implementation of the University's Vision and Strategy by considering matters relating to academic quality and standards, and to make recommendations to Academic Board as appropriate.
2. To ensure rigorous oversight and maintenance of the quality assurance framework for all taught programmes, including Degree Apprenticeships and online provision, with reference to external benchmarks such as the QAA, Professional, Statutory and Regulatory Bodies (PSRBs), and sector-wide performance indicators.
3. To consider annually proposals for amendments to the Academic Regulations, Fee Regulations, and related policies and procedures, and to make recommendations for changes to Academic Board.
4. To consider proposals for derogations from the University's Academic Regulations and report outcomes to Academic Board.
5. To be responsible to Academic Board for the management, evaluation and development of the validation, re-validation and programme modification processes for all award-bearing programmes delivered by the University and its academic partners. This includes the approval of new and validated modules for stand-alone delivery.
6. To oversee the Continuous Monitoring and Enhancement process, including the consideration of Faculty Overview Reports.
7. To consider matters raised by external examiners and reports on PSRB accreditations.
8. To consider and approve, as appropriate, programme-level Advanced Standing mapping applications, enabling advanced entry to undergraduate and taught postgraduate programmes for applicants who meet specified conditions.
9. To support Academic Board in relation to internal and external audits, reviews and consultations concerning the quality and standards of the University's taught provision.
10. To provide regular reports to Academic Board on the work and progress of the Committee, including an annual summary of good practice, areas of concern and actions taken arising from quality assurance processes.

Membership

Deputy Vice-Chancellor (Chair)
Head of Quality (Vice Chair)
Academic Staff Representatives for FACE x 2
Academic Staff Representatives for FSLS x 2
Acting Head of Faculty Business Management
Associate Dean (Academic Affairs) for FSLS
Associate Dean (Enterprise, Partnerships and Employability) for FSLS
Associate Dean (International and Partnerships) for FACE
Associate Dean (Quality and Student Experience) for FACE
Associate Dean (Research) for FACE
Associate Dean (Research) for FSLS
Associate Dean (Student Engagement) for FSLS
Associate Pro-Vice Chancellor Academic Development
Business Development Partner, Enterprise
Degree Apprenticeships programme Leader
Director of Strategic Planning and Student Administration
Head of Academic Partnerships
Head of Careers and Employability
Head of Welsh Medium Provision
Interim Dean of Faculty for the Business School
Learning and Digital Support Manager
Quality and Regulations Manager
Quality Manager
Students Union Representative
Student Representatives for FACE undergraduate programmes
Student Representatives for FACE postgraduate programmes
Student Representatives for FSLS undergraduate programmes
Student Representatives for FSLS postgraduate programmes
Clerk / Secretary

In attendance

The Committee can co-opt additional members as required for specific purposes.

Period of appointment

Academic Staff Representatives are appointed for a period of three years.

Student Representatives are appointed for 1 year but can be extended with the approval of the Committee Chair.

Operation

Quoracy

The quoracy requirements shall be half of the current members. In case of an equal vote, the Chair shall have the casting vote.

Frequency of meetings

Meetings are held four times a year. Further meetings can be held more frequently as business requires.

Decision-making outside of meetings

In exceptional circumstances, decisions may be made by the Chair acting independently. All such actions must be centrally recorded and reported in the Chair's report at the next meeting.

Decisions may also be made via circulation. In these cases, all members must be included in the circulation, and a decision will be considered valid if at least one-third of the current members agree.

Reports to

Academic Board

Sub-structure

- Academic Integrity Committees of Enquiry
- Module and Award / Progression Boards
- Validation and Re-validation Panels

Appendix 5 – Research Committee Terms of Reference

Research Committee

Terms of reference

1. To advise the Vice-Chancellor and Executive Group on research activities, including the recommendation of Key Performance Indicators (KPIs) to support the research objectives within the University's Strategic Plan, and to monitor progress against strategic targets and research impact.
2. To monitor the performance of the University's research degree programmes through an annual report, including data on enrolment, progression, withdrawal and completion of candidates, covering both taught and research components of Professional Doctorate programmes, and to ensure that procedures for registration, monitoring and examination are applied appropriately.
3. To serve as a forum for identifying and disseminating good practice in research across the University, and to consult with Faculties on related matters. This includes overseeing the development and delivery of research methodology training for new research degree candidates, transferable skills development for all candidates, training for research supervisors, and the University's implementation of the Concordat to Support the Career Development of Researchers.
4. To oversee the University's implementation of the Concordat to Support Research Integrity, including the work of the Research Ethics Sub-Committee.
5. To ensure that relevant regulations and codes of practice, particularly the UK Quality Code for Higher Education, are fully considered in the development of research degree programmes.
6. To ensure that effective mechanisms, including Student Voice and surveys, are in place to gather student feedback on research provision, and to monitor the University's responses to such feedback.
7. To determine the standards, policies and procedures governing the inclusion of research outputs in the University's Research Repository, and to receive an annual report from the Head of Research Services on repository activity.
8. To consider and approve draft University responses to consultation papers on research and scholarship issued by external bodies such as Funding Councils, the University of Wales, the University of Chester, QAA and Research Councils, and to report on such responses as appropriate.

9. To provide regular reports to Academic Board, in line with the Committee's terms of reference, including updates on sub-committee activity and periodic evaluations of the Committee's effectiveness. The Committee shall also participate in any broader effectiveness reviews of Academic Board, as required.
10. To recommend to Academic Board the development and implementation of policies and procedures that support and embed research activity across the University.

Membership

Pro Vice-Chancellor Research (Chair)

To be determined (Vice-Chair)

Associate Dean (Research) for FACE

Associate Dean (Research) for FSLS

Academic Staff Representative for FACE

Academic Staff Representative for FSLS

OpTIC Site Director

Pro Vice-Chancellor for External Engagement and Partnerships

Postgraduate Research Student Representative

Postgraduate Research Student Representative (also a member of Academic Staff)

Researcher Development Tutor

Research Staff Representative

Strategic Planning and Student Administration Representative

Students' Union Representative

Co-opted members x 2

Clerk / Secretary

In attendance

The Committee can co-opt additional members as required for specific purposes.

Period of appointment

Research, Teaching Staff and Professional Service Representatives are appointed for a period of three years.

Student Representatives are appointed for 1 year but can be extended with the approval of the Committee Chair.

Operation

Quoracy

The quoracy requirements shall be half of the current members. In case of an equal vote, the Chair shall have the casting vote.

Frequency of meetings

Meetings are held four times a year. Further meetings can be held more frequently as business requires.

Decision-making outside of meetings

In exceptional circumstances, decisions may be made by the Chair acting independently. All such actions must be centrally recorded and reported in the Chair's report at the next meeting.

Decisions may also be made via circulation. In these cases, all members must be included in the circulation, and a decision will be considered valid if at least one-third of the current members agree.

Reports to

Academic Board

Sub-structure

- University Research Degrees Sub-Committee
- University Research Ethics Committee

Appendix 6 – Student Experience and Operations Committee Terms of Reference

Student Experience and Opportunities Committee

Terms of reference

1. Purpose

The Student Experience and Opportunities Committee supports the delivery of the Wrexham 2030 Strategy by ensuring that student journey is central to institutional development. The Committee is guided by the University values of Excellence, Inclusion, Collaboration, Transformation, and Sustainability. It is established to provide strategic oversight, assurance, and guidance on all matters relating to the student experience at Wrexham University.

2. Reporting Line

The Committee reports to the Academic Board of Wrexham University. Where appropriate, matters will also be referred to the Vice Chancellor's Executive Team (VCET).

3. Responsibilities

The Committee will oversee and provide strategic direction in the following areas:

- Consideration of matters relating to the student experience and opportunities, making recommendations to Academic Board as appropriate.
- To develop and implement learning, teaching and assessment plans to deliver excellence and innovation in alignment with the Wrexham 2030 strategy.
- To ensure robust oversight of the student experience at Wrexham University and to implement actions that enhance the quality of learning opportunities, support student retention, and improve student satisfaction
- To review and respond to student feedback and the student voice, including module and programme evaluations, student representation, Student Voice Fora, Students' Union feedback, and outcomes from national surveys such as National Student Survey (NSS), Postgraduate Taught Experience Survey (PTES), Postgraduate Research Experience Survey (PRES), and International Student Barometer (ISB)
- To receive and consider updates on key areas including employability, inclusion and transition, student support, retention, and Welsh medium provision.
- To provide regular reports to Academic Board on the work and progress of the Committee, including an annual summary of key developments, student feedback themes and actions taken.
- To provide reports to VCET on the work and progress of the Committee as appropriate.

4. Membership

The Committee will be chaired by a member of VCET and include the following membership:

- Deputy Vice Chancellor (Chair)
- Associate PVC Academic Development (Vice Chair)
- Executive Director Operations
- Associate Dean (Student Engagement) FSLs
- Associate Dean (Enterprise, Partnerships and Employability) FSLs
- Associate Dean (Quality and Student Experience) FACE
- Associate Dean (International and Partnerships) FACE
- Interim Dean of Business School
- Director of Planning and Student Administration
- Head of Welsh Medium Development
- Quality and Regulation Manager
- President of Wrexham Students Union

Additional members may be co-opted as required for specific expertise.

The Clerk to the Committee will be a member of the Vice Chancellor's Office.

5. Meetings

- The Committee will meet **at least four times per year**.
- Extraordinary meetings may be convened as necessary.
- A quorum will consist of **50% of the membership**, including the Chair or their nominee.

6. Decision-making outside of meetings

- In exceptional circumstances, decisions may be made by the Chair acting independently. All such actions must be centrally recorded and reported in the Chair's report at the next meeting.
- Decisions may also be made via circulation. In these cases, all members must be included in the circulation, and a decision will be considered valid if at least one-third of the current members agree.

6. Sub-structure

- Student Retention sub-committee
- Student Voice Forums
- Widening Access sub-committee

7. Review

These Terms of Reference will be reviewed **annually** to ensure continued relevance and alignment with the Wrexham 2030 Strategy.