Academic Governance Policy

2024/25

Contents

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.'

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 six committees and a sub-structure which extends to Faculty and subject level as follows:
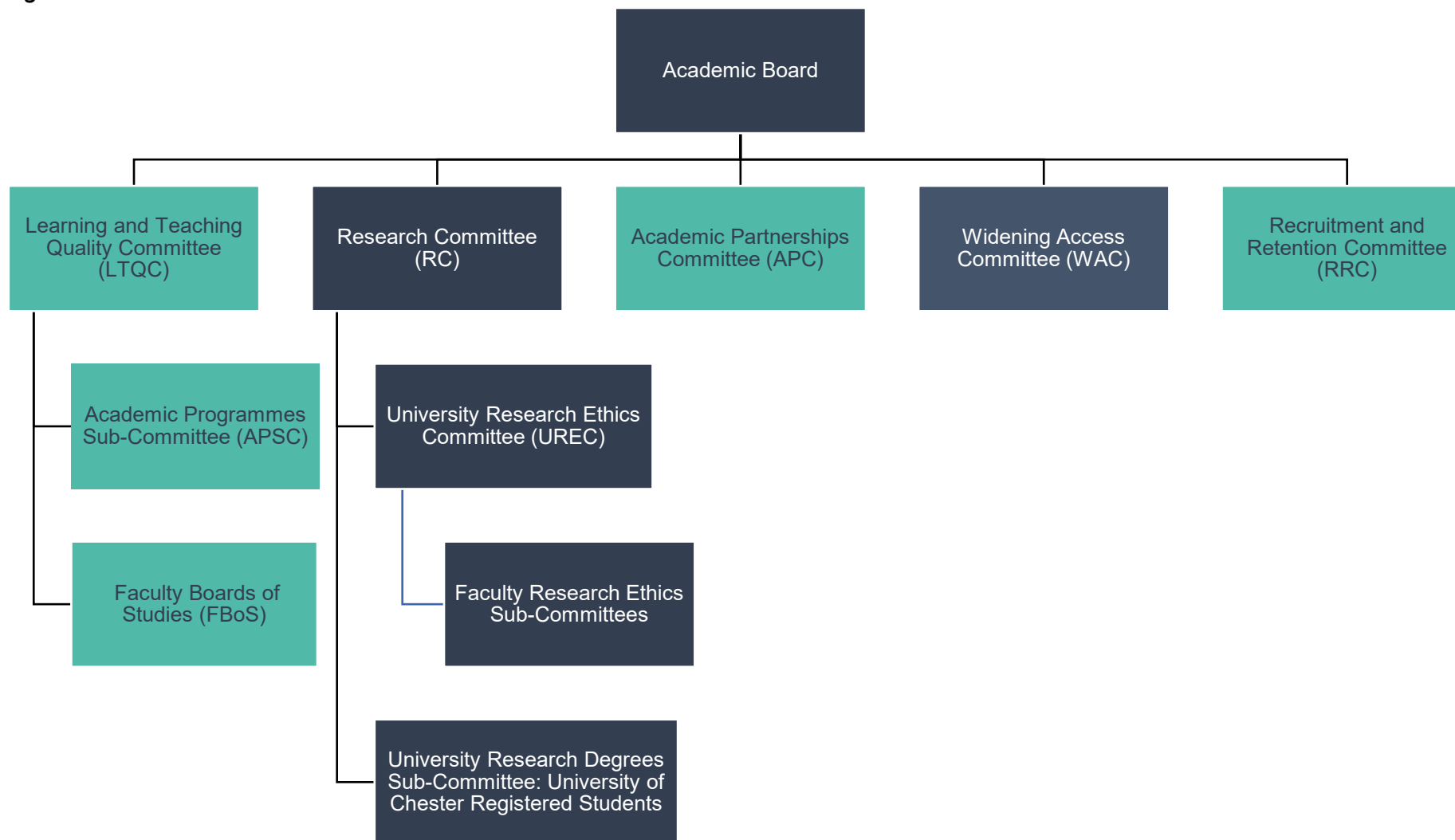
Academic Board
- Learning and Teaching Committee (LTQC)   - Academic Programme Sub-Committee (APSC)   - Faculty Board of Studies   - Academic Partnerships Committee (APC)   - Research Committee   - University Research Ethics Committee (UREC)   - University Research Degrees Sub-Committee: University of Chester Registered Students   - Widening Access Committee (WAC)   - Recruitment and Retention Committee (RRC)

2.2 Membership Articles (approved by Privy Council)

i. There shall be an Academic Board of no more than thirty members, comprising the Vice-Chancellor (who shall be the Chair) and such other numbers of staff and students as may from time to time be approved by the Board of Governors.

   a. The Vice-Chancellor may nominate a Deputy Chair from among the members of Academic Board to take the chair in their place.

   b. The period of appointment of members and the selection or election arrangements shall be subject to the approval of the Board of Governors.

ii.   Taken together, the following categories should comprise at least half the total actual membership of the Board:

    a. Academic Provost (or equivalent)

    b. Academic Directors (or equivalent posts)

    c. Heads of Academic Subjects

iii.   The remaining members shall include:

    a. Not less than four teaching staff (other than Heads of Subject)

    b. Not less than 2 Heads of Research Units

    c. Not less than one member of non-teaching staff

    d. Not less than one student

iv.   The membership may include co-opted members.

Figure 1: Academic Governance Structure

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                              │    Academic Board    │
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│ Learning and  │ │  Research    │ │  Academic    │ │  Widening    │ │ Recruitment  │
│   Teaching    │ │  Committee   │ │ Partnerships │ │   Access     │ │ and          │
│   Quality     │ │    (RC)      │ │ Committee    │ │ Committee    │ │ Retention    │
│ Committee     │ │              │ │   (APC)      │ │   (WAC)      │ │ Committee    │
│   (LTQC)      │ │              │ │              │ │              │ │   (RRC)      │
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Academic Board

Learning and Teaching Quality Committee (LTQC)

Research Committee (RC)

Academic Partnerships Committee (APC)

Widening Access Committee (WAC)

Recruitment and Retention Committee (RRC)

Academic Programmes Sub-Committee (APSC)

University Research Ethics Committee (UREC)

Faculty Boards of Studies (FBoS)

Faculty Research Ethics Sub-Committees

University Research Degrees Sub-Committee: University of Chester Registered Students

3. General Principles

3.1   All Committees should act within their agreed terms of reference and within the University's Instrument and Articles of Government.

3.2   They should provide reports or make recommendations as specified within their terms of reference.

3.3   Membership of all Committees include the ex-officio members (by virtue of role) and standing members (nominated or elected for a term of office) as determined in their approved Terms of Reference.

3.4   Where there is a vacant role on a committee it is the responsibility of the Senior Manager within the area of representation to appoint a suitable staff member, for example a Faculty role would be the responsibility of the Dean.

3.5   Membership of Academic Board and its committees shall include provision for no more than three co-opted members to Academic Board and no more than two to each of its committees.

3.6   Committee Chairs may require student members to withdraw in the event of reserved business being included on the agenda for any Committee meeting.

3.7   The period of office of all Committee members shall be as determined in the approved Terms of Reference for the relevant Committee. However, where no provisions are specified, the normal period of office for members of Academic Board and its committees is three years, except where individuals are 'ex-officio' members.

3.8   Periods of office may be extended for one additional year. Extension requests must be approved by the Chair of the relevant Committee.

3.9   Following a term of office and any optional extension a full term of office (ie 3 years) must elapse before that person will become re-eligible for appointment.

3.10   The Chair of Academic Board shall be the Vice Chancellor and accordingly, this position is a permanent one.

3.11   All members of Committees are expected to act in accordance with the Roles and Responsibilities of Members of Committees.

3.12   Attendance will be monitored by the Chair and members whose attendance is a cause for concern will be reported to the Chair of the relevant committee.

3.13   The annual schedule of meetings is published in advance of the new academic year and included in the Academic Calendar to ensure that all staff; together with student members of Committees, have advance notice of the dates of Committees.

3.14   All members of Committees are expected to note the scheduled dates in their own diaries and to avoid, wherever possible, clashes with other meetings throughout the year. The dates of additional meetings as may be required shall be determined by the Chair and Secretary and communicated to members.

3.15   Chairs action should only be taken in exceptional circumstances, examples include:

i.   Where it relates to routine business which would not have merited discussion at a Board or Committee meeting; or

ii.   Matters are judged too urgent and important to await the next meeting of the Board or Committee and where there is insufficient time to call a special meeting.

3.16   All Committees may agree as part of their Terms of Reference to permit their Chair (or nominee) to take decisions on urgent matters in between formally calendared meetings, provided they make a formal report on all such actions at the next full Committee meeting.

3.17   Any action taken by the Chair in this way (or in their absence the Vice Chair) shall be reported to the next meeting of the Board or Committee, with an accompanying rationale for the action.

3.18   All Committees are entitled to conduct urgent matters of business by circulation if such matters cannot be delayed for discussion/decision at the next meeting. The Secretary shall ensure that a full report on business conducted by circulation is provided at the next full meeting.

3.19   All Committees are entitled to establish Task and Finish Groups to accomplish specified tasks within defined timescales; the membership, remit, timescale for existence and reporting mechanisms for the Task and Finish Group are to be specified at the time of its instigation.

3.20   Where the work of the subcommittee requires the establishment of a standing committee of a permanent nature, a proposal must be submitted for the approval of Academic Board, providing a detailed rationale, including the proposed remit and membership of the standing committee.

3.21   The papers for meetings of Committees shall be circulated sufficiently in advance of the meeting to allow members to consider them. All papers shall be presented in the agreed style.

3.22   The minutes of all meetings shall be circulated in draft format to all members for their comments and once such comments have been incorporated shall be published as "draft unconfirmed".

3.23   When the minutes have been formally agreed as an accurate record at the next meeting of the Committee, they shall be published as being the agreed minutes for that meeting.

3.24   At least once every two years, every Committee shall undertake a self-critical evaluation of its effectiveness and shall report on the outcomes to the relevant senior committee and include action plans to address any issues raised by its members.

3.25   Meetings must be quorate in order to proceed, the quoracy is detailed within the individual terms of reference.

3.26   Academic Board operates by taking majority decisions at quorate meetings. Therefore, a decision of the Board, even when it is not unanimous, is a decision taken by the members collectively.

4. Roles and Responsibilities

Role	Responsibility
All	i. Play a pro-active part in all aspects of the Committee's work. ii. Ensure they are clear regarding the capacity in which they attend the Committee. iii. 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 so that apologies can be noted and any potential problem of quoracy identified. iv. 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. v. 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. vi. Speak to any papers that they have presented or that the Faculty 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. vii. Act as a pro-active channel to spread good practice, feeding to and from the Committee and the Faculty represented. viii. 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	i. 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.

Role	Responsibility
Clerk / Secretary	i. Ensure that the committee acts in accordance with its Terms of Reference; ii. 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; iii. Advise members on matters of protocol with regard to the Standing Order: Conduct of Committees and general University procedures; iv. Liaise with the Chair of the committee to prepare agendas; v. Organise the smooth running of the committee, including domestic arrangements; vi. Prepare the presentation of relevant documentation, including the minutes; vii. 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.
Standing members	i. Seek to act as a pro-active channel of communication between the Faculty 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 the Faculty, where relevant, on business transacted at the Committee and feeding back to the Committee the relevant group's comments.

5. Glossary of Terms

Term	Definition
Advisory Groups	Permanent groups established by Academic Board or its committees to advise on specific work, with approved Terms of Reference and membership.
'By Invitation' Committee Attendee	Person invited to all meetings and provided with the meeting papers for information. These attendees will not be taken into account for voting or quorum purposes.
Committees	Formal committees reporting directly to Academic Board with approved Terms of Reference and membership.
Co-opted Committee Member	Member identified by the Committee who can make a constructive contribution to enable the committee to fulfil its responsibilities and Terms of Reference. Co-opted members are full members with voting rights and contribute to the quorum. Academic Board can have no more than 3 co-opted members.

Term	Definition
	Committees of Academic Board can have no more than 2 co-opted members. Any committee of Academic Board must make recommendations for approval of co-opted members to Academic Board.
Ex-officio Committee Member	Member by virtue of role / appointment at WU. Remain a committee member for as long as they continue to occupy the position(s).
Observer	Person invited by the Committee to attend its meetings: not a member of the Committee. Should not contribute to discussion except at the invitation of the Committee. No voting rights. Can be required to withdraw from the meeting by the Chair.
Sub-Committees	Permanent subordinate-committees of Academic Board committees with approved Terms of Reference and membership, reporting to the parent committee.
Standing Committee Member	Nominated or elected for a term of office in accordance with Articles, Ordinances, Regulations or Resolutions as applicable.

6. Accessibility

6.1   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.

7. Terms of Reference

ACADEMIC BOARD TERMS OF REFERENCE AND MEMBERSHIP

The University's Articles of Government (approved by the Privy Council when the University was established in 2008), specify the responsibilities of Academic Board as cited below:

The Academic Board
Subject to the provisions of these Articles, to the overall responsibility of the Board of Governors, and to the responsibilities of the Vice Chancellor, the Academic Board shall be responsible for:

(i)   general issues relating to the research, scholarship, teaching and courses at the University, including criteria for the admission of students; the appointment and removal of internal and external examiners; policies and procedures for the assessment and examination of the academic performance of students; the content of the curriculum; academic standards and the validation and review of courses; the procedures for the award of qualifications, honorary academic titles; and the procedures for the expulsion of students for academic reasons. Such responsibilities shall be subject to the requirements of validating and accrediting bodies;

(ii)   considering the development of the academic activities of the University and the resources needed to support them and for advising the Vice Chancellor and the Board of Governors thereon; and

(iii)   advising on such other matters as the Board of Governors or the Vice Chancellor may refer to the Academic Board.

The Academic Board may establish such committees as it considers necessary to enable it to carry out its responsibilities, provided that each establishment is first approved by the Vice Chancellor and the Board of Governors. The number of members of any such Committee and the terms on which they are to hold and vacate office shall be determined by the Academic Board."

Terms of Reference
The Articles of Government specify the responsibilities of an Academic Board for the University.

In furtherance of the responsibilities set out in the Articles, and in accordance with the Board of Governors' responsibilities for determining the educational character and mission for the University, the Board of Governors has determined the following Terms of Reference for Academic Board.

1. Acting in accordance with the University Standing Orders.

2. Reporting to the Board of Governors, to establish on behalf of the Board of Governors, such Academic Regulations, Rules, Standing Orders, Policies and Procedures as are required to govern the University's academic activities and to maintain academic standards, quality assurance and enhancement of learning and teaching opportunities and the student experience including collaborative provision, taking into account ethical issues arising from teaching, research or other University academic activities.

3. These shall include provisions governing the criteria for the admission of students, the appointment and removal of internal and external examiners, assessment and examination of the academic performance of students, and the conferment of awards and honorary academic titles.

4. To approve new academic collaborative partner programme delivery in accordance with the University's Academic Quality framework and ensure the academic standards and quality of such provision.

5. To approve policies and procedures to support and embed research and enterprise activity in the University related to the academic endeavour and in the context of the overall University strategy;

6. To develop the University's Strategies and Plans in accordance with the University's Strategic Framework, receiving regular reports on progress made towards achieving the Framework.

7. To consider the development of the academic activities of the University and the resources needed to support them, in the context of the University's Strategic Plan with particular reference to the review and development of the University's academic portfolio; and to advise the Vice-Chancellor and Board of Governors thereon. To approve the introduction of new subject areas into the University's portfolio. To approve new programmes and their collaborative delivery.

8. To ensure that periodic internal audits and reviews are undertaken in order to ensure that academic standards and quality of provision are being maintained.

9. To determine, after consulting the Board of Governors and representatives of students, procedures for the suspension or termination of students' studies for academic reasons; and to advise the Board of Governors on rules with respect to the conduct of students, including procedures for suspension and expulsion on disciplinary grounds.

10. To determine the development of the University's Welsh Medium provision in line with the University's Welsh Language strategy and the University's relationship with Y Coleg Cymraeg Cenedlaethol and its branch at the University.

11. As provided in the Instrument and Articles of Government, to nominate on the request of the Clerk to the Board of Governors, up to two members of the University's teaching staff to the membership of the Board of Governors. Academic Board shall report to the Board of Governors at each meeting of the Board;

12. In accordance with the Articles of Government to establish such committees as Academic Board considers necessary to enable it to carry out its responsibilities, provided that each establishment is first approved by the Vice-Chancellor and the Board of Governors. The number of members of any such committee and the terms on which they are to hold and vacate office shall be determined by Academic Board. In accordance with their terms of reference, all committees established shall provide regular reports to Academic Board

detailing actions taken and decisions made in respect of "matters for report" and shall refer any "matters for recommendation" to Academic Board for its consideration and/or approval. Academic Board shall review all "matters for report" and may endorse or amend decisions, as appropriate.

13. The Chair shall be authorised to take such executive action as may be necessary to expedite urgent business between meetings, provided that a report of such action is provided to Academic Board.

Frequency of Meetings

Academic Board shall meet no less than three times in each Academic Session.

Membership Composition

Academic Board Membership			
	Vice Chancellor & Chief Executive *(who shall be Chair)*	1	Prof Joe Yates
	Deputy Vice-Chancellor *(Vice Chair)*	3	Prof Paul Davies
	Pro-Vice Chancellor Partnerships (UK & International)		TBD
	Pro-Vice Chancellor Research		Prof Richard Day
	Associate Pro-Vice Chancellor Academic Development		Dr Steve Butts
	Deans of Faculties	2	
	Arts, Computing and Engineering		Prof Anne Nortcliffe
	Social and Life Sciences		Dr Simon Stewart
	All Associate Deans	8	
	Arts, Computing and Engineering:		
	Associate Dean (Research)		Prof Alec Shepley
	Associate Dean (International & Partnerships)		Dr Shafiul Monir
	Associate Dean (Quality and Student Experience)		Cerys Alonso

	Social and Life Sciences:		
	Associate Dean (Student Engagement)		Dr Caroline Hughes
	Associate Dean (Research)		Prof Mandy Robbins
	Associate Dean (Enterprise, Partnerships & Employability)		Dr Joanne Pike (interim)
	Associate Dean (Academic Affairs)		Dr Sue Horder
	Associate Dean (International)		TBD
	Executive Director of Operations	3	Lynda Powell
	Director of Strategic Planning and Student Administration		James Dawson
	Director of Marketing and Admissions		Helena Eaton
	Research Representatives (nominated by Dean of Faculty)	2	
	Arts, Computing and Engineering		Dr Nataliia Luhyna (Expiry of Term of Office – July 2025)
	Social & Life Sciences		Dr Chelsea Batty (Expiry of Term of Office – Feb 2026)
	Members of the teaching staff of the University, to be elected by the teaching staff according to rules determined by the Board of Governors Five members to be elected from each of the following faculties:	5	
	Arts, Computing and Engineering		Richard Hebblewhite (Expiry of Term of Office – May 2027) Ali Roscoe (Expiry of Term of Office – May 2027)

	Social & Life Sciences		Dr Jo Prescott (Expiry of Term of Office – May 2027) Madeleine Nicholson (Expiry of Term of Office – Aug 2025) Sara Hilton (Expiry of Term of Office – May 2027)
	Member of the operational staff of the University, to be elected by the operational staff according to rules determined by the Board of Governors		Lucy Jones (Expiry of Term of Office – Aug 2025)
	President of the Students' Union Nominee of the President of the Students' Union	2	Maisie Head SU Vice President – Freya Groom
	Co-opted Members (this can be no more than 3)	3	Head of Welsh Medium Provision (Elen Mai Nefydd) Head of Quality (Helen Weller) Head of Partnerships (Kate Cleaver)

By Invitation

Justin Williams   Director of Information Services

Prof Ieuan Ellis   Interim PVC for Strategic Projects

In Attendance

Dr Matt Fraser   Clerk and Secretary to Academic Board
(Quality and Regulation
Manager)

LEARNING AND TEACHING QUALITY COMMITTEE (LTQC)

Status: A committee of Academic Board

Reporting: Reporting to Academic Board and acting in accordance with the Standing Order on the Conduct of Committees

Rationale: To support Academic Board in exercising its responsibility for determining academic policy which ensures the University's quality assurance and maintenance of academic standards, in particular to make recommendations to Academic Board in respect of the maintenance of academic standards and enhancement of the quality of taught provision.

Terms of Reference

Matters for Recommendation to Academic Board

1. Proposal of strategic objectives relating to academic standards, the quality of learning and teaching opportunities and the student experience, e.g. in response to scrutiny of reports and performance indicators. Reports will include an overview of external examiner reports; and an overview of the outcomes of monitoring and review processes for home and partner provision. To make such recommendations to Academic Board as may be necessary consequent upon its consideration of those reports;

2. Major changes to the academic regulatory framework, including derogations from the academic regulations, new awards, regulations, policies and procedures for taught programmes.

Matters for Report (Delegated Powers)

3. To have an oversight of and maintenance of the quality assurance framework for taught programmes, taking into account external reference points (e.g. the QAA, PSRBs and the rest of the sector), reports and performance indicators, including a report from Academic Partnerships Committee on collaborative provision.

4. To consider and approve minor amendments and updates to existing academic regulatory framework, regulations and policies and procedures for taught programmes.

5. To ensure externality of academic quality and standards through the appointment of external examiners for the monitoring of taught programmes and external assessors for programme validation and review.

6. To review and act upon student feedback and respond to the student voice, such as module and programme evaluation, student representation, Student Voice Fora, Students' Union feedback and outcomes of national surveys, including NSS.

7. To monitor the process of internal monitoring and review and validation processes of programmes to ensure maintenance of standards and programme enhancement.

8. To receive notifications of modifications to programmes, new modules and RP(E)L applications, as approved by the Academic Programmes Sub-Committee (APSC).

9. To receive and consider updates on key areas for Welsh Medium, Employability and Inclusion.

10. To receive and consider Academic Link annual reports and action plan generated by Academic Partnerships Committee (APC) as a standing annual item to identify appropriate actions.

11. To receive and consider reports and recommendations from Faculty Boards.

12. To provide for Academic Board:

- a regular evaluation of the committee's effectiveness, participating in any effectiveness review of Academic Board, as appropriate;

- regular reports (as appropriate) consistent with its terms of reference, including information with regard to its standing committees;

13. To authorise the Chair to take such executive action as may be necessary to expedite urgent business in between meetings, provided that the Chair is content that the full Committee would approve the decision and that a report of such action is provided to the committee.

Membership Composition (LTQC)

Deputy Vice Chancellor (Chair)

Pro Vice-Chancellor Partnerships (UK & International)

Director of Strategic Planning and Student Administration

Associate Pro Vice-Chancellor, Academic Development (Vice Chair)

Associate Dean Academic Affairs (FSLS)

Associate Dean Student Engagement (FSLS)

Associate Dean (International) (FSLS)

Associate Dean (International and Partnerships) (FACE)

Associate Dean (Quality and Student Experience) (FACE)

Head of Quality

Head of Partnerships

Partnerships Quality Manager

Head of Welsh Medium Development

Careers and Employability Manager Inclusion Manager

Digital Learning Manager

Students' Union President or nominee

Chair of Academic Programmes Sub-committee

External Member

Student Representatives (2)

By Invitation

Student Administration Manager

Other university staff for specific items as determined by the Chair

In attendance
Clerk/ Secretary: Quality Manager

Frequency of Meetings

Four times per year – October, January, April and July.

LTQC membership	
Deputy Vice Chancellor (Chair)	Dr Paul Davies
Pro Vice Chancellor Partnerships (UK & International)	TBD
Director of Strategic Planning and Student Administration	James Dawson
Associate Pro Vice-Chancellor, Academic Development	Dr Steve Butts (Vice Chair)
Associate Dean Academic Affairs (FSLS)	Dr Sue Horder
Associate Dean Student Engagement	Dr Caroline Hughes
Associate Dean, International (FSLS)	
Associate Dean (International and Partnerships) (FACE)	Dr Shafiul Monir
Associate Dean (Quality and Student Experience) (FACE)	Cerys Alonso
Academic Staff member nominated by the Dean of Faculty (up to three from each Faculty) Faculty of Arts, Computing and Engineering	
	TBD Adele Harker *(Expiry of Term of Office – August 2026)* TBD
Faculty of Social and Life Sciences	Julian Ayres *(Expiry of Term of Office – May 2026)* Nina Patterson *(Expiry of Term of Office – August 2026)* Lauren Salisbury *(Expiry of Term of Office – August 2026)*

Students' Union President or nominee	Maisie Head SUP
Student Representatives	TBD TBD
Chair of Academic Programmes Sub- committee	Dr Steve Butts
Head of Partnerships	Kate Cleaver
Head of Quality	Helen Weller
Partnerships Quality Manager	Jo Corless
Head of Welsh Medium Academic Development	Elen Mai Nefydd
Digital Learning Manager	TBD
External Member	Vacant
Co-opted Members (no more than 2) Careers and Employability Manager Inclusion Manager	Lucy Jones Sarah Roberts
BY INVITATION	
Student Administration Manager	Ste Clegg
Clerk/ Secretary	Katie Davies (Quality Manager)

ACADEMIC PROGRAMMES SUB-COMMITTEE (APSC)

Status: A sub-committee of the Learning and Teaching Quality Committee

Reporting: Reporting to Learning and Teaching Quality Committee and acting in accordance with the Standing Order on the Conduct of Committees

Rationale: To advise the Learning and Teaching Quality Committee regarding the outcomes of PSRB events and the response of programme teams to reports; to support LTQC in considering the overview of annual monitoring reports; and to consider proposed major and minor amendments to programmes on behalf of LTQC; and to advise LTQC regarding the quality of undergraduate and taught postgraduate provision offered by the University.

Terms of Reference

Matters for recommendation to learning and teaching quality committee

1. To submit an overview report to LTQC on the annual monitoring exercise, advising whether the exercise has been completed satisfactorily; whether action plans have been implemented appropriately; and proposing action to address any common or institutional level issues.

2. To monitor the quality of undergraduate and taught postgraduate provision offered by the University and advise the Learning and Teaching Quality Committee of approved modifications.

Matters for report (delegated powers)

3. To scrutinise reports from PSRB events and to be assured that reports, conditions, recommendations and outcomes are responded to appropriately.

4. To review PSRB proposals before submission to the accrediting body to ensure a level of internal scrutiny.

5. To consider and approve, as appropriate, recommendations for major and minor programme modifications, including the approval of new and validated modules for stand-alone delivery.

6. To receive from Faculty Boards an overview of continuous programme monitoring and enhancement (CME) reports; to be assured that the CME process has been completed satisfactorily; to monitor the implementation of action plans; to request and consider individual CME report and action plan as APSC considers appropriate; and to submit an overview report to LTQC including proposed actions to address any common or institutional level issues.

7. To consider and approve, as appropriate, recommendations for major and minor programme modifications, including the approval of new and validated modules for stand-alone delivery.

8. To receive from Faculty Boards an overview of continuous programme monitoring and enhancement (CME) reports; to be assured that the CME process has been completed satisfactorily; to monitor the implementation of action plans; to request and consider individual CME report and action plan as APSC considers appropriate; and to submit an overview report to LTQC including proposed actions to address any common or institutional level issues.

9. To consider and approve, as appropriate, programme level Advanced Standing mapping applications against specific incoming qualifications to allow applicants who meet the specified Advanced standing conditions for advanced entry to undergraduate and taught postgraduate programmes.

10. To consider applications for articulation and advanced standing as an entry route for University programmes

11. For programmes where this is done independently of any formal arrangement with the provider of the mapped curriculum, APSC will consider and decide whether the curriculum mapping is accurate and sufficient to allow the credit level and volume of advanced standing that has been proposed, in accordance with the University's criteria for considering RP(E)L and report this decision to LTQC.

12. For programmes where this is done as part of a collaborative arrangement or articulation agreement with the provider of the mapped curriculum as a partner, APSC will consider and decide whether the curricula mapping is accurate and sufficient to allow the credit level and volume of advanced standing that has been proposed, in accordance with the University's criteria for considering RP(E)L. APSC will make a recommendation to Academic Partnerships Committee (APC) to consider approval of the wider collaborative or articulation agreement if APSC is satisfied with the curriculum mapping. APC will report its decisions to Academic Board.

13. To consider and approve, as appropriate, requests for Wrexham University Certificates.

14. To report any approved proposals affecting partner delivery to the Academic Partnerships Committee.

15. To authorise the Chair to take such executive action as may be necessary to expedite urgent business in between meetings, provided that the Chair is content that the full Committee would approve the decision and that a report of such action is provided to the committee.

Membership Composition of APSC

Chair of APSC

Associate Dean (Academic Affairs) – FSLS (Vice Chair)

Associate Dean (Quality and Student Experience) – FACE (Vice Chair)

Pool of academics across subject areas from which 4 are required for quoracy

Quality Managers for each Faculty (one to attend)

Representative from Marketing/Admissions department (CMRA) Partnership Manager

In attendance

Clerk/Secretary (Quality and Regulation Co-ordinator).

By Invitation

Comments must be from APSC members outside the originating department of the proposal.

It may also be the case that proposers are invited to present their proposals, if the Chair or Vice Chair of APSC feels this is required, to answer queries from APSC reviewers directly.

Associate Deans, a representative from the Library Learning Resources team, and a Student Union representative will be invited to the meeting that considers CME faculty overview reports.

Frequency of Meetings

Meetings are scheduled to be held every one - two months. Meetings are normally 'round table' but can also be 'virtual' by means of circulation. Dates of meetings are communicated to programme teams in good time in order to allow time for submission of proposals. One meeting (usually early in the new academic year) is used to consider faculty CME overview reports.

APSC Membership	
Chair (Associate Pro Vice-Chancellor, Academic Development)	Dr Steven Butts
Associate Dean (Academic Affairs) FSLS	Dr Sue Horder (Vice Chair)
Associate Dean (Quality and Student Experience) FACE	Cerys Alonso (Vice Chair)

Academic Members	Mike Wright (FACE)
	Peter Bolton (FACE)
	Matthew Mcdonald-Dick (FACE)
	Nick Burdon (FACE)
	Sara Hilton (FSLS)
	Victoria O'Donnell (FSLS)
	Vacant (FSLS)
	Liz Sheen (FSLS)
Quality Manager	Any to attend.
Representative from Marketing/Admissions	Andy Phillips (or nominee) – one to attend each meeting.
Partnerships Quality Manager	Jo Corless

Clerk / Secretary - Quality and Regulation Co-ordinator (any to attend)

FACULTY BOARDS OF STUDIES

Status: A sub-committee of the Learning and Teaching Quality Committee

Reporting: Reporting to Learning and Teaching Quality Committee and acting in accordance with the Standing Order on the Conduct of Committees

Rationale: Responsible for the academic standards and quality of programmes within the Faculty.

Terms of Reference

1. To develop and implement local learning, teaching and assessment plans aligned with the relevant University strategies;

2. To ensure rigorous oversight of quality and standards and the student experience across the Faculty and to implement actions for the enhancement of the quality of learning opportunities for students, to support student retention and increased levels of student satisfaction;

3. To review the portfolio of programmes across the Faculty to ensure strategic fit with University priorities and to make recommendations for future curriculum development and on-going rationalisation of the curriculum;

4. To consider academic developments, including new programme proposals and amendments to programmes, and collaborative activity across the Faculty;

5. To ensure that research and scholarship underpins curriculum delivery across the Faculty.

6. To authorise the Chair to take such executive action as may be necessary to expedite urgent business in between meetings, provided that the Chair is content that the full Committee would approve the decision and that a report of such action is provided to the committee.

Membership Composition of Faculty Boards of Studies

Dean of Faculty (Chair) All Associate Deans

Research Representatives (nominated by Dean)

Portfolio representatives / Academic Links / Subject Leads

Student Representatives – to include at least 1 UG and 1 PG student Quality Manager

Partnership Quality Manager

By Invitation – as required, staff from any of the following areas:

Library and IT Services

Student and Campus Life Careers

Strategic Planning and Student Administration

After each meeting, relevant information will be disseminated to Programme Leaders and Quality Managers at partner institutions as required by Partnerships Manager.

A secretary will be nominated from Quality & Regulation, normally the relevant Quality and Regulation Coordinator.

Frequency of Meetings

Minimum of three times per annum in the Spring, Summer and Autumn.

Faculty Boards of Studies Membership		
Faculties	**Social and Life Sciences (FSLS)**	**Arts, Computing & Engineering (FACE)**
Chair	Dr Simon Stewart	Prof Anne Nortcliffe
Associate Deans	Dr Sue Horder Joanne Pike (interim) Dr Caroline Hughes Prof Mandy Robbins	Cerys Alonso Prof Alec Shepley Dr Shafiul Monir
Research Reps (nominated by the Dean)	Dr Iolo Madoc-Jones	Prof Alec Shepley
Quality Manager	Nicholas Williams	Grace He
Head of Welsh Medium Development	Elen Mai Nefydd	Elen Mai Nefydd
Race Equality Charter Lead	Yasmin Washbrook	Yasmin Washbrook
Portfolio Representatives / Subject leads / Academic Links		
Partnership Quality Manager		
2 x Student Representatives or more– at least one UG and one PG student rep		

A Quality and Regulation Coordinator (from Quality & Regulation) will act as

Secretary to the Board.

ACADEMIC PARTNERSHIPS COMMITTEE (APC)

Status: A committee of Academic Board

Reporting: Reporting to Academic Board and acting in accordance with the Standing Order on the Conduct of Committees

Rationale: To support Academic Board in exercising its responsibility for the oversight, review and approval of the University's academic partnerships, including "collaborative provision" arrangements wherein the partner delivers University awards and credits. To ensure that such partnership arrangements are in line with and are effectively operating University regulations, policies and procedures

Terms of Reference

Matters for recommendation to Academic Board

1. To receive and consider recommendations from collaborative provision validation and programme delivery approval panel events (including revalidation and re-approval events) to determine if they wish to recommend approval to Academic Board.

2. If the committee is not yet minded to recommend approval, to either set and monitor conditions with deadlines or to recommend to Academic Board that the proposal should not be approved.

Matters for report (delegated powers)

3. To receive, consider and approve proposals for existing collaborative provision partners programme periodic review, programme delivery re-approval, programme re-validation and additional programme requests, to proceed to the next stage of approval;

4. To receive, consider and approve proposals for new articulation arrangements for collaborative provision and partnerships, to proceed to the next stage of approval;

5. To receive and note advanced standing arrangements for collaborative provision and partnerships, of specific curriculum mapping submissions and individual advanced standing applications approved by APSC;

6. To consider and approve requests for deferral of collaborative programme delivery and extensions of approval periods;

7. To consider and address any concerns arising from the appropriate and robust scrutiny of academic partnerships annual programme monitoring reports by LTQC, as advised by LTQC;

8. To consider and address any concerns arising from the appropriate and robust scrutiny of academic partnerships annual external examiner reports by LTQC, as advised by LTQC;

9. To provide appropriate and robust scrutiny of the annual partner collaborative provision review reports and partner risk management reports and report any matters of concern to LTQC and in some cases if relevant to advise VCET;

10. To review and act upon matters arising from academic links engagement with collaborative provision partners;

11. To receive a report for noting of modifications to programmes, new modules and RP(E)L applications, for collaborative provision arrangements, as approved by APSC;

12. To provide for Academic Board regular reports (as appropriate) consistent with its terms of reference a regular evaluation of the committee's effectiveness, participating in any effectiveness review of Academic Board, as appropriate;

13. To receive reports on the performance of identified significant non-collaborative provision academic partners where there is significant dependency upon the partner and advise Academic Board and/or VCET as appropriate of any recommended actions or outcomes.

14. To authorise the Chair to take such executive action as may be necessary to expedite urgent business in between meetings, provided that the Chair is content that the full Committee would approve the decision and that a report of such action is provided to the committee.

Membership Composition of Academic Partnership Committee (APC)

Associate Pro Vice-Chancellor, Academic Development (Chair)

Dean of Faculty FSLS (Vice-Chair), nominated by the Chair Associate Dean (International & Partnerships) FSLS Associate Dean (International & Partnerships) FACE

Academic staff member from each Faculty (nominated by the Dean) Legal Representative

Director of Strategic Planning and Student Administration Head of Partnerships

Head of Quality

Partnerships Development and Liaison Manager

Partnerships Quality Manager

Students' Union Representative

Student at Partners Officer

By Invitation

University staff for specific items as determined by the Chair

In attendance

Clerk / Secretary: Senior Quality Assurance Officer

Frequency of Meetings

Four times per year – October, February, April and June*.

* with additional meetings convened as required to expedite any urgent business

ACADEMIC PARTNERSHIP COMMITTEE MEMBERSHIP	
Associate Pro Vice-Chancellor, Academic Development (Chair)	Dr Steve Butts
Pro-Vice-Chancellor for External Engagement and Partnerships	Moss Garde
Dean of Faculty FSLS (Vice Chair), nominated by the Chair	Dr Simon Stewart
Dean of Faculty FACE	Professor Anne Nortcliffe
Associate Dean (International & Partnerships) FSLS	Vacant
Associate Dean (International & Partnerships) FACE	Dr Shafiul Monir
Academic staff member from each Faculty (nominated by the Dean)	Zheng Chen (FACE) Emma Taylor (FSLS)
Legal Representative	Joy Morton (or nominee)
Director of Strategic Planning and Student Administration	James Dawson
Head of Academic Partnerships	Vacant
Head of Quality	Helen Weller
Partnerships Development and Liaison Manager	Rebecca Wilcock
Partnerships Quality Manager	Jo Corless
Students' Union Representative	Carrie Bennett (or nominee)
Student at Partners Officer	Vacant

Clerk / Secretary: Sophie Hudson

WIDENING ACCESS COMITTEE (WAC)

Status*:* A committee of Academic Board
Reporting: Reporting to Academic Board and acting in accordance with the Standing Order on the Conduct of Committees

Rationale*:* Inclusion and Widening Access are a key part of the University's Vision and Strategy, so it is important that the ambitions, actions and outcomes that correspond to this agenda are supported and monitored. The Group provides on- going monitoring, evaluation and guidance for the Fee and Access Plan.

Terms of Reference

1. To support and promote strategies, actions and priorities for access and engagement at the University, and do this by:

2. Developing and annually reviewing the University's Fee and Access Plan for approval by the SLT and the Board of Governors.

3. Supporting and reviewing activities relevant to enhancing access to the University and its programmes.

4. Monitoring implementation and evaluating outcomes and impact of the University's Fee and Access Plan and relevant Supporting Strategies.

5. To review the accurate collection, validation and analysis of monitoring and evaluation of data, particularly that used in reporting on the Fee and Access Plan, including on the allocation of resources.

6. To provide oversight of the Widening Access Strategy.

7. To maintain, monitor and revise Widening Access Action Plan

8. To provide a forum for discussing and disseminating best practice & initiatives relevant to the remit of this group.

9. To report at least annually to SLT and Academic Board and other relevant groups as required.

Membership

Associate Pro Vice-Chancellor, Academic Development (Chair) Director of

Strategic Planning and Student Administration (Vice Chair) SPSA Planning

Representative

Head of Admissions

Inclusion Manager Representative from each Faculty

Students' Union President or nominee

North Wales Reaching Wider Partnership Representative Recruitment & Widening

Access Co-ordinator

Other representatives as required by invitation

In attendance

Clerk/Secretary: Colette Davies, Quality Manager

Frequency of meetings

Three times a year: November, March and July
The Terms of Reference to be reviewed annually

Widening Access Group Membership	
Associate Pro Vice-Chancellor, Academic Development (Chair)	Dr Steve Butts
Director of Strategic Planning and Student Administration (Vice Chair)	James Dawson
SPSA Planning Representative	Dr Simon Beer
Head of Admissions	Andy Phillips
Inclusion Manager	Sarah Roberts
Representative from each Faculty	Cerys Alonso, Associate Dean FACE Dr Caroline Hughes, Associate Dean FSLS
Students' Union President or nominee	Amy Anglesea / Maisie Head (SUVP)
North Wales Reaching Wider Partnership Representative	Paula Griffiths
Recruitment & Widening Access Coordinator	Kelsey Davies
Other representatives as required by invitation	

RECRUITMENT AND RETENTION COMMITTEE (RRC)

Status: A committee of the Senior Leadership Team [SLT], reporting as required to Academic Board.

Reporting: Reporting to SLT and acting in accordance with the Standing Order on the Conduct of Committees

Rationale: To support SLT in its oversight of Home (UK) student recruitment and all student engagement and retention. To make recommendations to Academic Board in respect of the maintenance of academic standards and enhancement of the quality of taught provision.

Terms of Reference

1. To have an oversight of all (i) marketing and recruitment activities and (ii) admissions activities as relate to Home students and to have oversight of all student engagement and retention activities.

2. To receive reports on ongoing Home marketing and recruitment activities and campaigns, including delivery against KPIs.

3. To maintain, monitor and revise the Marketing and Recruitment Action Plan, ensuring that this is updated as required to track ongoing issues and risks.

4. To receive reports on ongoing student engagement and retention activities, including delivery against KPIs.

5. To maintain, monitor and revise the Engagement and Retention Action Plan, ensuring that this is updated as required to track ongoing issues and risks.

6. To monitor and update the Student Recruitment (Home) and Student Engagement Corporate Risk .

7. To receive and consider reports and recommendations from Faculty Boards pertaining to the Committee's brief.

8. To provide for SLT: regular reports (as appropriate) consistent with its terms of

   reference an annual evaluation of the committee's effectiveness,

9. To authorise the Chair to take such executive action as may be necessary to expedite urgent business in between meetings, provided that the Chair is content that the full Committee would approve the decision and that a report of such action is provided to the committee.

Matters for recommendation to Academic Board

To make such recommendations to Academic Board as may be necessary consequent upon consideration of those objectives where these impact on regulations, policies and procedures under the purview of Academic Board.

Membership Composition (RRC)

Deputy Vice Chancellor (Chair)

Associate Pro Vice-Chancellor, Academic Development (Vice Chair) Director of

Marketing & Admissions

Head of Marketing Head of Admissions

Director of Strategic Planning & Student Administration Dean, FSLS

Dean, FACE

Associate Dean Student Engagement (FSLS)

Associate Dean (Quality and Student Experience) (FACE) Inclusion Manager

Student Advice & Guidance Manager

Head of Welsh Medium Academic Development Careers and Employment

Representative Students' Union President or nominee

Student Representative

By Invitation

Other university staff for specific items as determined by the Chair

Frequency of Meetings

Four times per year – October, January, April and July

Recruitment and Retention Committee Membership	
Deputy Vice Chancellor (Chair)	Dr Paul Davies
Associate Pro Vice-Chancellor, Academic Development (Vice Chair)	Dr Steve Butts
Director of Marketing & Admissions	Helena Eaton
Head of Marketing	Antonia Merola Jones
Head of Admissions	Andy Phillips
Director of Strategic Planning and Student Administration	James Dawson
Dean, FSLS	Dr Simon Stewart
Dean, FACE	Professor Anne Nortcliffe
Associate Dean Student Engagement (FSLS)	Dr Caroline Hughes
Associate Dean (Quality and Student Experience) (FACE)	Cerys Alonso
Inclusion Manager	Sarah Roberts
Student Advice & Guidance Manager	Sally Lambah
Head of Welsh Medium Academic Development	Elen Mai Nefydd
Careers and Employment Representative	TBD
Students' Union President or nominee	Amy Anglesea
Student Representative	TBD

In attendance

Clerk/ Secretary: Marketing & Admissions

RESEARCH COMMITTEE

Status: A committee of Academic Board

Reporting: Reporting to Academic Board and acting in accordance with the Standing Order on the Conduct of Committees

Rationale: To support the Academic Board in its discharge of responsibility for research across the University, in particular through the development of relevant policies and procedures.

Terms of Reference

Matters for recommendation

To recommend to Academic Board the establishment and development of policies and procedures to support and embed research activity in the University.

Matters for report (delegated powers)

1. To advise the Vice-Chancellor and the Executive Group on research activities, recommending Key Performance Indicators to underpin the objectives in the University's Strategic Plan relevant to research activity and monitoring progress against strategic targets for research activity and its impacts.

3   To monitor via an annual report the performance of the University's provision of research degree programmes in terms of the enrolment, progression, withdrawal and completion of candidates including those enrolled on taught and research components of the Professional Doctorate programmes and to be assured that procedures for assessing research degree registration proposals, monitoring reports and examining arrangements are exercised appropriately.

4   To act as a forum for the identification and dissemination of good practice in research across the University and to consult and communicate with the Faculties on such matters, overseeing the development and provision of research methodology training programmes for new research degree candidates and others; transferable skills development programmes and processes for all research degree candidates; establishing and overseeing training for research degree supervisors; and overseeing the University's implementation of the Concordat to support the career development of researchers.

5   To oversee the University's implementation of the Concordat to Support Research Integrity, to include oversight of the work of the Research Ethics Sub-Committee.

6   To ensure that relevant regulations and codes of practice (in particular the UK Quality Code for Higher Education) are fully considered in the development of Research Degree Programmes.

7   To ensure that effective arrangements are established through Student Voice, surveys and other means to enable student feedback to contribute to the enhancement of provision, to ensure that feedback is given due consideration and to monitor the University's responses to such feedback.

8   To determine the standards, policies and procedures in relation to the inclusion of research outputs in the Research Repository and to receive an annual report from the Head of Research Services regarding the Research Repository.

9   To consider, approve and report on draft University responses to consultation papers relating to research and scholarship from external bodies such as the Funding Councils, University of Wales, University of Chester, QAA, Research Councils etc.

10   To provide for Academic Board: regular reports (as appropriate) consistent with its terms of reference, including information with regard to its sub-committees; a regular evaluation of the committee's effectiveness, participating in any effectiveness review of Academic Board, as appropriate.

11   To authorise the Chair to take such Executive action as may be necessary to expedite urgent business in between meetings, provided that the Chair is content that the full Committee would approve the decision and that a report of such action is provided to the Committee.

Membership Composition of Research Committee

Pro Vice-Chancellor Research (Chair)

Vice Chair (Nominated from existing membership) Researcher Development Tutor

Associate Dean (Research) or alternative member nominated by the Dean if the

Associate Dean already has a role on the committee (x2)

Academic staff nominated by Deans of Faculties (x2) – one from each faculty

Strategic Planning and Student Administration Representative

Pro Vice-Chancellor for Partnerships (UK & International) OpTIC Site Director

Research Staff Representative

Postgraduate research student representatives, including one who is also an

academic member of staff (2)

Students' Union Representative (President or nominee)

Co-opted members (x2)

By invitation

External Adviser

In attendance

Clerk/Secretary (Research Office / Quality Manager)

RESEARCH COMMITTEE MEMBERSHIP	
Pro Vice Chancellor Research (Chair)	Prof Richard Day
Vice-Chair Nominated from existing membership	Prof Mandy Robbins
Researcher Development Tutor	Prof Mandy Robbins
Associate Dean (Research) or alternative member nominated by the Dean if the Associate Dean already has a role on the committee (x2 one from each faculty)	Prof Alec Shepley (FACE) Robert Leigh (FSLS)
Academic staff nominated by Dean of Faculty – one from each faculty(2)	Dr Wulf Livingston (FSLS) Michael Macaulay (FACE)
Director of Strategic Planning and Student Administration or nominee	James Dawson
Deputy Vice-Chancellor	Prof Paul Davies
OpTIC Site Director	Prof Caroline Gray
Research staff representative	Dr Tristian Evans
Postgraduate research student representatives, including one who is also an academic member of staff (2)	Rhi Mackay Hayley Douglas
Students' Union Representative	PG Officer, Nzube Nnadi
Up to two members co-opted by the Chair	Emma Forfar
BY INVITATION External Adviser	Dr Gavin Harper
IN ATTENDANCE Clerk/Secretary	Frances Thomason/ Grace He

Frequency of Meetings

The Research Committee shall meet no less than 3 times in each Academic
Session.

UNIVERSITY RESEARCH ETHICS COMMITTEE (UREC)

Status: A sub-committee of Research Committee

Reporting: Reporting to University's Research Committee and acting in accordance with the Standing Order on the Conduct of Committees

Rationale: To support the University's Research Committee in its discharge of responsibility for consideration of research ethics policy, procedure, and the promotion of best research practice. To review and consider applications requiring ethical approval which are considered more than minimal risk.

Terms of Reference

The University Research Ethics Committee (UREC) are responsible for receiving details and considering the ethical aspects on University research projects where the degree of ethical risk is considered more than minimal risk, and where the research does not fall solely under the remit of another review body. The University Research Ethics Committee has a remit to review applications involving human participants, human material, research involving animal, personal data and research which may have an adverse impact on the environment.

1. To ensure that University research projects requiring research ethics approval are carried out in accordance with the University's research ethics principles, policies, and procedures.

2. To encourage and promote a culture within the University which recognises the importance of ethical considerations in the design, collection, and dissemination of research.

3. To approve; to request further clarification or modification; or to refuse approval of applications and amendments received from staff and students across the University.

4. To seek to ensure that research projects are carried out safely, with informed and voluntary consent and with due respect to confidentiality and privacy of the participants.

5. To receive regular reports on the progress and outcomes of studies approved by the Faculty Research Ethics Committee.

6. To report progress and outcomes of applications received to the committee and any recommended changes to policy and procedure to Research Committee.

7. To make recommendations to the Research Committee and Research Office to refer any perceived failure of a Principal Investigator, Supervisor, or other researcher to comply fully with their obligation in respect of an approved proposal.

8. To investigate or suspend an approval already granted if the programme of work does not follow that specified in the proposal, if there are serious adverse events, or if the conduct of the researchers is unsatisfactory.

9. To consider requests from external researchers wishing to recruit staff and students from Wrexham University for participation in research projects.

10. To review research which has been reviewed and approved by another research ethics committee who are recognised by the University, and provide recognition of external approval, where appropriate.

11. To ensure active consideration of equality, diversity, and inclusion in the conduct of its business.

12. The Terms and membership of the Committee will be reviewed annually.

Procedures

1. The University's online system for research ethics applications must be used for all applications.

   a) Applications received to the UREC will first be screened by the Research Office and Chair of the committee to determine if the level of risk involved requires University review and if the application has been completed sufficiently to undertake a research ethics review.

   b) Applications received to the UREC will be sent to one member of the committee through the online ethics system who will be assigned as the lead reviewer.

   c) Members should confirm within the online system if they 'accept' or 'decline' the review of the application within two days of being assigned a review.

   d) Once the review has been completed in the online system, all committee members will receive a copy of the application with the comments and recommendations made by the lead reviewer.

   e) At the request of the committee, the applicant will be invited to attend the committee meeting to answer questions or concerns about the application.

   f) All committee members will be invited to add further comments and a final recommendation at the committee meeting.

   g) Following the committee meeting the comments will be distributed to the applicant via the online ethics system.

   h) Changes made to the application upon resubmission will be sent to the lead reviewer, unless otherwise stated in the committee meeting.

2. The University research ethics sub-committees cannot grant retrospective approval. Applications which disclose that research has already started without first obtaining research ethics approval, must be reported to the University's Research Office as a breach of University policy.

3. Any conflicts of interest should be declared to the Committee administrator or the Chair or Vice-Chair as soon as possible.

Training

Ethics training plays a central role in the review process, committee members should undertake regular and ongoing research ethics training.

Membership

Committee membership is comprised of; Chair, Vice- Chair, the Chair of both faculty research ethics committees, lay/ external member, and a diverse membership of academic staff from across the University. The committee should have experience conducting research using a wide range of methodologies, and an understanding of the ethical considerations of research considered 'more than minimal risk'.

The committee will review its membership annually to ensure it represents the University and has an appropriate number of reviewers in place to effectively review all applications submitted in a timely manner.

Quorum

A quorum of 25% membership will be required for each meeting of the Committee. At least one Lay or External Member, and the Chair or Vice-Chair - or an acting Chair nominated by the Chair - must be present. At the discretion of the Chair, in the event of a meeting not being quorate, the opinion of absent members shall be sought by email and included, as appropriate, in the discussion.

Frequency of meetings

The University Research Ethics Committees usually meet on twelve occasions during the academic year to review ethics applications received through the online system.

Committee members are expected to attend 50% of the Committee's meetings during the academic year.

UREC Membership		
Committee Secretaries	Frances Thomason	Head of Research Services
	Hayley Dennis	Research Development Officer
Committee Chair	Prof Iolo Madoc Jones	Criminology Policing and Law
Committee Vice- Chair	Vacant	
Chair of FSLS FREC	Prof Mandy Robbins	Psychology
Chair of FACE FREC	Vacant	
Members	Dr Jixin Yang	Applied Science
	Dr Nikki Lloyd Jones	Nursing
	Dr Paul Jones	Fine Art and Photography
	Dr Nataliia Luhyna	Engineering
	Dr Chelsea Batty	Sport Science
	Dr Liz Cade	Occupational Therapy

	Dr Robert Leigh	North Wales Business School
	Dr Karen Heald	Design
	Mrs Lisa Formby	Education
	Dr Lisa Train	Psychology
	Dr Dawn Jones	Social Work and Therapeutic Childcare
	Dr Jo Pike	Nursing
	Dr Joanne Prescott	Criminology Policing and Law
Advisory Member	Dr Stuart Saville	Bio Medical Science/ BCUHB
Lay Members	Pending	
	Pending	
	Pending	

UNIVERSITY RESEARCH DEGREES SUB-COMMITTEE: UNIVERSITY OF CHESTER REGISTERED STUDENTS

Status: A sub-committee of the University of Chester Postgraduate Research Degrees Progression and Awards Board and Wrexham University Research Committee.

Reporting: Reporting to the University of Chester, on behalf of the Postgraduate Research Degrees Awards Board and submitting reports to the Academic Board of Wrexham University via the Research Committee to enable the Academic Board to maintain an oversight of quality and standards within Wrexham University. The Committee acts in accordance with the Wrexham University Standing Order on the Conduct of Committees

Rationale: To act as an independent assessor of University of Chester research degree registration proposals, monitoring reports and examining arrangements.

Terms Of Reference

Matters for recommendation to University of Chester

1 Scrutinise proposals in respect of arrangements for the final examination of research degrees and making recommendations to University of Chester.

2 Receive and note the outcome of research degree examinations.

3 Making recommendations to University of Chester on proposed changes to supervision arrangements for MPhil and PhD students.

4 Making recommendations to University of Chester on requests for extension of studies for MPhil and PhD students.

Matters for executive action by Chair/Vice-Chair

5 Making recommendations to University of Chester on proposed changes to modes of study and proposed suspension of studies.

Matters for noting

6 Receive a summary of applications for research degree registration (MPhil and PhD) and note Interview Panel recommendations to University of Chester Marketing, Recruitment and Admissions.

7 Receive and note a summary of Annual Progress Monitoring Reports, including Independent Progress Assessment Meeting (IPAM) reports and Independent Progress Assessment Panel (IPAP) reports. Where issues have been identified by the Supervisory Team or Independent Assessor/s, the committee will be provided with the full report to note any remedial actions that have been recommended by the panel and in all instances of progression or remedial action, reported to the University of Chester.

8 Receive and note a summary of applications for submission pending.

9 Receive individual APR reports referred by the Associate Dean (Research) for consideration by the URDsubC and to take appropriate action, as necessary.

Prifysgol **Wrecsam**
Wrexham University

Matters for report (Delegated Powers)

10   Monitoring and where necessary, taking action in relation to:

- Implementing the University of Chester Principles and Regulations as they apply to research degrees;

- Compliance with the University of Chester quality assurance systems;

- Progressing initiatives emanating from the University of Chester.

11   Reporting annually to Research Committee, Academic Board (via RC) and University of Chester on:

- any substantive changes to the provision for research degree students,

- a summary of the performance of students through the year in terms of enrolment, progression, withdrawal and completions

- a synopsis of Examining Board reports for examinations held through the year, and any consideration of the reports by the University Research Degrees sub-Committee.

12   To authorise the Chair to take such Executive action as may be necessary to expedite urgent business in between meetings, provided that a report of such action is provided to the Committee.

13   A Vice-Chair to be nominated from within the existing membership, to act as Chair (i) in the absence of the Chair (ii) to take the Chair when the sub-Committee is considering student business in which the Chair has direct involvement.

Membership (URDsubC) University of Chester

Chair (nominated by the Vice-Chancellor)

Academic staff (minimum of two from each Faculty with experience as a Principal Supervisor nominated by Dean of Faculty)

University of Chester Representative (one)

Co-opted members: External Member (1)

By Invitation

Pro Vice-Chancellor, Research

Head of Research Services

In attendance Clerk/Secretary

Frequency of Meetings

The committee shall meet a minimum of twice per annum and shall schedule
sufficient meetings annually to deal with the planned volume of business.