

3 ACADEMIC COMMITTEES

Academic Council

3.1.1 Academic Council (AC) is the highest academic authority in the university. Its authority is delegated to it by the University Court, to whom it sends reports.

3.1.2 Academic Council has ultimate responsibility for the operation of its subcommittees and faculties. Academic Council oversees the operation of these subcommittees, receives reports, and undertakes final scrutiny and approval of policy. It is responsible for ensuring that the university meets the expectations, core and common practices of the UK Quality Code for Higher Education (<https://www.qaa.ac.uk/quality-code>) and the requirements of validating and accrediting bodies.

Academic Council has executive responsibility for:

- a. general issues relating to the research, scholarship, teaching and courses of the university, including criteria for the admission of students studying for an award; the appointment and removal of internal and external examiners; policies and procedures for assessment and examination of the academic performance of students studying for an award; the curriculum; academic standards and the validation and review of courses; and the procedures for the award of qualifications
- b. consideration of the development of the academic activities of the university and the provision of advice thereon to the Principal and to the Court
- c. provision of advice on such other matters as the Court or the Principal may refer to the Academic Council.

Academic Council devolves responsibilities to its committees to undertake the detailed consideration and development of policies and strategies in relation to:

- o Academic titles
- o Academic planning
- o External partnerships
- o Ghàidhlig
- o Quality assurance and enhancement
- o Research and knowledge exchange
- o Research degrees

It receives reports from Faculty Boards:

- o Arts, Humanities, Business and Education
- o Science, Health and the Environment

3.1.3 The membership of Academic Council is:

- a. Chair: Principal and Vice-Chancellor, *ex officio*
- b. Secretary and other such members of the senior management of the university as the Court shall designate, *ex officio*
- c. President of the students' association, *ex officio*

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- d. such number of students as shall be at least equal to 10% of the aggregate membership of the Academic Council from time to time, elected by students according to rules made by the Court from time to time
- e. such number of professorial members of staff as are appointed by the Court, nominated from and by all the professorial members of staff of the university
- f. up to four such other persons as nominated by the Court to be required by the Academic Council to fulfil its remit
- g. such other number of teaching, research and / or academic support members of staff, excluding the Principal and Vice-Chancellor and principals of Academic Partners, as is necessary so that they (when aggregated with the persons elected pursuant to category (d)) shall be greater than the number of members appointed under categories (a),(b), (c), (e), (f) and (h), elected by members of staff who are academic staff (as identified as such according to rules made by the Court from time to time) and;
- h. such numbers of academic partner principals appointed by the Court as the Court deems necessary to enable the Academic Council to fulfil its remit.

3.1.4 Terms of office:

Of the members of the Academic Council, those persons appointed *ex officio* under categories (a),(b), and (c) shall hold appointment during their tenure of office; the persons nominated under (d) shall hold appointment for one year; the persons nominated under (e) and (f) shall hold appointment for four years with the possibility of further nomination for one further period of four years; the persons appointed under (g) and (h) shall hold appointment for four years with the possibility of re-appointment for one further period of four years.

Casual vacancies occurring within a term of appointment may be filled by appointment or nomination, as appropriate for the balance of the period and thereafter the person nominated or appointed may hold appointment for up to two further terms as herein provided for.

A member of Academic Council shall cease to be a member of Academic Council if:

- a. their term of office expires without re-appointment
- b. they cease to be eligible for such appointment
- c. they have acted in a manner which is deemed by the Court to bring the university into disrepute, on written notice of removal by the Court or
- d. they resign by written notice to Academic Council.

3.1.5 Frequency of meetings:

The Academic Council shall meet no fewer than four times a year.

Academic Planning Committee

3.2.1 The primary role of the Academic Planning Committee is to bring together senior curriculum leaders from across the academic partnership together with key university academic postholders in order to ensure that by working in a collaborative and cohesive manner the university partnership strategically plans and delivers high-quality further and higher education across the University partnership.

The Academic Planning Committee will report to Academic Council but will have a 'dotted line' reporting to Partnership Council.

3.2.2 Terms of reference:

1. to lead cross-partnership higher education student number planning and monitoring of agreed student number targets through the annual recruitment cycle (undergraduate SFC fundable Scottish, EU, RUK, International and PGT)
2. to support the university's regional planning and monitoring requirements for further education curriculum as the Regional Strategic Body, in particular the achievement of credit targets and, reporting to Partnership Council, consider the distribution of credit targets throughout the academic partnership
3. taking full account of academic partner priorities and plans, and through close iteration with the Faculties where appropriate, identify a cohesive high level tertiary education curriculum growth strategy for the academic partnership. This curriculum growth strategy covers school/college partnership programmes, further and higher education
4. to approve higher education programmes that have been endorsed for development by Faculty Boards
5. to consider such matters within further and higher education academic planning that have operational/resource implications, and which would fall under the responsibility of Partnership Council, and/or the Regional Strategy Committee and ultimately University Court (and to therefore in particular become the key consultative group for Partnership Council in that respect). This includes, but is not limited to:
 - i. academic calendars for higher education
 - ii. HR-impact eg leadership payment modelling
 - iii. credit distribution for further education provision
6. to receive compliance reports and agree action where appropriate in relation to any non-compliance, in terms of the delivery of higher education and further education programmes, including regarding module/unit registrations, mark entry, SEDs and exam paper submissions.
7. to agree the further education and higher education elements of the university's tertiary Regional Outcome Agreement.

3.2.3 The membership of Academic Planning Committee is:

- a. Chair: Deputy Principal (Tertiary), ex officio
- b. one senior education leader from each academic partner, nominated by the Principal and normally at the level of Assistant/Associate/Deputy Principal or equivalent
- c. Director of Planning and Performance, ex officio
- d. Director of Student Recruitment and Admissions, ex officio
- e. Deans of Faculty, ex officio
- f. UHI Head of Further Education, ex officio
- g. Other officers will be invited to attend meetings for specific items from time to time as appropriate.

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3.2.4 Frequency of meetings:

The Academic Planning Committee shall meet on a monthly basis.

Academic Titles Review Board

3.3.1 The Academic Titles Review Board (ATRB) is responsible to Academic Council for the award of academic titles.

3.3.2 Remit:

1. To determine the criteria for conferment of academic titles
2. To establish the procedures, processes, guidelines and timetable associated with nominations for titles
3. To consider all applications for award of academic titles
4. To forward its recommendations to Academic Council for ratification.

3.3.3 The membership of Academic Titles Review Board is:

- a. Chair: Principal and Vice-Chancellor, *ex officio*
- b. Vice-Chair: Deputy Principal, *ex officio*
- c. Vice-Principal (Research and Impact), *ex officio*
- d. Deans of Faculty, *ex officiiis*
- e. Two members appointed by Academic Council, such that one is from each faculty and both are from different academic partners
- f. A member appointed by the professoriate from amongst their numbers provided that they come from an academic partner not already having a member appointed by Academic Council

The members appointed by Academic Council and by the professoriate must be appointed so that appointees come from different academic partners.

Other individuals, as appropriate and necessary, may also be invited to attend the Academic Titles Review Board.

3.3.4 Frequency of meetings:

The Academic Titles Review Board shall meet not less than twice a year.

3.3.5 Terms of office:

All appointed members shall hold membership for three years in the first instance. Appointments may be renewed for a further three-year period. No appointed member shall be appointed to periods of office which amount to continuous office for a period of seven or more years. Terms of office will be by rolling demission to avoid all members retiring at the same time.

3.3.6 Conflict of interest:

The Conflict of Interest Policy will be strictly adhered to by ATRB members in the conduct of the Board's business.

Comataidh Ghàidhlig

3.4.1 The Comataidh Ghàidhlig (Gaelic Committee) is responsible to Academic Council for the development and enhancement of the Gaelic language, culture and heritage within the university.

3.4.2 Remit:

1. To ensure the implementation of the strategic objective that the university will be a centre of excellence for the development and enhancement of the Gaelic language, culture and heritage
2. To implement, monitor and review Gaelic Strategy and Gaelic Strategy Enabling Plan (GSEP) in line with its commitment. The GSEP includes the present Gaelic Language Plan as well as future Gaelic Language Plans as they are produced
3. To monitor and advise on the Gaelic Language Plan developments of the academic partners and respond to consultations on other Gaelic Language Plans which may impact on the university
4. To liaise closely with the appropriate Faculty Board, other relevant academic structures and the student body pertaining to Gaelic.

Reporting structure of Comataidh Ghàidhlig:

1. The Comataidh Ghàidhlig will report to Academic Council which will forward any items to the Partnership Council when appropriate. The Comataidh minutes will be forwarded to Academic Council. Academic Council and Partnership Council will escalate any issues as necessary to the University Court
2. Directors, heads of departments and other senior managers with responsibility for delivering aspects of the Gaelic Language Plan will report directly to the Comataidh Ghàidhlig when required by the Comataidh
3. The Comataidh Ghàidhlig will receive reports from the Strategic Delivery Body (SDB) / Gaelic language act implementation fund (GLAIF) project board.

3.4.3 The Comataidh Ghàidhlig itself will be constituted by staff/governors internal to the partnership. The membership of the Committee is:

- a. Chair: elected by the Comataidh Ghàidhlig
- b. Deputy Principal, *ex officio*
- c. Dean of Faculty of Arts, Humanities and Business, or nominee, *ex officio*
- d. One senior member of staff to represent Sabhal Mòr Ostaig UHI
- e. One senior member of staff to represent Lews Castle College UHI
- f. The scheme leader for the Gaelic and Related Studies Scheme, *ex officio*
- g. Head of Marketing and Planning, or a senior member of the team nominated by the Head, *ex officio*
- h. One member of the University Court
- i. One student member from among the registered students, elected by the students' association
- j. One member of staff from each of the academic partners, other than Lews Castle College UHI and Sabhal Mòr Ostaig UHI, where the Principal wishes to nominate a member.

At the discretion of the Comataidh Ghàidhlig, practitioner sub-groups may be formed to progress business between meetings. These sub-groups will focus on operational activities

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and will meet at a minimum of three times a year. External specialists may be invited to join sub-groups on a temporary basis to provide input and advice on specific issues.

3.4.4 Frequency of meetings:

The Comataidh Ghàidhlig shall meet no fewer than three times a year.

3.4.5 Terms of office:

All appointed members, including the chair, shall be appointed in the first instance for a period of two years. Appointments may be renewed for a further two-year period.

External Partnerships Steering Committee

3.5.1 The External Partnerships Steering Committee (EPSC) is responsible to Academic Council for overseeing collaborative activity both in the UK and overseas in accordance with agreed university strategies. It is responsible for formulating policy and practice in relation to management of collaborative provision and partnerships with external institutions and other organisations, and for approving proposals for collaborative activity.

3.5.2 EPSC reports directly to Academic Council, with additional reporting lines as appropriate to the Partnership Council, Quality Assurance and Enhancement Committee and Faculty Boards.

3.5.3 Terms of reference:

1. To advise Academic Council on all aspects of external collaborative partnerships and provision both within the UK and overseas
2. To develop, monitor and evaluate policies and processes for external collaborative and partnership arrangements with reference to sector guidance and good practice, and make recommendations to Academic Council as appropriate
3. To make recommendations to Academic Council on the procedures and processes for the endorsement, monitoring, withdrawal from and review of external partnerships and collaborative programmes
4. To assess and endorse proposed external partners and collaborative programmes based on the conduct of proportionate due diligence enquiries and risk assessment protocols
5. To receive periodic quality review documentation relating to collaborative programmes identifying strengths, areas for development and any planned actions
6. To receive reports relating to international partnership recruitment trends, including transnational education (TNE) activity.

3.5.4 Scope:

The scope of the External Partnerships Steering Committee will cover any collaborative partnership or contractual activity relating to the management and / or delivery of higher education learning opportunities with another institution or organisation. Types of activity include:

- Joint and dual awards (including postgraduate research awards)
- External validation and franchise arrangements
- Joint delivery arrangements
- Articulation and progression agreements
- Student exchange and study abroad agreements
- Credit rating at SCQF Level 7 and above
- Training, CPD and / or skills development activities at higher education level which is non-credit bearing.

Where a collaborative partnership or contractual activity does not relate to higher education provision, but there is potential reputational and / or regulatory risk for the university and / or academic partners, the role of External Partnerships Steering Committee will be advisory and will require information to be provided in the interests of transparency within the partnership and in order to evaluate the cumulative and collective risk.

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EPSC's scope does not include collaborative partnerships or contractual activity which deal solely with research, consultancy or knowledge exchange / transfer activities or further education provision.

3.5.6 The membership of External Partnerships Steering Committee is:

- a. Chair: Deputy Principal (academic and research), *ex officio*
- b. Deans of Faculty, *ex officiiis*
- c. Dean of Research and Knowledge Exchange, *ex officio*
- d. Four senior managers from academic partners (nominated by the principal of that academic partner), on a cross-partnership, rotating two-year appointment basis
- e. Head of Academic Standards and Enhancement, *ex officio*
- f. Head of International Student Recruitment, *ex officio*
- g. Admissions Manager, *ex officio*.

In attendance:

- Committee Secretary
- Marketing and Communications representative
- Others as appropriate to the business of the Committee.

Meetings will be deemed quorate with the attendance of at least one-third of the academic partner members.

3.5.7 Frequency of meetings:

The External Partnerships Steering Committee shall meet no fewer than five times a year.

Quality Assurance and Enhancement Committee

3.6.1 The Quality Assurance and Enhancement Committee (QAEC) is responsible to Academic Council for monitoring all activity being reported to Academic Council through the subcommittee / faculty / practitioner group structures.

3.6.2 Remit:

1. To monitor and ensure compliance with/coordination of all formal quality assurance and regulatory requirements, and including institutional audit (Enhancement-led institutional review and such other forms of higher education institutional audit as may be imposed upon the university regional model)
2. To ensure that key initiatives/projects agreed by Academic Council are progressed as required
3. To make proposals to Academic Council in relation to emerging priorities and opportunities (identified through the activities listed below) which cannot be dealt with through and/or with the authority of existing groups
4. To develop and monitor learning and teaching and student experience strategies
5. To ensure (through key performance indicators and outcomes of specific projects or interventions) progress against relevant targets within the higher education outcome agreement
6. To promote quality assurance and quality enhancement as key features of the university's operation and to ensure that academic quality and standards inform relevant areas of institutional development
7. To maintain oversight (through monitoring of key performance indicators and outcomes of internal reviews, annual monitoring, validations, student surveys etc) of quality enhancement requirements and ensure that these are addressed by appropriate groups and processes
8. To ensure that all significant quality issues or concerns relating to student experience or curriculum are appropriately resolved
9. To coordinate engagement with relevant stakeholder groups, agencies, sectoral initiatives and fora, and to ensure that the university strategically places itself to best effect to address any developing regional or national developments relating to higher education quality assurance and/or enhancement.

3.6.3 The membership of Quality Assurance and Enhancement Committee is:

- a. Chair: Dean of Learning and Teaching, *ex officio*
- b. Deputy Chair: Head of Academic Standards and Enhancement, *ex officio*
- c. Head of Further Education, *ex officio*
- d. Deans of Faculty, *ex officiiis*
- e. Dean of Research and Knowledge Exchange, *ex officio*
- f. Dean of Student Experience, *ex officio*
- g. Head of Academic Practice Development, *ex officio*
- h. Quality Framework and Enhancement Lead, *ex officio*
- i. Chair of Quality Forum, *ex officio*
- j. Up to two further academic partner representatives from senior/middle management with learning and teaching responsibilities nominated by/drawn from Academic Council
- k. Two Quality Managers nominated by Quality Forum
- l. Academic partner representative with lead SQA responsibility
- m. HISA President or nominee, *ex officio*
- n. Chair of Regional Information and Communication Technologies Committee, *ex officio*

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o. Quality Assurance and Enhancement Coordinator (clerk).

In attendance:

- p. Head of Corporate Systems Compliance, ex officio
- q. Head of Integrated Systems, ex officio
- r. HISA staff member
- s. Faculty Liaison Lead, ex officio
- t. Two Associate Deans, one from each faculty
- u. Senior Executive Team (SET) member with overall responsibility for QAEC.

In addition, other staff may be invited to join the group on a temporary basis where relevant to significant time-limited agendas.

3.6.4 Frequency of meetings:

The Quality Assurance and Enhancement Committee shall meet no fewer than six times a year.

3.6.5 Terms of office:

Appointed members shall be appointed, in the first instance, for a period of three years. Appointments may be renewed for a further three-year period. No appointed member shall be appointed to periods of office which amount to continuous office for a period of seven or more years. Student representatives shall hold membership for one year, which may be renewed for a further year.

Research and Knowledge Exchange Committee

3.7.1 The Research and Knowledge Exchange Committee (RKEC) shall, subject to the overall authority of Academic Council and within the budgetary framework set by the Partnership Council and approved by the Finance and General Purposes Committee (FGPC) of the University Court, formulate a research development plan.

3.7.2 The Research and Knowledge Exchange Committee develops and promotes the university's strategy for research, knowledge transfer and commercialisation. It also audits and monitors the quality and compliance of research.

3.7.3 Terms of reference:

1. to endorse university strategy for research and knowledge exchange for approval at academic council and partnership council as appropriate taking full account both the external and internal environment for research and knowledge exchange
2. to endorse research and knowledge exchange policies and procedures for recommendation to academic council and partnership council as appropriate
3. in relation to the Research Excellence Framework (REF), to decide on key institutional approaches to preparation, drawing on the work of the REF Steering Group
4. to endorse the draft REF submission for progression to Academic Council and institutional sign-off
5. to monitor achievement against key performance indicators pertaining to research and knowledge exchange activity, including University Innovation Fund (UIF)
6. to receive operational plans from the Deans of Faculty pertaining to research and knowledge exchange and provide advice and support as appropriate
7. within available budgets for research and knowledge exchange, where appropriate consider options for the deployment of resources to support research and knowledge exchange
8. to endorse proposals for new research centres and institutes from time to time.

3.7.4 The membership of Research and Knowledge Exchange Committee is:

- a. Chair: Deputy Principal (academic and research), *ex officio*
- b. Dean of Research and Knowledge Exchange, *ex officio*
- c. Deans of Faculty, *ex officiiis*
- d. Head of Research Culture and Environment, *ex officio*
- e. Four Research Cluster Chairs (one from each cluster, nominated member to be agreed by the cluster conveners where the cluster is jointly convened)
- f. Two Knowledge Exchange Officers
- g. Four Professors of the University, not represented in other membership categories (election to be held every two years, commencing in time for 2024/25)
- h. Two Chairs of Academic Partner Research/Knowledge Exchange Committees (on a two-year rotating basis. 2023/24 being the first year of the new cycle)
- i. Two Research active academic staff, not represented in other membership categories (election to be held every two years, commencing in time for 2023/24)
- j. One PGR student (as a HISA representative)
- k. Two observers (at Chair's discretion)
- l. Three in Attendance as required (at Chair's discretion)
- m. Research Administrative Officer (Clerk), *ex officio*.

3.7.5 Frequency of meetings:

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The Research and Knowledge Exchange Committee shall meet no fewer than four times a year.

3.7.6 Terms of office:

The Deputy Principal (academic and research) shall be *ex officio* Chair of the Research and Knowledge Exchange Committee. The Committee shall appoint a deputy chair. Members appointed shall be appointed in the first instance for a period of four years unless otherwise stated. Appointments may be renewed for a further four-year period. No appointed member shall be appointed to periods of office which amount to continuous office for a period of eight or more years. Renewal of appointment should, in the first instance, be made with a view to establishing a 'rolling' membership.

Research Degrees Committee

3.8.1 The Research Degrees Committee (RDC) is responsible to Academic Council for overseeing admission, registration, support, progression, examination and awards in respect of research students.

3.8.2 Remit:

1. To oversee admission, registration, progression, examination, and awards in respect of research students, including:
 - a. to approve research student applications
 - b. to consider reports relating to progress monitoring of research students
 - c. to approve requests relating to changes in terms of study (eg, extensions and suspensions)
 - d. to approve membership of examination panels
 - e. to approve recommendations of examination panels for the award of research degrees
2. To oversee support of research students and supervisors, including:
 - a. to monitor and review policies and procedures relating to research students
 - b. to monitor and review research student support issues
 - c. to maintain oversight of skills training for research students and training for staff in research supervision
 - d. to maintain oversight of research students' complaints and appeals
3. To oversee the approval and re-approval of academic research areas and to monitor and report on the meeting of any established conditions
4. To oversee the monitoring of quality assurance and enhancement and to take appropriate action on related issues as required
5. To consider and review strategies for recruiting and retaining research students with high potential.

3.8.3 The membership of Research Degrees Committee is:

- a. Chair: Dean of Research and Knowledge Exchange, *ex officio*
- b. At least five active, or recently active, research supervisors (with at least one representative from each of Science and Engineering, Health and related subjects, Arts and Humanities, Social Science)
- c. Associate Deans (or representative), *ex officio*, one per faculty as named lead
- d. One external representative from a HEI
- e. Up to two postgraduate research student representatives
- f. Chair of the Graduate School Committee, *ex officio*
- g. Research Support Officer, *ex officio*
- h. Deputy Principal (academic and research), *ex officio*
- i. Head of Academic Standards and Enhancement, *ex officio*.

In attendance:

- j. Graduate School Officer (Committee Secretary), *ex officio*.

A meeting will be declared quorate with the attendance of one third of the membership, but this also requires at least two members from the following to be present: Dean of Research, research supervisors, external representative, Chair of the Graduate School Committee.

3.8.4 Frequency of meetings:

The Research Degrees Committee meets formally approximately every six weeks. However, as business dictates, the Committee also meets virtually (by electronic means) outwith the cycle of formal meetings, as required.

3.8.5 Terms of office:

- a. The research supervisor members will hold office for three years, with the possibility of a three year extension, following which they must stand down from office for a period of not less than one year
- b. The PGR student representatives shall normally hold their membership for eighteen months – two years (up to a maximum of two years)
- c. The external representative shall hold office for three years in the first instance, with the possibility of a three year extension, following which they will be required to stand down from membership
- d. All members (as defined in section 3.7.3) are entitled to vote on matters requiring the Committee's decision. The Chair retains the casting vote, if required.

3.8.6 Reserved business:

Where the work of the committee concerns the progress of individual students, this will be classed as 'reserved business'. Students will be asked to leave the committee at this point. Issues of general concern to research students will form the first part of each meeting of the committee.

Faculty Boards

3.9.1 The university has two Faculty Boards:

- Arts, Humanities, Business and Education
- Science, Health and the Environment.

Each Faculty Board has a tertiary remit which covers further education, higher education, research and knowledge exchange.

Faculty Boards report directly into Academic Council. For the Faculty Boards to be able to implement their approved role and remit it is essential that they have a clear line of accountability.

3.9.2 Remit:

1. To agree and oversee a (3–5 year) rolling tertiary faculty strategic plan, aligned with the UHI Strategic Plan, the UHI's Research Plan and the Strategic Plans of the Academic Partners. The plan should articulate ambition for further education, higher education, research and knowledge exchange and should be refreshed annually to align with key drivers
2. To oversee the approval of new higher education academic provision under the university's degree awarding powers, and to monitor and report on the meeting of any established conditions
3. To advise on the development of UHI's further education strategy
4. To liaise with relevant external bodies and communities to identify external drivers and horizon scan to inform planning at all levels within the university
5. To take a high-level approach to consideration of quality measures, enrolments and other KPIs and to receive reports on achievement against key performance indicators pertaining to research and knowledge exchange activity from RKEC
6. To monitor and take appropriate action on quality assurance and enhancement issues
7. To set the faculty priorities for quality enhancement activity
8. To make recommendations for changes to policies/processes that are outwith the remit of Faculty Board (eg that might enhance delivery of academic activity or address identified issues) in the context of relevant two-way relationship with other university committees
9. To homologate decisions from Joint Faculty Executive for the appointment of suitable external examiners for higher education awards
10. To approve the membership of relevant boards of examiners
11. To maintain oversight of the Joint Faculty Executive and ratify its decisions.

3.9.3 The membership of each Faculty Board is:

- a. Chair: Dean of Faculty, *ex officio*
- b. Associate deans within the Faculty, *ex officio*
- c. Dean of Research and Knowledge Exchange, *ex officio*
- d. Dean of Learning and Teaching, *ex officio*
- e. Head of Further Education, *ex officio*
- f. Academic partner representation at senior management team level (one from each academic partner)
- g. One academic lead representing specialist academic provision, where required by a professional body (for example nursing)

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- h. Research cluster leads for each cluster aligned with the Faculty
- i. Knowledge exchange officer, *ex officio*
- j. HISA President, *ex officio*, or representative
- k. Professional services representative, *ex officio*
- l. Other co-opted members at the discretion of the Dean.

Nominations for membership shall be made to the dean. Other individuals, as appropriate or necessary, may also attend Faculty Board of Study, at the invitation of the chair.

3.9.4 Frequency of meetings:

The Faculty Board shall meet no fewer than three times a year.

3.9.5 Terms of office:

All members, except *ex officio* members and student members, shall normally hold membership for three years.

3.9.6 Representation on other committees:

The Faculty Dean will receive papers from the formal committees sitting within the faculty structure and have the ability to sit on and attend all associated committees.

Joint Faculty Executive

3.10.1 The university recognises that for Faculties to deliver on their allocated functions there may be tasks that are most effectively, consistently and efficiently delivered upon jointly. This will be a subcommittee of the two Faculty Boards with appropriate delegated authority.

The Joint Faculty Executive will report to both Faculty Boards.

3.10.2 Remit:

1. To consider requests for modifications to degree programmes and decide upon the appropriate approval route, based on the level of risk within the proposal
2. To endorse recommendations for the appointment of suitable external examiners for higher education awards
3. To receive external examiner reports for higher education awards and approve faculty responses
4. To receive update reports pertaining to further education performance from time to time, especially performance against credit targets, including apprenticeships
5. To receive update reports from time to time pertaining to research and knowledge exchange, including grant capture, innovation vouchers and knowledge transfer partnerships.

3.10.3 The membership of Joint Faculty Executive is:

- a. Chair: Faculty Deans (chaired on rotation), *ex officio*
- b. Associate deans, *ex officio*
- c. Head of Academic Standards and Enhancement, *ex officio*
- d. Faculty liaison advisors, *ex officio*
- e. Any co-opted members at the discretion of the Deans of Faculty.

The Dean of Learning and Teaching, the Dean of Research and Knowledge Exchange and the Head of Further Education may be asked to attend Joint Faculty Executive meetings for specific items.

3.10.4 Frequency of meetings:

The Joint Faculty Executive shall meet every two months.

Cognate Subject Group Committee (one per Cognate Subject Group)

3.11.1 The cognate subject groups report to their respective faculty board. Associate deans are responsible for setting the agenda and schedule of meetings.

3.11.2 Remit:

1. to act as the formal body for communication and consultation for staff and students in the curriculum area
2. to develop and oversee an ambitious outcome focussed rolling operational plan, updated annually, which identifies key internal and external drivers, operationalises the faculty level academic plan, to include development of academic communities at further education and higher education, research/knowledge exchange and implementation of the Learning and Teaching Enhancement Strategy
3. to co-ordinate and plan curriculum development and delivery within the curriculum area across the partnership, including acting as consultation body for proposals for new curriculum or major modifications to existing curriculum
4. to endorse the development of new curriculum areas, of curriculum modification and retiral at higher education for approval at academic planning committee, and noting at faculty board, recognising that the locus of academic planning for further education currently resides in the academic partners
5. to monitor enrolments on tertiary pathways and promote progression links for example from further to higher education programmes
6. to monitor the operationalisation of quality assurance processes for further education and higher education
7. to receive reports from all relevant research clusters and knowledge exchange groups
8. to promote tertiary planning for activity in key sectors
9. to promote research - teaching linkages and scholarship
10. to monitor and report on KPIs for the cognate area and escalate any areas of concern to QAEC and Faculty Board as appropriate
11. to agree the number and form of any operational groups or fora which are required within the CSG, to receive regular reports.

3.11.3 The membership of the Cognate Subject Group Committee is:

- a. Chair: Associate Dean, *ex officio*
- b. One Research Cluster Lead for each relevant cluster
- c. A curriculum and/or research manager from each academic partner, as appropriate
- d. One academic lead representing specialist academic provision, where required by a professional body (for example nursing)
- e. One quality manager representative
- f. Faculty liaison advisor
- g. One HISA representative
- h. Any co-opted members at the discretion of the Associate Dean.

It is anticipated that the Head of Academic Standards and Enhancement will attend cognate subject group committees from time to time for specific agenda items.

3.11.4 Frequency of meetings:

A minimum of three times per year, with special areas of focus at each meeting, and additional members invited as appropriate at individual meetings.

Research Cluster Management Group (one for each research cluster)

3.12.1 The research cluster management groups report to their respective cognate subject group committee. Research Cluster Leads are responsible for setting the agenda and schedule of meetings, and have representation on Faculty Board and Research and Knowledge Exchange Committee.

3.12.2 Remit:

1. to foster cross partner interdisciplinary research
2. to contribute to the institutional research strategy and faculty and cognate subject group plans
3. to identify opportunities for the enhancement of research/teaching linkages
4. to enhance research environment and culture
5. to create meaningful links between research and the knowledge exchange sector groups, to encourage impactful research in the key sectors aligned with research clusters
6. to support and nurture potential agreed new areas of research strength, where these are deemed to have strategic priority, and encourage the further development of existing areas
7. to agree a yearly programme of interdisciplinary research seminars for staff and students in liaison with the research centres and institutes aligned with each faculty
8. to facilitate research bid development and growth, and monitor agreed PIs for this
9. to support and facilitating public engagement and involvement in research
10. to support growth in research student numbers and experience
11. to support REF plans and implementation
12. to monitor the deployment of agreed resources
13. to monitor agreed PIs for the knowledge exchange sector groups assigned to the research cluster.

3.12.3 The membership of the Research Cluster Group is:

- a. Chair: Research Cluster lead, *ex officio*
- b. Associate Dean, *ex officio*
- c. Head of Research Environment and Culture, *ex officio*
- d. Knowledge Exchange Group Leads
- e. Nominated leads for key activities as decided by the cluster lead (eg REF, PGR, ECR etc)
- f. Any co-opted members at the discretion of the Cluster Lead.

3.12.4 Frequency of meetings:

Four meetings per year but increased where appropriate and needed, at the discretion of the cluster lead. Additionally research cluster leads consider the balance between a small management group that can drive and action changes and a wider steering group that can participate and contribute to thinking through initiatives and enhancing the sense of shared ownership of plans.

Academic Partner Quality Committee

3.13.1 Each academic partner shall establish an Academic Partner Quality Committee (APQC) with responsibility for monitoring the academic standards and the quality of academic provision and SQA higher education programmes, modules and units delivered by the academic partner.

3.13.2 Remit to include:

1. To implement the procedures and maintain the academic standards and quality of programmes, modules and units delivered within the academic partner and in any location where the academic partner delivers any part of the university curriculum
2. To engage with the faculties, subject networks and other partnership bodies in the management and further development of higher education curriculum, learner experience and staff development
3. To submit any relevant information to the Quality Monitoring Group, prior to annual monitoring meetings relating to the quality assurance and enhancement of curriculum and learner experience
4. To receive reports on approval, review and monitoring of higher education provision and to ensure that appropriate action is taken
5. To promote good practice in quality assurance and enhancement within the academic partner.

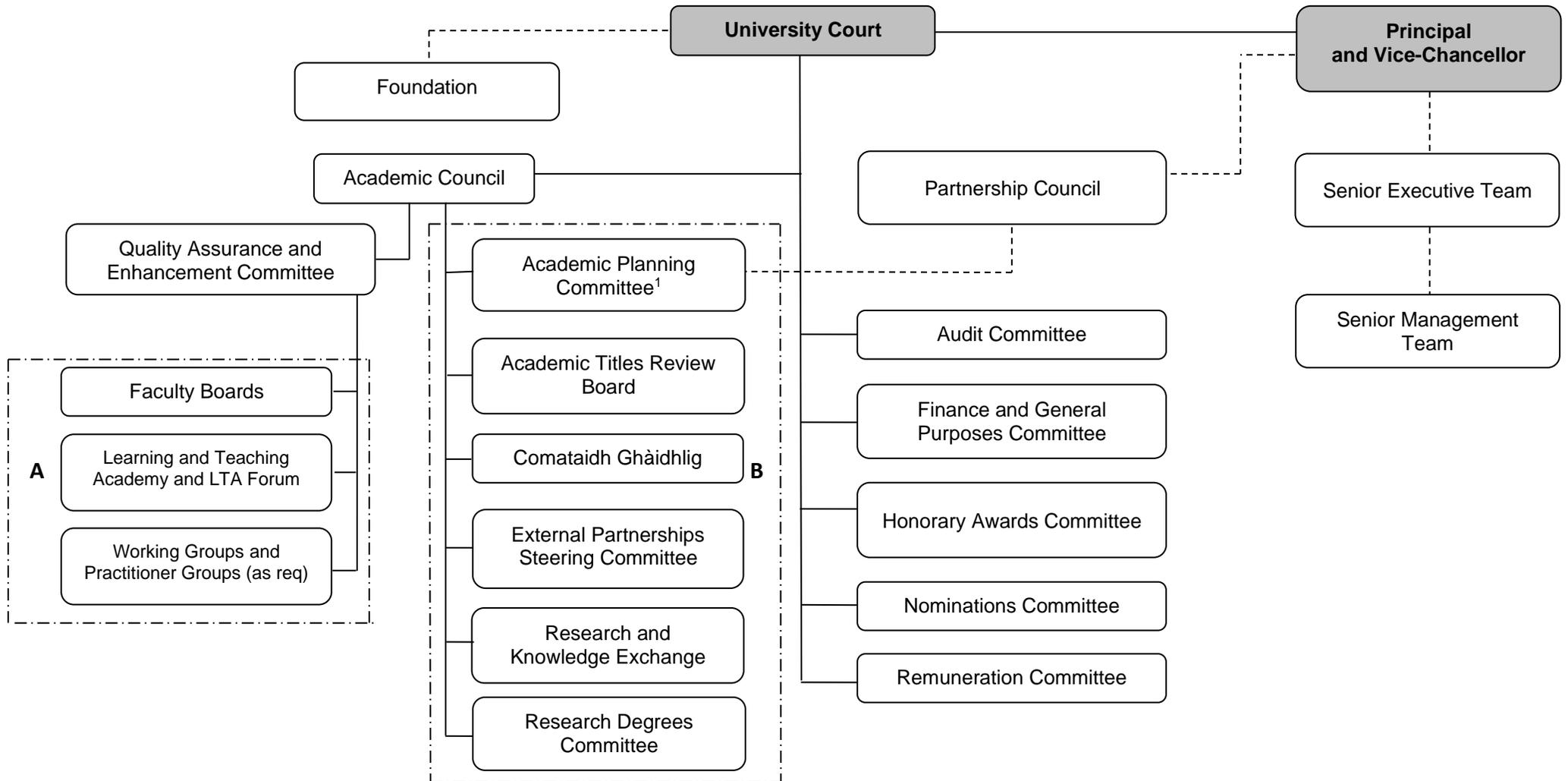
3.13.3 The membership of the Academic Partner Quality Committee shall include:

- a. The member of the academic partner's senior management responsible for quality matters
- b. Representative of each academic unit within the academic partner
- c. Representative from student learning support
- d. At least one student representative.

3.13.4 Frequency of meetings:

The Academic Partner Quality Committees shall meet no fewer than three times a year.

University committee structure



Footnotes

- 1 Also reports to other committees: Academic Planning Committee to Partnership Council.
- A Primarily reports to Academic Council through Quality Assurance and Enhancement Committee.
- B Primarily reports direct to Academic Council.