

Terms of reference and membership of Senate

SENATE

TERMS OF REFERENCE 2025-2026

1. Authority of the Committee

Subject to the provisions of the University's Articles of Government, to the overall responsibility of the Board of Governors and to the responsibilities of the President & Vice Chancellor, there shall be a Senate of the University.

2. Purpose of the Committee

Senate is the University's most senior committee in relation to academic matters. It has overall responsibility for the University's qualifications, the oversight of academic quality, standards and information and for the quality framework. It directly approves changes to the academic regulations for taught and research programmes of study. More detailed functions are largely delegated to its sub committees: Education Committee and Research and Knowledge Exchange Committee.

3. Non-delegable functions

Senate will never delegate the approval of strategies, regulations and/or policies.

4. Delegated authority

The Senate has delegated its authority to the following committees:

- Assessment Boards: On behalf of Senate, Assessment Boards determine the results of assessments, student progression and the classification of awards. Senate receives regular reports on student progression and achievement and approves the regulations which are used to define the conduct of Assessment Boards and the rules governing progression and attainment.
- Education Committee: The Education Committee has delegated authority to review and approve processes for the implementation of policies related to the University Academic Strategy, The Student Success Strategy, The University Graduate Employment Strategy, University Employer Engagement Strategy, The University Apprenticeship Strategy, The Group Apprenticeship Strategy, The University Knowledge Exchange Strategy. The Education Committee also oversees the arrangements for assuring academic quality and standards on University programmes of study in both an on and off campus context.
- Research and Knowledge Exchange: On behalf of Senate, to implement the Strategic Plan as it relates to research, knowledge exchange and industrial engagement, including the approval, review and oversight of the implementation of any related policies and procedures. To oversee the submission of bids for research and/or knowledge exchange funding.

5. Duties of the Committee

- i. To determine the University's academic aims and objectives and to promote effective student learning, teaching, scholarship and research.
- ii. To advise the President & Vice Chancellor and Board of Governors on the development of the University's academic activities and the resources needed to support these activities.
- iii. To approve a framework of academic policies and procedures principles to be complied with by all of the University's programmes of study and programmes of supervised research, including University programmes offered in collaboration with external organisations.
- iv. To determine conditions and procedures for the granting and conferment of academic awards, prizes and distinctions by the University, including honorary academic awards and titles.
- v. To be responsible for academic standards, academic quality audit, the validation and review of programmes of study and programmes of supervised research, subject to the requirements of external bodies.
- vi. To establish policies and procedures on matters relating to the admission of students, student continuation, completion, progression, attainment and achievement teaching, curriculum content, assessment and examination of the academic performance of students, subject to the requirements of the University's authority and that of any external bodies.
- vii. To determine procedures whereby students may appeal against decisions made by an Assessment Board.
- viii. To determine procedures for the expulsion of students for academic reasons, after having consulted with the Board of Governors.
- ix. To advise on such other matters as the President & Vice Chancellor or Board of Governors may refer to Senate.

6. Membership

Under the Articles of Government, Senate should have no more than thirty members, selected under arrangements approved by the Board of Governors.

The President & Vice Chancellor shall be Chairperson and in the event of the membership being at any time below thirty, the proportion of staff holding designated management posts should not be less than half.

The membership of Senate shall be as follows:

- Full members:
 - Chair – Vice Chancellor
 - Deputy Chair – Pro Vice Chancellor (Academic Strategy)
 - University Academic Director (including representation of CMDU in programme approvals)
 - Chair of Research and Knowledge Exchange Committee
 - Chair of Education Committee

- Heads of School
- President of the Students' Union
- Officers (in attendance, not members, as determined by the Chair)
- Protocol:
 - 90-minute time limit and 4-page max paper length, colleagues invited for specific items at discretion of Chair (same protocol for all Senate subcommittees).

7. Quorum

Meetings shall be quorate when at least one half of the total prescribed membership is present, including the Chair (or Vice Chair where the role exists), and when at least one half of those members present are University staff (as distinct from external members or students).

8. Appointment of Chair and Deputy Chair

The Chair shall be the President & Vice Chancellor.

The Vice Chairs shall be the Pro Vice Chancellor (Academic Strategy).

9. Meetings

Meetings should be held at least three times per academic year.

10. Committee reporting

The Committee reports to the Board of Governors. Minutes are published on the University Moodle site.

11. Review

Terms of Reference are reviewed by Senate, annually.

12. Sub-committees

Subject to the agreement of the President & Vice Chancellor and the Board of Governors, Senate may establish such committees as it considers necessary to enable it to carry out its responsibility.

APPENDIX

Appendix 2: Terms of reference and membership of the Education Committee (sub-committee of Senate)

EDUCATION SUB-COMMITTEE

TERMS OF REFERENCE 2025-2026

1. Authority of the Sub-Committee

On behalf of Senate, the Sub-Committee is responsible for:

- The development, implementation and review of the University's Academic Strategy
- Approving, reviewing and overseeing the implementation of attendant policies, procedures and practices.
- Assuring academic quality and standards and, in line with the Academic Strategy, making recommendations to Senate on development of new courses.
- Overseeing policies and procedures for assuring academic quality and standards, for maintaining a consistently high quality of student experience, and for promoting a culture of continual improvement.
- Overseeing the arrangements for assuring the academic quality and standards of off-campus collaborative provision and apprenticeship provision.
- Monitoring the Schools' delivery against strategic Key Performance Indicators.

2. Duties of the Sub-Committee

- i. To formulate, revise, promote and oversee the implementation of the University's academic-related strategies, including The Academic Strategy, The Student Success Strategy, The Graduate Employment Strategy, The Employer Engagement Strategy, The Apprenticeship Strategy, The Group Apprenticeship Strategy, The Knowledge Exchange Strategy and to recommend these for approval to Senate.
- ii. To oversee the implementation of the University's Academic Strategy in relation to learning, teaching, standards, assessment, employability and the wider student experience through the development of relevant policies and procedures.
- iii. Rapid review and Recommendations on new course proposals to Senate.
- iv. To make recommendations to Senate on the approval of collaborative partnerships and to monitor their operation, identifying risk and taking action as required.
- v. To develop, approve and monitor policies and procedures for the promotion of student engagement, student representation and the gathering of feedback from students.
- vi. To monitor the quality and standards of taught and research degree programmes and the quality of students' academic experience on those programmes throughout the University and its partner institutions through:

- Consideration of reports from the Office for Students, and Professional, Statutory and Regulatory Bodies;
 - Subject reviews and other visits;
 - Management information on the student experience, including student surveys and student continuation, completion, progression, attainment and achievement data and Schools delivery against strategic KPIs
 - Local reports from School Boards pertaining to the above and to ensure that, where necessary, appropriate action is taken.
 - Consider reports from Enhanced Performance Boards for Apprenticeship provision.
- vii. To monitor the effectiveness of the External Examiner system, including receiving and considering summary reports of matters raised by External Examiners, to approve responses to them on behalf of the University and to take action as required.
- viii. To support the enhancement of learning and teaching and the student experience through the development and dissemination of good practice and innovation and by raising the profile of learning and teaching, both on-campus and off-campus.
- ix. To promote a self-critical, reflective approach to academic standards throughout the University and its partners and to identify and encourage good practice and innovation in learning, teaching, curriculum development and assessment, including the use of new learning technologies, and to identify and promote related opportunities for staff development.
- x. To monitor and evaluate the preparation of students for employment and life by introducing policy and promoting:
- curriculum provision for employability skills;
 - opportunities for work experience, internships and placements
 - careers' awareness/guidance.

3. Membership

- Full members:
 - Chair – Assistant Vice Chancellor (REF)
 - Deputy Chair – Head of the School of the Arts
 - School Quality Leads
 - Academic Coordinators (Recruitment and Retention)
 - Head(s) of School
 - Two (2) student representatives, one of which to be the President of the Students' Union
- Attending non-members, by invitation:
 - Representatives of the Quality Transformation Unit
 - General Manager of the Students' Union

- Director of Jobs for Students
- Representative of the Off Campus Division
- Officer/Secretary from the Quality Transformation Unit

4. Quorum

Meetings shall be quorate when at least one half of the total prescribed membership is present, including the Chair (or Deputy Chair where the role exists), and when at least one half of those members present are University staff (as distinct from external members or students).

5. Appointment of Chair/Deputy Chair

- The Chair shall be the Assistant Vice Chancellor (REF)
- The Deputy Chair shall be the Head of the School of the Arts

6. Meetings

Meetings shall be held at least twice per academic year.

7. Committee Reporting

The Sub-Committee reports to Senate. Minutes are published on the University Moodle Site.

8. Review

Terms of Reference are reviewed at the meeting of the Sub-Committee annually preceding the academic year to which they will apply and any changes are approved by Senate.

9. Academic Recommendation Panel

The Sub-Committee shall authorise the Academic Registrar to establish Academic Recommendation Panels on its behalf to consider proposals for programme approval. This panel shall be constituted from academic staff reviewers and Standards and Enhancement members to enable appropriately informed, objective and impartial consideration of proposed programmes. Panels will normally be chaired by the Academic Registrar or nominee and will undertake an independent appraisal of the proposal development record for a programme. The full terms of reference for the Panel are included in the Programme Approval Handbook 2024/25.

10. Programme Approval Panel

The Sub-Committee shall authorise the Academic Registrar to establish Programme Approval Panels which be convened by exception for PSRB purposes and complex approvals. This panel shall be constituted from academic staff reviewers and Standards and Enhancement members to enable appropriately informed, objective and impartial consideration of proposed

programmes and will undertake an independent appraisal of the proposal development record for a programme.

APPENDIX

Appendix 3: Terms of reference and membership of the Research and Knowledge Exchange Committee (sub-committee of Senate)

RESEARCH AND KNOWLEDGE EXCHANGE COMMITTEE

TERMS OF REFERENCE 2025-2026

1. Authority of the Sub-Committee

The Committee is advisory to Senate on the development of the Strategic Plan in relation to research, knowledge exchange/transfer, and industry engagement and for developing policies and initiatives concerning the maintenance, growth and enhancement of related activities and the University's research activity (including scholarship, knowledge transfer and the creation and exploitation of new knowledge) within the overall context of the current Strategic Plan. The Committee's remit will include the development of business opportunities and the creation and exploitation of new knowledge within the overall context of the Strategic Plan.

2. Duties of the Sub-Committee

- i. To engage with the research landscape across the higher education sector and its funding bodies, partners and users, so as to inform research policy and planning within the University.
- ii. To identify opportunities for knowledge exchange and industry engagement with research and the wider University, including opportunities for student internships and placements, and to identify potential sources of funding, and research partners from the UK, EU and overseas, so as to inform policy and planning within the University.
- iii. To formulate and implement University research strategies and associated policies according to the commitments made in the Strategic Plan and to ensure that appropriate staff development is made available to support these activities.
- iv. To formulate and implement University knowledge exchange and employer engagement policies, strategies and implementation plans according to the commitments made in the Strategic Plan.
- v. To identify opportunities by which the University is able to achieve its knowledge exchange and industry engagement-related goals and to measure progress against these goals, including:
 - a. the development of products and services leading to knowledge exchange and industrial engagement outcomes;
 - b. the development of mechanisms to support and deliver high added-value consultancy and knowledge exchange;
 - c. the creation, exploitation and dissemination of innovative approaches to industry engagement;
 - d. the development of mechanisms to assist in new knowledge creation and transfer.

- vi. To advise the Vice Chancellor on the appropriate strategic utilisation and distribution of the Funding Council third stream income in support of research and employer engagement (such as the HEIF grant and any successful SDF application) and, on behalf of Senate, to monitor and report back on the outcomes achieved.
- vii. To advise the Vice Chancellor on the appropriate distribution of the Funding Council research grant (including any special funds for research) and on the level and distribution of internal funding for research.
- viii. To consider annual reports from Schools and research teams and relevant central services relating to the achievement of University and local research plans and to report to Senate accordingly.
- ix. To receive progress reports from Schools, research centres and institutes on their acquisition and use of external project funding in support of innovation and employer engagement and on their achievement of the funded outcomes.
- x. To advise as required by Senate on the configuration and content of any returns and statements on research and on knowledge exchange and industry engagement made to external bodies.
- xi. To disseminate good practice in the preparation of bids for external funding.
- xii. To approve recommendations for Post Graduate Research Student admission, progress, examination and completion on behalf of Senate.

3. Membership

- Full members:
 - Chair – Assistant Vice Chancellor (Knowledge Exchange)
 - Deputy Chair – Professor Jerome Carson
 - Five (5) representatives from the academic schools as directed by the Chair, being from the Schools of Engineering, Biomedical Sciences, Nursing, Arts and Creative Technologies and the Greater Manchester Business School
 - One (1) student representative registered on a programme of study leading to a research degree
- Attending non-members, by invitation:
 - Assistant Vice Chancellor (Research and Doctoral College)
 - Assistant Vice Chancellor (REF)
 - University Director of Research Quality
 - Representative(s) from Health Innovation Manchester, as directed by the Chair
 - Representative(s) from the Library, as directed by the Chair
 - Representative(s) of the Professoriate, as directed by the Chair
 - Up to three (3) external representatives from relevant industries, as directed by the Chair
 - Officer – Donna Zarei

4. Quorum

Meetings shall be quorate when at least one half of the total prescribed membership is present, including the Chair (or Deputy Chair where the role exists), and when at least one half of those members present are University staff.

5. Appointment of Chair/Deputy Chair

- The Chair shall be a member of the Professoriate.
- The Deputy Chair, where such a role exists, shall be nominated by the Committee from amongst its Professoriate members.

6. Meetings

Meetings shall be held at least three (3) times per academic year.

7. Committee Reporting

The Committee reports to Senate. Minutes are published on the University Moodle Site.

8. Review

Terms of Reference are reviewed at the meeting of the Committee annually preceding the academic year to which they will apply and any changes are approved by Senate.

APPENDIX

Appendix 4: Terms of reference and membership of School Boards (sub-committees of the Education Committee)

SCHOOL BOARDS

TERMS OF REFERENCE 2025-2026

1. Authority of the Committee

On behalf of the Education Committee, School Boards are responsible for the implementation the University's strategic priorities as they relate to the School and to monitor the achievement of planned objectives.

2. Duties of the Committee

- i. To develop and monitor the School Local Plan.
- ii. To manage the portfolio of programmes within the School (including programme developments, new programmes and programme closures).
- iii. To oversee and report on School staffing and resources (financial and physical, including health and safety).
- iv. To oversee and report on the quality monitoring and review of programmes within the School.
- v. To manage learning, teaching and assessment and the student experience within the School.
- vi. To develop and review strategies for student retention and support within the School.
- vii. To oversee and report on School recruitment initiatives and marketing communications
- viii. To oversee and report on research, enterprise and employability initiatives.
- ix. To report on and feed into the business of SSLCs, as well as University-wide committees.

3. Membership

- Full members:
 - Head of School/Centre (Chair)
 - Dean
 - School Quality Lead
 - Academic Coordinator – Recruitment and Retention
 - Teaching Professor(s)
 - School Research Coordinator

- School Teaching and Learning Champion
- School Employability Champion
- School Enterprise Champion
- Seven (7) academic staff members representative of the subject areas covered by the Board
- School Board Student Representative/s and relevant Community Engagement Co-ordinator
- A member of academic administrative staff
- A member of technical staff (if applicable)
- A member of Student Services
- A Student Liaison Officer
- A Library representative
- One (1) person from another school nominated by their Head of School and approved by AVC (OfS)
- Attending non-members, by invitation:
 - Administrator (Secretary)
 - A member of IS&T (To supply a report when not in attendance)
 - A senior member of the Standards of Enhancement Office
 - A member of senior management as appropriate

4. Quorum

Meetings shall be quorate when at least one half of the total prescribed membership is present, including the Chair and when at least one half of those members present are University staff (as distinct from external members or students).

5. Appointment of Chair

The Chair is the Head of School/Centre.

6. Meetings

Meetings shall normally be held at least two times per academic year. A calendar of meetings must be supplied to Senate at the start of each academic session.

7. Committee Reporting

The School Boards report to Education Committee. Minutes are published on the University Moodle site.

8. Review

Terms of Reference are reviewed by Board Chairs annually preceding the academic year to which they will apply and any changes are approved by Senate.

APPENDIX

Appendix 5: Terms of reference and membership of the Enhanced Performance Board for Degree Apprenticeships (a sub-committee of the Education Committee)

ENHANCED PERFORMANCE BOARD FOR DEGREE APPRENTICESHIPS TERMS OF REFERENCE 2025-2026

1. Purpose

The purpose of the Enhanced Performance Board for Degree Apprenticeships is to provide academic oversight of the University's apprenticeship provision, to disseminate good practice and to ensure that risk is mitigated.

2. Duties of the panel

- i. Monitor the operation of the University's procedures for management of academic standards and quality in apprenticeship arrangements, identifying features of good practice for further dissemination, and matters to be drawn to the attention of the Education Committee. The following standing agenda items to constitute the basis of the monitoring arrangements during meetings of the Board:
 - a. Progress against the Quality Improvement Plan (QiP), derived from the Self-Assessment Report (SAR);
 - b. Achievement in-year and best case;
 - c. Teaching observation strengths/AFI and CPD identified from observations;
 - d. Caseloads/workload allocation;
 - e. Compliance;
 - f. Review compliance and quality;
 - g. Attendance (%).
- ii. Ensure that timely and appropriate action is taken in response to the outcomes of the approval, monitoring and review of apprenticeships.
- iii. Advise on the implications for the University's procedures for management of academic standards and quality in apprenticeships and in the external operating environment, including but not limited to the following:
 - a. changes to the Ofsted Education Inspection Framework;
 - b. changes to the expectations and regulations of other relevant external agencies and governments, where relevant;
 - c. development of Standards and Assessment Plans by the Institute for Apprenticeships and Technical Education and related bodies.

- iv. Advise on the continuing development of the University's procedures for management of academic standards and quality in Apprenticeship provision.
- v. Provide an annual overview report for submission to the Education Committee's final meeting.

3. Membership

- Full members:
 - Assistant Vice Chancellor, Transformation (Chair)
 - Academic Registrar (Deputy Chair)
 - Assistant Vice Chancellor (Knowledge Exchange)
 - Head of Apprenticeships
 - Heads of School which have Degree Apprenticeships
 - Director of Student Services & Experience
 - Director of Jobs for Students
 - Quality and Compliance Officer
 - Apprenticeship Quality Administrator (Officer)
- Attending non-members, by invitation:
 - Representatives from Student Data Management
 - Representatives from Finance

4. Quorum

Meetings shall be quorate when at least one half of the total prescribed membership is present, including the Chair (or Deputy Chair), and when at least one half of those members present are University staff (as distinct from external members or students).

5. Appointment of Chair/Deputy Chair

- The Chair shall be the Assistant Vice Chancellor, Transformation.
- The Deputy Chair shall be Academic Registrar.

6. Meetings

Meetings shall be held at least 4 times per academic year, with an additional meeting to confirm the Final SAR

7. Committee Reporting

The Panel reports to the Education Committee.

8. Review

Terms of Reference are reviewed at the meeting of the Board annually preceding the academic year to which they will apply and any changes are approved by Senate.

ANNEXE

Annex A: Terms of reference and membership of the Honorary Awards Committee

HONORARY AWARDS COMMITTEE

SUMMARY OF STATUS AND FOCUS

Strategic Vision: Teaching Intensive Research Informed Assessment Enabled (TIRIAE)

The University of Bolton is a teaching intensive, research informed higher education institution whose distinctive high quality, student-focused, undergraduate and postgraduate programmes attract applications from all over the world. In this context the committee focuses on recognising the contributions and achievements of those who have made outstanding contributions to advancing the values the University promotes.

The University strives to be a model of civic engagement, inclusivity, partnership working and innovation, supported by practice knowledge, excellence in scholarship and the application of technology to ensure accessible and flexible higher education provision. We are dedicated to the principles of promotion of lifelong learning, equality of opportunity and the provision of education which makes a practical difference to the lives to individuals and to the public good. These principles and characteristics will inform our selection of those upon whom we will confer honorary awards.

Accordingly, there shall be an Honorary Awards Committee acting under delegated authority of the University Senate with Terms of Reference to be reviewed each year by Senate. The Committee operates under Senate's delegated authority and reports to it for all matters relating to the award of honorary degrees and honorary academic titles. In that context, the Committee's decisions regarding individual nominations are subject to the approval of the Vice-Chancellor. The arrangements for the exercise of the duties of the Committee are subject to the approval of Senate.

TERMS OF REFERENCE 2025-26

1. Authority and duties of the Committee

The Honorary Awards Committee is a decision-making subcommittee of Senate. It has responsibility for identifying and proposing suitable candidates for the award of honorary degrees to the Vice-Chancellor of the University as Chair of Senate and shall:

- a. after consultation with the University on proposed names, take decisions on names to be put to the Vice-Chancellor for approval for the conferral of Honorary Degrees;
- b. make recommendations to the Vice-Chancellor on any proposal for the revocation of an honorary degree;
- c. report annually on its activities to Senate;
- d. in its work, take into account the regional, national and international roles of the University, the academic, professional or other distinctions of potential recipients and

particular services they may have rendered to the University and its stakeholders, identify potential recipients of honorary degrees, promote diversity, and conduct such due diligence as is necessary in order to identify potential recipients;

- e. in its deliberations, ensure that at all times, the process of consideration meets the highest standards of governance including adherence to the Nolan Principles of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.

2. Membership

The Committee shall consist of:

- The President and Vice-Chancellor or her/his nominee acting as Chair;
- Two members nominated by the Vice-Chancellor;
- One student member of Senate;
- One member of the Board of Governors selected under arrangements to be determined by that Board;
- Up to two co-options as determined by the Committee;
- Three staff members of Senate.

The period of appointment for appointed members shall be one year renewable for a maximum of four years.

3. Awards criteria

For all honorary awards, in considering whether to recommend an award be made, the Committee will consider the following:

- a. the work or contribution of the Nominee should align with the University Mission, Vision and Values; and,
- b. the work or contribution of the Nominee should align with the University's core strategic themes, such as they are at the time the nomination is being approved.

The University may confer honorary awards upon those who have:

- a. made (and may continue to make) a significant contribution to the work, development or reputation of the University (or to any of its predecessor institutions) or to the local region; and/or,
- b. made an outstanding contribution to their chosen profession or field of activity (including education, arts and culture, industry, business and commerce, sport, public life and voluntary service) with a positive and beneficial impact on a national, international or global scale; and/or,
- c. made outstanding contributions to advancing the values the University promotes.

The committee will ensure that:

- appropriate due diligence has been undertaken on all nominations to safeguard the University's interests and reputation.
- That there are no conflicts of interest, either actual or apparent, in making the award. This will include assessing whether the grant of the award will give rise to the perception of any inappropriate quid pro quo. This should not be interpreted as a prohibition to working with Honorary Graduates as part of the University's development work.
- That there is demonstrable proof of the basis of the recommendation.

4. Proposed membership for 2025-26

The Committee shall consist of:

- Chair: Acting Vice Chancellor
- Two members nominated by the Acting Vice Chancellor:
 - Prof Patrick McGhee (deputy chair)
 - Prof Iqbal Singh
- One student member of Senate: SU President
- One member of the Board of Governors selected under arrangements to be determined by that Board: *TBC*
- Up to two co-options as determined by the Committee: *TBC*
- Three staff members of Senate:
 - Prof. Jim Nyland
 - Yusuf Giga
 - Sam Johnson

