

Terms of reference and membership for Committees Senate

Note In accordance with Ordinance 2.12.1 (4) the Vice-Chancellor is ex-officio members of every Committee of the Senate. The Vice-Chancellor may delegate this position to the Provost and Deputy Vice-Chancellor. One of the Pro Vice-Chancellors, as nominated by the Vice-Chancellor, will also be a member *ex officio* of each committee of the Senate.

Extract from the Standing Orders of Senate, October 2009 (Standing Order 25):
'The quorum for each committee, board or sub-committee of the Council or joint committees of Council and Senate shall be not less than one third of the total number of members, plus one.'

Academic Quality and Standards Committee – Continues until April 2011

Terms of reference

- (i) To provide a forum for debate and decision on the University's framework for quality assurance policy and procedures as it affects undergraduate and masters' degrees and higher research degree provision, taking account of national developments.
- (ii) To work with Faculty Officers in keeping quality monitoring and enhancement procedures and processes under review and to ensure an equivalency of standards of monitoring and enhancing good practice across Schools.
- (iii) To receive from Faculty Officers an Annual Report on the progress being made by Schools in implementing the University's framework for quality assurance in respect of undergraduate and masters' degrees, and higher research degrees and to identify any institutional issues that require further consideration and make appropriate recommendations.
- (iv) To promote the development of high quality research environments for students, including appropriate training opportunities.
- (v) To promote the further development of quality monitoring policy and practice with regard to all forms of collaborative provision, both UK and overseas.
- (vi) To provide a forum for debate and, where appropriate, decision on issues relating to provision of undergraduate, master's, and higher research degree University awards through the accredited colleges.
- (vii) To report to the Education Committee and Senate, as appropriate.
- (viii) To receive reports from the Foundation Programme Steering Group, as appropriate.

Membership

Chair appointed by Senate
 The Vice-Chancellor
 A Pro Vice-Chancellor with the Education portfolio
 The Director of the Learning and Teaching Enhancement Unit
 The Associate Deans (Education) from each Faculty
 A Head of School from each Faculty (appointed by the Dean concerned)¹
 A further representative from each Faculty (appointed by the Dean concerned)¹
 Chair, External Research Degrees Committee
 Three representatives of the Students' Union (UG, PGI and PGR)

Note A representative from University of Winchester* and from Chichester University (appointed by the Vice-Chancellor concerned) will be invited to attend for consideration of business relating to or affecting these institutions.
 (* University of Winchester has been invited to withdraw from the group.)

¹ Existing membership continues until March 2011

External Research Degrees Committee

(Reports to Academic Quality and Standards Committee – will report to University Programme Committee under revised structure)

Terms of reference:

- (i) To make decisions on the admission, candidature, progress and examination of all candidates for research degrees in the Accredited Institutions, within the academic areas approved for this purpose by the University.
- (ii) To assure attainment of our academic standards and an equivalent student experience of candidates through appropriate quality assurance procedures in accordance with the University's Regulations and Code of Practice for Research Candidature and Supervision which govern such candidature.
- (iii) To report to the University programme committee* on (i) and (ii) above, and on related issues.

Membership:

Chair (a University member of staff, appointed by the Chair, University programme committee

*Four University members from appropriate disciplines (appointed by Chair, University programme committee)

Two representatives from each of the Accredited Institutions.

The Director of the Learning and Teaching Enhancement Unit

University Programme Committee

Terms of reference

- (i) To maintain, subject to the approval of Senate where applicable, the University's regulatory framework (including regulations for admissions) for all taught and research degree programmes, including all forms of collaborative provision in the UK and overseas, and to regularly review the framework to take due account of external reference points such as the QAA Academic Infrastructure;
- (ii) To own and maintain on behalf of Senate the University's quality assurance framework for taught and research degree programmes including all forms of collaborative provision in the UK and overseas and to review the framework to take due account of national developments;
- (iii) To monitor, through a specified schedule of reporting, the compliance of Faculties with the requirements of the regulatory and quality assurance frameworks to ensure the standards of awards, the quality of the students' learning opportunities, the enhancement of students' learning opportunities and the quality of public information;
- (iv) To consider and, where appropriate, approve on behalf of Senate any requests for exemption from harmonised regulations submitted by Faculties;
- (v) To consider and make recommendations to Senate for the approval of new awards;
- (vi) To monitor the portfolio of taught and research degree programmes offered across the University, and to receive reports from Faculties in relation to the approval, and discontinuation of such programmes;
- (vii) To receive reports, as appropriate, from the External Research Degrees Committee.

Membership

A Senior member of Academic Staff (Chair), appointed by the Vice-Chancellor

The Pro Vice-Chancellor with the Education portfolio

The Director of the Learning and Teaching Enhancement Unit

The Chair of the External Research Degrees Committee

Two representatives from each Faculty, either:

Chairs of Faculty Taught/Research Programme Committees

or

Chair of Faculty Programme Committee and a further representative (appointed by the Dean concerned),

Chair of the Researcher Development and Graduate Centre Steering Group

Two representatives of the Students' Union (UG, PGI)

Note Other relevant officers from Professional Services may be in attendance as appropriate to the business, including:

The Director of iSolutions

The University Librarian

Military Education Committee

Terms of reference:

- (i) To advise the Senate of the University of Southampton and equivalent bodies in the other Universities with student members of the Units of matters relating to the University Royal Naval Unit, the Defence Technical Undergraduate Scheme, the Officer Training Corps, the University Air Squadron, and to act as a liaison committee between the University and these units.
- (ii) To encourage cooperation with other service units in the area.
- (iii) To represent the University in the activities of the Council of Military Education Committees.

Membership:

The Chair (appointed by Senate)
The Vice-Chancellor or nominee
The Commanding Officers of the three Service Units
One representative from each participating University (University of Southampton, (appointed by Senate), University of Portsmouth, Southampton Solent University, Bournemouth University, University of Winchester)
A representative of the University of Southampton Students' Union
Director of Studies (RN), Defence Technical Undergraduate Scheme (DTUS)
Academic Director of Studies, DTUS

- Note:**
- (i) each Commanding Officer may invite one student representative from his/her Unit to attend.
 - (ii) The University Liaison Officer from each Service will also be invited to attend.

Student Discipline Committee

Terms of reference:

To consider such cases of serious misconduct by students as may be referred to it by the Chair of the Committee of Discipline and to report to the Vice-Chancellor and Senate the action taken concerning them.

Membership:

The Provost and Deputy Vice-Chancellor or a Pro Vice-Chancellor (Chair)
Three members of Senate including one Dean (from a Faculty other than that of the student)
One student representative nominated by the President of the Students' Union

Senate Appeals Committee

Terms of reference:

To consider and determine academic appeals by all students under the regulations governing appeals as approved by the Senate.

Membership:

The Vice-Chancellor, or the Provost and Deputy Vice-Chancellor or a Pro Vice-Chancellor (*in the Chair*)
A Dean (from a Faculty other than that of the appellant)
A member of the academic staff in membership of Senate selected from a panel of eight nominated annually by the President of the Students' Union
A sabbatical officer of the Students' Union appointed by the President

- Note** The Chair may also co-opt¹ onto the Senate Appeals Committee:
- An additional independent member of another Faculty or Professional Service;

¹ The provision for the co-option of not more than two persons applies to each committee and subcommittee of Senate in accordance with its Standing Orders (Standing Order 25). Similarly, Council's Standing Orders (Standing Order 20) make the same provision for committees and subcommittees of Council. In respect of the Senate Appeals Committee, the scope of such co-option is specified within its membership.

- An external representative of the relevant profession, where a programme of study is subject to validation by an external professional body.

Members of the Senate Appeals Committee should not have been involved in teaching/supervising the student nor should they have been involved in any previous discussions about the student's case.

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