Chapter 2

Academic Committee Structure

2.   ACADEMIC COMMITTEE STRUCTURE

This chapter provides details of the membership and terms of reference of Senate, the University's senior academic committee, and its Standing Committees. For ease of reference, a summary of the University's key management committees is also provided.

Senate and each of its Standing Committees may co-opt additional members as and when necessary. Unless otherwise stated, committees are quorate when at least one third, or the nearest higher whole number, of the total actual membership is present. The period of office for elected staff representatives is normally three years. Where a Standing Committee includes student representation, a member of staff from the Students' Union is permitted to attend as an observer.

Senate normally meets four times each academic session and its Standing Committees normally each meet between three and five times each academic session. Meetings may be held in a physical location or remotely. Where necessary, Standing Committees may establish their own sub-committees, steering groups or working groups to deal with operational issues that require action on a more frequent basis. A chart of key committees and their sub-committees can be found on the final page of this chapter.

Senate and its Standing Committees are chaired by senior officers of the University. Institute Boards are chaired by Deans of Institute. Other chairs are determined and appointed on an annual basis by the Chair of Senate and are usually drawn from the prescribed membership of the relevant committee.

The Academic Office provides the secretariat for Senate and for those standing committees (and sub-committees) with primary responsibilities that relate directly to the remit of the Office. The secretariat for other committees is normally provided by staff working in the area most directly relevant to the committee's work.

The University is working towards full governance and administrative integration with the University of Wales (UW). UW will continue to meet its obligations to students who are registered on programmes of study leading to UW awards. Such programmes will be managed through the committees of UW, the details of which are available from the University Registry in Cardiff.

2.1   Senior Directorate

The Senior Directorate is responsible for supporting the Vice-Chancellor in the effective strategic management of the University, including overseeing all matters relating to the institutional budget and staffing. Its membership is determined by the Vice-Chancellor.

2.2   Academic Planning and Operational Leadership Teams

The Senior Directorate is supported in its work by the Academic Planning Team (APT) and Operational Leadership Team (OLT). Led by the Deputy Vice-Chancellors, the Teams are collaborative groups focused on ensuring efficient and effective day to day academic and operational leadership of the University in line with key strategic priorities, emerging issues and budgetary controls. They provide advice to the Senior Directorate in accordance with a programme of work and key deliverables that are determined annually, making decisions where appropriate. Their membership is determined by the Vice-Chancellor. Both Teams will be responsible for supporting Institutes, professional services and constituent colleges in ensuring that the goals and ways of working set out in the *Well-Being of Future Generations (Wales) Act 2015* are embedded in their strategic and operational planning. The APT and OLT may co-opt additional members as and when necessary and may establish sub-groups to consider specific items.

Unified central administrative support will be provided for APT and OLT.

Academic Planning Team (APT)

Duties

The APT will focus upon academic planning, curriculum development and delivery together with the identification and development of initiatives that enhance the student experience, improve efficiency, and ensure an appropriate level of consistency across the Institutes.

In addition, it will be responsible for:

(a) overseeing reports from its sub-group, the Programme and Client Approval Group;

(b) scrutinising proposals for new collaborative partnerships for further consideration by the Senior Directorate;

(c) monitoring implementation of the Fee and Access Plan and overseeing the planning and reporting process.

It will co-opt colleagues to meetings where necessary and will report to the Senior Directorate as appropriate.

Membership

Deputy Vice-Chancellor (Academic) (Chair)
Deputy Vice-Chancellor
Associate Pro Vice-Chancellor (Academic Experience)
Dean of each Institute (or nominee)
Dean for Strategic Development

Operational Leadership Team (OLT)

Duties

The OLT will provide holistic leadership of service provision, monitoring and overseeing matters in line with the University's strategic and operational priorities. The OLT will be responsible for achieving successful outcomes through enabling collaboration and coordinated action planning.

In doing so it will:

- make decisions that facilitate and secure a seamless and integrated student experience journey across departments

- establish appropriate workstreams and co-opt members to meetings where necessary.

- report to the Senior Directorate as appropriate.

Membership

Director of Resources and Business Planning
Deputy Vice-Chancellor
Associate Pro Vice-Chancellor (Global Engagement)
Head of Policy and Planning

Director of Academic Experience
Director of Digital Services
Director of Student Services
Director of Marketing and Communications
Executive Head of Human Resources
Executive Head of Registry
Executive Head of Operational Estates and Facilities
Provost (Carmarthen and Lampeter)
Provost (Swansea and Cardiff)
Executive Dean of the Institute of Inner City Learning

2.3 Senate

Senate is responsible for advising the Vice-Chancellor on all academic matters pertaining to the work and mission of the University.

Terms of Reference

(1) To advise the Vice-Chancellor on all issues relating to the strategic development of the University, including recommending for final approval by the University Council the draft University Strategic Plan and its strategic priorities, and for approving related academic and corporate strategies;

(2) To ensure that appropriate academic standards are maintained and to enhance the quality of the student experience for taught and research activities and provision in the University's own name or in partnership with validating and accrediting bodies;

(3) To be responsible for ensuring that the University has and implements appropriate regulations, policies and procedures relating to taught and research provision for:
- the admission of students,
- the appointment and removal of internal and external examiners,
- the assessment and examination of academic performance,
- developing, monitoring and reviewing the academic curriculum,
- assuring academic standards,
- the award of academic qualifications and honorary titles,
- the suspension or expulsion of students for academic reasons;

(4) To consider and approve the University's academic portfolio and its research and commercialisation activities and the resources needed to support their delivery;

(5) To advise on all such other matters as the Council or the Vice-Chancellor may refer to Senate.

Membership

Vice-Chancellor or nominee (Chair)
Deputy and Pro Vice-Chancellors
Principal of Coleg Sir Gâr
University Secretary
Associate Pro Vice-Chancellors
Provosts
Deans of Institutes
Dean for Strategic Development
Two representatives from each Institute
The Group President of the Students' Union
Two representatives from the professional services
Observer: representative from the Council
Observer: Chief Executive Officer of the Students' Union

2.4   Senate Standing Committees

Senate's standing committees are as follows:
- Student Experience Committee
- Academic Standards Committee
- International Affairs and Collaborative Partnerships Committee
- Research Committee
- Institute Boards

2.4.1   Student Experience Committee

The Student Experience Committee (SEC) is responsible for overseeing the University's strategic priority 'Putting Learners First' and for monitoring progress against the strategies and targets relating to this priority, including across the UWTSD Group where appropriate.

Strategic areas overseen by SEC include: Skills and Employability; Marketing and Communications; Learning and Teaching Enhancement; Student Health and Wellbeing; Equality and Diversity; and Widening Access and Community Engagement.

Terms of Reference

(1)   To lead the development and review of academic strategies for approval by Senate, and to monitor their impact and progress against the relevant objectives;

(2)   To lead the development of, and to consider and approve, the academic policies that support the delivery of the academic strategies, and to monitor their impact, except where such policies are the responsibility of other Senate standing committees;

(3)   To oversee the development of arrangements relating to student welfare and well-being, the learning infrastructure and learning resources, and hence the provision of a high quality learning environment for students across the University; and to monitor the implementation and effectiveness of such arrangements, including through the use of student feedback and sector benchmarks;

(4)   To oversee implementation of the University's regulations relating to the non-academic student cases framework;

(5)   To oversee the work of the Equalities and Wellbeing Board, the Learning and Teaching Board, the Safeguarding Forum and the Welsh Language Committee;

(6)   To explore from a policy perspective opportunities for the enhancement of the University's academic provision, students' academic experience, and students' employability, and to make recommendations to Senate as appropriate;

(7)   To consider data reports relating to the University's academic performance, student satisfaction and league table performance, benchmarked where appropriate, and use these to provide strategic direction, confirm best practice and identify priority areas for action;

(8)   To ensure that the University meets its legal obligations in relation to students through monitoring the implementation of procedures for consumer protection, safeguarding, Prevent and other similar initiatives;

(9)   To oversee matters relating to the wider student experience;

(10)   To oversee the development and implementation of strategies for marketing, student recruitment and widening participation;

(11) To report annually to Senate on its effectiveness, to respond to its requests and to advise on any matter that it considers relevant to the student experience.

Membership

Chair, appointed annually by the Chair of Senate
Deputy Vice-Chancellors
Associate Pro Vice-Chancellor (Academic Experience)
Provosts
Dean or Assistant Dean from each Institute or nominee
Director of Academic Experience
Director of Digital Services
Director of Marketing and Communications
Director of Student Services
Executive Head of Digital Creativity and Learning
Executive Head of IT Service Delivery
Executive Head of Library and Learning Resources
Executive Head of Operational Estates and Facilities
Executive Head of Registry
Principal Administrative Officer (Student Hubs)
Operational and Business Development Manager (London)
One representative from the constituent colleges
Two Students' Union representatives
Observer: a Students' Union staff member, nominated by the Students' Union Chief Executive Officer

2.4.2 Academic Standards Committee

In support of the University's strategic priority 'Putting Learners First', the Academic Standards Committee (ASC) is responsible for oversight of the academic standards of the University's awards and the quality assurance and enhancement of its academic provision, wherever delivered, and for overseeing the development and enhancement of the University's portfolio of apprenticeships and technical awards.

Terms of Reference

(1) To oversee the development, implementation and review of the University's quality assurance and enhancement procedures and its regulatory framework for all taught provision;

(2) To appoint External Examiners and other external academic representatives and to ensure appropriate action in response to their feedback;

(3) To approve the validation and accreditation of new taught programmes of study;

(4) To oversee quality assurance procedures relating to the enhancement of the student experience and supporting student engagement in quality assurance and enhancement activities;

(5) To oversee implementation of the University's regulations relating to the academic student cases framework;

(6) To oversee the monitoring and review of all taught provision;

(7) To monitor student attainment and academic standards;

(8) To oversee the validation, monitoring and review of collaborative programmes, and other aspects of provision delivered in partnership with others;

(9) To oversee the development and enhancement of the University's portfolio of work-based learning opportunities, including apprenticeships;

(10) To consider reports from the Research Degrees Committee in respect of the quality and standards of research degrees provision and arrangements for research degree students;

(11) To monitor the work of the Research Ethics Committee through the reports of the Research Degrees Committee and the consideration of an annual report from the Research Ethics Committee;

(12) To evaluate institutional performance against internal and external criteria including by consideration of appropriate academic periodic and summative reports and recommending actions in response to the issues raised;

(13) To encourage and facilitate the dissemination and promotion of sector best practice and quality enhancement across the University;

(14) To report annually to Senate on its effectiveness, to respond to its requests and to advise on any matter that it considers relevant to issues of quality and academic standards.

Membership

Chair, appointed annually by the Chair of Senate
Associate Pro Vice-Chancellor (Academic Experience)
Director of Academic Experience
Director of Student Services
One representative from each Institute
Executive Head of Registry
Head of Academic Office
Head of Apprenticeship Unit
Head of Collaborative Partnerships (Operations)
Head of Academic Services, Library and Learning Resources
One representative from the constituent colleges
One representative from the Research Degrees Committee
A University staff member of Y Coleg Cymraeg Cenedlaethol
One Students' Union representative
Observer: a Students' Union staff member, nominated by the Students' Union Chief Executive Officer
Observer: An Institute Principal Administrative Officer on an annual rotation basis

2.4.3 International Affairs and Collaborative Partnerships Committee

In support of the University's strategic priority 'Creation of Opportunities through Partnerships', the International Affairs and Collaborative Partnerships Committee (IACPC) is responsible for providing advice and guidance to Senate on international issues and on matters relating to collaborative partnerships in the UK and abroad.

Terms of Reference

(1) To lead the development of the Global Education Strategy for approval by Senate and to monitor progress against the relevant objectives. This will include exploring opportunities for international activity; prioritising and directing the use of resources in developing international education; identifying the support infrastructure required to support each area of international activity; and managing the associated risks;

(2) To lead the development and implementation of the University's procedures for managing collaborative partnerships as defined in its Procedural Framework for Collaborative Provision;

(3)   To establish, maintain and monitor the University's Register of Collaborative Provision in order to ensure:

- that current, signed Memoranda of Agreement are in place for all of the University's collaborative partnerships;
- that current, signed Articulation Agreements are in place for all partnerships within which students have direct entry with advanced standing into specified programmes of the University;
- that complete and accurate public information is available in relation to the number and nature of University's collaborative partnerships;

(4)   To establish and monitor the implementation of robust procedures for the appointment and oversight of agents;

(5)   To monitor the academic quality, the academic standards and the quality of the student experience of the University's collaborative provision and international education, including international mobility programmes and arrangements, and to advise Senate and its standing committees on any actions necessary. In carrying out its work, the Committee may establish standing groups for specific partnerships;

(6)   To oversee the work of the International Mobility Board;

(7)   To make recommendations on the continuation or termination of partnerships and to establish and monitor the exit process for partnerships that are being terminated;

(8)   To ensure compliance with the requirements of external and/or regulatory bodies such as the UKVI and QAA;

(9)   To report annually to Senate on its effectiveness, to respond to its requests and to advise on any matter that it considers relevant to the University's academic partnerships.

Membership

Chair, appointed annually by the Chair of Senate
Deputy Vice-Chancellor (Academic)
Provost (London and Birmingham)
University Secretary
Associate Pro Vice-Chancellor (Global Engagement)
Head of Collaborative Partnerships (Operations)
Head of Collaborative Partnerships (Partnership Relations)
Operational and Business Development Manager UWTSD London
Operational and Business Development Manager Birmingham Learning Centre
One Students' Union representative
Two representatives from the Institute of Management and Health
One representative from each of the other Institutes
Observer: a Students' Union staff member, nominated by the Students' Union Chief Executive Officer

Membership may be extended to include other line managers and Institute representatives as and when required.

2.4.4 Research Committee

In support of the University's strategic priority 'Excellence in Teaching, Scholarship and Applied Research', the Research Committee (RC) is responsible for providing advice and guidance to Senate on research issues. It is charged with facilitating, encouraging and supporting quality research across the University in all its forms.

Terms of Reference

(1) To lead the development of the Research Strategy for approval by Senate, to monitor progress against the relevant objectives, and to drive and monitor implementation through Institute research strategies and activity and other sub-strategies;

(2) To encourage, support and monitor research and scholarly activity and their associated outputs that make a significant contribution to the University's academic and financial standing;

(3) To provide strategic oversight and direction of the University's knowledge transfer and research impact activities;

(4) To provide strategic oversight and direction in the development of the University's research environment and infrastructure at staff and postgraduate research level;

(5) To identify priority areas and provide strategic direction on the development of applications for external funding, and monitor performance targets for the associated external funding;

(6) To monitor the research, scholarship and scholarly activity undertaken by the University's staff;

(7) To receive reports from the Doctoral College Board in relation to the research environment and facilities;

(8) To oversee all work relating to the Research Excellence Framework;

(9) To provide strategic direction on the development of major interdisciplinary research projects and funding applications;

(10) To monitor the work of the Research Ethics Committee in respect of staff research;

(11) To approve all proposals for the appointment of Honorary research, post-doctoral and visiting research positions, to monitor the contribution such appointments make to the University's research performance, and approve their renewal or termination;

(12) To report annually to Senate on its effectiveness, to respond to its requests and to advise on any matter that it considers relevant to issues of research and scholarly activity.

Membership
Chair, appointed annually by the Chair of Senate
Deputy Vice-Chancellor
Chair of the Research Degrees Committee
Provost (Swansea and Cardiff)
Dean or Assistant Dean from each Institute or nominee
Executive Research Development Officer
Representative of the Centre of Advanced Welsh and Celtic Studies (CAWCS)
Executive Head of Library and Learning Resources
Academic Director of the Doctoral College
A University staff member of Y Coleg Cymraeg Cenedlaethol
One representative from the constituent colleges
One Students' Union representative

Observer: a Students' Union staff member, nominated by the Students' Union Chief Executive Officer

External representative

Membership may be extended to include other relevant staff as and when required.

2.4.5 Institute Boards

Institute Boards are responsible for developing and implementing the Institute's strategic direction and for ensuring that the Institute engages appropriately with the University's regulatory and quality assurance framework.

Terms of Reference

(1) To lead the development of the strategic direction of the Institute for approval by the Senior Directorate and monitor the implementation of any strategic initiatives;

(2) To establish appropriate mechanisms for developing and monitoring the effective implementation of Institute arrangements for:

- student recruitment and admission

- student progression, attainment and outcomes

- attendance monitoring

- student support and pastoral care

- quality and standards

- the enhancement of learning and teaching

- student experience and student voice

- research and commercialisation activities

- staff development

in accordance with the requirements set out in other chapters of this document and elsewhere;

(3) To agree and recommend proposals for new and modified programmes for approval by the Academic Planning Team;

(4) To oversee the Institute-led phase of the validation process for new programmes of study;

(5) To approve proposals for changes to existing programmes within the limitations of its remit in accordance with the requirements in Chapter 4 of this document;

(6) To consider and make recommendations regarding proposals for new or amended collaborative partnerships in accordance with the requirements in Chapter 9 of this document; and to monitor the operation of all partnerships that fall within the scope of the Institute's responsibilities;

(7) To oversee the annual programme review process within the Institute and to approve an annual report on the operation of the Institute and the Programmes of Study for which it is responsible;

(8) To consider and make recommendations in regards to matters arising from Student Staff Committees;

(9) To review annually the Institute's arrangements for Professors of Practice;

(10) To consider and oversee Institute-level risk management, and to advise and report on any risk it considers may have a significant impact on Institute objectives to the Operational Leadership Team via the Academic Planning Team;

(11) To advise and report to Senate and its standing committees on any matters it considers relevant to the operation of the Institute and to respond to their requests;

(12) To report annually to Senate on its effectiveness, to respond to its requests and to advise on any matter that it considers relevant to the operation of the Institute.

Membership

Institutes based in Wales

Dean of Institute or nominee (Chair)
Assistant Deans
Institute representatives (maximum of eight), to include a University staff member of Y Coleg Cymraeg Cenedlaethol
Student Institute representatives appointed via Students' Union, the number of which shall be agreed annually by the Institute and the Students' Union
Head of Academic Services, Library and Learning Resources, or nominee
Student Services representative
Observer: a Students' Union sabbatical officer
Observer: a Students' Union staff member, nominated by the Students' Union Chief Executive Officer

Institute of Inner City Learning

Provost or nominee (Chair)
Executive Dean
Assistant Dean(s)
Institute representatives (maximum of eight)
Student Institute representatives appointed via Students' Union, the number of which shall be agreed annually by the Institute and the Students' Union
Head of Academic Services, Library and Learning Resources, or nominee
Student Services representative
Observer: a Students' Union sabbatical officer
Observer: a Students' Union staff member, nominated by the Students' Union Chief Executive Officer

2.5 Sub-Committees of Senate's Standing Committees

- Doctoral College Board
- Equalities and Wellbeing Board
- International Mobility Board
- Learning and Teaching Board
- Research Degrees Committee
  - Research Ethics Committee (a sub-committee of the Research Degrees Committee)
- Recognition of Prior and Experiential Learning (RPEL) and Accreditation Board (see Recognition of Prior Learning (RPL) Policy for details)
- Safeguarding Forum
- Special Cases Committee (see Mitigating Circumstances Policy for details)
- Student Staff Committees
- Welsh Language Committee

2.5.1 Doctoral College Board

The Doctoral College Board (DCB) reports to the Research Committee on research development, environment and recruitment. The DCB meets quarterly.

Terms of Reference

(1) To monitor and oversee all activity in relation to:
- the effective and appropriate recruitment of doctoral students;
- the provision of CPD for supervisors of doctoral students (e.g. in relation to pedagogy);
- the development of an accessible and academically rich research environment to all students irrespective of country of study;
- the support and monitoring arrangements for pool supervisors to ensure their effectiveness;
- all aspects of research degrees provision in relation to recruitment and research environment;

(2) To develop, monitor and review procedures for collecting, reviewing and responding to feedback concerning postgraduate research programmes;

(3) To monitor the success of the University's postgraduate research programmes against appropriate internal and external indicators and targets, including for enrolment, progression, withdrawal and completion of candidates;

(4) To provide reports as appropriate to the Research Committee on the arrangements for research degree students in relation to the research environment and training;

(5) To oversee training related to research degrees, both for staff and research degree students including the student's professional development planning;

(6) To explore from a policy perspective opportunities for the enhancement of the University's academic provision, students' academic experience, and students' employability, and to make recommendations to Senate as appropriate via the Research Committee;

(7) To approve the structure and pedagogy of new doctoral programmes of study prior to validation.

Membership

Academic Director of Doctoral College (Chair)
Chair of Research Degrees Committee
Chair of Admissions
Director of Academic Experience
Research Managers for Institutes
Executive Director of International Office
Executive Head of Registry
Doctoral Centre heads
Executive Research Development Officer
One Students' Union representative

2.5.2 Equalities and Wellbeing Board

Reporting to the Student Experience Committee, the Equalities and Wellbeing Board (EWB) is responsible for leading on all issues relating to wellbeing, health, equality and diversity.

Terms of Reference

(1) To provide strategic oversight and leadership in relation to Equality and Wellbeing on behalf of Senate;

(2) To identify areas for priority, to monitor implementation, evaluate effectiveness, and account for any funding;

(3) To ensure that University meets its statutory obligations and external requirements in relation to these two areas;

(4) To monitor sector-wide developments with regards to these two areas and to implement as appropriate sector best practice;

(5) To engage with internal stakeholder groups as appropriate in relation to prioritisation, implementation, monitoring, and evaluation;

(6) To oversee the University's liaison with relevant external organisations;

(7) To advise and report to the relevant Senate committees on any matters that it considers relevant to these areas and to respond to its requests.

Membership

Associate Pro Vice-Chancellor (Academic Experience) (Chair)
Executive Director of Human Resources
Director of Student Services
Director of Academic Experience
Executive Director of Operational Estates and Facilities
Head of Policy and Planning
Organisational Development Manager
HR Business Partner with responsibility for Equality
Senior Academic Experience Officer
One Students' Union representative
One representative from the constituent colleges
Observer: a Students' Union staff member, nominated by the Students' Union Chief Executive Officer

Membership may be extended to include other representatives as and when required.

2.5.3 International Mobility Board

On behalf of IACPC, the International Mobility Board (IMB) monitors the academic quality, the academic standards and the quality of the student experience of international mobility programmes and arrangements.

Terms of Reference

(1) To oversee the implementation of the Global Education Strategy in relation to international exchange and mobility;

(2)   To provide strategic leadership in relation to the Turing and Welsh Government's International Learning Exchange schemes and to monitor progress against the relevant objectives;

(3)   To monitor the quality and performance of the projects related to these schemes, analysis of feedback from all stakeholders, and review against stated objectives and targets;

(4)   To consider and to approve recommendations for new exchange/mobility partnerships;

(5)   To establish, maintain and monitor the University's Register of Exchange Partnerships in order to ensure that:
-    current, signed Memoranda of Understanding are in place for all of the University's exchange/mobility partnerships;
-    complete and accurate public information is available in relation to the number and nature of University's exchange/mobility partnerships;

(6)   To review periodically existing exchange/mobility partnerships;

(7)   To undertake an annual review of all activities and the overarching exchange/mobility schemes;

(8)   To ensure compliance with the requirements of external and/or regulatory bodies such as the UKVI and QAA;

(9)   To report annually to IACPC on its effectiveness, to respond to its requests and to advise on any matter that it considers relevant to the University's academic partnerships.

Membership

Chair, appointed annually by IACPC
Associate Pro Vice-Chancellor (Global Engagement)
Executive International Officer
One representative from each Institute
One Students' Union representative

Membership may be extended to include other relevant staff as and when required.

2.5.4 Learning and Teaching Board

Reporting to the Student Experience Committee, the Learning and Teaching Board (LTB) is responsible for leading on all issues relating to learning and teaching enhancement.

Terms of Reference

(1)   To provide strategic oversight and leadership in relation to Learning and Teaching Enhancement on behalf of Student Experience Committee;

(2)   To oversee the development, monitoring and implementation of the Learning and Teaching Enhancement strategies, policies and initiatives and oversee the work of any working groups associated with Learning and Teaching;

(3)   To oversee the framework to support staff to further develop and be recognised for their enhancement of learning and teaching;

(4)   To facilitate engagement in pedagogic scholarship and learning innovations;

(5)   To facilitate internal and external collaborations for the further development and continual

enhancement of learning and teaching;

(6) To promote the enhancement of student engagement with learning, teaching and research so as to develop strong learning communities;

(7) To ensure that effective arrangements are in place to identify, support, disseminate, promote and evaluate excellent practice in learning and teaching and to oversee the organisation of the annual learning and teaching conference;

(8) To promote innovation in learning, teaching and assessment, disseminate new pedagogies to enhance the student learning experience, and monitor the progress and impact of any learning and teaching focused pilots or projects;

(9) To promote close collaboration between academic and professional services staff in relation to learning and teaching;

(10) To consider and approve the distribution of learning and teaching development funds to projects intended to enhance student learning opportunities.

Membership

Chair, appointed by the SEC
Deputy Vice-Chancellor
Associate Pro-Vice Chancellor (Academic Experience)
Director of Digital Services
Director of Academic Experience
Organisational Development Manager
Head of Collaborative Partnerships (Partnership Relations)
Strategic Learning and Teaching Lead from each Institute
One representative from IT&S
One representative from Library and Learning Resources
One representative from Technology Enhanced Learning
One representative from the Constituent Colleges
One representative from Student Services
Chairs of any working groups reporting to the LTB
Two Students' Union representatives
Observer: a Students' Union staff member, nominated by the Students' Union Chief Executive Officer

Membership may be extended to include other representatives as and when required.

2.5.5 Research Degrees Committee

Reporting to the Academic Standards Committee, the Research Degrees Committee (RDC) is responsible for leading on all issues relating to research degrees provision, including provision offered in collaboration with partner institutions.

Terms of Reference

(1) To develop, monitor and review the University's academic regulatory framework for research degrees and other research awards, including those offered in partnership with other institutions;

(2) To ensure the consistent application of the regulatory framework for all the University's research degree provision regardless of the student's location and mode of study;

(3) To scrutinise, oversee and monitor appropriately all aspects of research degrees provision;

(4)   To oversee all examination processes for research degrees and confirm the award of research degrees on behalf of Senate;

(5)   To provide reports as appropriate to the Academic Standards Committee on the quality and standards of research degrees provision and arrangements for research degree students;

(6)   To monitor the work of the Research Ethics Committee in respect of research degree students;

(7)   To provide information as required in relation to candidates enrolled for University of Wales research degree programmes.

Membership

Chair, appointed annually by the Chair of Senate
Chair of the Research Ethics Committee
Partner Research Director Institute of Management and Health
Minimum of one representative from each Institute
Academic Director of the Doctoral College
A representative from the Centre of Advanced Welsh and Celtic Studies (CAWCS)
A maximum of three student representatives from different campus locations, elected in accordance with Students' Union guidance
Observer: A representative from each collaborative partner institution offering UWTSD research degree programmes

2.5.6   Research Ethics Committee

Reporting to the Research Degrees Committee, the Research Ethics Committee is responsible for determining the ethical acceptability or otherwise of proposals for University research and commercial projects, and projects for research degree programmes or postgraduate taught programmes, and for advising accordingly.

Terms of Reference

(1)   To provide advice and guidance on established and evolving ethical issues and contribute to ethical awareness and training;

(2)   To ensure that Institute procedures for dealing with ethical issues raised by staff or student research are appropriate, and to monitor their effective and consistent implementation;

(3)   To consult whatever evidence and opinions it considers appropriate to ensure that decisions relating to approval of ethical aspects of research methods are based solely on ethical grounds;

(4)   To provide written approval for all relevant University research projects or research degree programme proposals with conditions or requirements where appropriate, or to provide written refusal with justification;

(5)   To receive regular reports from Institutes on ethical issues and to make recommendations in relation to ethical issues;

(6)   To consider and provide formal responses to cases referred to it in response to requests from Institutes;

(7)   To provide regular reports to the Research Degrees Committee and the Research Committee in respect of decisions made with regard to ethical issues pertaining to research degree students and staff research respectively;

(8) To report annually in summary format to the Academic Standards Committee, Research Degrees Committee and Research Committee on actions taken and decisions made during the preceding year. The report will also outline any changes to the approval framework and lessons learned, and how these have informed the enhancement of systems and frameworks moving forward.

Membership

Chair to be approved by the Research Degrees Committee (normally on a three-year rolling basis)
A minimum of three representatives from each Institute
A representative from INSPIRE

2.5.7 Safeguarding Forum

The University's Safeguarding Forum is responsible for oversight of safeguarding procedures and for the development and monitoring of the University's Safeguarding Policy (see Appendix SQ1). The Safeguarding Forum reports to the Student Experience Committee.

Terms of Reference

(1) To oversee safeguarding procedures across the University;

(2) To develop and monitor the University's Safeguarding Policy, including compliance with the Prevent Duty;

(3) To review reports on safeguarding incidents to facilitate the shared development of best practice;

(4) To oversee the provision of advice, information and training to the University community in matters relating to safeguarding;

(5) To collaborate effectively with relevant partnerships and agencies in order to raise awareness and understanding of safeguarding matters;

(6) To receive reports on relevant operational and administrative arrangements including the administration of Disclosure and Barring Service (DBS) procedures.

Membership

Chair, appointed annually by the Chair of Senate
Associate Pro Vice-Chancellor (Academic Experience)
Lead Designated Officer for safeguarding (LDO)
Operational Officer for safeguarding (OO)
Safeguarding Officers: Human Resources; Information and Technology Services; Operations; Institutes
Director of Student Services
Principal Officer, Student Services
Students' Union Chief Executive Officer
Observer: a Students' Union staff member, nominated by the Students' Union Chief Executive Officer

2.5.8 Student Staff Committees

Reporting to Institute Board(s), Student Staff Committees (SSC) are responsible for overseeing matters relating to the student learning experience on their programme of study.

Terms of Reference

(1) To monitor, review and action matters arising from student feedback (e.g. module questionnaires; student surveys; action plans);

(2) To monitor, review and action matters arising from the annual review process;

(3) To consider matters linked to resources that affect learning and teaching within the programme cluster(s) that form part of the SSC;

(4) To consider ideas and issues raised by academic representatives;

(5) To work in partnership to find solutions for matters raised by academic representatives;

(6) To communicate to the relevant student cohort(s) how feedback has been considered and acted upon;

(7) To consider and communicate to the relevant student cohort(s) significant university news, information and events that affect learning and teaching within the programme cluster(s) that form part of the SSC;

(8) To commend good practice identified by academic representatives to the relevant Institute board(s);

(9) To consider any other relevant academic matters linked to the programme cluster(s).

Membership

Chair
Academic Director (or nominee)
Programme Managers
Student representatives of the programme cluster(s)
Secretary

Other academic or professional services staff may be invited as required by relevant agenda items. A Students' Union representative may also be invited on request.

2.5.9 Welsh Language Committee

Reporting to the Student Experience Committee, the Welsh Language Committee (WLC) is responsible for overseeing all matters relating to Welsh-medium and bilingual provision and the experience of students studying through the Welsh language.

Terms of Reference

(1) To develop the University's Welsh-medium and Bilingual Education Strategy for approval by Senate, and to monitor progress against the relevant objectives;

(2) To establish effective methods for advertising and marketing the University's Welsh provision;

(3) To consider and respond on behalf of the University to:
- local, regional and national developments in the field of Welsh-medium and bilingual teaching within the higher education sector;
- documents/policies from the Welsh Government or other bodies/agencies involved in Welsh-medium teaching within the higher education sector;

(4) To monitor the implementation of the University's Welsh Language Standards and to oversee the Annual Monitoring Report for the Welsh Language Commissioner;

(5) To receive regular reports from:

- the Chair and Officer of the Trinity Saint David Branch of Y Coleg Cymraeg Cenedlaethol;
- a representative from Y Coleg Cymraeg Cenedlaethol.

Membership

Chair, appointed annually by the Chair of Senate
Provost (Carmarthen and Lampeter)
One representative from each Institute based in Wales
Director of the Welsh Language Services Centre
Director of Canolfan Peniarth
Director of Canolfan Yr Egin
Chair of the Trinity Saint David Branch of Y Coleg Cymraeg Cenedlaethol
Officer of the Trinity Saint David Branch of Y Coleg Cymraeg Cenedlaethol
Two representatives from the professional services
One representative from the Marketing Unit
One representative from the Translation Unit
Three Students' Union Welsh Language Part-time Officers, elected via Students' Union procedures, at least one of whom will normally attend each meeting
One representative from the constituent colleges
Observer: Chief Executive of Y Coleg Cymraeg Cenedlaethol
Observer: a Students' Union staff member, nominated by the Students' Union Chief Executive Officer

2.6   University Committee Structure

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                                                    ┌─────────────────┐        ┌─────────────────┐
                                                    │ Research Degrees │────────│ Research Ethics │
                                                    │   Committee      │        │   Committee     │
                                                    └─────────────────┘        └─────────────────┘
                           ┌─────────────────┐      ┌─────────────────┐
                           │ Academic Standards │────│   RPEL and      │
                           │   Committee        │    │ Accreditation Board │
                           └─────────────────┘      └─────────────────┘
                                                    ┌─────────────────┐
                                                    │  Special Cases  │
                                                    │   Committee     │
                                                    └─────────────────┘
                           ┌─────────────────┐
                           │ International Affairs │    ┌─────────────────┐
                           │ and Collaborative     │────│  International   │
                           │ Partnerships          │    │  Mobility Board  │
                           │ Committee             │    └─────────────────┘
                           └─────────────────┘
                           ┌─────────────────┐      ┌─────────────────┐
                           │   Research      │──────│ Doctoral College │
                           │   Committee     │      │     Board        │
                           └─────────────────┘      └─────────────────┘
  ┌──────────┐                                      ┌─────────────────┐
  │  Senate  │                                      │ Equalities and  │
  │          │                                      │ Wellbeing Board │
  └──────────┘                                      └─────────────────┘
                                                    ┌─────────────────┐
                                                    │ Learning and    │
                                                    │ Teaching Board  │
                           ┌─────────────────┐      └─────────────────┘
                           │ Student Experience │    ┌─────────────────┐
                           │   Committee        │────│ Safeguarding Forum │
                           └─────────────────┘      └─────────────────┘
                                                    ┌─────────────────┐
                                                    │ Welsh Language  │
                                                    │   Committee     │
                                                    └─────────────────┘
                           ┌─────────────────┐      ┌─────────────────┐
                           │ Institute Boards │─────│  Student Staff  │
                           │                  │     │   Committees    │
                           └─────────────────┘      └─────────────────┘
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