

## The Organisation of the University 2004-2005

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*Note:*            This document, which is approved annually by Council and Senate, is subsidiary to the Charter and Statutes of the University. Between meetings of Council and Senate the power to interpret the provisions in *The Organisation of the University* document resides with the Vice-Chancellor, acting with the advice of the Registrar & Secretary.



# Part One

## Introduction

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*The constitution of the University and the pattern of its organisation are laid down in the Charter and Statutes, which provide the University with its legitimacy and status as a corporate body. This document describes the organisational structure subsidiary to the provisions of the Charter and Statutes.*

## Committees

1. The composition and terms of reference of each University Committee are described in Part Two, to which an illustrative chart is attached. *The composition and terms of reference of Court, Council and Senate are laid down in the Charter and Statutes and may be modified only after petition to and approval by the Privy Council.* The number of committees is kept under review to minimise the time and resources they consume. The final responsibility rests with Council, and Senate, but internal communications are of the utmost importance.
2. The dates and times of the main committees are announced before the beginning of each new session. The dates and times of meetings during each four-monthly period are determined in advance and copies of the Committee Timetable circulated throughout the University. Wednesday is the Committee Business Day on which all members of academic staff are expected to be available for committee meetings, so that these may be called if necessary without prior consultation.
3. Although some bodies meet only annually, the normal pattern of meetings is one full cycle in each four-monthly period, i.e. routine business will pass from sub-committees to the meetings of Senate and Council once a term and units should organise their business to suit these cycles.
4. Chairs and Secretaries are required to structure agenda so as to ensure that the scarce time of their committee members is used to best advantage.
5. All members of committees should note that, although minutes and supplementary papers may be widely circulated for informational purposes, the actual proceedings of meetings themselves are private, and statements made by individuals during those meetings are confidential. Individuals or groups who wish to circulate papers or items of business must do so through the Secretary of the committee concerned.
6. Statute XVIII on reserved areas of business states that in any case where a person is, in his or her capacity as a student or representative of students, a member of, or is admitted to any meeting of, Court, Council, Senate or any other body established under or in accordance with the Charter and Statutes, the student shall withdraw from the meeting when it is declared by its Chair that it is about to discuss a reserved area of business and shall not return to the meeting until the discussion on the reserved area of business is concluded. Papers for consideration at any such meeting and any minutes and other records which relate to reserved areas of business shall not at any time be made available to a student. For the purposes of this Statute, "reserved areas of business" means all matters affecting the personal (including academic and financial) affairs of any member of the University or of any student.

7. The large volume of paperwork normally associated with committees should be cut down as far as possible. Resolutions and recommendations should be identified and clearly marked. Minutes should be kept as brief as possible: they should record the decisions taken and reference to any background information necessary to understanding, but they will not normally record the contents of the discussion in the committee.
8. The Registrar & Secretary is responsible for elections to Senate and its other committees. Except where otherwise stated, elected and appointed members of committees hold office for periods of one year from 1st August. Normally, the method of the single transferable vote shall be used in all elections within the University.
9. Unless special provision is made in a committee's constitution, deputies are not normally allowed to stand in for occasional meetings, although in the event of illness or absence for a significant period deputies will be permitted by special arrangement with the Chair concerned. The Vice-Chancellor, who is *ex-officio* a member of any University committee other than the Audit Committee, may ask a Pro-Vice-Chancellor to represent him or her at any meeting.
10. The *quorum* for meetings of Court, Council and Senate is specified in the Statutes, namely twenty-five members of Court, twelve members of Council (seven of whom should be independent members) and one third of the total actual membership in the case of Senate. For those committees where no *quorum* is prescribed, the Senate approved Standing Orders at its 129th meeting which, although they do not apply formally to other bodies, are used by the Administration in giving advice to committee Chairs about the processing of business.

In the cases of Court, Council, and Senate:

- (1) if, thirty minutes after the time appointed for the meeting to commence, a *quorum* is not present, no business shall be transacted other than the adjournment of the meeting;
- (2) the Chair, in consultation with the Registrar & Secretary, shall subsequently determine the date and time for the adjourned meeting and notification thereof shall be given, where possible in writing, to members normally at least three days before the adjourned meeting is to take place;
- (3) the adjourned meeting may consider the business for which the original meeting was called, and may consider business additional to that for which the original meeting was called;
- (4) the adjourned meeting, if inquorate, may complete the business for which the original meeting was called, but may not complete any business additional to that for which the original meeting was called.

Apart from the formal committees described in Part Two, individuals responsible for certain major services or activities (eg the Librarian) should establish forms of consultation with the academic staff and with the Students' Union, in addition to their links with the committees.

11. The following notes define the classifications of academic staff members used within the University for organisational and governmental purposes.

(1) **Academic Staff**

- (a) those holding full-time or part-time salaried appointments, permanent or temporary, including those holding joint appointments with another organisation, as Lecturer, Lecteur/Lectrice (and similar titles for other languages e.g. Lektor/Lektorin), Senior Lecturer, Reader or Professor (Teaching staff);
- (b) those holding full-time or part-time salaried appointments, including those holding joint appointments with another organisation, as Research Officer, (Research) Fellow, Senior (Research) Fellow or Professorial Fellow on scales analogous to those of teaching staff (Research staff);

(2) **Visiting and Associate Academic Staff**

- (a) those who have been awarded honorary titles as visitors to the University (Visiting staff);
- (b) those holding appointments in independent institutions based in the University Park and accepted by the University as analogous in standing to academic staff (Associate academic staff).

## **Officers**

12. The duties and responsibilities of individual officers are described in Part Three, to which an illustrative chart is attached. Delegation of authority necessary to conduct some of these duties is contained in a separate public paper as agreed by Council from time to time; this document states the delegation of authority by Senate to other bodies. The Vice-Chancellor is the Chief Executive of the University and has powers, under the authority of Council, to act contrary to this document where that is necessary in the interests of efficiency.

## **Communications**

13. Within the framework set by the Charter and Statutes the pattern of the organisation of the University can be summarised as seeking to devolve responsibility to internal bodies and units where that is compatible with the maintenance of the integrated nature of the body corporate. The necessary pre-requisite of this system of organisation is that the University must keep its

members as fully informed as possible and encourage them to communicate ideas and suggestions. Internal communications are not an adjunct to the organisation of the University but an integral part of it.

14. The Administration advises on this subject and is responsible for external communications, relations with the news media, and the regular publication of the *Bulletin*, and other materials; it is concerned both with the University's external relations, and also with the flow of information within the University.
15. Agenda, minutes and supporting papers (with the exception of a small number of papers confidential to the committee in question) of Council and Senate should be placed in a location in each School, to which all members of the School have access, and should be available in the Documents Section in the Library. Also, agenda and minutes of School meetings and of Department meetings should be made freely available in the Schools of Studies.

### **Conclusion**

16. *The Organisation of the University* is reviewed annually because the structures and processes are so inter-related that to consider isolated proposals for changes during a year would be unhelpful. However, that should not prevent members of the University from making suggestions for change at any time. Individuals having such suggestions should communicate them to the Registrar & Secretary, who will see that they are brought forward for discussion at the appropriate time.

## Part Two

# Committees of the University

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## I Court

1. (1) *Terms of Reference* (see Statute XII): Court is a large body which meets once a year. At this meeting it receives the audited accounts and the Annual Report on the University for the previous session. It is addressed by the Vice-Chancellor, and may discuss any matters relating to the University and convey its opinions to Council. It is responsible for electing the Chancellor of the University, and six members of Council.
- (2) *Composition*: seventy-two ex-officio members, and one hundred and thirty-four representative and other members. The Chancellor is the Chair of Court.

## II Council

2. (1) *Terms of Reference* (see Statute XIII): Council is the governing body of the University. Its role is as follows:
- (a) To determine strategic objectives for the University and to monitor performance against these objectives and against appropriate external benchmarks.
  - (b) To discharge its responsibilities in relation to general legal and other external requirements.
  - (c) To meet general requirements deriving from the Charter and Statutes, other than those matters delegated to committees or to individuals.
  - (d) To monitor institutional effectiveness.
  - (e) To monitor its own effectiveness.
- (2) *Composition*: the Vice-Chancellor, Deputy Vice-Chancellor, six persons elected by Court, nine persons appointed by Council, four academic members of Senate, two other members of the academic staff, one member of the non-academic staff, and the President of the Students' Union. Council appoints its Chair, Vice-Chair and Treasurer from amongst its independent members.

### III Senate

3. (1) *Terms of Reference* (see Statute XIV): the powers and functions of Senate, as defined in paragraph 4 of the Statute, include the following: to direct and regulate teaching and examination, promote research, authorise the award or annulment of degrees, regulate admissions and the discipline of students, discuss and declare an opinion on any matter whatsoever relating to the University and "do such other acts as Council may authorise". Senate will normally exercise these powers and functions by receiving, considering and confirming reports from the Vice-Chancellor and its main committees. Chairs of committees which report to Senate must therefore act as spokespersons: if unable to attend a Senate meeting, they should brief a deputy to report on their behalf. Senate is also responsible for the conduct of academic staff relations with Council and external bodies and receives reports from Council. Members of Senate may approach its Secretary at any time with suggestions for items of business for consideration.
- (2) *Composition*: the Statutes state that, in addition to certain ex-officio members, it shall consist of between forty-five and fifty-five members of the academic staff and eight students. The following are at present members of Senate ex-officio under Statute XIV, Clause I: the Vice-Chancellor (Chair), Deputy Vice-Chancellor (who deputises as Chair in the Vice-Chancellor's absence), Pro-Vice-Chancellors, Deans of the Schools of Studies, Director of SPRU - Science and Technology Policy Research, Librarian, Director (Information & Technology Services), Director of the Institute of Development Studies, and the President of the Students' Union.
- (3) Council has agreed arrangements for the attendance at Senate meetings of speaking observers appointed by the recognised trade unions who will possess the same rights as members, apart from that of voting.
- (4) Senate may establish committees of its members and may appoint as full members of such committees persons who are not members of Senate. Senate may delegate to any such committee any powers or functions which it is itself empowered to perform.

## IV The Schools of Studies

4. (1) Deans (and the Director of SPRU – Science and Technology Policy Research) may from time to time call General Meetings of the School (Unit). These will be open to all staff and student representatives for the purposes of disseminating information, encouraging discussion on issues of common interest and taking soundings on proposed University policies. Positions agreed or views presented at such meetings will not be binding on Deans and School General Meetings will be advisory to Deans rather than formal committees of the University. However, Deans may decide to communicate the outcomes of School General Meetings to Senate or other University committees. The timing and frequency of such meetings will be left to the discretion of Deans but they may choose to engage School General Meetings with the formal committee timetable of the University. The normal expectation would be that the Dean would chair the School General Meeting.
- (2) *Interdisciplinary Groups*: Schools should arrange for groups of academic staff with common interests to meet together and Deans should also appoint groups of academic staff to be responsible for undergraduate or graduate courses or work not contained within a Department.

The following groups and centres are recognised by the University:

**Centre for Critical Social Theory**  
**Centre for Culture, Development & the Environment**  
**Centre for Gender Studies**  
**Humanities Interdisciplinary Group**

- (3) The following is a list of *Schools of Studies*:

**Brighton & Sussex Medical School (BSMS)**  
**School of Humanities (Hums)**  
**School of Life Sciences (LifeSci)**  
**School of Science & Technology (SciTech)**  
**School of Social Sciences & Cultural Studies (SocCul)**  
**Sussex Institute (SI)**

The Schools of Studies, together with SPRU – Science & Technology Policy Research, are the main academic units of the University.

Note: The Brighton & Sussex Medical School is a joint School of the University of Brighton and the University of Sussex, and therefore the arrangements for Schools described here and elsewhere in this document may not apply to the BSMS.

- (4) *Elections*: it is the responsibility of the School Office to maintain the electoral register of the School. The administrative arrangements for the election of students to the School Speakership and to membership of the School Forums are the responsibility of the Students' Union and the School Office jointly. There should be two Returning Officers for each election, one member of school administrative staff and one student nominated by the Students' Union.

## V Research Centres

5. (1) Senate may authorise a group within the University to use a title describing its activities in research; and shall identify the School with which the group is associated. Such groups shall have a Director and Steering Committee and shall report to the School identified by Senate.
- (2) The University is host to research institutions which are separately constituted or are constituents of another organisation. The relationship of each with the University is regulated by individual agreements, which may include University nomination to the governing body or the establishment of a joint committee to consider matters of mutual interest.
- (3) The groups authorised under (1) which are associated with each School are:

### **Brighton & Sussex Medical School**

*Cancer Research UK Psychosocial Oncology Group  
Trafford Centre for Graduate Medical Education and Research*

### **School of Humanities**

*Centre for Composition and Contemporary Music Research  
Centre for German-Jewish Studies  
Centre for Literary and Intellectual History  
Centre for Modernist Studies  
Centre for Southern African Studies  
Centre for the Study of Modern French Thought  
Centre for World Environmental History  
Cunliffe Centre for Transatlantic Studies  
Sussex Centre for Research in the History of Art*

### **School of Life Sciences**

*Centre for Biomolecular Design and Drug Development  
Centre for Cluster Science  
Centre for Computational Neuroscience and Robotics (with Science & Technology)  
Centre for Environmental Research  
Centre for Fullerene Science  
Centre for the Study of Evolution  
Sussex Centre for Advanced Microscopy  
Sussex Centre for Genome Damage & Stability  
Sussex Centre for Neuroscience  
Sussex Centre for Research into Alcohol, Alcoholism and Drug Addiction*

## **School of Science & Technology**

*Astronomy Centre*  
*Atomic, Molecular and Optical Physics Group*  
*Automotive Systems and Control Centre*  
*Centre for Applied Controls*  
*Centre for Computational Neuroscience and Robotics (with Life Sciences)*  
*Centre for Mathematical Analysis and its Applications*  
*Centre for Measurement of Particle Electric Dipole Moments*  
*Centre for Physical Electronics and Quantum Technology*  
*Centre for Research in Cognitive Science*  
*Centre for Statistics and Stochastic Modelling*  
*Centre for the Study of Language Change*  
*Centre for Theoretical Particle Physics*  
*Centre for VLSI and Computer Graphics*  
*Division of Biomedical Engineering*  
*Industrial Informatics and Manufacturing Systems Research Centre*  
*South-East Advanced Technology Hub*  
*Space Science Centre*  
*Thermo-Fluid Mechanics Research Centre*

## **School of Social Sciences & Cultural Studies**

*Centre for Development and Cross-Cultural Studies*  
*Centre for Medical Sociology*  
*Centre for Research in Gender Studies*  
*Centre for Research in Health and Medicine*  
*Centre for the Changing Political Economy of Europe*  
*Centre for Urban and Regional Research*  
*Multimedia Research Centre*  
*Poverty Research Unit at Sussex*  
*Research Centre in European Parties and Political Behaviour*  
*Sussex Centre for Migration Research*  
*Sussex European Institute*

## **Sussex Institute**

*Centre for Educational Innovation*  
*Centre for International Education*  
*Centre for Life History Research*

## **SPRU – Science & Technology Policy Research Centre**

*Centre for Information, Networks and Knowledge*  
*Complex Products Systems Innovation Centre*  
*Environment and Energy Policy Programme (part of the national Tyndall Centre)*  
*The Harvard-Sussex Programme on chemical and biological warfare armament and arms limitation*

(4) The institution under (2) is:

*Institute of Development Studies*

## VI Committees of Council

### 6. Audit Committee

- (1) *Terms of Reference:*
- (a) to provide assurance to Council, through regular reports, that the internal financial control systems of the University are adequate and are functioning properly;
  - (b) to advise Council on the appointment, including the remuneration and terms of appointment, the dismissal, and the acceptance of the resignation of, the external auditors;
  - (c) to discuss, if necessary, the nature and scope of the audit with the external auditors before the audit commences;
  - (d) to discuss problems and reservations arising from the interim and final audits, and any matters which the auditors may wish to discuss;
  - (e) to consider the draft Financial Statements from an audit perspective, for comment to Council;
  - (f) to keep the University's Financial Regulations and Procedures under review and approve changes on behalf of Council as appropriate;
  - (g) to advise Council on the effectiveness of policies and procedures for risk assessment and risk management;
  - (h) to receive and consider reports from the Head of Internal Audit, the external auditor and other auditors authorised to audit the University's accounts (e.g. the National Audit Office and the HEFCE audit service), with the aim of keeping under review the effectiveness of internal control systems;
  - (i) to take action on behalf of Council on matters arising from such reports insofar as they relate to the operation of financial regulations and procedures approved by or on behalf of Council;
  - (j) to satisfy itself that satisfactory arrangements are in place to promote economy, efficiency and effectiveness;
  - (k) to review the scope and effectiveness of internal audit, including planning, considering major findings of internal audit investigations and management responses, and promoting co-ordination between the internal and external auditors;

- (l) to monitor the performance and effectiveness of internal and external audit;
- (m) to consider and advise on the structure of the internal audit service;
- (n) to report as appropriate to Council.

The Committee may delegate to its Chair or any member of staff, for the purposes of implementing policy in accordance with Statute XVI.3 and XVI.4, powers and functions which it is itself competent to perform.

- (2) *Composition:* Chair appointed by Council from among the independent members of Council who are not members of the Finance & General Purposes Committee, one other independent member of Council appointed by Council who is not a member of the Finance & General Purposes Committee, one academic staff member of Senate elected by Senate who is neither a member of the Finance & General Purposes Committee nor a budget-holder, and one other independent member appointed by Council who is not a member of the Finance & General Purposes Committee and who need not be a member of Council, with the Registrar & Secretary, Finance & Business Director and Head of Internal Audit normally in attendance. The Committee may co-opt up to two other independent members (who will have full membership rights) from outside Council with financial, accounting or audit experience.

## **7. Brighton & Sussex Medical School Joint Board**

- (1) *Terms of Reference:* to be responsible to the Board of Governors of the University of Brighton and the Council of the University of Sussex for the educational character, teaching and research profile of the Brighton & Sussex Medical School (BSMS); to ensure the overall management of the BSMS within policies and frameworks set by the parent bodies; to plan for the strategic development and resourcing of the BSMS; to receive and review the annual estimates of the BSMS's revenue and expenditure; to consider the composition and structure of the senior management of the BSMS; and any such other matters as may be referred to the Board from time to time by its parent bodies or by a partner NHS institution.
- (2) *Composition:* the Vice-Chancellor of the University of Brighton, the Vice-Chancellor of the University of Sussex, Dean of BSMS, one independent member of the University of Sussex Council, one independent member of the Board of Governors of the University of Brighton, Chief Executive of the Surrey and Sussex Strategic Health Authority, Chief Executive of the Brighton & Sussex University Hospitals Trust and the Chief Executive of Brighton and Hove City Primary Care Trust. The Chair will alternate annually between the two Vice-Chancellors.

## 8. Constitutional Committee

- (1) *Terms of Reference:* to scrutinise and to recommend to Council any changes thought necessary to the Charter, Statutes or Ordinances or to the Constitution of the Students' Union. Such changes may be necessary as a result of decisions taken elsewhere or as a result of legislation or for any other reason. The Committee will consult as appropriate within the University should changes be proposed that do not derive from decisions taken elsewhere or from changes in legislation, or in the case of the Students' Union Constitution if the changes are not as a result of recommendations from the Union.

The Committee may delegate to its Chair or any member of staff, for the purposes of implementing policy in accordance with Statute XVI.3 and XVI.4, powers and functions which it is itself competent to perform.

- (2) *Composition:* Chair of Council (Chair), Vice-Chancellor, Vice-Chair of Council and the Registrar & Secretary.

## 9. Equality & Diversity Committee

- (1) *Terms of Reference:*
- (a) to formulate, and provide advice on, policies for the promotion of equality and diversity across the University;
  - (b) to monitor the implementation of the University's equal opportunities policies, including reviewing relevant statistics;
  - (c) to advise on the fulfilment of the University's statutory obligations;
  - (d) to support the commissioning of projects and initiatives that will inform good practice and encourage change;
  - (e) to promote the setting up of self-help groups aimed at furthering equality in the University;
  - (f) to consider reports from the Equalities & Diversity Forum.

In respect of staff, the Committee will report to the Human Resources Sub-Committee. In respect of students, it will report to the Academic Policy and Standards Committee. In addition, the Committee will submit an evaluative annual report to Senate and Council via the Human Resources Sub-Committee and the Academic Policy and Standards Committee.

- (2) *Composition:* Chair appointed by the Vice-Chancellor from amongst the Pro-Vice-Chancellors, an independent member of Council appointed by the Chair of Council, the Council member elected by the non-academic staff, Director of Human Resources\*, Deputy Director of Human Resources (Staff Development)\*, Director of Student Services\*, Director of Academic Support\*, Director of Communications\*, Academic Registrar\*, Equality and Diversity Officer, Staff Welfare Officer, President of the Students' Union\*, Education Officer of the Students' Union, one Dean or the Director of SPRU appointed by the Vice-Chancellor, one representative of each of the Schools of Studies and SPRU appointed by the Dean of each School/Director of SPRU (such representatives may be either academic faculty or support staff), one member from each of the recognised Trade Unions, and two representatives from the Equalities Forum.

\*Or nominee

## **10. Finance & General Purposes Committee**

- (1) *Terms of Reference:* to oversee, on behalf of Council, all aspects of resource allocation, financial planning, staffing matters and estate management, and, in particular:
- (a) To advise Council on:
- (i) the University's Financial Statements;
  - (ii) the University's overall financial strategy;
  - (iii) treasury and investment matters;
  - (iv) strategic capital investment;
  - (v) the University's budgetary system;
  - (vi) strategic statements on financial and staffing matters;
  - (vii) changes to tuition fees and other student fees.
- (b) Authorised to approve, under delegated authority from Council:
- (i) all detailed annual budgets;
  - (ii) short-term financial forecasts;
  - (iii) treasury management policy;

- (iv) the budget and financial statements of the Students' Union. The Committee receives the budget and financial statements of any associated companies of the Students' Union for information;
- (v) building projects within the Estates Strategy or other building projects up to £1M as recommended by the Estates Sub-Committee;
- (vi) minor changes to the University's budgetary system;
- (vii) locations for new buildings and major services, and new landscape features;
- (viii) external examiners' fees, fees for part-time teachers and other similar fees;
- (ix) rents for student accommodation;
- (x) staffing policies and staff conditions of service;
- (xi) purchasing policy;
- (xii) overhead rates for research;
- (xiii) proposals from the Services Liaison Committee.

It may delegate to any committee or, for the purpose of implementing policy in accordance with Statute XVI.3 and XVI.4 to its Chair or any other member of staff, powers and functions which it is itself competent to perform.

- (2) *Composition:* an independent member of Council nominated by the Chair of Council (Chair), the Vice-Chancellor, Deputy Vice-Chancellor, Pro-Vice-Chancellors, Chair of Council, Treasurer, three other independent members of Council appointed by Council (normally expected to serve for a three-year period), two academic members of Senate, elected by Senate for periods of three years, and one elected staff member of Council appointed for a period of three years by Council. The membership of the staff members of the Committee who are not ex officio members will terminate if they cease to be members of Senate or Council (as appropriate).

## **11. Sub-Committees of Finance & General Purposes Committee**

### **(1) Estates Sub-Committee**

- (a) *Terms of Reference:* to be responsible to the Finance & General Purposes Committee for the physical planning and environmental aspects of the University campus. In particular

the Sub-Committee will be responsible on behalf of the Finance & General Purposes Committee for:

- (i) the regular review and presentation to Finance & General Purposes Committee of the University's Estates Strategy, including transport policy;
- (ii) advising on the state of the physical fabric of the University and the resources needed to maintain it;
- (iii) decisions on the location of new buildings and of major services or landscaping features on campus;
- (iv) the environmental planning and conservation of the campus;
- (v) the plans of new buildings or major extensions of buildings on campus;
- (vi) the naming of buildings and major site features;
- (vii) monitoring progress in the implementation of the Estates & Facilities Management Annual Activity plan.

The Sub-Committee may delegate to its Chair or any member of staff, for the purposes of implementing policy in accordance with Statute XVI.3 and XVI.4, powers and functions which it is itself competent to perform.

- (b) *Composition:* Chair appointed by Council from among the independent members of Council, one Pro-Vice-Chancellor designated by the Vice-Chancellor, two other independent members of Council, one of the elected staff members of Council, Registrar & Secretary and the President of the Students' Union (or nominee).

Note: At the time of going to press the terms of reference and composition of this Committee were subject to review.

## (2) **Human Resources Sub-Committee**

- (a) *Terms of Reference:*
  - (i) to advise the Finance & General Purposes Committee on the University's Human Resources Strategy;
  - (ii) to keep under review matters remitted to the University from the UCEA (or any successor body) and to take any appropriate action;

- (iii) to approve, under delegated authority from the Finance & General Purposes Committee, within any limits which may have been set by that Committee:

staffing policies and staff terms and conditions of employment and changes to them;

- (iv) to be responsible, under delegated authority from the Finance & General Purposes Committee, for:
- (1) general issues of staff management;
  - (2) the monitoring and development of schemes of appraisal and reward for all staff;
  - (3) the University's policies in relation to the recruitment, selection and retention of staff;
  - (4) matters relating to equal opportunities;
  - (5) human resources planning activities, especially those associated with Unit reviews;
  - (6) matters of employer/employee relations, in particular, guidance to the University's representatives on the Negotiating Committees in regard to matters under negotiation, ensuring that the approaches taken by the University's representatives on different Negotiating Committees are co-ordinated, and determining whenever necessary the employer's view on any matter coming before the Negotiating Committees;
  - (7) monitoring how staff development underpins University strategy and quality assurance.

The Sub-Committee may delegate to its Chair or any member of staff, for the purposes of implementing policy in accordance with Statute XVI.3 and XVI.4, powers and functions which it is itself competent to perform.

- (b) *Composition:* Chair appointed by Council from among the independent members of Council, a Pro-Vice-Chancellor designated by the Vice-Chancellor, one other independent member of Council, one of the elected staff members of Council, and the Registrar & Secretary.

(3) **Treasury & Investments Sub-Committee**

- (a) *Terms of Reference:* to act on behalf of the Finance & General Purposes Committee in advising University officers on the management of all money and market transactions in connection with cash and funding resources; to keep the University's investment policy under review; to approve and periodically review Treasury Management procedures; and to keep the University's banking arrangements under review.

The Committee may delegate to its Chair, or any member of staff, for the purposes of implementing policy in accordance with Statute XVI.3 and XVI.4, powers and functions which it is itself competent to perform.

- (b) *Composition:* Treasurer (Chair), Chair of Finance & General Purposes Committee, Vice-Chancellor, one other independent member of Council, preferably with financial expertise, Finance & Business Director, with the power to co-opt. Other officers may attend the Sub-Committee from time to time.

**12. Health, Safety & Environment Committee**

- (1) *Terms of Reference:*

- (a) to advise Council on the University Health, Safety and Environmental Policy;
- (b) to act as the consultative body of the University on matters of health, safety and environment;
- (c) to audit the health, safety and environmental performance of the University;
- (d) to provide, through the above, assurance to Council that the University is meeting its obligations in matters of health, safety and environment.

The Committee may delegate to its Chair, or any member of staff, for the purposes of implementing policy in accordance with Statute XVI.3 and XVI.4, powers and functions which it is itself competent to perform.

- (2) *Composition:* Registrar & Secretary (Chair), Director of Estates and Facilities Management, Director of Health, Safety & Environment, Director of Human Resources, one representative from each of the following Trade Unions: Amicus, AUT, Craft Unions and UNISON; one nominated Health and Safety Co-ordinator from each of the following areas: Central Services, Non-University Units and Student Services; the Health and Safety Advisor from each of the following Schools: Brighton & Sussex Medical School, School of Humanities, School of

Life Sciences, School of Science & Technology, School of Social Sciences & Cultural Studies, the Sussex Institute; one representative from the Students' Union; and the Health and Safety Adviser from SPRU – Science and Technology Policy Research.

Note: An independent member of Council is appointed to monitor health and safety matters on behalf of Council. He or she makes an annual report to Council. He or she receives the papers of the Health, Safety & Environment Committee, but is not a member of the Committee, only attending the Committee when it discusses the annual report. The Director of Health, Safety & Environment has independent access to this member of Council.

### **13. Sub-Committees of Health, Safety & Environment Committee**

#### **(1) Biological Safety Committee**

- (a) *Terms of Reference:* to advise on the use of pathogens and genetic modification within the University. In particular, to advise the Health, Safety & Environment Committee as necessary on matters relating to the use of pathogenic or genetically modified organisms.
- (b) *Composition:* Chair appointed by the Health, Safety & Environment Committee from amongst the members of the Biological Safety Committee, University Biological Safety Officer, Biological Safety Officers from Schools and units undertaking work with biological material, Trade Union representation from AUT and Amicus.

#### **(2) Radiation Protection Sub-Committee**

- (a) *Terms of Reference:* to advise on and monitor the use of ionising and non-ionising radiation within the University. In particular to advise the Health, Safety & Environment Committee on compliance with statutory regulations and the health implications for users of ionising and non-ionising radiation.
- (b) *Composition:* Chair appointed by the Health, Safety & Environment Committee from amongst the members of the Radiation Protection Sub-Committee, Radiation Protection Advisor, Radiation Protection Officer, Radiation Protection Supervisors, Safety Representatives from AUT and Amicus.

#### **(3) School/Unit Health, Safety & Environment Committees**

- (a) *Terms of Reference:* to advise the Dean/Director on all relevant matters relating to safety, health and environment.

- (b) *Composition:* the composition of the committee will vary with the structure of each School/unit but should be modelled on the following composition: Head of School/Unit (or nominee), School/Unit Health and Safety Adviser, Director of Health, Safety & Environment (or nominee), Trade Union Representatives, Section Heads/Heads of Departments (or nominees) as appropriate, Local Health, Safety and Environmental Specialists (Biological Safety Officer, Radiation Protection Supervisor, Environmental Representative).

#### **14. Nominations Committee**

- (1) *Terms of Reference:* to be responsible for making recommendations to Council on the appointment of those members of Council who are appointed by Council and of members of Court appointed by Council; and for making nominations to Court for the appointment of Council members elected by Court, and for the appointment of co-opted members of Court. The Committee will be responsible for appointing independent members of Council to University committees and for appointing members of the University to serve on the USPAS Trustees Board and bodies outside the University.

The Committee may delegate to its Chair, or any member of staff, for the purposes of implementing policy in accordance with Statute XVI.3 and XVI.4, powers and functions which it is itself competent to perform.

- (2) *Composition:* Chair of Council (Chair), Vice-Chancellor, Vice-Chair of Council, Deputy Vice-Chancellor, two other independent members of Council appointed by Council (normally expected to serve for a three-year period), and one other Senate member of Council appointed for a three-year period by Council (but who will cease to be a member if he or she ceases to be a member of Senate). (Individual independent members withdraw whenever their own membership is under consideration.)

#### **15. Remuneration and Review Committee**

- (1) *Terms of Reference:* to be responsible, on behalf of Council, for:
- (a) determining the remuneration of all senior staff of the University, either on appointment or in post, and determining the terms for early retirement for senior staff members. The senior staff are the Vice-Chancellor and other principal officers (Pro-Vice-Chancellors and Deans) and all staff employed on professorial or professorial-equivalent salary grades;
  - (b) considering the outcome of salary reviews of those academic staff not covered under (a) above, and salary and grading reviews of all other staff, and for making decisions on these salary and grading reviews.

The Committee may delegate to its Chair, or any member of staff, for the purposes of implementing policy in accordance with Statute XVI.3 and XVI.4, powers and functions which it is itself competent to perform.

- (2) *Composition:* Chair of Council (Chair), Treasurer, Chair of Finance & General Purposes Committee, Vice-Chancellor (who withdraws whenever his/her salary is under consideration) and one independent member of Council appointed by Council (normally serving for three-year periods), with the Deputy Vice-Chancellor, Registrar & Secretary and Director of Human Resources normally in attendance, provided that no officer is in attendance when his/her salary is under consideration.

## VII Committees of Senate

### 16. Academic Policy and Standards Committee

- (1) *Terms of Reference:*
  - (a) To establish the academic policy and educational objectives of the University.
  - (b) To consider all matters relating to the establishment and maintenance of standards and the assurance and enhancement of quality of courses and programmes (*including research degrees*) offered by, and on behalf of, the University.
  - (c) To receive and comment on units' academic plans, to monitor the development and ensure the academic management of the University's academic portfolio.
  - (d) To oversee and ensure the development of policies related to the ethical conduct and governance of research.
  - (e) To approve the University's Learning and Teaching Strategy and monitor its implementation.
  - (f) To direct the development of the University's academic frameworks, academic regulations and the principles and rules governing much of the structures of programmes and the University's assessment policies (*including those for research degrees*).
  - (g) To approve and keep under review procedures for the development, approval, monitoring and review of the curriculum, and of teaching quality.
  - (h) To direct the development of policies and procedures related to admissions, student support and progression and other issues related to the assurance of standards and quality.
  - (i) To receive reports on the outcomes of the internal periodic review process or of any external reviews by Professional and Statutory Bodies or other bodies.
  - (j) To approve a *Code of Practice for Validation* and associated procedures for the approval of programmes to be offered in affiliated institutions leading to an award of the University of Sussex.

- (k) To make recommendations to Senate on the recognition (and re-recognition) of other institutions as affiliates for the purpose of offering programmes leading to an award of the University of Sussex.
- (l) To approve criteria and procedures for the consideration of affiliated institutions seeking accredited status and to make recommendations to Senate on the granting of accredited status.
- (m) To determine procedures for the appointment of external examiners; to approve the appointment of external examiners for all University awards including those at affiliated institutions.
- (n) To consider reports from the following sub-committees:
  - Taught Programmes Committee
  - Teaching Enhancement and Quality Assurance Committee
  - University Research Governance Committee
  - Research Degrees and Professional Doctorates Committee
  - Collaborative Provision Committee
  - Student Support and Progress Committee
  - Career Development Forum.
- (o) To submit an annual evaluative report on its work to Senate.

The Committee may delegate to any committee or, for the purposes of implementing policy in accordance with Statute XVI.3, to its Chair or any other member of staff powers and functions which it is itself competent to perform.

- (2) *Composition:* a Pro-Vice-Chancellor designated by the Vice-Chancellor (Chair); Pro-Vice-Chancellors; Education Officer of the Students' Union; the Dean of each of the Schools, including the Dean of BSMS and the Director of SPRU; one Head of Department from each School (to serve for a maximum of 3 years), appointed by the relevant Dean.

In attendance: the Librarian (or nominee), the Director (Information & Technology Services) (or nominee), the Director of Academic Support, and the Director of Planning.

## 17. Sub-Committees of Academic Policy and Standards Committee

### (1) Career Development Forum

#### (a) *Terms of reference:*

- (i) to discuss career development and employment issues in order to continue the development of good practice within the University;
- (ii) to receive reports on the work of the Career Development and Employment Centre (CDEC);
- (iii) to review the CDEC strategy and assess implementation;
- (iv) to gain feedback from employers and other relevant agencies about CDEC services and their expectations of the University's graduates, in order to inform CDEC practice;
- (v) to advise the Academic Policy and Standards Committee on issues of student employability and career-related skills in the curriculum;
- (vi) to present an annual evaluative report to the Academic Policy and Standards Committee.

- (b) *Composition:* a Pro-Vice-Chancellor designated by the Vice-Chancellor (Chair), two members of Council, a representative from each of the Schools of Studies and SPRU, up to fifteen independent members drawn from a range of external organisations, the President of the Students' Union and the Education Officer of the Students' Union.

In attendance: the Director of Student Services, the Director of Career Development and Employment Centre and the Head of Teaching and Learning Development Unit.

### (2) Collaborative Provision Committee

#### (a) *Terms of Reference:*

- (i) to consider, and make recommendations on, policies and procedures governing franchising and validation; to draw up, and make recommendations on a *Code of Practice for Validation*, a *Code of Practice for Franchising* and criteria and procedures for accreditation;

- (ii) to consider, and make recommendations on, issues of principle raised by validating committees or partner institutions and to provide strategic advice to the Academic Policy and Standards Committee; to draw up, and make recommendations on a partnerships strategy;
- (iii) to consider, and make recommendations to the Academic Policy and Standards Committee on, reports from groups established to consider institutional recognition and groups to consider the granting of accredited status;
- (iv) to consider, and make recommendations to the Taught Programmes Committee on, reports from validating committees established to consider for approval programmes of study leading to University of Sussex awards;
- (v) to monitor satisfaction of conditions imposed by validating committees and report to the Taught Programmes Committee when all conditions have been met;
- (vi) to approve, under delegated authority, routine and minor changes to validated programmes;
- (vii) to approve appointments, including external assessors, to validating committees;
- (viii) to consider proposed memberships of examination boards (and changes thereto) for validated programmes and to forward recommendations on these to the Taught Programmes Committee for approval;
- (ix) to receive recommendations from partner institutions for the appointment of external examiners and to forward recommendations on these appointments for approval by the Academic Policy and Standards Committee;
- (x) to consider reports from external examiners appointed to validated programmes and to recommend appropriate follow-up action to address points of concern raised therein and to present an overview report to the Taught Programmes Committee;
- (xi) to consider annual monitoring reports submitted by partner institutions and provide a digest to the Teaching Enhancement and Quality Assurance Committee of matters on which action was requested, points for commendation and general issues emerging;

- (xii) to present an annual evaluative report to the Academic Policy and Standards Committee.

To delegate to its Chair, or any other member of staff, for the purpose of implementing policy in accordance with Statute XVI.3, powers and functions that it is itself competent to perform.

- (b) *Composition:* Chair of the Academic Policy and Standards Committee (Chair), Pro-Vice-Chancellor(s) appointed by the Vice-Chancellor, one member of the Academic Policy and Standards Committee, one member of the Taught Programmes Committee, one member of the Teaching Enhancement and Quality Assurance Committee, one member of each School nominated by the Dean and one member of SPRU nominated by the Director. Three members of the University appointed (normally for a period of three years) by the Academic Policy and Standards Committee (to include one with current or recent decanal experience).

In attendance: Director of Academic Support.

### (3) **Joint Approval and Review Board**

- (a) *Terms of reference:*
- (i) to oversee the collaborative arrangements of the Brighton & Sussex Medical School (BSMS);
  - (ii) to consider all matters related to the quality and standards of academic provision of the BSMS in order to present a collective response to the relevant committees of each University and to the BSMS Academic Board;
  - (iii) to prescribe and keep under review the quality assurance procedures to be followed by the BSMS in order to satisfy the requirements of the two Universities;
  - (iv) to consider any other matters referred to it by the BSMS;
  - (v) in order to execute its functions it will consider and make recommendations on:
    - the BSMS operating plan/academic plan
    - curriculum proposals
    - annual monitoring reports
    - internal subject review reports and proposed action plans
    - recommendations for the appointment of external examiners

- examination board memberships
- the annual report of the BSMS School Board
- statistical data on cohort progression, entry profiles, award outcomes etc
- the BSMS Learning and Teaching Strategy
- the BSMS Staff Development Plan.

(b) *Composition:* Chair of the Academic Development Committee of the University of Brighton, Chair of the Academic Standards Committee of the University of Brighton, Chair of the Taught Programmes Committee and of the Teaching Enhancement and Quality Assurance Committee of the University of Sussex, one other member of the Taught Programmes Committee and for the Teaching Enhancement and Quality Assurance Committee, Deputy Registrar of the University of Brighton, Director of Academic Support of the University of Sussex and the Dean of BSMS.

(4) **Research Degrees and Professional Doctorates Committee**

(a) *Terms of Reference:*

- (i) to consider and to make recommendations to the Academic Policy and Standards Committee on general procedures governing programmes of supervised study and research leading to research degrees and professional doctorates;
- (ii) to approve and keep under review a code of practice for research degree programmes;
- (iii) to approve and keep under review a code of practice for professional doctorates;
- (iv) to approve and keep under review assessment policies for research degrees and professional doctorates;
- (v) to approve and publish handbooks for students and supervisors;
- (vi) to ratify, on behalf of Senate, the recommendations of the Research Degree Examination Board and the Professional Doctorate in Education Examination Board on the award of degrees and other distinctions;<sup>\*\*</sup>

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<sup>\*\*</sup> This function has been delegated by the Senate to the Chair of the committee

- (vii) to consider, and determine action on, the annual reports of the Research Degree Examination Board and the Professional Doctorate in Education Examination Board;
- (viii) to consider, and determine action on, the annual report of the Research Degree and Professional Doctorate Appeals Board;
- (ix) to approve and keep under review the annual monitoring procedures. To receive and consider the annual monitoring reports from Schools and units on the annual review of research students;
- (x) to consider annual statistical reports on matters relating to admission, retention and award outcomes of research degree and professional doctorate students; to evaluate the progress of students (including submission rates) against entry characteristics and advise accordingly;
- (xi) to consider reports on investigations conducted under the *Procedures for Dealing with Allegations or Complaints of Academic Misconduct by Students engaged in Research*, and to determine the action to be taken on these;
- (xii) to keep under review and advise on policies on the appointment of research students as graduate teaching assistants;
- (xiii) to present an annual evaluative report on its work to the Academic Policy and Standards Committee.

The Committee may delegate to its Chair or any other member of staff, for the purposes of implementing policy in accordance with Statute XVI.3, powers and functions which it is itself competent to perform.

- (b) *Composition:* a Pro-Vice-Chancellor designated by the Vice-Chancellor (Chair), the Directors of Graduate Studies of the Schools and of SPRU, and a representative of IDS; a postgraduate student representative; and the Chair and Vice-Chair of the Research Degree Examination Board.

In attendance: the Director of Academic Support (or nominee), the Academic Registrar (or nominee), the Head of Teaching and Learning Development Unit (or nominee).

## (5) **School Research Degree Committees**

- (a) *Terms of Reference:*
- (i) to consider and monitor arrangements for supervision of research students registered within each of the Schools' Graduate Centres (in accordance with the requirements of the Research Degrees & Professional Doctorates Committee);
  - (ii) to determine arrangements for selection, admission and induction of research degree students in accordance with requirements of the Research Degrees & Professional Doctorates Committee;
  - (iii) to determine and monitor arrangements for training and support in accordance with requirements of the Research Councils and the Research Degrees & Professional Doctorates Committee;
  - (iv) to monitor arrangements for careers guidance in consultation with the Career Development and Employment Centre;
  - (v) to consider arrangements for the appointment of supervisors in accordance with national requirements and those of the Research Degrees & Professional Doctorates Committee;
  - (vi) to monitor the outcomes of the annual review of progress and submit a report to the Research Degrees & Professional Doctorates Committee;
  - (vii) to monitor (against targets) the performance of Departments within the School in terms of admissions, progression, granting extensions to and completion rates of research degree students. To determine targets for future years;
  - (viii) to consider arrangements for the management of research students acting as Associate Tutors;
  - (ix) to recommend changes to University policies and procedures governing research degree and professional doctorate programmes.
- (b) *Composition:* Director of Graduate Studies (Chair), Heads of Departments (or nominees), School Administrative Managers (or nominees).

(6) **Student Support & Progress Committee**

- (a) *Terms of reference:*
- (i) to develop, co-ordinate and monitor the University's student support services;
  - (ii) to develop and monitor policy and procedures in respect of student progress;
  - (iii) to develop and monitor policy and procedures in respect of academic support for student learning and progress;
  - (iv) to develop policy in respect of student retention, including monitoring and evaluation of statistical data;
  - (v) in accordance with University regulations, to require a student to discontinue his or her registration, either temporarily or permanently and, if temporarily, to determine conditions for return;<sup>+</sup>
  - (vi) to receive regular reports from the School-based Student Support and Development Groups;
  - (vii) to receive annual reports from the Student Support Unit, the Psychological and Counselling Services, the Chaplaincy, the Sussex Regional Access Centre, the International and Study Abroad Office and the Students' Union;
  - (viii) to receive reports from the Career Development and Employment Centre and the Staff Development Unit on activities relating to student support;
  - (ix) to receive reports from the Disabilities and Children's Facilities Consultative Groups;
  - (x) to present an annual evaluative report to the Academic Policy and Standards Committee.

To delegate to its Chair, or any other member of staff for the purpose of implementing policy in accordance with Statute XVI.3, powers and functions that it is itself competent to perform.

- (b) *Composition:* a Pro-Vice-Chancellor designated by the Vice-Chancellor (Chair), the Director of Student Support from each School and from SPRU, including the BSMS, one Director of

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<sup>+</sup> A recommendation that a student be required to discontinue will be considered by a Sub-Group of the committee comprising of the Directors of Student Support and the Student Support & Progress Committee Chair.

Undergraduate Studies, one Director of Graduate Studies, five Student Advisors, the President of the Students' Union, the Welfare Officer of the Students' Union (except for restricted business in respect of Student Progress), the Director of Student Services and the University Chaplain.

(7) **Student Support & Development Committees**

These are School-based sub-committees of the Student Support and Progress Committee.

(a) *Terms of Reference:*

- (i) to develop, co-ordinate and monitor student support provision within the School;
- (ii) to monitor policy and procedures in respect of academic support for student learning and progress within the School;
- (iii) to receive data on cohort progression for undergraduate and postgraduate students in the School;
- (iv) to develop effective School retention and widening participation strategies consistent with University-wide strategies;
- (v) in accordance with University regulations, to permit a student temporarily to interrupt his or her studies, on conditions for return in line with University procedures;
- (vi) in accordance with University regulations, to recommend that a student be required to discontinue his or her registration, either temporarily or permanently;
- (vii) in accordance with University regulations, to consider a proposal that a student be deemed to have withdrawn if it is clear that the student has effectively terminated his or her studies and to investigate and report on the reasons for termination;
- (viii) to monitor the status of all undergraduate students who have been permitted or required to temporarily interrupt their studies;
- (ix) to alert the Student Support and Progress Committee to specific issues relating to student welfare which require University-wide attention.

The Student Support and Development Committees will meet twice each term and report regularly to the Student Support and Progress Committee.

- (b) *Composition:* Director of Student Support (Chair), Director of Undergraduate Studies, Director of Graduate Studies, Heads of Departments within the School, Student Advisors within the School, School Administrative Manager (or nominee).

(8) **Sub-Committee on Criminal Convictions**

- (a) *Terms of Reference:*

- (i) to consider an applicant with a criminal conviction in terms of the welfare of University staff and students and the obligations of students;
- (ii) to make recommendations to the appropriate authority responsible for admissions on whether the applicant should:
- (1) be admitted;
  - (2) be admitted but that stated conditions should be attached to the admission;
  - (3) be refused admission;
  - (4) have the offer of admission rescinded.
- (iii) to consider the case of students who acquire a criminal conviction during their studies at the University, and make a recommendation to the Chair of Student Support and Progress Committee where:
- (1) the student's studies have been interrupted by a period of intermission, whether to allow the student to resume his/her studies (with or without stated conditions);
  - (2) where the student's studies have not been interrupted, whether or not to permit continued registration, with or without stated conditions.
- (iv) to liaise with the Student Discipline Committee where appropriate;
- (v) to report annually to the Student Support and Progress Committee.

- (b) *Composition:* a Pro-Vice-Chancellor appointed by the Vice-Chancellor (Chair), the Director of Student Services, and the following appointed by the Student Support and Progress Committee for a period of three years (renewable): an undergraduate Admissions Tutor, the relevant Director of Graduate Studies when considering postgraduate applicants and a member of the Law Department.

(9) **Taught Programmes Committee**

- (a) *Terms of Reference:*
- (i) to approve and keep under review, the Framework for Taught Awards of the University;
  - (ii) to approve and keep under review, principles and rules governing the structures, modular framework and progression requirements of taught programmes delivered at Sussex. To recommend changes to academic regulations;
  - (iii) to grant outline approval of new programmes in accordance with University strategic and academic objectives, to approve the suspension or withdrawal of programmes, changes in titles of programmes or changes to mode of study proposed by the relevant Schools, and other academic units;
  - (iv) to approve recommendations from the Collaborative Provision Committee on validation of individual programmes at partner institutions;
  - (v) to approve all matters of assessment and examinations policy relating to taught awards (including taught elements of professional doctorates or research degrees);
  - (vi) to consider regular reports and recommendations from the Mitigating Evidence Committee on policy development and to consider an annual evaluative report on its operations and its analysis of issues arising;
  - (vii) to consider an annual report from the Misconduct Panel;
  - (viii) to approve and publish examination handbooks for taught programmes containing the rules by which the following year's assessments will be conducted;
  - (ix) to approve membership of Examination Boards;

- (x) to ratify, on behalf of Senate, the recommendations of examination boards on the awards of degrees, diplomas, certificates and other distinctions\*;
- (xi) to consider annual reports on the conduct of assessments from the School Examination Boards and a summary report of partner college exam boards from the Collaborative Provision Committee; to review analyses of issues relating to standards, the conduct of assessments, or content of programmes identified in external examiners' reports for all taught programmes (including those identified by the Collaborative Provision Committee); to monitor award results for all taught programmes; to submit a report on the outcomes of the monitoring of the conduct of assessment to the Academic Policy and Standards Committee;
- (xii) to consider and determine action on the annual report on the conduct and outcomes of appeals lodged by students on taught programmes;
- (xiii) to approve and keep under review the academic policies and principles relating to the content of academic study, pastoral and administrative arrangements, both for outgoing students studying abroad and for incoming visiting and exchange students;
- (xiv) to approve, and keep under review, admissions policies in relation to minimum entry requirements, Accreditation of Prior Experiential Learning, admission with advanced standing and re-admission;
- (xv) to consider annual reports on admissions to undergraduate and taught postgraduate programmes (covering a review of admissions policies, monitoring of spread of qualifications types and levels at entry, performance against local and national targets and performance in relation to Widening Participation targets);
- (xvi) to present a termly report to Academic Policy and Standards Committee on curriculum changes and developments (programmes withdrawn or suspended, outline approval granted, changes in title of programme or changes in mode of attendance), validated programmes, and major changes to the Framework for Taught Awards in relation to academic policies, to examination, and assessment policy;

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\* This function has been delegated by the Senate to the Chair of the Committee

- (xvii) to present an annual evaluative report on its work to the Academic Policy and Standards Committee.

The Committee may delegate to its Chair or any other member of staff, for the purposes of implementing policy in accordance with Statute XVI.3, powers and functions which it is itself competent to perform.

- (b) *Composition:* a Pro-Vice-Chancellor designated by the Vice-Chancellor (Chair), the Pro-Vice-Chancellor responsible for Admissions, the Directors of Undergraduate and Graduate Studies of the Schools and of SPRU, a representative of the BSMS, the Director of Academic Support, a School Administrative Manager appointed by the Academic Policy and Standards Committee, the Education Officer of the Students' Union. In addition, the Committee may co-opt annually no more than three additional members in order to improve coverage and balance of the necessary expertise in its membership (with full membership rights).

In attendance: The Head of the Academic Office.

#### (10) **School Curriculum Committees**

- (a) *Terms of Reference:*
  - (i) according to procedures laid down by the Academic Policy and Standards Committee, to consider and to make recommendations to the Taught Programmes Committee on submissions for outline approval for new taught programmes; to recommend to the Taught Programmes Committee the withdrawal or suspension of programmes, the change in title of programmes or the introduction of alternative modes of study; to consider for final approval, under delegated authority, new taught programmes for which outline approval has been granted by the Taught Programmes Committee; to approve, under delegated authority, major revisions or minor and routine syllabus and assessment changes to existing taught programmes in accordance with procedures laid down by the Academic Policy and Standards Committee;
  - (ii) to present a termly report to the Taught Programmes Committee on recommendations for outline approval of new programmes, programmes recommended for withdrawal or suspension, recommendations for changes in title of programme, or proposed changes in mode of attendance;

- (iii) to consider policy and strategic issues relating to academic quality and standards referred to it by the Taught Programmes Committee, the Teaching Enhancement and Quality Assurance Committee, or the Academic Policy and Standards Committee;
- (iv) to consider and make recommendations to the Taught Programmes Committee on the development of principles and rules governing modular structures of programmes provided by the University, examination and assessment policy for taught programmes, and proposed changes to regulations;
- (v) to ensure the process of annual course and programme monitoring undertaken by departments and inter-disciplinary groups within the School, to monitor that appropriate follow-up action is implemented, to evaluate effectiveness and to prepare a report on the outcomes for the Teaching Enhancement and Quality Assurance Committee;
- (vi) to consider the annual reports of the School Examination Boards and to transmit them to the Taught Programmes Committee;
- (vii) to consider the reports from internal periodic reviews of departments or programme groups located in the School or external reviews (by Professional and Statutory Bodies or other bodies) and to approve proposed action plans for submission to the Teaching Enhancement and Quality Assurance Committee; to ensure the implementation of approved action plans and evaluate the impact for report to the Teaching Enhancement and Quality Assurance Committee;
- (viii) to ensure the process of peer observation of teaching by departments within the School and to consider reports on the outcomes of this process. To report to the Teaching Enhancement and Quality Assurance Committee on generic issues identified and good practice to be disseminated;
- (ix) to recommend the appointment of external examiners and assessors for approval by the Academic Policy and Standards Committee;
- (x) to recommend the membership of all Examination Boards in the School for approval by the Taught Programmes Committee;

- (xi) to draw up a School Learning and Teaching Strategy and oversee the development of departmental Learning and Teaching strategies;
  - (xii) to identify staff development needs in relation to teaching, or programme design and development, for inclusion in departmental, School and corporate staff development plans;
  - (xiii) to present a termly report to the Taught Programmes Committee on the consolidated list of curriculum changes approved by the Committee under delegated authority.
- (b) *Composition:* the Dean or nominee\* (Chair), Director of Undergraduate Studies<sup>+</sup> or Director of Graduate Studies<sup>+</sup> (Vice-Chair), Heads of Departments<sup>§</sup> within the School, Directors of Interdisciplinary Groups located in the School, up to two additional members of the School appointed by the Dean, an undergraduate student representative, a postgraduate student representative, a member of the Academic Office, the School Administrative Manager (or nominee). The School Administrator (Curriculum) will be the Secretary.

In attendance: a representative of the Library nominated by the Librarian, a representative of CDEC, a member of TLDU, a member of Computing Service nominated by the Director of the Computing Service, a member of the Staff Development Unit. Other officers may be invited to attend individual meetings as appropriate.

#### (11) **Repeats Sub-Committee**

This is a Sub-Committee of the Taught Programmes Committee.

- (a) *Terms of Reference:* in accordance with the Regulations for the award of first degrees, to approve or refuse a proposal that a student be allowed to repeat all or part of a programme and to determine the status of any marks derived from assessments repeated in this context. The Sub-Committee will consult the Chair(s) of the relevant Examination Board(s) and the relevant Director of Student Support before making its decision.

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\* The Dean may nominate either the Director of Undergraduate Studies or Director of Graduate Studies.

<sup>+</sup> The Directors of Undergraduate Studies and Graduate Studies are ex-officio members of the Committee whether or not nominated by the Dean as either Chair or Vice-Chair.

<sup>§</sup> Heads of Department may nominate a named person to attend and vote in the exceptional circumstances of their absence.

- (b) *Composition:* Chair of the Students' Support & Progress Committee (Chair) and the Chair of the Taught Programmes Committee.

(12) **Study Abroad Management Group**

- (a) *Terms of Reference:*
- (i) to consider (and keep under review), for recommendation to the Taught Programmes Committee, the academic principles and policies relating to the content of study abroad;
  - (ii) to approve, and keep under review, policies relating to the assessment of outgoing study abroad students, including conversion scales for marks from overseas institutions, European Credit Transfer Scheme (ECTS) and other similar credit ratings;
  - (iii) to approve new agreements with overseas institutions; to oversee arrangements for negotiation and maintenance of agreements;
  - (iv) to approve, and keep under review, arrangements for quality assurance of academic provision by overseas institutions; to monitor provision in accordance with these arrangements;
  - (v) to ensure arrangements for appropriate academic, pastoral and administrative support to outgoing students both before and during their period abroad;
  - (vi) to approve, and keep under review, arrangements for work placements and non-mandatory study abroad;
  - (vii) to advise on, and oversee implementation of, planning decisions on balance of incoming and outgoing student numbers;
  - (viii) to consider (and keep under review), for recommendation to the Taught Programmes Committee, the academic principles and policies relating to the content of academic study, pastoral and administrative arrangements affecting incoming visiting and exchange students;

- (ix) to be responsible for the strategic direction of marketing and promotion of study abroad opportunities;
  - (x) to be responsible for the strategic direction of the promotion of commercial elements associated with study abroad (e.g. International Summer School, programmes offered by the Sussex Language Institute, unbalanced revenue – generating exchange agreements);
  - (xi) to approve the International Summer School programme.
- (b) *Composition:* a Pro-Vice-Chancellor designated by the Vice-Chancellor (Chair), Director of American International Programmes, Director of European International Programmes, Director of American Study Abroad (Arts), Director of American Study Abroad (Science), Director of European Study Abroad (Arts), Director of European Study Abroad (Science), Director of the Sussex Language Institute, Director of the International Summer School, one School Administrative Manager (normally from the School of Humanities), the Education Officer of the Students' Union.

In attendance: Head of the International & Study Abroad Office,  
Academic Registrar.

### (13) **Teaching Enhancement and Quality Assurance Committee**

- (a) *Terms of Reference:*
  - (i) to ensure the process of periodic review of Subjects/programmes in accordance with the procedures defined by Academic Policy and Standards committee; to approve for publication the reports of outcomes of periodic reviews (and evaluate and approve proposed action plans) and to review and evaluate implementation of the approved action; to prepare a termly report to Academic Policy and Standards Committee on the outcomes of the periodic review process and approved action plans;
  - (ii) to ensure the process of annual monitoring of courses and programmes; to consider reports on the outcomes of the annual monitoring process from Schools and units (and from the Collaborative Provision Committee in respect of partner colleges); to report annually to the Academic Policy and Standards Committee on the generic outcomes of the process, identifying any specific areas of concern or matters for commendation;

- (iii) to consider reports from Professional and Statutory Bodies and outcomes of QAA and other external reviews; to evaluate proposed action plans and monitor implementation of approved action; to report to the Academic Policy and Standards Committee on the key outcomes, identifying any specific areas of concern or matters for commendation;
- (iv) to review overall University performance in terms of analyses of statistical data related to entry profiles, progression and awards of student cohorts;
- (v) to consider the overview analysis of issues related to quality assurance and enhancement identified in external examiners' reports and identify matters of successful practice for dissemination;
- (vi) to review outcomes of peer observation of teaching and identify matters of successful practice for dissemination;
- (vii) to identify positive outcomes and successful practice in the annual monitoring, periodic review or external review processes for dissemination within the University;
- (viii) to analyse and identify common characteristics or trends emerging in the annual monitoring or analyses of external examiners' reports, periodic reviews or other external review processes which need to inform the Learning and Teaching Strategy and the University's Corporate Staff Development Plan;
- (ix) to evaluate the implementation of the University's Learning and Teaching Strategy and advise as appropriate;
- (x) to advise on priorities for the allocation of the Teaching and Learning Development Fund (TLDF);
- (xi) to present an annual evaluative report on its work to the Academic Policy and Standards Committee.

The Committee may delegate to its Chair or any other member of staff, for the purposes of implementing policy in accordance with Statute XVI.3, powers and functions which it is itself competent to perform.

- (b) *Composition:* a Pro-Vice-Chancellor designated by the Vice-Chancellor (Chair); the Directors of Undergraduate and Graduate Studies of the Schools of Studies and of SPRU, a representative of the BSMS, a member of teaching staff from

each School appointed by the relevant Dean; the Director of Academic Support; the Education Officer of the Students' Union; one undergraduate student representative; one postgraduate student representative; one School Administrative Manager appointed by the Academic Policy and Standards Committee.

In attendance: one of the Staff Development Officers, the Head of TLDU.

**(14) Teaching and Learning Fund Sub-Committee**

- (a) *Terms of Reference:* to determine, on the basis of priorities, the allocation of the Teaching and Learning Development Fund and evaluate its impact; to report decisions and outcomes to the Teaching Enhancement and Quality Assurance Committee; to comment to the APSC on the level of resources for the Teaching and Learning Development Fund.
- (b) *Composition:* Chair of the Teaching Enhancement and Quality Assurance Committee (Chair), a Pro-Vice-Chancellor nominated by the Vice-Chancellor, a member of academic staff nominated by the Vice-Chancellor, the Librarian (or nominee) and the Director (Information & Technology Services) (or nominee).

**(15) University Research Governance Committee**

- (a) *Terms of Reference:*
  - (i) to develop University policy and guidelines for Schools and to advise, inform, and update School committees on new legal and/or sponsor requirements with regard to research governance, as and when introduced;
  - (ii) to approve School procedures;
  - (iii) to consider annual reports from Schools on the management of research governance and ethical decisions, and offer advice and make recommendations to Schools as appropriate on the operation of School-level procedures;
  - (iv) to assure the provision of appropriate training for School officers with specific responsibility for research governance;
  - (v) to consider and offer guidance on cases of uncertainty and make decisions on cases which cannot be resolved by School committees and to hear appeals against School decisions once the School's own appeals procedure has been exhausted;

- (vi) to seek clarification from the University's external advisors or other expert bodies, as necessary, on matters of policy and practice;
- (vii) to report annually to Senate and/or Council, as appropriate, via the Academic Policy and Standards Committee.

The Committee may delegate to its Chair or any member of staff, for the purposes of implementing policy in accordance with Statute XVI.3 and XVI.4, powers and functions which it is itself competent to perform.

- (b) *Composition:* Deputy Vice-Chancellor (Chair), the Deans of each of the Schools, the Director of SPRU, the Dean of the Brighton & Sussex Medical School, and three external members (drawn from an NHS Trust, a representative of a social work organisation and one independent member of Council).

In attendance: Health, Safety & Environment Officer (or nominee), Insurance Officer (or nominee), Director of Research Services (or nominee) and Director of Academic Support (or nominee).

## (16) **School Research Governance Committees**

- (a) *Terms of Reference:*

Under the guidance of the URGC each School is required:

- (i) to establish a committee with operational responsibility for the implementation of the University's policies and procedures in relation to research governance;
- (ii) to review its research governance requirements and recommend to the URGC for its approval the procedures and policies it considers appropriate for managing research governance issues relevant to its particular research;
- (iii) to appoint a designated officer in the School with responsibility for research governance;
- (iv) through the designated officer, to conduct a periodic review of School procedures and to prepare periodic reports for the School RG Committee on the findings and to keep the effectiveness of its current practice under continuous review;

- (v) to report on an annual basis to the URGC in a form stipulated by the URGC, providing a summary of all reviewed projects;
  - (vi) to implement review mechanisms for student projects that ensure that research governance policy is applied in a manner appropriate to such projects;
  - (vii) to keep appropriate records of practices and decisions and to issue a common form of **Certificate of Approval** which will cover statutory and ethical compliance, research integrity and, where appropriate, sponsor specific requirements;
  - (viii) to keep abreast, as appropriate, of any advice/recommendations from professional bodies relevant to the School and, where appropriate, advise the URGC;
  - (ix) to refer cases to the URGC that require decision or require advice/opinion from Senior University Officers and/or external advisors or other expert bodies as necessary.
- (b) *Composition:* Dean (Chair) or nominee, the designated Officer with responsibility for research governance in the School, experienced researchers (excluding those whose work is being reviewed), two external members (one of whom should not be an employee of the University).

## 18. Examination Boards

### 1. Undergraduate Subject Examination Boards

- (1) The following Undergraduate Subject Examination Boards will operate at levels 1 & 2:

#### **School of Humanities**

*American Studies*

*Art History*

*English & Drama*

*European Language & Sussex Language Institute, English Language Teaching*

*Film and Media*

*History*

*Linguistics & English Language*  
*Music*  
*Philosophy*

### **School of Life Sciences**

*Biochemistry and Molecular Genetics*  
*Biology*  
*Chemistry*  
*Environmental Science*  
*Human Sciences*  
*Natural Science*  
*Neuroscience*  
*Psychology*

### **School of Science & Technology**

*Engineering & Design*  
*Informatics*  
*Mathematics*  
*Physics & Astronomy*

### **School of Social Sciences & Cultural Studies**

*Anthropology*  
*Economics*  
*Geography BA*  
*Geography BSc*  
*International Relations & Politics*  
*Sociology*

### **Sussex Institute**

*Centre for Continuing Education<sup>1</sup>*  
*CPE Board*  
*Diploma in Social Work*  
*Education ITE Board (incl. PGCE, BAs and Education minor)*

*Law*  
*Social Work*

- (a) *Terms of Reference:*

#### **Level 1**

- (a) To set, conduct and ensure the marking of assessments from all courses for which the Department (or IDPE) is responsible in

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<sup>1</sup> Please note that the *Centre for Continuing Education Board* is a joint Undergraduate and Postgraduate Board

accordance with the procedures determined by the Taught Programmes Committee.

- (b) To approve question papers in consultation with the external examiner(s).
- (c) To monitor marks distributions for individual courses and to determine what action should be taken (if any) in respect of aberrant sets of marks.
- (d) To determine action to be taken in the case of question papers where there are errors or assessments about which there are complaints.
- (e) To confirm and maintain standards of assessments for all courses for which the Department (or IDPE) is responsible in conjunction with the external examiner(s).
- (f) To finalise marks for each course for which the Department (or IDPE) is responsible.
- (g) To transmit marks for courses to other examination boards in accordance with approved procedures and in consultation with the Examinations Section of the Undergraduate Office.

## **Level 2**

- (h) To determine, in accordance with the rules and procedures determined by the Taught Programmes Committee, whether candidates for certificates, diplomas or degrees have satisfied the rules for progression from one stage of the programme to the next.
- (i) To determine, the resit or repeat requirements, in accordance with the rules and procedures set out in the University's Academic Framework, in the event of failure of a stage or the award.
- (j) To consider and determine, in accordance with the rules set out in the University's Academic Framework, whether compensation should be applied in the event of course failure or other circumstances where academic credit is not achieved.
- (k) To confirm the award of academic and general credit.
- (l) To make judgements in relation to general mitigating evidence submitted to the Board in determining progression and the final award outcomes for individual candidates.

- (m) To recommend to the Taught Programmes Committee the award of certificates, diplomas or degrees to those candidates who have satisfied the assessment requirements for these awards.
  - (n) To report to the School Examination Board annually at the beginning of the Autumn Term, on the conduct and outcomes of this year's assessments.
  - (o) To make recommendations, if appropriate, for consideration by the School Examination Board and Taught Programmes Committee on change to rules for the conduct of assessments, and arrangements for progression, award, resit and repeat.
- (b) *Composition:* Chair; Deputy Chair; the Head of Department or Director of IDPE (who may be Chair); a representative group of the internal examiners of the assessments to be conducted by the board as may be appointed to it by the Taught Programmes Committee, tenure normally being for three years, approximately one third of the members retiring annually; the external examiner(s). Examiners who are not members of the Board may be invited to attend meetings or parts of meetings.

There shall be a quorum of one third of the appointed members of the Board.

The Chair and Deputy Chair are nominated by the Dean of the School in consultation with the Head of Department and the appointments are approved by the Taught Programmes Committee. The internal examiners are nominated in the first place by the Head of Department or Director of the IDPE for approval by the School Examination Board and the appointments are approved by the Taught Programmes Committee.

- (2) The following Undergraduate Subject Examination Boards operate at level 1 only:

**School of Humanities**

*European Humanities/Film Studies*

**School of Social Sciences & Cultural Studies**

*Contemporary European Studies*

*Cultural Studies*

*Development Studies*

*Gender Studies*

## **Sussex Institute**

### *Management*

- (a) *Terms of reference:*
- (a) To set, conduct and ensure the marking of assessments from all courses for which the IDPE is responsible in accordance with the procedures determined by the Taught Programmes Committee.
  - (b) To approve question papers in consultation with the external examiner(s).
  - (c) To monitor marks distributions for individual courses and to determine what action should be taken (if any) in respect of aberrant sets of marks.
  - (d) To determine action to be taken in the case of question papers where there are errors or assessments about which there are complaints.
  - (e) To confirm and maintain standards of assessments for all courses for which the IDPE is responsible in conjunction with external examiners.
  - (f) To finalise marks for each course for which the IDPE is responsible.
  - (g) To transmit marks for courses to other examination boards in accordance with approved procedures and in consultation with the Examinations Section of the Undergraduate Office.
  - (h) To report to the School Examination Board annually at the beginning of the Autumn Term, on the conduct and outcomes of this year's assessments.
- (b) *Composition:* Chair; Deputy Chair; Director of IDPE (who may be Chair); a representative group of the internal examiners of the assessments to be conducted by the IDPE as may be appointed to it by the Taught Programmes Committee, tenure normally being for three years, approximately one third of the members retiring annually; the external examiner(s). Examiners who are not members of the Board may be invited to attend meetings or parts of meetings.

There shall be a quorum of one third of the appointed members of the Board.

The Chair and Deputy chair are nominated by the Dean of the School and the appointments are approved by the Taught Programmes Committee. The internal examiners are nominated in the first place by the Director of IDPE for approval by the School Examination Board and the appointments are approved by the Taught Programmes Committee.

## 2. Chichester Franchise Examination Board

### (1) *Terms of reference:*

- (a) To set, conduct and ensure the marking of assessments for all courses in the Foundation Year in accordance with the procedures determined by the Taught Programmes Committee.
- (b) To approve question papers.
- (c) To monitor marks distributions for individual courses and to determine what action should be taken (if any) in respect of aberrant sets of marks.
- (d) To determine action to be taken in the case of question papers where there are errors or assessments about which there are complaints.
- (e) To confirm and maintain standards of assessments for the Foundation Year.
- (f) To finalise marks for each course.
- (g) To determine, in accordance with the rules and procedures determined by the Taught Programmes Committee, whether candidates have satisfied the rules for progression from year 0 to year 1.
- (h) To consider and determine, in accordance with the rules set out in the University's Academic Framework, whether compensation should be applied in the case of course failure or other circumstances where credit is not achieved.
- (i) To determine, in the event of failure to progress, the resit or repeat requirements.
- (j) To make judgements in relation to general mitigating evidence submitted to the Board in determining the progression outcomes for individual candidates.
- (k) To report to the Life Sciences School Examination Board annually, at the beginning of the Autumn Term, on the conduct and outcomes of the year's assessments.

- (2) *Composition:* Chair (a representative of the School of Life Sciences, normally a link tutor); one examiner from each course based at Chichester College appointed by the Taught Programmes Committee; the University's link tutor(s). The Chair will be nominated by the Dean of the School of Life Sciences and the appointment approved by the Taught Programmes Committee.

### 3. **Crawley Franchise Examination Board**

- (1) *Terms of reference:*
- (a) To set, conduct and ensure the marking of assessments for all courses in the Foundation Year in accordance with the procedures determined by the Taught Programmes Committee.
  - (b) To approve question papers.
  - (c) To monitor marks distributions for individual courses and to determine what action should be taken (if any) in respect of aberrant sets of marks.
  - (d) To determine action to be taken in the case of question papers where there are errors or assessments about which there are complaints.
  - (e) To confirm and maintain standards of assessments for the Foundation Year.
  - (f) To finalise marks for each course.
  - (g) To determine, in accordance with the rules and procedures determined by the Taught Programmes Committee, whether candidates have satisfied the rules for progression from year 0 to year 1.
  - (h) To consider and determine, in accordance with the rules set out in the University's Academic Framework, whether compensation should be applied in the case of course failure or other circumstances where credit is not achieved.
  - (i) To determine, in the event of failure to progress, the resit or repeat requirements.

- (j) To make judgements in relation to general mitigating evidence submitted to the Board in determining the progression outcomes for individual candidates.
  - (k) To report to the Science and Technology School Examination Board annually at the beginning of the Autumn Term, on the conduct and outcomes of the year's assessments.
- (2) *Composition:* Chair (a representative of the School of Science and Technology normally the link tutor); one examiner from each course based at Crawley College appointed by the Taught Programmes Committee; the University's link tutor(s). The Chair will be nominated by the Dean of the School of Science and Technology and the appointment approved by the Taught Programmes Committee.

#### 4. **Sussex Downs Franchise Examination Board (Arts, Humanities and Social Sciences)**

- (1) *Terms of reference:*
- (a) To set, conduct and ensure the marking of assessments for all courses in the Foundation Year in accordance with the procedures determined by the Taught Programmes Committee.
  - (b) To approve question papers.
  - (c) To monitor marks distributions for individual courses and to determine what action should be taken (if any) in respect of aberrant sets of marks.
  - (d) To determine action to be taken in the case of question papers where there are errors or assessments about which there are complaints.
  - (e) To confirm and maintain standards of assessments for the Foundation Year.
  - (f) To finalise marks for each course.
  - (g) To determine, in accordance with the rules and procedures determined by the Taught Programmes Committee, whether candidates have satisfied the rules of progression from year 0 to year 1.
  - (h) To consider and determine, in accordance with the rules set out in the University's Academic Framework, whether compensation should be applied in the case of course failure or other circumstances where credit is not achieved.

- (i) To determine, in the event of failure to progress, the resit or repeat requirements.
  - (j) To make judgements in relation to general mitigating evidence submitted to the Board in determining the progression outcomes for individual candidates.
  - (k) To report to the relevant School Examination Boards annually, at the beginning of the Autumn Term, on the conduct and outcomes of the year's assessments.
- (2) *Composition:* Chair (one of the link tutors from the School of Humanities, the School of Social Sciences and Cultural Studies or the Sussex Institute); one examiner from each course based at Sussex Downs College appointed by the Taught Programmes Committee; the link tutors from the School of Humanities, the School of Social Sciences and Cultural Studies and the Sussex Institute. The Chair will be nominated by the Steering Group and appointed by the Taught Programmes Committee.

#### 5. **Sussex Downs Franchise Examination Board (Mathematical Sciences)**

- (1) *Terms of reference:*
- (a) To set, conduct and ensure the marking of assessments for all courses in the Foundation Year in accordance with the procedures determined by the Taught Programmes Committee.
  - (b) To approve question papers.
  - (c) To monitor marks distributions for individual courses and to determine what action should be taken (if any) in respect of aberrant sets of marks.
  - (d) To determine action to be taken in the case of question papers where there are errors or assessments about which there are complaints.
  - (e) To confirm and maintain standards of assessments for the Foundation Year.
  - (f) To finalise marks for each course.
  - (g) To determine, in accordance with the rules and procedures determined by the Taught Programmes Committee, whether candidates have satisfied the rules for progression from year 0 to year 1.
  - (h) To consider and determine, in accordance with the rules set out in the University's Academic Framework, whether compensation

should be applied in the case of course failure or other circumstances where credit is not achieved.

- (i) To determine, in the event of failure to progress, the resit or repeat requirements.
  - (j) To make judgements in relation to general mitigating evidence submitted to the Board in determining the progression outcomes for individual candidates.
  - (k) To report to the Science and Technology School Examination Board annually at the beginning of the Autumn Term, on the conduct and outcomes of this year's assessments.
- (2) *Composition:* Chair (a representative from the School of Science and Technology normally the link tutor); one examiner from each course based at Sussex Downs College appointed by the Taught Programmes Committee; the University's link tutor(s). The Chair will be nominated by the Dean of the School of Science and Technology and appointed by the Taught Programmes Committee.

## 6. Science and Technology Foundation Year Examination Board

- (1) *Terms of reference:*
- (a) To set, conduct and ensure the marking of assessments for all courses in the Foundation Year in accordance with the procedures determined by the Taught Programmes Committee.
  - (b) To approve question papers.
  - (c) To monitor marks distributions for individual courses and to determine what action should be taken (if any) in respect of aberrant sets of marks.
  - (d) To determine action to be taken in the case of question papers where there are errors or assessments about which there are complaints.
  - (e) To confirm and maintain standards of assessments for the Foundation Year.
  - (f) To finalise marks for each course.
  - (g) To determine, in accordance with the rules and procedures determined by the Taught Programmes Committee, whether candidates have satisfied the rules for progression from year 0 to year 1.

- (h) To consider and determine, in accordance with the rules set out in the University's Academic Framework, whether compensation should be applied in the case of course failure or other circumstances where credit is not achieved.
  - (i) To determine, in the event of failure to progress, the resit or repeat requirements.
  - (j) To make judgements in relation to general mitigating evidence submitted to the Board in determining the progression outcomes for individual candidates.
  - (k) To report to the School Board annually, at the beginning of the Autumn Term, on the conduct and outcomes of the year's assessments.
- (2) *Composition:* Chair; Deputy Chair; a representative group of the internal examiners of the assessments to be conducted by the board as may be appointed to it by the Taught Programmes Committee, tenure normally being for three years, approximately one-third of the members retiring annually; internal examiners who are not members of the Board may be invited to attend meetings or parts of meetings. The Chair and Deputy Chair are nominated by the Dean of Science and Technology and the appointments are approved by the Taught Programmes Committee.

## 7. **Summer School Examination Board**

- (1) *Terms of reference:*
- (a) To confirm that Summer School and September session students have satisfactorily completed the courses for which they were registered.
  - (b) To award credit for those satisfactorily completed courses.
  - (c) To authorise the issuing of transcripts of performance.
  - (d) To report annually, in the Autumn Term, to the Study Abroad Management Group on the conduct of examinations in the previous academic year and on the plans for the forthcoming year's examinations.
  - (e) To make recommendations on amendments or additions to the Handbooks for Examiners and Examination Boards, and Candidates, for the following year.

The Examination Board may delegate to its Chair or any other member of staff, for the purposes of implementing policy in accordance with

Statute XVI.3, powers and functions which it is itself competent to perform.

- (2) *Composition:* Director of the Summer School or his/her nominee (Chair), the Arts/Science Summer School advisor, and all other faculty teaching in the Summer School and/or September sessions.

## 8. Visiting and Exchange Examination Board

- (1) *Terms of reference:*
- (a) To confirm that Visiting or Exchange students have satisfactorily completed courses for which they have been registered.
  - (b) To award credit for those satisfactorily completed courses and authorise the issuing of transcripts of performance.
  - (c) To approve modes of assessment, if necessarily different from those for full-time undergraduates.
  - (d) To recommend to Taught Programmes Committee the award of certificates or diplomas to those candidates who have satisfied the assessment requirements for these awards.
  - (e) To report annually, in the Autumn Term, to the Study Abroad Management Group on the conduct of examinations in the previous academic year and on the plans for the forthcoming year's examinations.
  - (f) To make recommendations to the Taught Programmes Committee on amendments or additions to the Handbooks for Examiners and Examination Boards, and Candidates, for the following year.

The Examination Board may delegate to its Chair or any other member of staff, for the purposes of implementing policy in accordance with Statute XVI.3, powers and functions which it is itself competent to perform.

- (2) *Composition:* Chair (nominated by the Chair of the Study Abroad Management Group and appointed by the Taught Programmes Committee); four other faculty involved with V & E students at Sussex as appropriate, appointed by the Taught Programmes Committee following nomination by the Chair. The Chair will invite examiners to attend as necessary.

## 9. Arts Science Sub-Board

- (1) *Terms of reference:*

- (a) To set, conduct and ensure the marking of assessments from all Arts/Science courses in accordance with the procedures determined by the Taught Programmes Committee.
  - (b) To approve question papers.
  - (c) To monitor marks distributions for individual courses and to determine what action should be taken (if any) in respect of aberrant sets of marks.
  - (d) To determine action to be taken in the case of question papers where there are errors or assessments about which there are complaints.
  - (e) To confirm and maintain standards of assessments for all Arts/Science courses.
  - (f) To finalise marks for each Arts/Science course.
  - (g) To transmit marks for courses to other examination boards in accordance with approved procedures and in consultation with the Examinations Section of the Undergraduate Office.
  - (h) To report to the School Boards in Life Sciences and in Science & Technology annually, at the beginning of the Autumn Term, on the conduct and outcomes of the year's assessment.
- (2) *Composition:* Chair; Deputy Chair; such of the internal examiners of the examinations to be conducted by the Board as may be appointed to it by the Taught Programmes Committee including one representative from each School offering the Scheme. Tenure is normally for three years, approximately one-third of the members retiring annually. Examiners of papers who are not members of the Board may be invited to attend meetings, or parts of meetings, of the Board. Nominations for the members are sought in the first place by the newly appointed Chair of the Sub-Board, acting in consultation with the relevant Deans and with appropriate heads of Department, and the appointments are approved by the Taught Programmes Committee. The Chair and Deputy Chair are nominated by the Deans of the Schools of Life Sciences and of Science & Technology for approval by the Taught Programmes Committee.

#### 10. **European Studies Minor Sub-Board**

- (1) *Terms of reference:* to co-ordinate the conduct of examinations and assessments in consultation with the Examination Section of the Undergraduate Office and to submit approved marks for the European Studies Minor, the associated European Year Abroad and any other period of study spent in continental Europe to the relevant examination

boards in accordance with approved procedures; to submit a report to the Study Abroad Management Group on study abroad results; to recommend the award of the Certificate of Language proficiency to candidates who have satisfied the conditions for the award as prescribed in the Statutes, Ordinances and Regulations; to report to the School Boards in Life Sciences and in Science & Technology annually, in the Autumn Term, on the conduct of that year's examinations, and on the plans for the following year's examinations.

- (2) *Composition:* Chair; Deputy Chair; such of the internal and external examiners of the examinations to be conducted by the Board as may be appointed to it by the Taught Programmes Committee including one representative from each Department offering a programme of which the Minor forms a part. Tenure is normally for three years, approximately one-third of the members retiring annually. Examiners of papers (including External Assessors who may be appointed to the Board on an annual basis for the setting and marking of specialist papers) who are not members of the Board may be invited to attend meetings, or parts of meetings, of the Board. Nominations for the members are sought in the first place by the newly appointed Chair of the Sub-Board, acting in consultation with the relevant Deans and with appropriate Heads of Departments and the appointments are approved by the Taught Programmes Committee. The Chair and Deputy Chair of the Board are nominated by the Deans of Life Sciences and of Science and Technology and the appointments are approved by the Taught Programmes Committee.

#### 11. **North American Studies Minor Sub-Board**

- (1) *Terms of reference:* to set, conduct and mark the examinations and assessments in consultation with the Examinations Section and to submit marks for the North American Studies Minor and the associated American Year Abroad to the relevant examination boards in accordance with approved procedures; to consider and submit approved marks for any other period of study spent in North American to the relevant examination boards; to submit a report to the Study Abroad Management Group on study abroad results; to report to the School Boards of Life Sciences and Science & Technology annually, in the Autumn Term, on the conduct of that year's examinations, and on the plans for the following year's examinations.
- (2) *Composition:* Chair; Deputy Chair; such of the internal and external examiners or assessors of the examinations to be conducted by the Board as may be appointed to it by the Taught Programmes Committee including one representative from each Department offering a programme of which the Minor forms a part. Tenure is normally for three years, approximately one-third of the members retiring annually. Examiners of papers (including External Assessors who may be appointed to the Board on an annual basis for the setting and marking of particular specialist papers) who are not members of the Board, may

be invited to attend meetings of the Board. Nominations for the members are sought in the first instance by the newly appointed Chair of the Sub-Board, acting in consultation with the relevant Deans and with appropriate Heads of Departments and the appointments are approved by the Taught Programmes Committee. The Chair and Deputy Chair of the Sub-Board are nominated by the Deans of Life Sciences and of Science & Technology for approval by the Taught programmes Committee.

## 12. Taught Postgraduate Subject Examination Boards

- (1) The Taught Postgraduate Subject Examination Boards operating at level 1 only are as follows:

### **School of Humanities**

*American Studies*  
*Art History*  
*English & Drama*  
*History*  
*Humanities Interdisciplinary Studies Group*  
*Linguistics & English Language*  
*Media & Film*  
*Music*  
*Philosophy*

### **School of Social Sciences & Cultural Studies**

*Anthropology*  
*Centre for Critical Social Theory*  
*Centre for Culture, Development and the Environment (CDE)*  
*Centre for Gender Studies*  
*Economics*  
*Geography (in preparation for the 2005/2006 academic year)*  
*Institute of Development Studies (IDS)*  
*International Relations & Politics*  
*Sociology*  
*Sussex European Institute*

The Taught Postgraduate Subject Examination Boards operating at levels 1 & 2 are as follows:

### **School of Life Sciences**

*Biochemistry & Molecular Genetics*  
*Chemistry*  
*Developmental Cell Biology*  
*Plant Biology*  
*Psychology*

### **School of Science & Technology**

*Automotive Engineering (Joint with Brighton)*  
*Digital Electronics (Joint with Brighton)*  
*Engineering & Design*  
*Informatics*  
*Mathematics*  
*Physics & Astronomy*

### **Sussex Institute**

*Centre for Continuing Education<sup>2</sup>*  
*Education*  
*Law*  
*PG Certificate in Evidence-based Practice in Social Work*  
*(Children and Care)*  
*Science & Technology Innovation Studies*  
*Social Work*

The Taught Postgraduate Subject Examination Boards operating at level 2 only are as follows:

### **School of Humanities**

*Humanities School Postgraduate Board*

### **School of Social Sciences & Cultural Studies**

*SocCul Level 2 Group*

- (2) *Terms of reference:*

#### **Level 1**

- (a) To set, conduct and ensure the marking of assessments from all courses for which the Department or Interdisciplinary Group is responsible in accordance with the procedures determined by the Taught Programmes Committee.
- (b) To approve question papers in consultation with the external examiner(s).

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<sup>2</sup> Please note that the *Centre for Continuing Education Board* is a joint Undergraduate and Postgraduate Board.

- (c) To monitor marks distributions for individual courses and to determine what action should be taken (if any) in respect of aberrant sets of marks.
- (d) To determine action to be taken in the case of question papers where there are errors or assessments about which there are complaints.
- (e) To confirm and maintain standards of assessments for all courses for which the Department or Interdisciplinary Group is responsible in conjunction with external examiners.
- (f) To finalise marks for each course for which the Department or Interdisciplinary Group is responsible.
- (g) To transmit marks for courses to other examination boards in accordance with approved procedures and in consultation with the Examinations Section of the Postgraduate Office.

## **Level 2**

- (h) To determine, in accordance with the rules and procedures determined by the Taught Programmes Committee, whether candidates for postgraduate certificates, diplomas or degrees have satisfied the rules for progression (where this applies) from one stage of the programme to the next.
- (i) To determine, in the event of failure of a stage or the award, the resit or repeat requirements.
- (j) To consider and determine, in accordance with the rules set out in the University's Academic Framework, whether compensation should be applied in the event of course failure or other circumstances where academic credit is not achieved.
- (k) To confirm the award of academic and general credit.
- (l) To make judgements in relation to general mitigating evidence submitted to the Board in determining progression (where this applies) and the final award outcomes for individual candidates.
- (m) To recommend to the Taught Programmes Committee the award of postgraduate certificates, diplomas or degrees to those candidates who have satisfied the assessment requirements for these awards.
- (n) To report to the School Examination Board annually at the beginning of the Autumn Term, on the conduct and outcomes of the year's assessments.

- (o) To make recommendations, if appropriate, for consideration by the School Examination Board and Taught Programmes Committee on changes to rules for the conduct of assessments, and arrangements for progression, award, resit and repeat.
- (3) *Composition:* Chair; Deputy Chair; the Head of Department or Director of the Interdisciplinary Group (who may be Chair); a representative group of the internal examiners of the assessments to be conducted by the board as may be appointed to it by the Taught Programmes Committee, tenure normally being for three years, approximately one third of the members retiring annually; the external examiner(s). Examiners who are not members of the Board may be invited to attend meetings or parts of meetings.

There shall be a quorum of one third of the appointed members of the Board.

The Chair and Deputy Chair are nominated by the Dean of the School in consultation with the Head of Department and the appointments are approved by the Taught Programmes Committee. The internal examiners are nominated in the first place by the Head of Department or Director of the Interdisciplinary Group for approval by the School Examination Board and the appointments are approved by the Taught Programmes Committee.

### 13. **School Examination Boards**

- (1) *Terms of Reference:*
  - (a) To consider annual reports from each of the Examination Boards (undergraduate and taught postgraduate) which are the responsibility of the School.
  - (b) To consider the reports of the external examiners and action plans proposed by the relevant Examination Boards.
  - (c) To ensure as far as possible consistency of standards between Departments, IDPEs and Interdisciplinary Groups.
  - (d) To monitor and review award outcomes of Departments and Interdisciplinary Groups.
  - (e) To consider recommendations on assessment policies and procedures proposed by Examination Boards within the School and to determine whether these should be submitted to the Taught Programmes Committee.
  - (f) To present an Annual Report to the Taught Programmes Committee.

- (2) *Composition:* Chair; Director of Undergraduate Studies; Director of Graduate Studies; Director of Student Support; Chairs of all Exam Boards for which the School is responsible.

The Chair will be nominated by the Dean and the appointment will be approved by the Taught Programmes Committee; the period of office will be three years.

*Note: For the academic year 2004-2005 School Examination Boards for Humanities and Social Sciences & Cultural Studies will also have the following functions and composition:*

- (a) To determine, in accordance with the rules and procedures determined by the Taught Programmes Committee, whether candidates for certificates, diplomas or degrees have satisfied the rules for progression from one stage of the programme to the next.
- (b) To determine, in accordance with the rules and procedures set out in the University's Academic Framework, in the event of a failure of a stage or an award, the resit or repeat requirements.
- (c) To consider and determine, in accordance with the rules set out in the University's Academic Framework, whether academic compensation under the assessment rules should be applied in the event of course failure or other circumstances where academic credit is not achieved.
- (d) To confirm the award of academic and general credit.
- (e) To make judgements in relation to general mitigating evidence submitted to the Board in determining progression and the final award outcomes for individual candidates.
- (f) To recommend to the Taught Programmes Committee the award of certificates, diplomas or degrees to those candidates who have satisfied the assessment requirements for these awards.
- (g) To report to the School Examination Board annually, at the beginning of the Autumn Term, on the conduct and outcomes of this year's assessments.
- (h) To make recommendations, if appropriate, for consideration by the School Examination Board and Taught Programmes Committee on changes to rules for the conduct of assessments, and arrangements for progression, award, resit and repeat.

*Composition:* Chair; Deputy Chair; a representative group of the internal examiners of the assessments to be conducted by the Board as may be appointed to it by the Taught Programmes Committee, tenure normally being for two years. Examiners who are not members of the Board may be invited to attend meetings or parts of meetings.

There shall be a quorum of one third of the appointed members of the Board.

The Chair and Deputy Chair are nominated by the Dean of the School in consultation with the Heads of Department and the appointments are approved by the Taught Programmes Committee. The internal examiners are nominated in the first place by the Dean or Director of the IDPE for approval by the School Examination Board and the appointments are approved by the Taught Programmes Committee.

#### 14. **Professional Doctorate Examination Board (new)**

##### (1) *Terms of reference*

##### **For the taught component of the programme**

- (a) To set, conduct and mark the examinations for Professional Doctorates;
- (b) To consider, on behalf of the Senate, the results of the examination of course-work of candidates and to approve the progress of candidates to proceed to the research component of the programme;
- (c) To report to the Academic Policy and Standards Committee via the Research Degrees and Professional Doctorates Committee on the conduct of that year's examinations and on the plans for the following year's examinations;
- (d) To establish sub-groups, as required, to make recommendations to the Board on late submissions, and to decide on extensions to submission deadlines and on special arrangements for candidates;

##### **For the research component of the programme**

- (a) To appoint examiners (the appointments normally to be approved on behalf of the Board by the Chairperson or the Vice-Chair),
- (b) To consider examiners' reports and to forward recommendations on candidates to the Chair of the Research Degrees and Professional Doctorates Committee in accordance with the University Regulations for Professional Doctorates;

- (c) To report annually to the Academic Policy and Standards Committee via the Research Degrees and Professional Doctorates Committee;
  - (d) To formulate instructions and communications to candidates about the results of any examination for Professional Doctorates. The Board will hold full meetings only to consider those cases where a candidate has failed under Regulations 58(c), 59(c), 59(d), 59(f), 62(b), 62(c) and 63(b) for the award of a Professional Doctorate. Notwithstanding this, the Chair has discretion to call a meeting to consider any cases where the recommendation does not appear to be straightforward. In all other cases the examiners' recommendations are forwarded by the Chair, on behalf of the Board, in consultation with the Vice-Chair, where appropriate.
- (2) *Composition:*
- (a) Two senior members of the academic faculty as Chair and Vice-Chair, nominated by the Research Degrees and Professional Doctorates Committee and appointed by the Academic Policy and Standards Committee, the roles of Chair and Vice-Chair to alternate after three years. Normally the two members appointed under this category will be the Chair or the Vice-Chair of the Research Degree Examination Board, plus one other member drawn from the membership of the Research Degree Examination Board;
  - (b) the Director of Graduate Studies (or equivalent officer);
  - (c) the Programme Convenor;
  - (d) the internal examiners nominated by the Director of Graduate Studies for appointment by the Academic Policy and Standards Committee;
  - (e) the external examiner(s) appointed by the Academic Policy and Standards Committee for each programme.

15. **Research Degree Examination Board (new)**

- (1) *Terms of Reference*
- (a) To appoint examiners, on behalf of Senate. The appointments normally to be approved on behalf of the Board by the Chair or Vice-Chair;

- (b) To consider examiners' reports and to forward recommendations on candidates to the Senate in accordance with the University Regulations for Research Degrees;
- (c) To report annually to the Academic Policy and Standards Committee via the Research Degrees and Professional Doctorates Committee;
- (d) To formulate instructions and communications to candidates about the results of any examination for a research degree. The Board will hold full meetings only to consider those cases where a candidate has failed under Regulations 60(c), 61(c), 61(d), 61(f), 64(b), 66(b), and 66(c). Notwithstanding this, the Chair has discretion to call a meeting to consider any cases where the recommendation does not appear to be straightforward. In all other cases the examiners' recommendations are forwarded by the Chair, on behalf of the Board, in consultation with the Vice-Chair, where appropriate. In the absence of the Chair, authority shall be delegated to the Vice-Chair and vice-versa. In cases where the Board is required to meet there will be a quorum of at least three members of the Board in addition to the Chair, one of whom must be the Vice-Chair if the case to be considered does not fall within the general academic area of the Chair.

(2) *Composition*

- (a) Two senior members of the academic faculty as Chair and Vice-Chair, one with experience of graduate work at research degree level in the humanities and social sciences and one with experience in science or engineering, nominated by the Research Degrees and Professional Doctorates Committee and appointed by the Academic Policy and Standards. The respective roles of Chair and Vice-Chair to alternate after three academic years;
- (b) Up to six senior members of the academic faculty, with experience of graduate work at research level, nominated by the Research Degrees and Professional Doctorates Committee after consultation with the appropriate Directors of Graduate Studies in order to ensure coverage and balance of expertise, and appointed by the Academic Policy and Standards Committee.

16. **Brighton & Sussex Medical School Examination Boards**

(1) **Module Examination Boards**

*Terms of Reference:*

**Composition**

- (a) The Module Leader, at least one member of staff responsible for the teaching and the external examiner(s) with responsibility for the module.
- (b) The members of the Module Examination Board who are responsible for the teaching and assessment of the modules are known collectively as the internal examiners.

### **Summary terms of reference of Module Examination Boards**

#### *Terms of Reference:*

- (i) ensure that justice is done to the individual students considered;
  - (ii) ensure that the standard of levels within the subject area is maintained through its role in the approval of the assessments and monitoring students' performance in assessments;
  - (iii) ensure that all appropriate academic regulations are met;
  - (iv) make a judgement in relation to any breaches of regulations reported to it;
  - (v) make final decisions regarding the level of performance on the assessments for the modules within its remit for all students who are registered for those modules, taking into account all relevant information received but without reference to students' overall performance or performance on any other modules concurrently or previously studied;
  - (vi) make arrangements for students permitted to be reassessed for any element of assessment in any module within its remit, and the mechanisms for considering and approving the results of such assessments;
  - (vii) agree what actions the Chair, or any approved sub-group, may take on behalf of the Board;
  - (viii) review the operation of assessment procedures for each module and recommend changes where appropriate.
- (2) Phase Examination Board

#### *Terms of Reference:*

### **Composition**

A senior member of BSMS academic staff who has not been significantly involved with the teaching and assessment of the programme; the relevant Module Leader(s); at least two members of

staff responsible for the teaching and assessment of some modules in the programme, normally the compulsory or required modules; one member of staff who has not been significantly involved with the teaching and assessment of the programme, or any of the work under consideration, who should be from another school or faculty; the external examiner(s) assigned to the module under consideration and the chief external examiner.

### **Summary terms of reference of Phase Examination Boards**

The Phase Examination Board is required to:

- (i) ensure that justice is done to the individual students considered and that the standard of awards is maintained;
- (ii) ensure that all academic regulations are met;
- (iii) consider all information received which is pertinent to reaching a decision on the performance of any student, including: the marks or grades awarded by the relevant Module Examination Boards; any specific and general credit which has been accredited to students on enrolment (including marks where appropriate); reports of meetings of any sub-sets of the Board at which students' grades and/or their progress on the programme are discussed; details of late submission of assessed work and any extensions to deadlines granted for submission of assessed work; and any mitigating circumstances submitted by the student;
- (iv) make recommendations for the conferment of the approved awards for those students who have completed the programme (either through meeting the programme requirements, or through having studied for the maximum number of credits or time permitted, as stipulated in the programme regulations);
- (v) make decisions about whether a student's overall performance may compensate for failure at intermediate stages or final assessment, in accordance with the programme-specific regulations;
- (vi) make decisions on students' eligibility for progression to the next stage, including whether, under exceptional circumstances, a student may progress to the next stage trailing up to the equivalent of 30 credits (or, exceptionally, 60 credits where mitigating circumstances have been upheld);
- (vii) make final decisions regarding students' eligibility to continue their registration on the programme;

- (viii) make recommendations for the conferment of any subsidiary award in the case of eligible students who have withdrawn from the programme, or who have transferred to another programme within either University if their remaining credit, after transfer, is sufficient;
- (ix) consider the reports from Module Examination Boards which have taken action when a student is found to have cheated or in any way attempted to gain an unfair advantage. If a student has been found to have cheated in more than one module considered by different Module Examination Boards, then the Phase Examination Board has authority to take further action in respect of that particular student and to determine whether or not the student should be permitted to be reassessed;
- (x) make a judgement in relation to any breaches of regulations reported to it;
- (xi) agree what actions the Chair, or any approved sub-group, may take on behalf of the Board;
- (xii) receive and comment upon any amendments to regulations pertaining to the award which have been approved by the School for future use;
- (xiii) review the operation of Phase Examination Board procedures and recommend changes where appropriate.

## 19. Mitigating Evidence Committee

- (1) *Terms of Reference:* to review evidence presented by students in mitigation of late submission, non-submission, absence from unseen examinations, and which otherwise relates to academic under-performance; to consider and categorise such evidence as to whether it constitutes specific or general impairment. To report regularly to Taught Programmes Committee on recommendations for policy development; to present an annual evaluative report on its operation and its analysis of issues arising.
- (2) *Composition:* Chair of the Taught Programmes Committee (Chair), Directors of Student Support, one Student Advisor per School, Education Officer of the Students' Union and Welfare Officer of the Students' Union.

## 20. Appeals Board

- (1) *Terms of Reference:*
  - (a) to oversee matters of policy and procedure relating to appeals in respect of taught programmes;

- (b) to receive an annual report on the conduct of taught programme appeals;
  - (c) to report on, and make recommendations in respect of appeals matters, to Senate, via the Taught Programmes Committee;
  - (d) to provide the membership of Appeals Panels to consider individual appeals from students on taught programmes, as specified in the relevant Regulations. The Appeals Panels will be chaired by either the Vice-Chancellor or one of the Pro-Vice-Chancellors.
- (2) *Composition:*
- (a) Chair: Vice-Chancellor;
  - (b) The Pro-Vice-Chancellors;
  - (c) Up to twelve academic members, appointed by Senate for a normal tenure of three years, who will be full-time academic staff with significant experience of taught programme examinations matters, but not presently holding a position as Chair or Deputy Chair of an examination board. At least one academic member of the Board should be a member of staff with experience in the student welfare field. In nominating academic members, the Academic Policy and Standards Committee will be mindful of the need to achieve a membership with balanced experience of undergraduate and taught postgraduate programmes, and Arts and Science examination practices;
  - (d) Up to five student members, to be nominated by the President of the Students' Union, who will normally be full-time Students' Union officers, one of whom will be the current Education Officer.

## **21. Research Degree and Professional Doctorate Appeals Board**

- (1) *Terms of Reference:* on behalf of Senate, to consider appeals against decisions of the Research Degree Examination Board and the Professional Doctorate in Education Examination Board.
- (2) *Composition:* the Vice-Chancellor, two of the Pro-Vice-Chancellors appointed by the Vice-Chancellor and two other members of the academic faculty appointed by and from Senate; any three members should constitute a quorum and no member of the Appeals Board

should be a member of the Research Degree Examination Board or of the Professional Doctorate in Education Examination Board.

## **22. Misconduct Panel**

- (1) *Terms of Reference:*
  - (a) To oversee matters of policy and procedure relating to misconduct in respect of taught programmes;
  - (b) To report on, and make recommendations in respect of misconduct matters, to Senate, via the Taught Programmes Committee;
  - (c) To provide the membership of Misconduct Panels to consider individual cases of students on taught programmes, as specified in the relevant Regulations.
- (2) *Composition:* two members of academic faculty, nominated by the Dean, from each School. Four of the nominees will be appointed by the Taught Programmes Committee as Panel Chairs.

## **23. Discipline Committee**

- (1) *Terms of Reference:* to decide, in accordance with the Ordinance on Student Discipline, upon the instigation of disciplinary proceedings; to receive from the Registrar & Secretary reports of action taken under the terms of that Ordinance; and to scrutinise all proposals for amendments and additions to that Ordinance and submit recommendations thereon to Senate. The Committee may delegate to its Chair, in accordance with Statute XVI.3, powers to decide upon the instigation of disciplinary proceedings in the intervals between its meetings.
- (2) *Composition:* an academic staff member appointed by Senate as Chair, and five academic staff members elected by Senate; a quorum will consist of the Chair plus two members.

## **24. Standing Orders Sub-Committee**

- (1) *Terms of Reference:* to review the Standing Orders of Senate from time to time; to consider any matters concerning the conduct of business referred to it by Senate (in particular, proposals for amendment of the Standing Orders) and to recommend to Senate any changes to the Standing Orders.
- (2) *Composition:* three members appointed annually by and from amongst Senate on the recommendation of the Vice-Chancellor. The members shall appoint a Chair from amongst themselves.

## 25. Professorial Appointing Committees

- (1) *Terms of Reference:* in accordance with the procedures approved by Senate, to make appointment(s) to a professorship or professorships in respect of which a committee has been established.
- (2) *Composition:*
  - (a) *Externally-advertised Chairs:* The Vice-Chancellor (Chair), three permanent non-probationary members of the academic staff appointed by Senate, to include the relevant Dean and at least one member of the relevant Department or School, at least one external assessor appointed by the Vice-Chancellor in consultation with the foregoing members of the Committee, and a non-probationary member of the academic staff belonging to the relevant Department or School elected by the academic staff of that Department or School. If the internal membership of the Committee does not include a representative of the relevant discipline or field of interest, a second external assessor should be appointed. In the case of BSMS Clinical Professors, the panel must be constituted in accordance with guidance on clinical academic appointments.
  - (b) *Internal Promotions:* The composition will be as above, except that the Committee will not include an elected member of the Department.

## 26. Non-Professorial Appointing Committees

- (1) *Terms of Reference:* to be responsible to the Vice-Chancellor, to function within the procedures approved by Senate for the appointment of academic staff, and to execute the power of Senate to appoint non-professorial members of the teaching staff.
- (2) *Composition:* membership should be confined to permanent members of the academic staff and to external assessors of academic staff status from other institutions and should include at least the following: a Chair appointed by the Vice-Chancellor: the Vice-Chancellor will normally appoint either the Dean of the relevant School or the relevant Head of Department (if the person appointed as Chair would be a member of the Committee in one of the following categories, he or she will not be replaced in that category); an academic member of the Senior Management Group; the Dean(s) of the relevant School(s) or nominee(s); the Head of Department or nominee; one member of the teaching staff of the Department elected by the teaching staff members of that Department. The Chair may co-opt up to two further members of the teaching staff, not more than one of whom should be from the Department, in the light of the particulars of the post. If the Committee contains no one from the relevant field of interest: at least one external

assessor, who should be appointed by the Vice-Chancellor after consultation with the relevant Dean and the Department.

*The Vice-Chancellor is an ex-officio member of all committees in the University and may therefore take part in the work of appointing committees at his or her discretion.*

In the case of vacancies in academic units outside the Schools and Departments, the membership of the appointing committees should follow the principles and patterns set out above as far as possible.

## **27. Academic Promotions, Advancements and Titles Committee**

### (1) *Terms of Reference:*

- (a) to consider cases of individual members of academic staff in relation to promotions to Professorships; if it feels that a *prima facie* case for such a promotion exists, it may act on behalf of Senate to set up a Chair Appointing Committee, which will then decide whether to appoint the candidate to a professorship. The Committee is also empowered to act in a similar way in special instances in which a very distinguished person outside the University might be appointed to a Professorship;
- (b) to confirm advancements to Grade B Lectureships and to make decisions on promotions to Senior Lectureships, and on the award of the title of Reader. Proposals for such recommendations will be made by the relevant Promotions Board and (in the case of the title of Reader) by Deans;
- (c) to approve the award of honorary and visiting professorial titles, and the titles of Honorary Reader, Honorary Senior Lecturer, Honorary Lecturer, and Honorary (Senior) (Research) Fellow; and of all emeritus titles.

The Committee may delegate to its Chair, or any other member of staff, for the purpose of implementing policy in accordance with Statute XVI.3, powers and functions that it is itself competent to perform.

- (2) *Composition:* the Vice-Chancellor (Chair), Deputy Vice-Chancellor and Pro-Vice-Chancellors, and three Professors elected by and from Senate, at least one of whom must be from either the School of Humanities, the Sussex Institute, SPRU – Science Technology Policy Research, or the School of Social Sciences & Cultural Studies, and another one whom must be from either the School of Science & Technology, the School of Life Sciences, or the Brighton & Sussex Medical School, each serving for three years, in which time an individual will remain on the Committee irrespective of whether he or she continues as a member of Senate.

## 28. School Promotion Boards

- (1) *Terms of Reference:* to make proposals to the Academic Promotions, Advancements and Titles Committee, in accordance with the criteria and procedures described in the document on Career Progress.
- (2) *Composition:* the relevant Dean (Chair); the Directors of Undergraduate Studies, Graduate Studies and Student Support; the Heads of Department; the Deputy Vice-Chancellor or nominee; two members elected by and from teaching and research staff in the School at Senior Lecturer/Senior Research Fellow level or above; and to be supported by the Director of HR or nominee. For SPRU, the Director (Chair); the Directors of Teaching and of Research in place of the Directors of Undergraduate Studies, Graduate Studies and Student Support and Heads of Departments, and otherwise the same. For Brighton & Sussex Medical School, Heads of Division in place of Directors and Heads of Departments and otherwise the same.

## 29. Arts Science Group

- (1) *Terms of Reference:*  

The Group's functions are:

  - (a) to encourage and develop Arts Science Studies in the BSc and cognate programmes;
  - (b) to consider proposals for new or revised elements and the withdrawal of elements of the Arts Science Scheme in undergraduate programmes in Science and to make recommendations thereon to School Curriculum Committees and the Taught Programmes Committee;
  - (c) to be responsible for the co-ordination and administration of the Arts Science Scheme.
- (2) *Composition:* Arts/Science Development Officer (Chair), a Pro-Vice-Chancellor designated by the Vice-Chancellor, one representative of the tutors teaching on the Scheme, Chair of the Arts Science Sub-Board, one student representative.
- (3) The Chair of the Group reports to the Pro-Vice-Chancellor responsible for Teaching and Learning.

## **VIII Joint Committee of Senate and Council**

### **30. Honorary Degrees Committee**

- (1) *Terms of Reference:* to be responsible to Senate and Council for recommendations on whether or not honorary degrees should be awarded in any particular year, and if so their number and to whom they should be awarded. The Committee's detailed terms of reference and procedure are set out in Regulations approved by Council.

The Committee may delegate to its Chair, or any member of staff, for the purposes of implementing policy in accordance with Statute XVI.3, powers and functions which it is itself competent to perform.

- (2) *Composition:* the Vice-Chancellor (Chair), Deputy Vice-Chancellor, Chair of Council, Vice-Chair of Council, two independent members of Council appointed by Council (each for three-year periods), four members of the academic staff appointed by Senate for three years (two professorial and two non-professorial), and the Council member elected by the non-academic staff.

## IX Committees of the Schools of Studies, Institutes and Centres

### 31. Department Meetings

- (1) *Terms of Reference:* to discuss matters relevant to the Department. They will ensure that policies are thoroughly discussed and clearly stated, so that they can be presented as the considered view of the Department and so that spokespersons may be nominated for specific issues. All aspects of academic work (undergraduate, graduate and research) will be within their terms of reference. Formal Department Meetings will be arranged at least once a term as part of the Committee Timetable, when decisions will be needed as part of the annual planning and budgetary cycle, but informal meetings may be held at any time. A Department Meeting may delegate to the Head of the Department, for the purposes of implementing policy in accordance with Statute XVI.3, powers and functions which it is itself competent to perform.
- (2) *Composition:*
- (a) the Head of Department, who will be Chair;
  - (b) all members of academic staff appointed to the relevant Department are eligible to attend;
  - (c) the minimum provision for student representation at Department Meetings is that one undergraduate and one postgraduate studying subjects in the Department are entitled to attend the meetings of that Department as non-voting members. This provision does not apply to reserved items of business where it would be inappropriate for students to be in attendance – see para 6 of Part I of this document.

Note: Discussions regarding student representation in the Schools are continuing.

- (3) *Departments:* the following is a list of Departments grouped by School:

#### **School of Humanities**

*American Studies*  
*Art History*  
*English*  
*History*  
*Linguistics & English Language*  
*Media & Film*  
*Music*  
*Philosophy*  
*Sussex Language Institute*

### **School of Life Sciences**

*Biochemistry*  
*Biology & Environmental Science*  
*Chemistry*  
*Psychology*

### **School of Science & Technology**

*Engineering & Design*  
*Informatics*  
*Mathematics*  
*Physics & Astronomy*

### **School of Social Sciences & Cultural Studies**

*Anthropology*  
*Economics*  
*Geography*  
*International Relations & Politics*  
*Sociology*  
*Sussex European Institute*

### **Sussex Institute**

*Centre for Continuing Education*  
*Sussex Law School*  
*Sussex School of Education*  
*Sussex School of Social Work & Social Care*

- (4) The papers of meetings of each Department should be sent to a designated member of each of the Library and Computing Service staff whose responsibilities include scrutinising them for curriculum or teaching or assessment changes with implications for the Library or Computing Service, respectively, and who is free to attend for the discussion of relevant items.

## **32. School Student Forums**

- (1) *Terms of Reference:* to discuss any matters relevant to the student experience of the School of Studies and to make recommendations to the School Management Committee or to the Students' Union.
- (2) *Composition:* the Dean, the Director of Undergraduate Studies, the Director of Graduate Studies, the Director of Student Support, the School Administrative Manager, the three undergraduate student School representatives and the two postgraduate student School representatives.

## X Other University Committees

### 33. University of Sussex/University of Brighton Joint Planning Group

- (1) The University of Sussex and the University of Brighton have established a formal agreement to co-operate in matters of academic planning, provision, validation and development and in the provision of services wherever desirable, appropriate and feasible. A Joint Planning Group is responsible for the oversight of all aspects and issues arising under the agreement and reports as appropriate to the Vice-Chancellor.
- (2) *Composition:* Vice-Chancellor, a Pro-Vice-Chancellor appointed by the Vice-Chancellor, Registrar & Secretary, Finance & Business Director and Director of Planning (University of Sussex), Vice-Chancellor, Deputy Vice-Chancellor, Pro-Vice-Chancellors, Registrar & Secretary, Director of Finance and Director of Planning (University of Brighton). Chair rotates between Vice-Chancellors of the University of Sussex and the University of Brighton.

### 34. Services Liaison Committee

- (1) *Terms of Reference:*
  - (a) to give support and guidance to students of the University seeking training and instruction with the armed services;
  - (b) to liaise with the Ministry of Defence in relevant matters, including the appointment of the officers in charge of the training units and the promotion of constructive relationships between the University and the armed services;
  - (c) to receive and consider annual reports by the services and Ministry of Defence on relevant matters;
  - (d) to make recommendations and reports on those matters to the Finance & General Purposes Committee.
- (2) *Composition:* a member of academic staff appointed by the Vice-Chancellor (Chair), Chair of Council (or nominee), one independent member of Council, three members of academic staff appointed by the Vice-Chancellor, a member of academic staff appointed by the Vice-Chancellor of the University of Brighton, Director of the Career Development and Employment Centre, the Officer-in-Charge of each training unit attached to the University, the senior University of Sussex student in each training unit attached to the University. Unless otherwise indicated, the appointments listed above are those of the University of Sussex.

## **XI University Staff Negotiating Committees**

### **35. University/AUT Negotiating Committee for Academic Staff**

- (1) *Terms of Reference:* to be responsible for consultation and negotiations between the University and the AUT in accordance with the Procedure Agreement for the time being approved by Council and to report as appropriate to the Finance & General Purposes Committee; University negotiators shall conduct such consultation and negotiations within any relevant parameters which may have been set by Council and taking account of any guidance given by the Finance & General Purposes Committee.
- (2) *Composition:* up to four members appointed by Council and up to four members appointed by the AUT.

### **36. University/Amicus Negotiating Committee**

- (1) *Terms of Reference:* to be responsible for discussions and negotiations between the University and Amicus in accordance with the Procedure Agreement for the time being approved by Council and to report as appropriate to Finance & General Purposes Committee; University negotiators shall conduct such consultation and negotiations within any relevant parameters which may have been set by Council and taking account of any guidance given by Finance & General Purposes Committee.
- (2) *Composition:* four members of the University appointed by Council and four members of Amicus elected by the Sussex branch of Amicus.

### **37. University/Craft Unions Negotiating Committee**

- (1) *Terms of Reference:* to be responsible for discussions and negotiations between the University and the Craft Unions in accordance with the Procedure Agreement for the time being approved by Council and to report as appropriate to Finance & General Purposes Committee; University negotiators shall conduct such consultation and negotiations within any relevant parameters which may have been set by Council and taking account of any guidance given by Finance & General Purposes Committee.
- (2) *Composition:* four representatives nominated by Council and four representatives nominated by the local branches of the Craft Unions. Each section (i.e. carpenters, electricians, fitters, painters) shall be entitled to have one of the latter four representatives.

**38. University/UNISON Negotiating Committee**

- (1) *Terms of Reference:* to be responsible for discussions and negotiations between the University and UNISON in accordance with the Procedure Agreement for the time being approved by Council and to report as appropriate to Finance & General Purposes Committee; University negotiators shall conduct such discussions and negotiations within any relevant parameters which may have been set by Council and taking account of any guidance given by Finance & General Purposes Committee.
- (2) *Composition:* four members of the University appointed by Council and four University employees from the relevant categories of staff appointed by the local branch of UNISON.

## XII Advisory Groups

### 39. Security Working Group

- (1) *Terms of Reference:* to advise the Director (Information & Technology Services) on issues of computer and network security and to provide a focus for technical liaison and advice for computing staff in campus units.
- (2) *Composition:* Chair appointed by the Vice-Chancellor, the Director (Information & Technology Services) (or nominee), the Head of Infrastructure Services, the Website Manager, the Deputy Director (Information & Technology Services) (or nominee) and as many co-opted members as necessary (e.g. staff from amongst major computing installations on campus).

### 40. IT Consultative Group

- (1) *Terms of Reference:* to advise the Director (Information & Technology Services) on computing issues and to provide a forum for the discussion of computing facilities and provision, including, but not limited to, the computing services provided by IT Services, and the level at which they are provided.
- (2) *Composition:* a Chair appointed by the Vice-Chancellor from amongst the members of the Group, the Director (Information & Technology Services) or nominee, the Head of each School or Unit (including the Library) or nominee, the Director of Estates & Facilities Management or nominee, two student representatives, plus members co-opted by the Group as necessary, with the Heads of the internal groups of IT Services in attendance.

### 41. Equality and Diversity Forum

- (1) *Terms of Reference:* to provide a forum for dialogue and discussion about equality and diversity issues for staff and students working and studying at the University and a channel for the dissemination of information about equality and diversity matters.

The Forum will report to the Equality and Diversity Committee, and two representatives from the Forum will be members of the Committee. Other members of the Forum may be invited to serve periodically on any working groups of the Equality and Diversity Committee.

- (2) *Composition:* eight students nominated by the Students' Union, two members of staff from each School (including SPRU and BSMS) (either academic or support staff), four members from the Administration staff (including at least one member of Catering staff), four Trade Union representatives and two members from each of the staff networks.

#### 42. Environmental Forum

- (1) *Terms of Reference:* to provide a body for the discussion of environmental issues and to act as a consultative body on environmental matters. In particular, to monitor and advise on the University Environmental Management Plan, to be consulted on the site 'master and conservation plans', to monitor and advise on School environmental issues and to promote environmental initiatives.
- (2) *Composition:* Chair appointed by the Health, Safety & Environment Committee from amongst the members of the Environmental Forum, two representatives from each School including SPRU (one of whom should preferably be a student), representatives from each of the administrative and business units, Director of Estates and Facilities Management or nominee, Director of Health, Safety & Environment, Director of Student Services or nominee, Head of Procurement, Transport Manager, member of academic staff appointed by the Vice-Chancellor, Safety & Environment Officer, nominee of the President of the Students' Union, a Trades Union Liaison Committee nominee.

#### 43. Environmental Advisory Group

- (1) *Terms of Reference:* to advise the Safety and Environment Officer on the monitoring and implementation of the University's environmental policy; to advise on updating the policy as required, producing an annual progress report, and promoting the environmental policies of the University.
- (2) *Composition:* Safety and Environment Officer (Chair), Director of Estates & Facilities Management or nominee, Director of Student Services, Purchasing Officer, Transport Manager, nominee of the President of the Students' Union, a Trades Union Liaison Committee nominee, two members of academic staff appointed by the Vice-Chancellor and the Director of Health, Safety and Environment or nominee.

#### 44. Trading Services Advisory Group

- (1) *Terms of Reference:* to advise the Director of Student Services within strategies approved by the Finance & General Purposes Committee and Council on the operation and monitoring of all trading services. The Group will provide a forum for the discussion of proposed strategies for the trading enterprises, suggesting specific sets of expectations and assessing performance. The Group will assist in the identification and pursuit of opportunities for the development of new and existing sources of income in non-academic areas and will co-ordinate and stimulate activity in the field of non-academic income generation.

- (2) *Composition:* Director of Student Services (Chair), one independent member of Council from the Finance & General Purposes Committee, two members of academic staff nominated by the Vice-Chancellor, President of the Students' Union or nominee, one trade union representative nominated by the Trades Union Liaison Committee to provide staff/consumer communication.

The Group is empowered to co-opt up to two additional members if it wishes to do so. Any such co-opted members will have full membership rights.

#### **45. Library Consultative Group**

- (1) *Terms of Reference:* to provide a forum for the discussion of Library facilities and services, and thereby a channel of communication between Library users, their representatives, and those responsible for Library policy.
- (2) *Composition:* Librarian (Chair); Schools of Studies (1 member of academic staff, 1 undergraduate or equivalent and 1 postgraduate or equivalent); Brighton & Sussex Medical School (1 member of academic staff and 1 student); University of Sussex Students' Union (2 representatives nominated by the President) and Library Management Team normally in attendance.

### **XIII Vice-Chancellor's Committees**

#### **46. Risk Management Monitoring Group**

- (1) *Terms of Reference:* the Risk Management Monitoring Group is responsible to the Vice-Chancellor for:
  - (a) implementing policies on risk management and internal control;
  - (b) identifying and evaluating the significant risks faced by the institution for consideration by the appropriate committee and Council;
  - (c) monitoring the management of significant risks to reduce the likelihood of unwelcome surprises;
  - (d) satisfying itself that the less significant risks are being actively managed, with the appropriate controls in place and working effectively;
  - (e) providing adequate information in a timely manner to the Vice-Chancellor, appropriate committee, and Council on the status of risks and controls;
  - (f) commissioning an annual review of effectiveness of the system of internal control and reporting on this to Council through the Audit Committee.
- (2) *Composition:* Finance & Business Director (Chair), Registrar & Secretary, Director of Health, Safety & the Environment and two representatives of senior academic staff. Head of Internal Audit in attendance. Other officers may attend from time to time.

#### **47. Senior Management Group**

- (1) *Terms of Reference:* to advise and assist the Vice-Chancellor in the management of the University, in the initial formulation of policy and in the preparation of business for consideration by University statutory and other committees.
- (2) *Composition:* Vice-Chancellor, Deputy Vice-Chancellor, Pro-Vice-Chancellors, Dean of the Schools of Life Sciences, Humanities, Science & Technology, Social Sciences & Cultural Studies, and the Sussex Institute, Director of SPRU\*, Dean of the Brighton & Sussex Medical School\*, Registrar & Secretary, Finance & Business Director, Director (Information & Technology Services), and the Librarian.

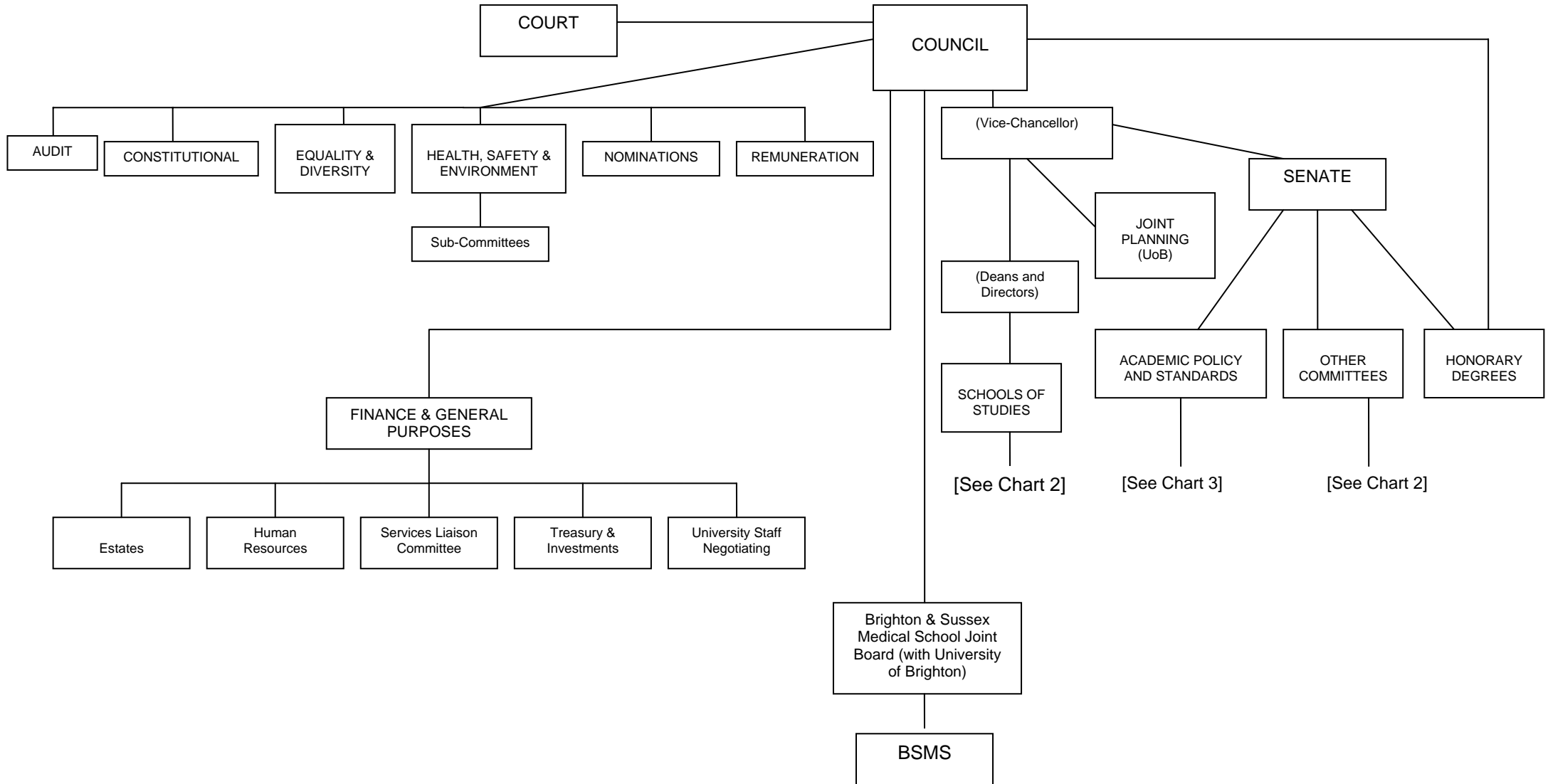
\* The Dean of BSMS and the Director of SPRU are formal members of the SMG but attend only those meetings considering issues of strategy, or when there is business of interest to the Unit.

**48. Space Planning Group**

- (1) *Terms of Reference:* to advise and assist the Vice-Chancellor as Chief Executive in the allocation of space to budgetary centres.
- (2) *Composition:* Deputy Vice-Chancellor (Chair), and Registrar & Secretary, Director of Planning, Director of Estates & Facilities Management, Space Planning Assistant.

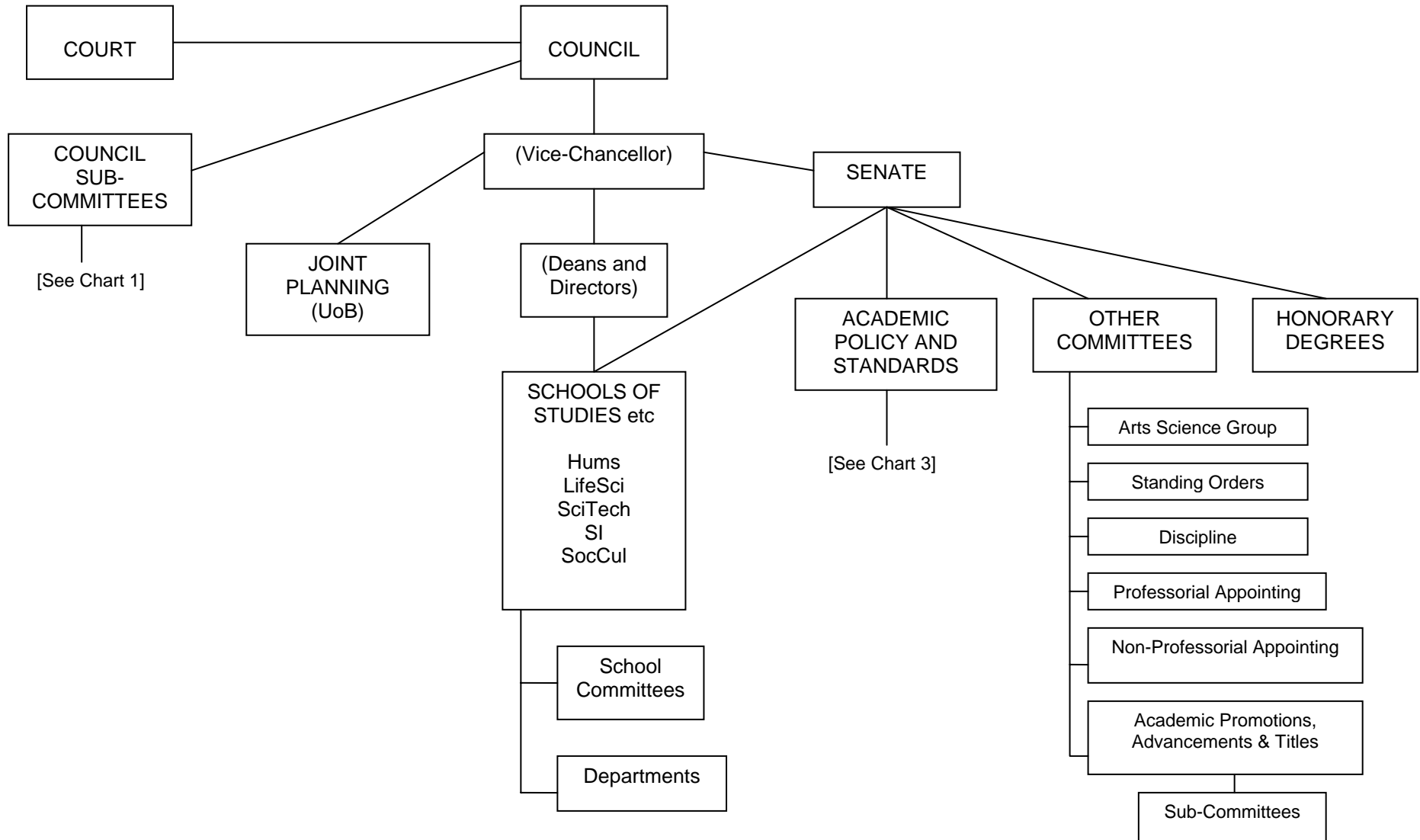
# COMMITTEE STRUCTURE

## CHART 1



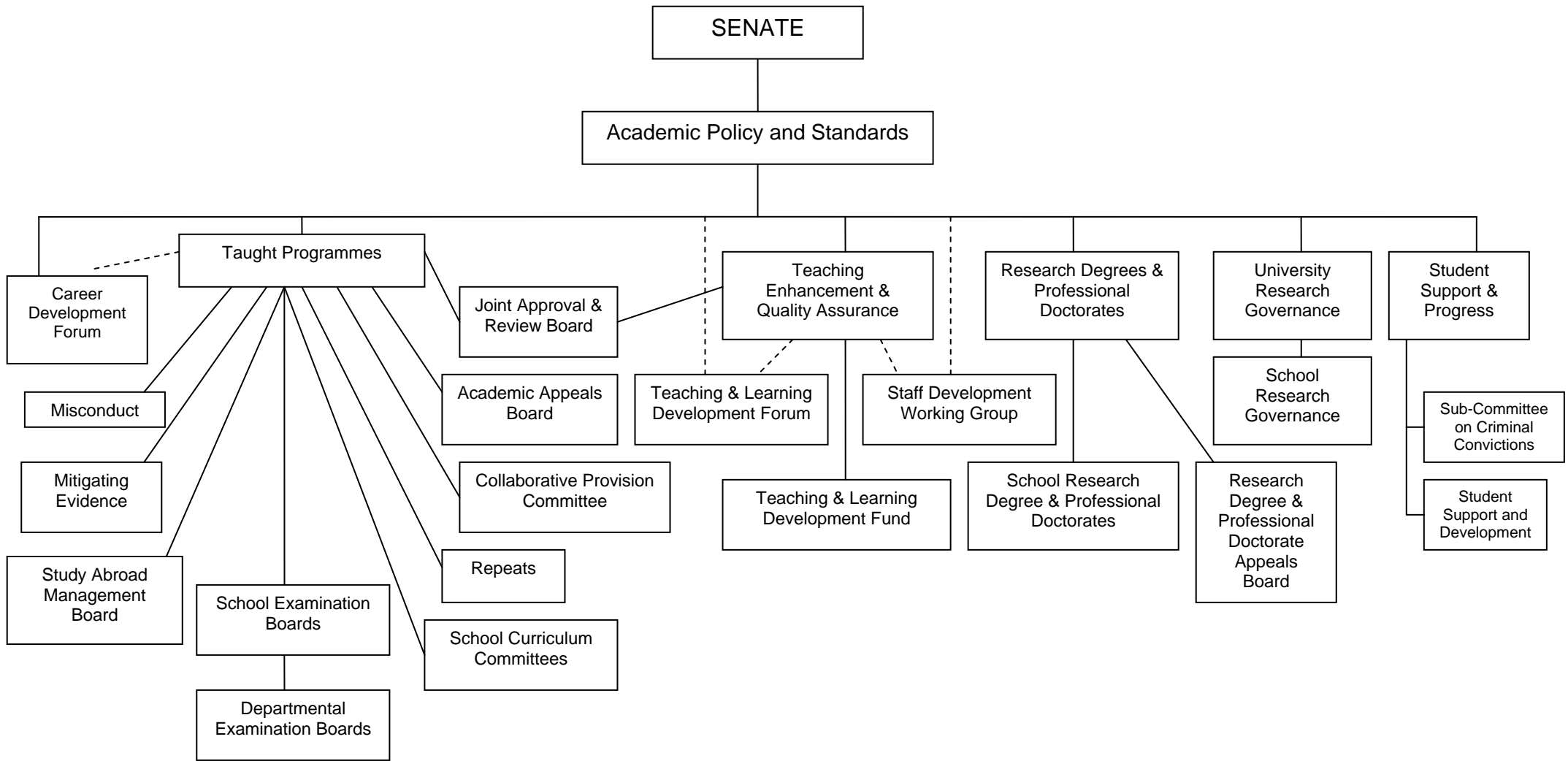
# COMMITTEE STRUCTURE

CHART 2



## ACADEMIC POLICY AND STANDARDS COMMITTEE AND SUB-STRUCTURE

**CHART 3**



## Part Three

### Officers of the University

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*This part describes the methods of appointment, tenure and responsibilities of each officer within the structure described in Part One and set out in the illustrative chart. Aspects of the structure and of the arrangement of duties within it are kept under review by the Vice-Chancellor; the descriptions in this document of the roles of officers may therefore be changed during the year.*

## 1. The Vice-Chancellor

- (1) *Appointed by:* Council after consultation with Senate.
- (2) *Tenure:* determined by Council; full-time appointment.
- (3) *Responsible to:* Senate and Council.
- (4) *Role:* Chief Executive of the University with authority to act, notwithstanding the provisions of this document, in taking decisions in the best interests of the University, as the Chief Executive. Article 7 of the Charter and Statute V provide for the Vice-Chancellor to be the chief academic and administrative officer of the University; to be Chair of Senate; to exercise general supervision over the University; to be generally responsible for maintaining and promoting the efficiency and good order of the University. The Vice-Chancellor is the designated Accounting Officer under the terms of the Financial Memorandum between the HEFCE and the University.

## 2. The Deputy Vice-Chancellor

- (1) *Appointed by:* Council on the recommendation of the Vice-Chancellor (after consultation with Senate).
- (2) *Tenure:* determined by Council on the recommendation of the Vice-Chancellor, not exceeding five years in the first instance. Not full-time (will also hold an academic post but to be relieved of most teaching duties).
- (3) *Responsible to:* the Vice-Chancellor.
- (4) *Role:* to be the Vice-Chancellor's deputy on social and ceremonial occasions and, in the absence of the Vice-Chancellor, to be responsible for good order in the University and to be Deputy Chair of Senate; to advise and assist the Vice-Chancellor in the management of the University; such other specific duties as are designated by the Vice-Chancellor from time to time.

## 3. Administrative Team

The allocation of duties in the Administration is within the framework set by the Charter and Statutes. Article 7(1) of the Charter states that the Vice-Chancellor is the chief academic and administrative officer of the University. Statute IX provides that the Registrar & Secretary shall be the Secretary of Court, Council, Senate and their sub-committees and shall, under the direction of the Vice-Chancellor, be responsible to Council for the University's finances, its buildings and properties and for the general administration of the University. The work of the Administration in support of the Vice-Chancellor is organised by the Registrar & Secretary.

#### 4. Pro-Vice-Chancellors

- (1) *Appointed by:* Council on the recommendation of the Vice-Chancellor (after consultation with Senate).
- (2) *Tenure:* determined by Council on the recommendation of the Vice-Chancellor, not exceeding five years in the first instance, renewable. Not full-time (will also hold an academic post).

*Note:* Council has accepted that in recommending the appointment of Pro-Vice-Chancellors the Vice-Chancellor will follow a general guideline of a maximum continuous period of office of nine years.

- (3) *Responsible to:* the Vice-Chancellor.
- (4) *Role:* to assist the Vice-Chancellor in the management of the University; to undertake such specific responsibilities as the Vice-Chancellor may from time to time assign to them.

#### 5. Deans of the Schools of Studies (excluding the Brighton & Sussex Medical School)

- (1) *Appointed by:* Senate on the recommendation of the Vice-Chancellor, on the advice of an appointing committee.
- (2) *Tenure:* a Dean is appointed for an initial period of five years, dating from the 1st August nearest to the date of taking up the appointment. The appointment is renewable for a further consecutive period of five years, to be agreed on each occasion by Senate on the recommendation of the Vice-Chancellor after consultation with the Dean and the School-elected members of Senate. The appointment will not be renewable immediately beyond two terms of five years, but an individual may be appointed again as Dean in due course.
- (3) *Responsible to:* the Vice-Chancellor, through one of the Pro-Vice-Chancellors; and to the School.
- (4) *Role:* as promulgated from time to time by Senate and Council. In outline, Deans are responsible for:
  - (a) providing leadership, strategic vision and a clear sense of direction; setting and achieving high standards of academic performance; strategic planning and development; resource planning and control; financial and budget management; staff organisation, motivation and development;
  - (b) student progress and welfare; the development and delivery of academic programmes in the School;

- (c) ensuring that members of the School engage in research of the highest quality;
- (d) taking a lead role in ensuring that teaching, learning and research flourishes across Department and School boundaries;
- (e) as School Budget Holder, ensuring the financial health of the School;
- (f) health and safety matters within the School;
- (g) promoting equality of opportunity for students and staff in the School;
- (h) supervising the work of Directors, Heads of Departments, the School Administrative Manager and other School administrative staff.

## **6. Dean of the Brighton & Sussex Medical School**

- (1) *Appointed by:* An appointing committee for the post.
- (2) *Tenure:* until retirement age, unless otherwise decided by the Vice-Chancellors at the time of appointment.
- (3) *Responsible to:* the Vice-Chancellors of the Universities of Brighton and Sussex.
- (4) *Role:* as agreed from time to time by the Universities of Brighton and Sussex. In outline, the Dean is responsible for:
  - (a) providing leadership, strategic vision and a clear sense of direction; setting and achieving high standards of academic performance; strategic planning and development; resource planning and control; financial and budget management; staff organisation, motivation and development;
  - (b) student progress and welfare; the development and delivery of academic programmes in the School;
  - (c) ensuring that members of the School engage in research of the highest quality;
  - (d) taking a lead role in ensuring that teaching, learning and research flourishes across School boundaries;
  - (e) ensuring that partners in the School are consulted about significant developments and kept informed about important matters;

- (f) ensuring close liaison and co-operation with local NHS partner organisations and ensuring development of the local healthcare environment;
- (g) as School Budget Holder, ensuring the financial health of the School;
- (h) health and safety matters within the School;
- (i) promoting equality of opportunity for students and staff in the School;
- (j) supervising the work of School academic, clinical and administrative officers.

## **7. Directors of Student Support**

- (1) *Appointed by:* the relevant Dean on the advice of a selection panel which will be appointed by the Dean and will comprise at least 4 members of the School's academic staff.
- (2) *Tenure:* the post will normally be for a period of 3 years, with an option to extend for a further 3 years.
- (3) *Termination of Appointment:*
  - (a) by the Vice-Chancellor, normally on the recommendation of the Dean, following a full investigation and service of three months' notice in writing. In exceptional circumstances the Vice-Chancellor may terminate a Director's appointment with immediate effect;
  - (b) by the appointee, following service of three months' notice in writing (or such lesser notice as the parties shall agree).
- (4) *Responsible to:* the appropriate Dean.
- (5) *Role:* to assist the relevant Dean in ensuring that University and School strategic and operational academic objectives for undergraduate and postgraduate student support are achieved; to contribute to and implement policy determined at University level and by the School's Management Group in the area of student support.

## **8. Directors of Undergraduate Studies**

- (1) *Appointed by:* the relevant Dean on the advice of a selection panel which will be appointed by the Dean and will comprise at least 4 members of the School's academic staff.

- (2) *Tenure*: the post will normally be for a period of 3 years, with an option to extend for a further 3 years.
- (3) *Termination of Appointment*:
  - (a) by the Vice-Chancellor, normally on the recommendation of the Dean, following a full investigation and service of three months' notice in writing. In exceptional circumstances the Vice-Chancellor may terminate a Director's appointment with immediate effect;
  - (b) by the appointee, following service of three months' notice in writing (or such lesser notice as the parties shall agree).
- (4) *Responsible to*: the appropriate Dean.
- (5) *Role*: to assist the relevant Dean in ensuring that University and School strategic and operational academic objectives for undergraduate provision are achieved; to implement policy determined at University level and by the School's Management Group in the area of undergraduate activity; to provide leadership in developing new initiatives and formulating policy on matters relevant to the undergraduate curriculum.

## **9. Directors of Graduate Studies**

- (1) *Appointed by*: the relevant Dean on the advice of a selection panel which will be appointed by the Dean and will comprise at least 4 members of the School's academic staff.
- (2) *Tenure*: the post will normally be for a period of 3 years, with an option to extend for a further 3 years.
- (3) *Termination of Appointment*:
  - (a) by the Vice-Chancellor, normally on the recommendation of the Dean, following a full investigation and service of three months' notice in writing. In exceptional circumstances the Vice-Chancellor may terminate a Director's appointment with immediate effect;
  - (b) by the appointee, following service of three months' notice in writing (or such lesser notice as the parties shall agree).
- (4) *Responsible to*: the appropriate Dean.

- (5) *Role:* to assist the relevant Dean in ensuring that University and School strategic and operational academic objectives for postgraduate provision are achieved; to contribute and implement policy determined at University level and by the School's Management Group in the area of postgraduate activity; to provide leadership in developing new initiatives and formulating policy on matters relevant to postgraduate activity.

## 10. Directors of Laboratories

- (1) *Appointed by:* the relevant Dean.
- (2) *Tenure:* three years; renewable. Not full-time (will also hold an academic post).
- (3) *Responsible to:* the appropriate Dean.
- (4) *Role:* in consultation with the Dean and, where applicable, with the assistance of the Technical Services Manager, to be responsible for the organisation of laboratories and related resources (including the administration of appropriate funds allocated by the Dean), i.e. for the provision and allocation of laboratory space and technical staff; for the administration of research grants and allocated recurrent funds; and, with the Safety Officer/Adviser, for safety precautions and practices in the laboratories.

## 11. Heads of Departments

- (1) *Appointed by:* the Vice-Chancellor on the advice of the Dean. The Dean will consult with members of the Department before making a recommendation.
- (2) *Tenure:* the post will normally be for a period of 3 years, with an option to extend for a further 3 years.
- (3) *Termination of Appointment:*
- (a) by the Vice-Chancellor, normally on the recommendation of the Dean, following a full investigation and service of three months' notice in writing. In exceptional circumstances the Vice-Chancellor may terminate a Head of Department's appointment with immediate effect;
- (b) by the Head of Department, following service of three months' notice in writing (or such lesser notice as the parties shall agree).
- (4) *Responsible to:* the appropriate Dean.

- (5) *Role:* to be responsible for the strategic direction and development of the department, to speak on behalf of the department, and to ensure that staff within the department are briefed on University and/or School policy and developments. Heads of Departments are expected to work within University policies and procedures and towards the implementation of University policy.

Note: Titles other than 'Head of Department', but not 'Dean', may be approved by the Vice-Chancellor for use in relation to the constituent units of the Sussex Institute.

## **12. Director of SPRU - Science & Technology Policy Research**

- (1) *Appointed by:* an Appointing Committee for the post.
- (2) *Tenure:* not specified.
- (3) *Responsible to:* the Vice-Chancellor.
- (4) *Role:* to manage and direct SPRU - Science & Technology Policy Research, to co-ordinate the overall planning of the activities of the Unit, and to be responsible for: the management of the Unit's staff and resources including all funds allocated to it, as head of the budgetary centre; planning and developing the research programmes and activities of the Unit; the organisation and quality of teaching in the Unit's taught programmes and the organisation and supervision of research students, in which the Director will act in a role equivalent to that of a Director of Graduate Studies; the progress and welfare of students registered in the Unit; and the allocation of duties to, and the training, progress and performance of, the staff in the Unit, including making recommendations to the appropriate Promotions Committee.

## **13. Chaplain**

- (1) *Appointed by:* an Appointing Committee for the post.
- (2) *Responsible to:* the Vice-Chancellor but regular working relationship with the Director of Student Services.
- (3) *Role:* to be responsible for the management of the University Chaplaincy, to provide pastoral care for students and staff of the University in close liaison with the associate chaplains, to be responsible for all activities in the Meeting House, and to take such part as may be required in the academic work of the University.

## **14. Librarian**

- (1) *Appointed by:* an Appointing Committee for the post.
- (2) *Responsible to:* the Vice-Chancellor.

- (3) *Role:* to be responsible for the maintenance and development of the full range of Library services for the University, and for the administration and management of the Library.

## **15. Director of Health, Safety & Environment**

- (1) *Appointed by:* the Vice-Chancellor on the advice of an appointing committee.
- (2) *Responsible to:* the Registrar & Secretary, but has access to the Vice-Chancellor on any matter which the Director of Health, Safety & Environment regards as being of sufficient importance. Also has independent access to the member of Council appointed to monitor health and safety matters.
- (3) *Role:* to be responsible for advising on all aspects of health, safety and environment in the University (including the administration of the University Rescue Team); for co-ordination and review of University Health, Safety & Environmental management systems (including the management of the Health, Safety & Environment Office); for facilitating the implementation of the University Health, Safety & Environment Plan; for providing an annual report on health, safety & environment for the University Council; for monitoring and administering actions arising from the Health, Safety & Environment Committee; for ensuring the provision of health services as required in liaison with the Director of Human Resources and the Occupational Health provider; for advising the University on health, safety and environmental legislation; for liaising with external authorities in relation to health, safety and environment.

## **16. Biological Safety Officers**

- (1) *Appointed by:* the Dean of each School or Director of the Research Institute in which either pathogenic or genetically modified organisms are used.
- (2) *Tenure:* three years renewable but not full-time.
- (3) *Responsible to:* the Dean or Director, and professionally to the Director of Health, Safety & Environment.
- (4) *Role:* to be responsible, in collaboration with the Director of Health, Safety & Environment, for advising Deans and Directors on all aspects of biological safety.

## 17. Radiation Protection Supervisors

- (1) *Appointed by:* the Dean of each School or Director of the Research Institute in which ionising radiation and radio-active substances are used.
- (2) *Tenure:* three years renewable but not full-time.
- (3) *Responsible to:* the Dean or Director of the School, and professionally to the Director of Health, Safety & Environment.
- (4) *Role:* to be responsible, in collaboration with the Director of Health, Safety & Environment, for advising the Dean and Directors on all aspects of radiation safety.

## 18. Director (Information & Technology Services)

- (1) *Appointed by:* an Appointing Committee for the post.
- (2) *Responsible to:* the Vice-Chancellor.
- (3) *Role:* to be responsible for the overall administration and management of the Computing Service; to be responsible for the provision of the computing services to the whole University by the Computing Service according to the Service Level Definitions agreed by the Finance & General Purposes Committee; and for the maintenance and development of network services and distribution of services over the network to other University units.

## 19. School/Unit Health & Safety Advisers

The Dean/Director must appoint a School/Unit Health & Safety Adviser.

*Terms of reference:*

- (1) To liaise with the Director of Health, Safety & Environment and to advise the Dean/Director on all appropriate matters of health and safety.
- (2) To act as the co-ordinator of appropriate health and safety management systems both within the School/Unit and in accordance with the University Health, Safety & Environment policy.

## 20. Senior Health & Safety Advisors

Each of the areas for Health & Safety as set out in the Safety Consultative Structure will appoint a Senior Health & Safety Advisor.

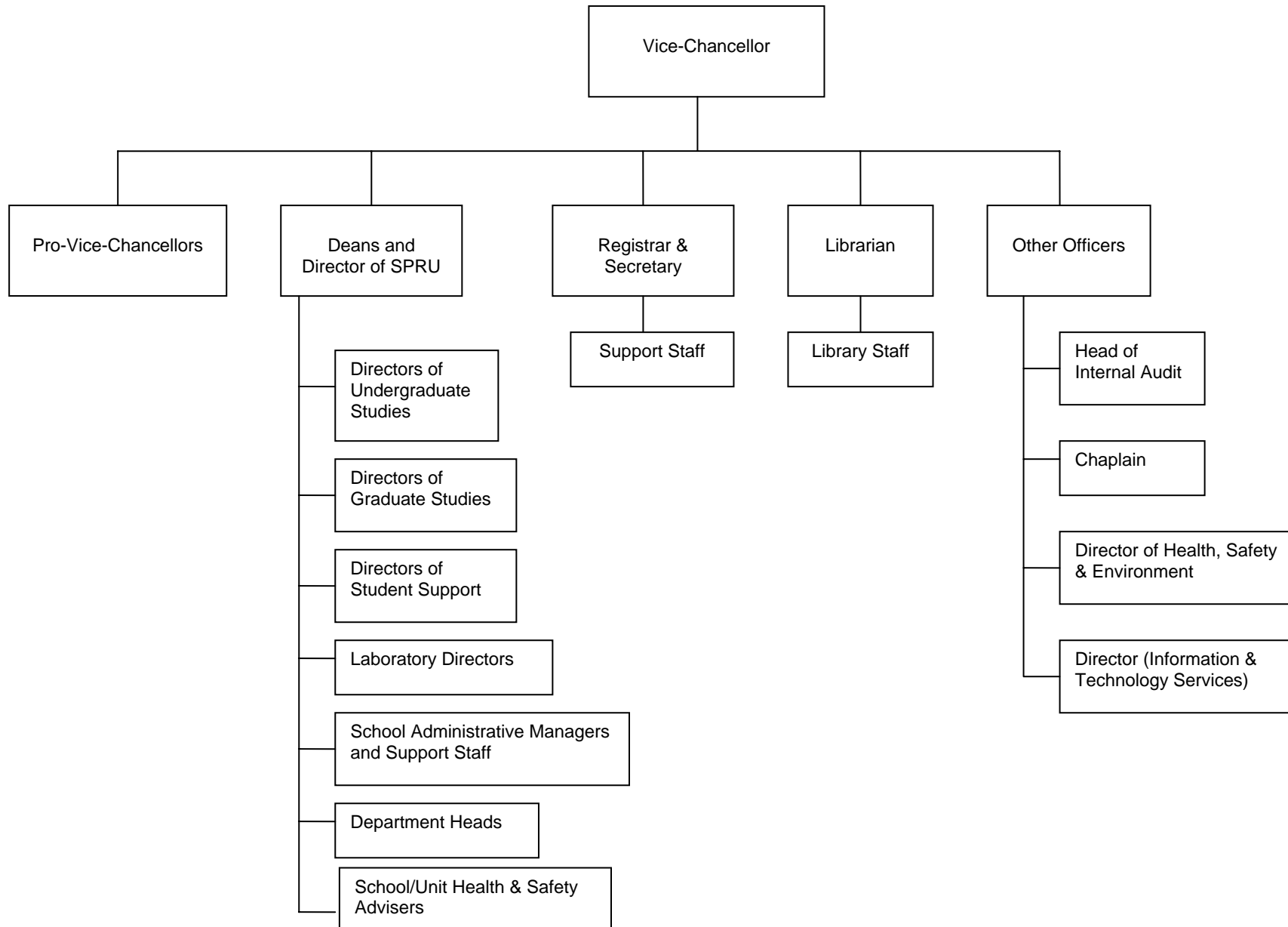
*Terms of Reference:*

- (1) To co-ordinate the health and safety activities of the area they represent.
- (2) To represent the area they are appointed for on the Health, Safety & Environment Committee.

**21. Head of Internal Audit**

- (1) *Appointed by:* the Registrar & Secretary on the advice of an Appointing Committee (which shall include the Chair of the Audit Committee).
- (2) *Responsible to:* the Registrar & Secretary, but has access to the Vice-Chancellor and to the Chair of the Audit Committee on any matter which the Head of Internal Audit regards as being of sufficient importance.
- (3) *Role:* to provide assurance on all control arrangements, including risk management and corporate governance. To assist management by evaluating and reporting on the effectiveness of the controls for which they are responsible.

[Note: The appointing procedures for this post are being considered as part of the updating of the Financial Regulations, and amendments to this entry may be necessary.]

**OFFICER STRUCTURE**

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