

3 ACADEMIC COMMITTEES

3.1 ACADEMIC COUNCIL

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

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

Academic Council has executive responsibility for:

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

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

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

It receives reports from Faculty Boards:

- o Arts, Humanities and Business
- o Science, Health and Engineering.

3.1.3 The membership of Academic Council is:

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

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

3.1.4 Terms of office

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

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

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

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

3.1.5 Frequency of meetings

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

3.2 ACADEMIC TITLES REVIEW BOARD

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

3.2.2 Remit:

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

3.2.3 The membership of Academic Titles Review Board is:

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

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

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

3.2.4 Frequency of meetings

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

3.2.5 Terms of office

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

3.2.6 Conflict of interest

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

3.3 COMATAIDH GHÀIDHLIG

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

3.3.2 Remit:

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

Reporting structure of Comataidh Ghàidhlig:

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

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

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

At the discretion of the Comataidh Ghàidhlig, practitioner sub-groups may be formed to progress business between meetings. These sub-groups will focus on operational activities and will meet at a minimum of three times a year. External specialists may be invited to join sub-groups on a temporary basis to provide input and advice on specific issues.

3.3.4 Frequency of meetings

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

3.3.5 Terms of office

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

3.4 EXTERNAL PARTNERSHIPS STEERING COMMITTEE

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

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

3.4.3 Terms of reference:

1. To advise Academic Council on all aspects of external collaborative partnerships and provision both within the UK and overseas
2. To develop, monitor and evaluate policies and processes for external collaborative and partnership arrangements with reference to sector guidance and good practice, and make recommendations to Academic Council as appropriate
3. To make recommendations to Academic Council on the procedures and processes for the endorsement, monitoring, withdrawal from and review of external partnerships and collaborative programmes
4. To assess and endorse proposed external partners and collaborative programmes based on the conduct of proportionate due diligence enquiries and risk assessment protocols
5. To receive annual evaluative reports from each Faculty based on approval, quality monitoring and review activities relating to collaborative programmes identifying strengths, areas for development and any planned actions
6. To receive reports relating to international student recruitment trends and opportunities, transnational education (TNE) activity, and relevant student feedback, retention and attainment data.
7. To receive reports on student mobility activity (incoming and outgoing), and to oversee promotion of opportunities to all eligible students (Erasmus-funded and other partnerships).

3.4.4 Scope

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

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

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

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

3.4.6 The membership of External Partnerships Steering Committee is:

- a. Chair: Deputy Principal, *ex officio*
- b. Vice-Principal (International and External Engagement), *ex officio*
- c. Deans of Faculty, *ex officiiis*
- d. Dean of Research, *ex officio*
- e. Senior manager from each academic partner (nominated by the principal of that academic partner)
- f. Academic Registrar, *ex officio*
- g. Head of Marketing and Planning (or nominee), *ex officio*.

In attendance:

- Committee Secretary
- Others as appropriate to the business of the Committee.

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

3.5 QUALITY ASSURANCE AND ENHANCEMENT COMMITTEE

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

3.5.2 Remit:

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

3.5.3 The membership of Quality Assurance and Enhancement Committee is:

- a. Chair: Deputy Principal, *ex officio*
- b. Academic Registrar, *ex officio*
- c. Representative on Scottish Enhancement Theme Leaders' Group
- d. Vice Principal: Further Education, *ex officio*
- e. Deans of Faculty, *ex officiis*
- f. Dean of Research, *ex officio*
- g. Dean of Students, *ex officio*
- h. Professor of Pedagogy
- i. SQA Operations Manager (HE), *ex officio*
- j. Chair of Quality Forum, *ex officio*
- k. Up to two further academic partner representatives from senior/middle management staff nominated by/drawn from Academic Council

- l. Two Quality Managers nominated by Quality Forum
- m. HISA President or nominee, *ex officio*
- n. Chair of Regional Information and Communication Technologies Committee, *ex officio*
- o. Quality Monitoring Officer (clerk).

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

3.5.4 Frequency of meetings

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

3.5.5 Terms of office

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

3.6 RESEARCH AND KNOWLEDGE EXCHANGE COMMITTEE

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

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

3.6.3 Terms of reference:

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

3.6.4 The membership of Research and Knowledge Exchange Committee is:

- a. Chair: Vice-Principal (Research and Impact), *ex officio*
- b. Dean of Research, *ex officio*
- c. Vice-Principal (Enterprise), *ex officio*
- d. Head of Knowledge Exchange, *ex officio*
- e. Four Research Cluster Steering Group Chairs, *ex officiiis*
- f. Four research active academic staff
- g. Two Professors of the university, not represented in other membership categories
- h. Two Chairs of academic partner Research/Knowledge Exchange Committees, *ex officiiis*
- i. President of the students' association or nominee, *ex officio*.

In attendance

- j. PA to the Vice-Principal (Research and Impact) (clerk), *ex officio*.

Other staff, as appropriate or necessary, may also attend Research and Knowledge Exchange Committee as deemed appropriate by the Chair.

3.6.5 Frequency of meetings

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

3.6.6 Terms of office

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

3.7 RESEARCH DEGREES COMMITTEE

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

3.7.2 Remit:

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

3.7.3 The membership of Research Degrees Committee is:

- a. Chair: Dean of Research, *ex officio*
- b. At least five active, or recently active, research supervisors (with at least one representative from each of Science and Engineering, Health and related subjects, Arts and Humanities, Social Science)
- c. One external representative from a HEI
- d. Up to two postgraduate research student representatives
- e. Chair of the Graduate School Committee, *ex officio*
- f. Research Support Officer, *ex officio*
- g. Vice-Principal (Research and Impact), *ex officio*
- h. Academic Registrar, *ex officio*.

In attendance:

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

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

3.7.4 Frequency of meetings

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

3.7.5 Terms of office

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

3.7.6 Reserved business

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

3.8 FACULTY BOARDS OF STUDY

3.8.1 The university has two Faculty Boards of Study (FBoS):

- Arts, Humanities and Business
- Science, Health and Engineering

3.8.2 Remit:

1. To inform the university's strategic development and curriculum planning, to assist in the development of academic policies and strategies, and to support the planning of student numbers
2. To oversee the approval of new academic provision and to monitor and report on the meeting of any established conditions
3. To monitor and take appropriate action on quality assurance and enhancement issues
4. To ensure that recommendations of subject reviews are carried out satisfactorily
5. To approve recommendations for the appointment of suitable external examiners
6. To co-ordinate, inform, promote and support scholarship and research within the faculty and to facilitate the linking of scholarship and research with teaching
7. To approve the membership of relevant Boards of Examiners
8. To identify, disseminate and share best practice in academic and support matters
9. To maintain oversight of the Faculty Executive and ratify its decisions.

3.8.3 The membership of each Faculty Board of Study is:

- a. Chair: Dean of Faculty, *ex officio*
- b. Subject Network Leaders, *ex officio*
- c. A representative from each academic partner as appropriate, nominated by the academic partner
- d. One quality manager representative
- e. One research active member of staff within the faculty
- f. Up to two student members.

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

3.8.4 In attendance at Faculty Board of Study, but without voting rights:

- a. External academic or industry advisers
- b. Faculty Officer, *ex officio*
- c. Academic Registrar, *ex officio*.

3.8.5 Frequency of meetings

The Faculty Boards of Study shall meet no fewer than three times a year.

3.8.6 Terms of office

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

3.9 SUBJECT NETWORK COMMITTEES

3.9.1 Subject Network Committees report to their respective faculty board. Subject network leaders are responsible for setting the committee agenda and schedule of meetings.

3.9.2 Remit:

1. To act as the formal body for communication and consultation for staff and students in the curriculum area
2. To co-ordinate and plan curriculum development and delivery within the curriculum area across the partnership
3. To act as consultation body for proposals for new curriculum or major modifications to existing curriculum
4. To approve annual action plan and targets for the subject network and review progress on an annual basis.

3.9.3 The membership of each Subject Network Committee is:

- a. Chair: Subject Network Leader, *ex officio*
- b. Programme leaders (degree) representing programmes within the subject network
- c. Programme leaders or other representatives for HN frameworks within the subject network
- d. Curriculum manager (or equivalent) from all relevant academic partners, *ex officio*
- e. Up to two student members
- f. Subject Network Junior Researcher (where appointed)
- g. External member (optional)
- h. Faculty Officer, *ex officio*.

In attendance: Clerk.

The Subject Network Committee may decide to augment its membership by co-opting additional members, who would thus have voting rights.

Other academic or support staff may attend Subject Network Committees as appropriate or necessary, at the discretion of the Chair.

3.9.4 Frequency of meetings

The Subject Network Committees shall meet no fewer than three times a year. In addition, subject networks may organise development events for their subject network, or for groups within it.

3.10 ACADEMIC PARTNER QUALITY COMMITTEE

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

3.10.2 Remit to include:

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

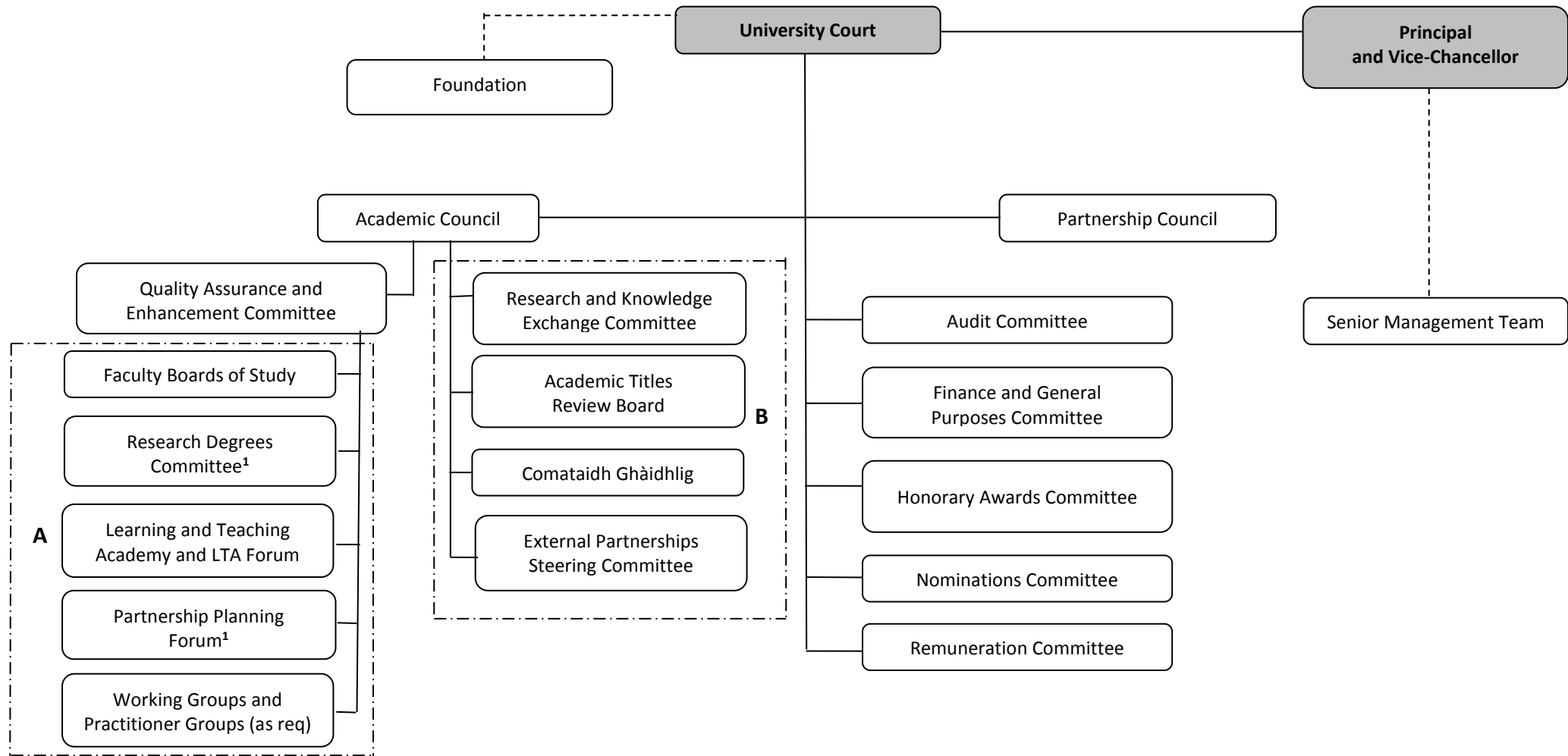
3.10.3 The membership of the Academic Partner Quality Committee shall include:

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

3.10.4 Frequency of meetings

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

Academic Standards and Quality Regulations 2020-21
Committee structure



Footnotes

1 Also reports to other committees. Research Degrees Committee to Research and Knowledge Exchange Committee, and Partnership Planning Forum to Partnership Council.

A Primarily reports to Academic Council through Quality Assurance and Enhancement Committee.

B Primarily reports direct to Academic Council.