

01.12

CONSTITUTION OF SCHOOLS

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Constitution of Schools

“Recognising the diversity of Schools, the University sets out a general framework for School management structures, roles and committees. Variations from this general framework reflect fitness for purpose including, for example, complexity of programme structures.

The quorum for meetings of the School shall be not less than 40% of the total membership.

SCHOOL PLANNING & MANAGEMENT TEAM TERMS OF REFERENCE

Reporting to the Vice-Chancellor's Board (VCB) and Academic Board and as necessary referring issues of policy and strategy to VCB and Academic Board, the School Planning & Management Team shall be responsible for the following:

Strategic:

1. To assist the Dean of School in developing the School Strategic and Operational Plans, in keeping with the Mission and Aims of Cardiff Metropolitan University, to implement mechanisms to achieve the aims of the plan, and to monitor progress on a regular basis.

Operational:

2. To oversee and assure the quality and standards of all aspects of the School's work, ensuring compliance with Cardiff Metropolitan University's systems as appropriate.
3. To ensure through appropriate mechanisms that challenging targets are set for the School, including income and student number targets, and that these are achieved, and that budgetary requirements are satisfied.
4. To establish a School Learning & Teaching Committee and to oversee that Committee's work, ensuring that the School's strategic and operational requirements in Learning and Teaching are fulfilled.
5. To establish a School Research & Enterprise Committee and to oversee that Committee's work, ensuring that the School's strategic and operational requirements in Research & Enterprise are fulfilled.
6. To establish a School Research Degrees Sub-Committee and to oversee the Committees' work, ensuring that the School's strategic and operational requirements in Research Degrees are fulfilled.
7. To consider and implement matters referred to it by Academic Board and its Sub-Boards/Committees and by members of the Cardiff Metropolitan University Vice-Chancellor's Board, and as appropriate to refer issues arising from School business to such Boards/Committees and Vice-Chancellor's Board members.
8. To consider, and act upon as appropriate, issues arising from meetings of the School and of the Staff-Student Liaison Committee.

9. To ensure within the School compliance with the legislative requirements associated with, for example, health and safety, Cardiff Metropolitan University personnel policy and agreements.
10. To ensure openness and the free flow of relevant information to members of the School, and from members of the School.
11. To advise the Dean of School with regards to issues of student discipline.
12. To undertake the following specific responsibilities in relation to Equality and Diversity: -
 - to monitor compliance with the Equal Opportunities Policy and codes of practice;
 - to monitor the composition of the staff and student population;
 - to identify, promote and encourage good practice;
 - to review continually induction and support mechanisms;
 - to audit course curricula, teaching and learning strategies in the context of equality of opportunity and good practice;
 - to audit course development initiatives.

Reporting

12. To provide to the School reports as soon as possible and at each School meeting (and on the web), a School Strategic Plan to Academic Board, and reports as requested, on the work of the School and aspects thereof, to VCB and Academic Board and its Sub-Boards/Committees as appropriate.

Frequency of Meetings

At least ten meetings through the year.

Membership

- Dean of School (Chair)
- School Deputy/Associate Dean (Learning & Teaching)
- School Director of Research
- School Director of Enterprise
- School Business Support Manager
- Two elected academic members

Co-option

Other members or membership co-options as approved by the Vice-Chancellor in relation to particular School responsibilities: such members shall have terms of office of up to three years with the possibility of a further term up to a maximum of 5 successive years.

Quorum

Meetings of the School Planning and Management Team shall be quorate if 40% or more members are present.

In Attendance: Recorder

SCHOOL STAFF-STUDENT LIAISON COMMITTEE

Purpose

Each School shall have a Staff-Student Liaison Committee.

The purpose of Committee meetings shall include providing a forum for an exchange of views between students and staff in relation to any aspect of the work of the School.

Reporting

Records of Committee meetings shall be presented to the School Management & Planning Team.

Frequency of Meetings

Formally on at least two occasions in the session.

Membership

Membership of the Student-Staff Liaison Committee shall be, depending upon the size of the School and its composition, and as determined by its Dean of School and as approved by Academic Board: -

- at least one member of the School Management and Planning Team; (Chair)
- at least four members of academic staff nominated by the Dean of School to represent both taught programmes and research degrees at each programme level (sub-degree, undergraduate, postgraduate, research degree) and for each mode of study;
- at least eight students elected by the student body of the School, to represent both taught programmes and research degrees at each programme level and for each mode of study.

Quorum

Meetings of the School Staff-Student Liaison Committee shall be quorate if 40% or more members are present.

In Attendance

Recorder

SCHOOL LEARNING & TEACHING COMMITTEE TERMS OF REFERENCE

School Learning & Teaching Committees shall be formal reporting and dissemination bodies, which oversee the delivery of taught programmes, including short programmes, within each School. They will:

1. monitor, and where necessary require action in relation to:
 - a) the implementation of the University's academic regulatory framework as it applies to taught programmes (and those of external awarding bodies in instances where programmes lie without that framework);
 - b) compliance with Cardiff Metropolitan University's quality assurance systems; and
 - c) progress with regards to initiatives emanating from the Learning & Teaching Board;
2. receive, consider and require action upon reports from Programme Directors on individual programmes, including those associated with issues identified by external examiners, moderators, scrutiny and professional accrediting bodies, and Examination Boards;
3. encourage enhancement in teaching quality and teaching innovation;
4. ensure through appropriate mechanisms that programme documentation submitted for validation (including that for collaborative provision purposes) periodic review, annual programme monitoring etc, and for external scrutiny is of an appropriate standard and that definitive programme documents are kept up-to-date;
5. scrutinize documentation submitted by programme directors under the modification process to ensure that such documentation is of an appropriate standard and report such modification proposals to the Academic Quality & Standards Board for approval in a timely manner;
6. ensure through appropriate mechanisms that programmes maintain relevance to their intended practitioner market;
7. arrange liaison with the Student Recruitment and Admissions Office as necessary to ensure that student target numbers are achieved, and that programme portfolio opportunities are taken up as appropriate;
8. monitor and where possible take appropriate action to reduce student withdrawal;
9. ensure compliance with the Academic Registry's requirements in relation to arrangements for the registration, examination and assessment of students;

10. provide reports on learning and teaching within the School as required by the School Management & Planning Team and the University Learning & Teaching Board, including a formal annual report to the latter, and developments with regards to relevant sections of the School Plan.

Frequency of Meetings

Not less than once per term.

Membership

- School Deputy/Associate Dean (Learning & Teaching)
- All Programme Directors within the School
- Two student representatives elected by the School student body
- Up to two support staff, such staff being determined by the Dean of School

Co-option

As necessary, including appropriate library staff; such co-opted members shall have terms of office of up to 3 years with the possibility of a further term up to a maximum of 5 successive years.

Quorum

Meetings of the School Learning & Teaching Committee shall be quorate if 40% or more members are present.

In Attendance

Recorder

SCHOOL MITIGATING CIRCUMSTANCES COMMITTEE TERMS OF REFERENCE

The School Mitigating Circumstances Committee considers claims for mitigating circumstances in the light of supporting evidence and makes recommendations to the Examination Board. Reporting to the School Learning & Teaching Committee, it considers mitigation and judges whether or not the circumstances forming the basis of a claim were exceptional, were outside the control of the claimant and have had an effect on the claimant's academic performance.

Frequency of Meetings

To be convened at least once per term.

Membership

- School Deputy/Associate Dean (Learning and Teaching) (Chair)
- 2 to 5 other members of academic staff nominated by the School Management and Planning Team (this would normally include Chairs of Examination Boards and Heads of Departments within the School)
- A representative of the Academic Registry.

A representative of Student Services may be co-opted to the committee for appropriate cases.

Quorum

Meetings of the School Mitigating Circumstances Committee shall be quorate if 40% or more members are present.

Deputy Chair

In the temporary absence of the Chair, the Committee may elect a Deputy Chair from amongst its members.

Consideration of Mitigation

Decisions on requests for extension of the submission date for an assignment of up to four weeks may be taken by Programme Directors. Otherwise, all Mitigating Circumstances Forms must be considered by the relevant School's Mitigating Circumstances Committee.

The School's Mitigating Circumstances Committee will consider all Mitigating Circumstances Forms and supporting evidence submitted by candidates before the relevant Examination Board.

If Mitigating Circumstances Forms are submitted at times when the Mitigating Circumstances Committee is not scheduled to meet, the Chair shall be empowered to have discretion to take decisions on behalf of the Committee, taking advice from other members of the Committee if appropriate. All

decisions taken by the Chair shall come before the next meeting of the Committee for ratification.

Eligible grounds for a claim for mitigation, acceptable supporting evidence and deadlines for submission of Mitigating Circumstances Forms, are set out in the *Mitigating Circumstances Procedure*.

Notification of Outcomes

The Chair or Convenor of the Committee will notify the Examination Board of its recommendations. The Examination Board has discretion regarding mitigating circumstances decisions and will notify the claimant in writing of its decision.

SCHOOL RESEARCH & ENTERPRISE COMMITTEE TERMS OF REFERENCE

School Research & Enterprise Committees shall be formal reporting and dissemination bodies, which oversee the work of Schools with regards to research (other than that associated with research degrees), consultancy and enterprise activities. They will:

1. monitor and where necessary require action in relation to initiatives in, and progress on, developments emanating from the Research & Enterprise Board;
2. encourage research, consultancy and enterprise activities within the School, overseeing, influencing and monitoring such work so that associated School targets are met and so that projects are completed on time;
3. provide reports on research, consultancy and enterprise within the School as required by the School Management and Planning Team and the University Research and Enterprise Board, including a formal annual report to the latter, and developments with regards to relevant sections of the School Plan;
4. receive reports from the School Research Degree Sub-Committee relating to the management of research degree programmes.

Frequency of Meetings

Not less than once per term.

Membership

- School Director of Research (Chair)
- School Director of Enterprise
- All heads of In-School Research and Enterprise Units
- Pro-Vice-Chancellor (Research) ex officio
- Dean of Research ex officio
- Head of Enterprise & Third Mission ex officio
- Dean of Graduate Studies ex officio
- Dean of the School ex officio

Co-option

As necessary, including school staff involved in Research and Enterprise project leadership; such co-opted members shall have terms of office of up to 3 years with the possibility of a further term up to a maximum of 5 years;

Quorum

Meetings of the School Research and Enterprise Committee shall be quorate if 40% or more members are present.

In Attendance
Recorder

SCHOOL RESEARCH DEGREES SUB-COMMITTEE TERMS OF REFERENCE

School Research Degrees Sub-Committees shall be formal reporting and dissemination bodies, which oversee the Schools' research degrees programmes. They will

1. monitor, and where necessary, take action in relation to:
 - a) implementing Cardiff Metropolitan University's academic regulatory framework as it applies to research degrees;
 - b) compliance with Cardiff Metropolitan University's quality assurance systems; and
 - c) progressing initiatives emanating from the Research Degrees Committee;
2. encourage research degrees activity within the School, (including the registration of staff, for part-time research degrees);
3. encourage and assist staff and candidates/potential candidates to take advantage of any opportunities for internal studentships or other internal funding for research degree study, and act as a quality check stage in respect of such applications prior to submission;
4. ensure that progress and reporting to external research degree sponsoring establishments is both accurate and timely;
5. provide reports on research degrees activity within the School and developments with regards to relevant sections of the School Plan as required by the School Management & Planning Team;
6. provide a formal annual review and report to the Cardiff Metropolitan University Research Degrees Committee.

Frequency of Meetings

Not less than once per term.

Membership

- School Director of Research (Chair)
- School Graduate Studies Co-ordinator
- (Up to) Six members of staff of the School involved in research degrees supervision
- (Up to) Two registered research candidates elected by their peers
- Pro-Vice-Chancellor (Research) ex officio
- Dean of Graduate Studies ex officio

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- Dean of the School ex officio

Co-option

As necessary, including appropriate library staff; such co-opted members shall have terms of office of up to 3 years with the possibility of a further term up to a maximum of 5 successive years.

Quorum

Meetings of the School Research Degrees Sub-Committee shall be quorate if 40% or more members are present.

In Attendance

Recorder

PROGRAMME COMMITTEES

Introduction

Each programme (or group of cognate programmes) shall have an associated Programme Committee with Terms of Reference as given below. The Programme Committee is chaired by a Programme Director who is responsible to the School Deputy/Associate Dean of Learning & Teaching and to the School Learning & Teaching Committee for the organisation, delivery, quality and academic standards of the programme. Where a Programme Committee covers more than one programme and where there is more than one Programme Director, the School Deputy/Associate Dean of Learning & Teaching shall select one of the Programme Directors as chair.

Programme Committees shall maintain written records of their business, which shall demonstrate traceability with regards to issues raised, received, passed to another authority for action or dealt with by the Committee or its Members.

It is not a requirement of Programme Committees that such written records form part of the formal reporting through the Committee Structure (but see Term of Reference 7). However, the Chair of the Committee is required to report on aspects of the programme operation to the School Learning & Teaching Committee as necessary, and is required to report to the Programme Committee on issues and initiatives raised by the Learning & Teaching Committee.

PROGRAMME COMMITTEES TERMS OF REFERENCE

1. To monitor, review and evaluate the programme and act upon issues arising from such monitoring, review and evaluation with regards to all aspects including entrance criteria, organisation, teaching strategies used, and quality of teaching such as to promote enhancement in quality and standards.
2. To liaise with learning resources staff as necessary in relation to the appropriateness of learning materials and the availability of such materials.
3. To ensure that programme documentation, to include the programme document, the Student Handbook and Joining Pack, are kept up-to-date and fulfil the requirements of the Academic Handbook and Charter Systems Manual, that they meet the requirements of Validation and Review conditions and (as appropriate) of accrediting bodies and of benchmark standards.
4. To ensure that any changes to programmes are made only through approved processes and that such changes are submitted to the Academic Standards and Quality Unit (ASQU) for approval by the

Academic Board, and that thereafter they are incorporated into the programme document, copies being deposited with the Academic Standards and Quality Unit.

5. To comply with the requirements of the Academic Registry in ensuring appropriate arrangements for the registration, examination, assessment of students and tracking of modular data.
6. To implement the University's regulations and procedures, and to ensure the required involvement of the External Examiners (and Moderator, where appropriate), also ensuring that such Examiners (and Moderator) are nominated in a timely and appropriate manner for presentation to the relevant committees.
7. To present information and reports pertaining to the programme as required by the School Deputy/Associate Dean of Learning & Teaching for his/her use in compiling reports to the Learning & Teaching Board, and other University personnel.
8. To provide an Annual Programme Review (APR) Report in accordance with the requirements of the University's quality assurance procedures.
9. To implement mechanisms which ensure the currency of the programme and its content with respect to employers and/or practitioners.

Frequency of Meetings

At least three per academic year.

Membership

- Programme Director – Chair (and see Introduction)
- All programme lecturers, representatives of students and programme-associated support staff
- School Deputy/Associate Dean of Learning & Teaching Ex Officio
- Student representatives comprising at least one student from each year of each programme covered by the Committee (such representatives to be elected by the student cohort).

Co-option

As necessary, including appropriate library staff.

Quorum

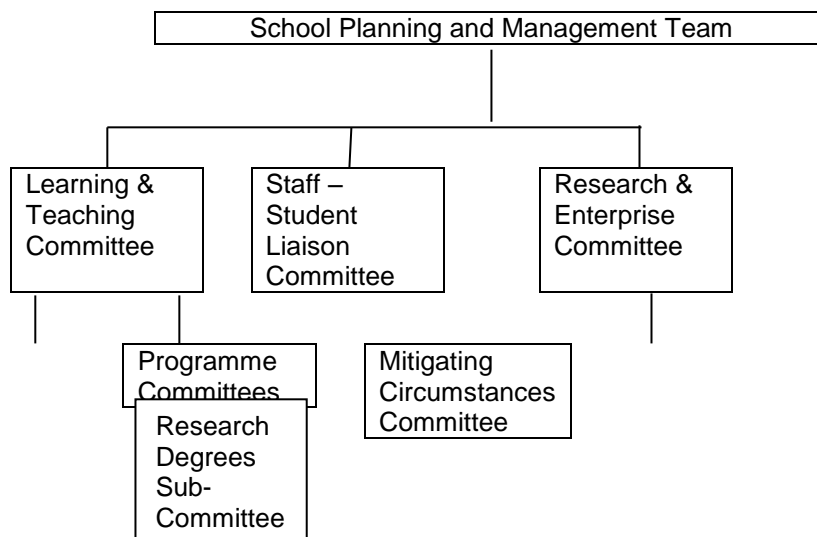
Meetings of the Programme Committees shall be quorate if 40% or more members are present.

In Attendance

Recorder

CONSTITUTION OF SCHOOLS

1 Academic Committee Structure



2 Constitution

2.1 Each School of the Cardiff Metropolitan University shall be established to:

- deliver programmes leading to recognised awards, and short programmes, to high quality and standards;
- undertake research, the supervision of research, scholarship and related activities, and to maintain currency through review, staff development, and updating;
- undertake consultancy, enterprise and technology transfer activities;
- set targets and function within a resource framework, in discipline areas relevant to its theme. Each School shall also explore and where appropriate collaborate with other Schools and external providers in the delivery of activities which are cross-/inter-disciplinary and which contribute to lifelong learning.

2.2 School Members shall be those staff employed within the School on permanent or fixed term contracts, those on full and fractional contracts, and hourly paid part-time staff with contracts exceeding more than 180 hours in a year. They shall be academic teaching and/or research staff including those appointed to honorary positions, and support staff.

2.3 A School shall be managed by a Dean of School who shall be Chair of the School Management & Planning Team comprising also*:

- (i) School Deputy/Associate Dean of Learning & Teaching
- (ii) School Director of Research
- (iii) School Director of Enterprise
- (iv) School Business Support Manager
- (v) Two academic staff of the School elected by and from School members, to be responsible to the Dean of School for agreed, specific issues as determined by the Dean of School and School Directors such issues to be published in advance of election (one year Term of Office, with the possibility of re-election for two further consecutive terms) (See Appendix A);
- (vi) Normally up to two co-opted members, approved by the Vice-Chancellor, of School staff with responsibilities for in-School resource units.

2.4 Eligibility to be considered (through formal Cardiff Metropolitan University processes) for a School Director position (2.3 (i), (ii), (iii)) shall be restricted to full-time, permanent academic (teaching and/or research) staff either from within the School or by external advertisement.

2.5 Those School members eligible to be elected to 2.3(v) above shall be restricted to academic teaching and/or research staff.

2.6 School members eligible to vote in regard to 2.3(v) above, shall be all School Members as given in 2.2.

2.7 Elections to 2.3(v) shall normally take place in the Spring Term preceding the Term of Office, which shall commence from 1 August. Election, to be organised and undertaken within the School, shall be by secret ballot, and shall abide by the normal conditions and securities associated with such ballots.

3 Terms of Reference of School Committees

3.1 The School Management & Planning Team shall meet regularly and on not less than ten occasions per year throughout the year, and it shall have Terms of Reference as given previously.

3.2 The School (as defined in 2.2 above) shall meet at least once per Term. The purpose of such meetings is given in Appendix B.

- 3.3 There shall be a Staff-Student Liaison Committee as defined (previously), which shall meet at least twice per semester.
- 3.4 Terms of Reference and Membership of the School Learning & Teaching Committee, School Mitigating Circumstances Committee, Research & Enterprise Committee, School Research Degrees Sub-Committee are provided within this section.
- 3.5 Each Programme (or cognate group of programmes) within a School shall have a Programme Committee as defined previously.

CONSTITUTION OF SCHOOLS (CONTINUED)

SCHOOL MANAGEMENT & PLANNING TEAM – ELECTED MEMBERS

The two elected members, elected by School staff, are responsible for undertaking specific duties/responsibilities, individual portfolios agreed with the Dean of School. Time recognition for undertaking these is to be negotiated with the Dean of School in the normal manner.

Terms of Office of elected members are one year with the possibility of re-election for two further consecutive terms.

CONSTITUTION OF SCHOOLS (CONTINUED)

SCHOOL MEETINGS

Purpose

Formal and pre-publicised meetings of the School shall take place regularly and at least once per term.

The purpose of such meetings, a record of which shall be presented to the School Management & Planning Team, shall include to:

- inform members with regard to issues of importance arising from School, Cardiff Metropolitan University and national initiatives and policies, and to participate in discussion relating to these;
- to facilitate discussion and review of the School Plan, including funding and business matters;
- provide agenda and documents relating to the work of the School, these to be available electronically or in hard copy at least one week before meetings and encourage members to comment on such documents;
- provide members of the School with opportunities to put recommendations to the School on issues of strategy, policy and operation (provided that such recommendations are not at variance with established Cardiff Metropolitan University strategy or policy);
- encourage integration of the School community.

Membership

All academic, research and support staff (see Constitution of Schools, 2.2) within the School, and an appropriate number of representative research candidates and taught programme students, each elected by their peers, the number to be agreed between the student body and the Dean of School.

The quorum for meetings of the School shall be not less than 40% of the total membership.