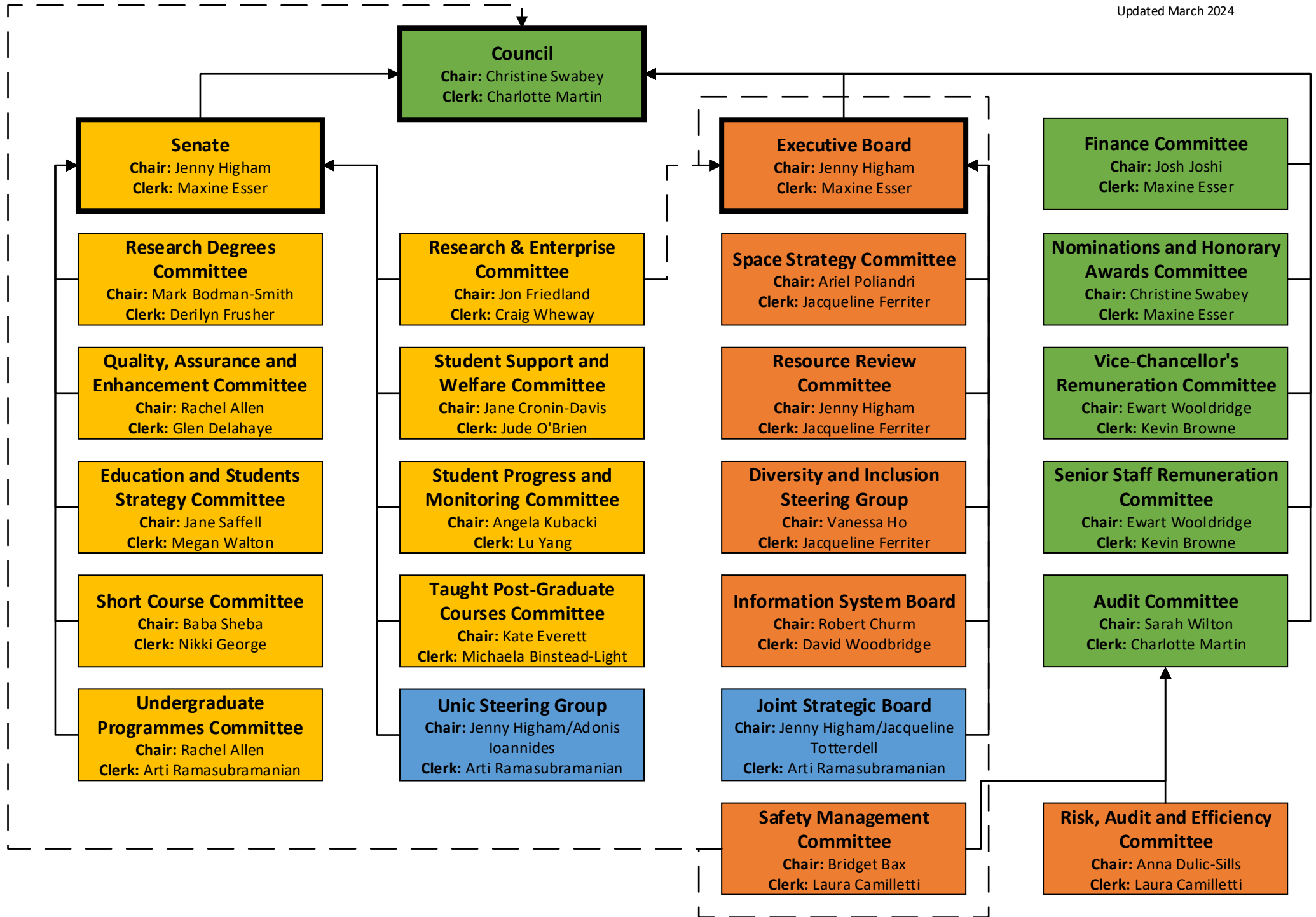


# Academic Governance: Senate and Senate Subcommittees

FOR 2023-2024 ACADEMIC YEAR  
GOVERNANCE, LEGAL AND ASSURANCE SERVICES



## 10 POWERS AND RESPONSIBILITIES OF THE SENATE

Subject to the Scheme and Statutes and any relevant Policies, Procedures and Regulations, the Senate shall have responsibility for the academic affairs of SGUL including (without limitation) the following powers and responsibilities:

- (i) to promote teaching and research in accordance with the objects of SGUL;
- (ii) to consider and report to the Council upon all academic matters and questions of educational policy, including those matters arising from the exercise of the Powers of SGUL numbered (i) to (vi) in Statute 4;
- (iii) to advise the Council on the academic strategy of SGUL including the establishment or discontinuance of programmes and courses of study;
- (iv) to advise the Council on the establishment or dissolution of Faculties, Institutes, Divisions, Schools, Units and other academic organisations of SGUL;
- (v) to approve policies and regulations in respect of teaching, schemes, programmes and courses of study, research, examinations and award procedures leading to qualifications of SGUL and UoL;
- (vi) to approve the curricula of new programmes and courses of study and changes to the curricula of existing programmes and courses of study;
- (vii) to advise the Council on the academic policy of Information Services;
- (viii) to determine, subject to the views of the Council, the criteria and policy for admission as a Student;
- (ix) to scrutinise and provide advice to the Council on the Policies, Procedures and Regulations relating to Student discipline, appeals and complaints;
- (x) to approve the regulations for the award to staff or students of fellowships, studentships, scholarships, exhibitions, bursaries or other incentives to study and research;
- (xi) to approve SGUL's policy on the award of Honorary Titles other than the award of the titles of Visiting Professor and Visiting Reader;
- (xii) to receive advice from the Academic Forum in respect of the powers and responsibilities (iii) - (xi) above except where the Academic Forum through its Chair has waived its right to submit such advice in particular circumstances;
- (xiii) to exercise responsibility for the academic quality and standards of all programmes and courses of study offered by SGUL;
- (xiv) to appoint, suspend or remove internal and external examiners;

- (xv) to co-opt members to the Senate;
- (xvi) to determine any matters delegated to the Senate by the Council;
- (xvii) to report on any other matters which may be referred to the Senate by the Council;
- (xviii) generally to exercise all such powers as are or may be conferred on the Senate by the Scheme, the Statutes or the Council; and
- (xix) to delegate upon such conditions as the Senate may from time to time determine any of its powers and duties to committees or sub-committees formed from its own number or otherwise appointed, or to SGUL officers or other identified members of staff, with or without powers to such committees or sub-committees further to delegate all or any of the delegated functions to any subordinate body.

## **11 MEETINGS OF THE SENATE**

Ordinary meetings of the Senate shall be held at least three times every academic year. The procedures and rules for the convening and conduct of the meetings shall be governed by the Standing Orders and the Senate shall accordingly, subject to the provisions of the Scheme and Statutes, have the power to make, pass to or repeal such Standing Orders.

## Senate Membership

Correct as of 21 March 2024

Andrew Walley	Reader in Human Genomics
Angela Donin	Lecturer in Epidemiology
Angela Marie Kubacki	Reader in Clinical Communication
Ban Haider	Senior Clinical Lecturer in Primary Care Education
Carol Shiels	Reader in Public Engagement
Carwyn Hooper	Reader in Global Health Ethics and Law
Charlotte Clark	Professor of Environmental Epidemiology
Charlotte Martin	Director of Governance, Legal and Assurance Services
Dean Semmens	Senior Lecturer in Neuropharmacology
Derek Baldwinson	Director of Quality and Partnerships
Elizabeth Treadwell	Professional Lead - Physiotherapy & Associate Professor
Ferran Valderrama	Reader in Cancer Cell Biology
Florencia Cavodeassi	Senior Lecturer in Developmental Biology
Georga Longhurst	Head of Anatomical Sciences
Iain Beith	Professor in Health Education
Jane Cronin Davis	Professional Lead - Occupational Therapy & Associate Professor
Jane Saffell	Deputy Vice-Chancellor (Education)
Jennifer Stott	Senior Lecturer in Molecular Pharmacology
Jenny Higham	Vice-Chancellor
Jenny Laws	Academic Registrar
Jodi Lindsay	Professor of Microbial Pathogenesis
Jonathan Friedland	Deputy Vice-Chancellor (Research and Enterprise) and Prof of Infectious Diseases
Julian Ma	Professor of Molecular Immunology
Julie Hendry	Professional Lead - Therapeutic Radiography & Associate Professor
Karen Lobb-Rossini	Senior Lecturer in Clinical Communication
Katalin Torok	Professor of Molecular Neuroscience
Kate Everett	Reader in Human Genetics
Marcus Jackson	Professional Lead - Diagnostic Radiography & Associate Professor
Mark Bodman-Smith	Senior Lecturer in Immunology
Naz Hussain	Deputy Chief Operating Officer
Philip Sedgwick	Professor of Medical Statistics and Medical Education
Eshan Sabesan	President of Education
Rachel Louise Allen	Professor of Practice - Research Capacity Building
Robert Churm	Director of Information Services
Rosie MacLachlan	Senior Lecturer in Higher Education and Learning Development

Sue David	Associate Director, Information Services (Library)
Susan McPheat	Director of Finance

## Terms of Reference – Education and Students Strategy Committee

The purpose of the Education & Students Strategy Committee (ESSC) is to oversee delivery of the Strategic Plan for education and the student experience at St. George's, University of London.

It is a decision-making committee, accountable to Senate, responsible for reviewing and approving strategic, resourcing, reputational and policy matters related to education and student experience. It reviews and approves systems and processes that enable delivery of the Strategic Vision 2030 and coordinates decision-making for education and student experience across all institutes, departments and faculties.

(ESSC does not consider academic standards or content, which are the remit of programme teams and overseen by educational committees and quality assurance procedures. However, representatives of those teams and committees are included in the ESSC membership).

### Responsibilities, Purpose and Authority

#### Overall

Oversee, enable and monitor delivery of the Education & Students Strategy under the Strategic Vision 2030.

#### Student Experience

1. Review and approve policies, processes and practices that enhance student experience along the whole student journey and embed consideration of the student experience into all decision-making.
2. Lead on the institutional response to key measures of the student experience (including NSS, PTES, PRES and internal surveys) to effect improvement and enhancement across the University.
3. Receive and respond to proposals and recommendations from the St George's Students' Union in respect of enhancement of the student experience

#### Coordinated decision-making for education and student experience

1. Give strategic approval (not academic) for new programme development (approval in principle and approval of a business case), and for major changes to programmes where there is a resourcing/space consideration.
2. Review and approve policies, processes and practices for education-related decisions that embed consideration of resourcing, space allocation, learning resources, strategy, student experience, staffing, staff enablement and impact on services.
3. Review and approve proposals and recommendations on strategic or policy matters related to education and student experience from Committees and Groups represented on ESSC, and from institutes, departments and faculties across St George's.
4. Coordinate, review and approve planning and resourcing proposals relating to education and student experience during the planning round across departments, institutes and faculties.
5. Review and approve student recruitment targets, major marketing strategies (including scholarships), fee-setting, major academic selection policy/practice changes, and proposals arising from national/international opportunities relating to increased student numbers.
6. Advise on fundraising priorities for developing education activities and the student experience, shaping the case for philanthropic support.
7. Provide regular reports and recommendations to Senate.
8. Provide regular reports to Executive Board on student experience.
9. Provide periodic reports to Executive Board on decisions made in relation to new programme development and the continuation of existing programmes.

#### Looking outward

1. Review and approve St George's bids in response to national and international funding opportunities relating to education and student experience.

2. Identify, and form policy in response to, external opportunities or threats in the HE sector in the UK and internationally (e.g. degree apprenticeships, TEF, etc).
3. Benchmark the St George's education and student experience against comparable institutions and best practice within the higher education sector; receive updates & recommendations from the Planning Office.

## Membership

Members:

1.	Deputy Vice-Chancellor (Education) (Chair)	Professor Jane Saffell
2.	Vice-Chancellor	Professor Jenny Higham
3.	Deputy Chief Operating Officer	Naz Hussain
4.	Dean for Student Support and Welfare	Dr Jane Cronin-Davis
5.	Dean for Student Conduct and Compliance	Dr Angela Kubacki
6.	Director of the Institute of Medical, Biomedical and Allied Health Education, Chair of the Quality Assurance and Enhancement Committee	Professor Rachel Allen
7.	Director of Education Operations and Programme Management	Noreen Kassem
8.	Director of Quality and Partnerships	Derek Baldwinson
9.	Director of Planning	Dr Julie Leeming
10.	Director of Finance	Susan McPheat
11.	Director of Information Services (alternative: Associate Director of Information Services)	Rob Churm (alternative: Sue David)
12.	Director of Estates and Facilities	Graham Schofield
13.	Representative of Communications and Engagement: Director of Communications and Engagement, (alternative: Head of Communication and Institutional Events)	Rachel Wheeley, (alternative: Heather Blackhall)
14.	Representative of Marketing, Student Recruitment and Admissions: Director of Student Recruitment and Admissions	Sarah de Gatacre
15.	Academic Registrar	Jenny Laws
16.	Head of the Centre for Innovation and Development in Education (CIDE)	Sally Mitchell
17.	Director of Digital Education, Head of the Centre for Technology in Education (CTiE)	Dr Baba Sheba
18.	Head of the Graduate School (alternative: Deputy Head of the Graduate School)	Dr Carwyn Hooper (alternative: Dr Kate Everett-Korn)
19.	Associate Dean for Student Experience	Dr James Buckley
20.	Associate Dean for Access and Participation	Dr Rosie MacLachlan
21.	Associate Dean for Student Outcomes	Dr Julie Hendry
22.	Associate Dean for International Student Mobility	Dr Ferran Valderrama
23.	St George's Students' Union President of Education (alternative: St George's Students' Union President of Welfare)	Eshan Sabesan (alternative: Erin McNamara)
24.	Head of the Centre for Biomedical Education	Dr Fran Gibson
25.	Head of the Centre for Clinical Education	Professor Philippa Tostevin
26.	Head of the Centre for Allied Health, Associate Dean for Admissions	Chris Baker
27.	Academic Lead for External Engagement	Professor Iain Beith

In Attendance: Education Strategy Manager – Meg Walton (Clerk)  
 Representative of Joint Research and Enterprise Service: Head of Enterprise, Innovation and Contracts) - Ambi Batra-Penny

## Quorum



The Committee shall be deemed to be quorate if a third of its members are present. This is 9 members (including the Chair). It may be necessary to defer business to the next meeting if members relevant to that business are absent.

### **Frequency of Meetings**

The Education and Student Strategy Committee meets 6 times per year, normally in the following months: October, December, February, April, June, August.

### **Mode of Operation**

- The Committee will provide its minutes to Senate.
- The Clerk will normally be a member of staff from the Education and Strategy Development Office (or other appropriate independent individual)

Approved by Council/other committee on: date

## **Terms of Reference**

### **Quality Assurance and Enhancement Committee (QAEC)**

The Quality Assurance and Enhancement Committee is a sub-committee of Senate. Its purpose is to take the lead in the development and evaluation of St George's quality assurance processes. Drawing on its role in quality assurance, the Committee develops and promotes enhancement activities and processes for identifying and disseminating good practice across St George's, University of London.

The Committee will, as appropriate, establish groups and authorise individuals to carry out work (including data collection and analysis; and compliance with consumer law) to meet St George's regulatory obligations to assure standards and enhance the student experience.

### **Responsibilities, Purpose and Authority**

QAEC will:

1. Approve, monitor and evaluate the Quality Manual and quality assurance policies, procedures and strategies. This includes a responsibility for:
  - a. elements of the Manual that relate to programmes delivered in partnership with UK and international providers;
  - b. policies, procedures and strategies in relation to learning, teaching and assessment that underpin the Education Strategy;
  - c. ensuring that policies, procedures and strategies reflect national and international developments and expectations.
2. Request information, advise and receive reports as required from other committees within the University Committee structure and in accordance with reporting lines, as well as annual and periodic reports on key areas of quality assurance and enhancement including annual monitoring, validation and review, external examining and PSRB and accreditation visits and reports and NHS monitoring.
3. In relation to the development of new provision:
  - a. Provide early academic review of initial programme proposals.
  - b. Scrutinise draft documentation for Validation Panels and provide constructive feedback to programme teams.
  - c. Support the development of collaborative educational ventures in the UK and internationally including educational partnerships with NHS and other healthcare providers.
  - d. Collaborate with partners to consider implications and opportunities for the development and quality of educational provision at St George's.
  - e. Consider proposed modifications to provision, referred to QAEC by monitoring committees.
4. Oversee and advise on quality matters in relation to the University's registration with, and regulation by, the Office for Students, including consumer law obligations and the expectations of the Consumer and Markets Authority, as well as contributing to preparations for, and monitoring actions arising from, QAA reviews.
5. Review its activity to ensure that it is fit for purpose and is supporting the objectives of the Education Strategy.
6. To fulfil its role in providing oversight and direction to University-wide enhancement priorities and activities:
  - a. Ensure that course teams have adequate plans in place to address course-level concerns that have arisen through annual monitoring, for example in relation to teaching, assessment, feedback, academic support. Where course teams have raised concerns that cannot be addressed by the course team or QAEC, the Committee will refer these to the relevant department. Examples of this could be concerns about the estate that impact on programme delivery or student experience.
  - b. Establish groups and authorise individuals to carry out work to enhance quality and the student learning experience, allowing for more in-depth discussions to take place than can

- be facilitated through its regular meetings. These may take the form of Task and Finish Groups or Internal Quality Audits, which aim to deliver rapid improvements to the student experience and to strengthen elements of St George's quality assurance framework
- c. Convene deep-dive meetings that allow the Committee to focus on particular themes to support it in identifying enhancement priorities.
  - d. Consider enhancement opportunities referred to it for comment by individuals or other groups and committees. Examples could include recommendations suggested by the Data Improvement Group.
  - e. Oversee initiatives and schemes which promote quality and excellence in learning and teaching and assessment, including associated staff development initiatives.
  - f. Develop strategies for enhancement, based on the outcomes of any activity completed in relation to points a,b,c, d and e above.

## Membership

Members:

Professor Rachel Allen, Academic Lead for Quality and Partnerships (as chair)

Professor Jane Saffell, Deputy Vice-Chancellor (Education)

Dr Vanessa Ho, Dean for Equality, Diversity and Inclusion

Dr Jane Cronin-Davis, Dean for Student Welfare and Support

Angela Kubacki, Dean for Student Conduct and Compliance

Derek Baldwinson, Director of Quality and Partnerships

Dr Carwyn Hooper, Head of Graduate School

Dr Kate Everett-Korn, Deputy Head of Graduate School and Chair of the Taught Postgraduate Courses Committee

Dr Mark Bodman-Smith, Deputy Head of the Graduate School (Research Degrees) and Chair of the Research Degree Committee

Sally Mitchell, Head of CIDE (Centre for Innovation and Development of Education)

Dr Saranne Weller, Reader in Higher Education Practice and Development (deputy for Head of CIDE at QAEC)

Dr Rosie MacLachlan, Associate Dean for Access and Participation

Dr James Buckley, Associate Dean for Student Experience

Dr Julie Hendry, Associate Dean for Student Outcomes

Miss Pippa Tostevin, Head of Centre for Clinical Education

Dr Fran Gibson, Head of Centre for Biomedical Education

Professor Iain Beith, Academic Lead for External Engagement

Chris Baker, Head of Centre for Allied Health

Jenny Laws, Academic Registrar

Dr Baba Sheba, Director of Digital Education

Eshan Sabesan, Students' Union President of Education

Erin McNamara, Students' Union President of Welfare

Tony Dennis, BSc Diagnostic Radiography Course Director (CfAH Nominee)

Dr Godfrina McKoy, Lecturer in Problem Based Learning (Self-nominated members from IMBE)

Observers: Sue David, Associate Director of Information Services (Library)

Noreen Kassem, Director of Education Operations and Programme Management

In Attendance: Glen Delahaye, Senior Quality Assurance & Enhancement Manager (Clerk)

### **Quorum**

The quorum shall be one third of members of the Committee.

### **Frequency of Meetings**

QAEC meets 8 times per year, normally in the following months: October to June.

### **Mode of Operation**

- The Committee will provide its minutes to meetings of Senate.
- The Clerk will normally be a member of staff from the Quality and Partnerships Directorate

Approved by Senate on: date



## Research and Enterprise Committee

### Membership and Terms of Reference 2023-24

#### Purpose:

To oversee all aspects of research strategy and operations (including innovation and enterprise) at St George's, University of London, including:

- to put in place the infrastructure and frameworks to enable research to excel;
- to assess research performance;
- to review and respond to external research drivers; and
- to make strategic and operational decisions regarding research.
- To support enterprise and innovation in relation to the Knowledge Exchange Framework (KEF)

#### Terms of Reference:

1. To advise Senate and Executive Board on all matters relating to the research, innovation and enterprise in St George's, University of London and to be responsible for the implementation and monitoring of St George's Research Strategy 'Strategic Vision 2030'.
2. To help the Deputy Vice-Chancellor (Research & Enterprise) set research and enterprise priorities.
3. To advise Senate and Executive Board on the resources and organisational structures required to deliver a successful research agenda.
4. To set policy and procedures relating to research.
5. To review external research funding opportunities, and determine St George's approach to funding opportunities, including for major funding calls to decide which academics or academic groups should apply to maximise St George's chances of success.
6. To review, support and advise on all aspects of enterprise and innovation activity at St George's, University of London.
7. To support and develop the university strategy for the Knowledge Exchange Framework (KEF).
8. To put in place the infrastructure for an excellent research environment for all staff involved in research activities and to support research staff and student training and career development.
9. To help formulate plans on the development, refurbishment and allocation of space for research (within the overall research space provision).
10. To support St George's strategic research partnerships including with St George's University Hospitals NHS Foundation Trust.
11. To review overall research performance, including individual and group grant success, financial performance, and progress against internal and external targets.
12. To support the work required for the next Research Excellence Framework (REF 2028).
13. To oversee allocation of central research funds set aside for specific purposes.

14. To have oversight of, support and receive reports from all research support services, including Joint Research & Enterprise Services, core research facilities (including the Biological Research Facility), Research Institute operations and the research-specific activities of other professional services areas (e.g. Library).
15. To understand and act upon all major issues in relation to Health & Safety in Research & Enterprise and to receive reports from the Safety, Health and Environment Office (SHE) and support the work of the Safety Management Committee and its Chair.
16. To receive reports from and support St George's Research Ethics Committee and to consider the annual Research Integrity Statement.
17. To review progress towards St George's goal to reach net carbon neutral by 2050 and research-associated sustainability initiatives as part of the goal to becoming an environmentally sustainable university by 2030.
18. To receive regular reports including minutes and where appropriate terms of reference from the specified Groups: Research Steering Group, Joint Clinical Research Committee, Research Governance Committee, HR Excellence in Research Monitoring Group, Human Tissue Licence Review Group, REF Steering Executive Committee, the Space Management Group, the Research Publications and Data Management Working Group, and the Environmental Working Group (EWG)

**Reports to:**

Senate and Executive Board

**Membership**

Chair, Vice-Chancellor (Research & Enterprise)	Professor Jon Friedland
Deputy Chair, Research Director for Cross-cutting University Themes	Professor Jodi Lindsay
Secretary	Craig Wheway

Committees reporting to Research Committee

Safety, Health and Environment (SHE) Office - Alternate	Hanif Brora (Professor Deborah Baines Safety Management Committee, Chair)
Space Management Group	Dr Anna Dulic-Sills, Research Operations Director
Human Tissue Licence Review Group, Chair	Anna Dulic-Sills
St George's Research Ethics Committee, Chair	Professor Paul Heath
Joint Clinical Research Committee, Chair - Alternate	Dr Dan Forton (Mark Cranmer, Director, JRES) (Subhir Bedi, Head of Governance and Delivery, JRES)
Joint Research Governance Committee, Chair	Dr Dan Forton
REF Steering Executive Committee, Chair	Professor Jodi Lindsay
Research Publications and Data Management	Professor Jodi Lindsay

## Working Group (RPaD, Chair)

HR Excellence in Research Monitoring Group - Alternate	Kevin Browne (Rebecca Henry-Litteck, Head of Learning and Organisational Development)
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Members based on role at St George's, University of London

Vice-Chancellor	Professor Jenny Higham
Chief Operating Officer	Dr Anna Dulic-Sills (Interim)
Dean for Equality, Diversity and Inclusion	Dr Vanessa Ho
Dean for Research Culture	TBC
Research Institute Directors	
Molecular and Clinical Science Research Institute - Alternate	Professor Guy Whitley (Interim) (Professor Peter Garrard)
Infection and Immunity Research Institute - Alternate	Professor Julian Ma (Professor Tom Harrison)
Population Health Research Institute - Alternate	Professor Charlotte Clark (Professor Christopher Owen)
Institute of Medical and Biomedical Education, Director	Professor Rachel Allen
Head of Graduate School	Dr Carwyn Hooper
Joint Research and Enterprise Services, Director	Mark Cranmer
JRES, Head of Research Funding	Louise Phillips
JRES, Head of Research Governance & Delivery	Subhir Bedi
JRES, Head of Enterprise & Innovation - Alternate Innovation	Dr Ambalika Batra-Penny (Howard Duffy, Deputy Head of Enterprise & Innovation)
Research Operations, Director	Dr Ariel Poliandri (Interim)
Research Operations, Heads Alternate attendance (alphabetically)	Sandra Ashton – Head of IRF Priyadharshini Madhou – Head of Laboratory Services Ariel Poliandri – Acting Director of Research Operations
BRF, Head of Zebrafish Unit	Dimitra Mantzorou
Information Services, Director - Alternate	Robert Churm (Sue David, Associate Director, Information Services, Library and Learning Services)
Estates and Facilities, Director	Graham Schofield
Finance, Director - Alternate	Susan McPheat (Cerys Ledger, Deputy Director of Finance)
Finance, Research Finance Business Partner	Megan Moody

Planning, Director	Dr Julie Leeming
Press and Research Communications Manager	Dr. Lisa Jones
Head of Communications and Institutional Events	Rachel Wheeley
Human Resources and Organisational Development, Director	Kevin Browne
Head of Strategic Research Development (Research Operations)	Cheryl Watson
Associate Dean for Environmental Sustainability (Environmental Working Group)	Dr. Fu Liang Ng
Research Institute Managers	
Molecular and Clinical Sciences	Nia Watkins
Infection and Immunity	Melanie Monteiro / Jennifer Lock
Population Health	Thuy Vuong
Academic staff and student Representatives	
University Senior Lecturer representative	Dr Daniel Osborn
University Lecturer representative	Dr Anissa Chikh
Postdoctoral scientist representative	Dr Silvia Martin Almedina
PhD student representative	Ella Whittle / Julia Kutschenreuter
Clinical Academic Group Directors	
Infection and Immunity	Dr Tihana Bicanic
Cardiovascular	Professor Elijah Behr
Neurosciences	Dr Jeremy Isaacs
Genetics and Genomics	Dr. Emma Matthews

Observers

The membership may be joined by 1-2 observers per meeting for the purposes of professional development and transparency.



## **Research Degrees Committee**

### **Terms of Reference 2023-2024**

#### **Responsibilities**

1. To advise Senate and Council of all matters relating to postgraduate strategy in general as well as the recruitment, admission, resources, supervision, courses of study and progress of candidates for research degrees of the University of London and of St George's, University of London;
2. To approve on behalf of Senate, the admission, the arrangements for registration and supervision, the proposed research facilities, the proposed course of study and, where relevant, the transfer of registration status, in individual cases:
3. To ensure the maintenance of quality and standards for research degree programmes, including the oversight of the training and staff development opportunities for supervisors:
4. To issue, subject to the approval of Senate, guidelines to students and supervisors on their respective duties and responsibilities;
5. To identify, promote and facilitate core research and transferable skills training for students registered for research degrees;
6. To establish and implement procedures for the review of the progress of individual students and of the performance of their supervisors and, where necessary, to consider appropriate action in cases of dissatisfaction on either side; including the removal and replacement of supervisors if this is in the best interest of the student, the supervisor or both parties
7. To take such action as is felt appropriate to promote the welfare and involvement in the life of the Institution of all students registered for research degrees;
8. To monitor the numbers and completion rates of students registered for research degrees reporting (via the Chair) to QAEC and other University committees, as appropriate;
9. To agree the examination arrangements and the examining team in accordance with the University of London regulations for MPhil/PhD and MD(Res);

10. To organize and manage arrangements for the approval of external examiners for research degrees within SGUL on behalf of Senate;
11. To receive notification of conferment of the award in respect of all individual candidates undertaking a research degree by reviewing examiners' recommendations;
12. To establish appeals panels to determine appeals from research students on research degree examinations and to receive, for information, a copy of the decisions subsequently made by the panels.

**Reports to:** RDC is formally a sub-committee of Senate and is accountable to the Quality Assurance and Enhancement Committee (QAEC) with respect to detailed quality assurance matters.

**Receives reports from:** N/A

### **Membership**

1. Head of the Graduate School. Dr Carwyn Rhys Hooper.
2. Deputy Head of the Graduate School (Chair). Dr Mark Bodman-Smith
3. At least one representative from each Institute who will usually be the Postgraduate Coordinator in that Institute.

II&I: Dr Kai Hilpert; Prof Derek Macallan

MCS: Dr Bridget Bax; Dr Atticus Hainsworth; Prof Michael Papadakis

PHRI: Prof Julia Critchley

IMBE: Dr Florencia Cavodeassi, Dr James Irvine

4. At least three students registered for a research degree nominated or elected by the Postgraduate Society, with at least one representative undertaking a PhD and one representing MD(Res).  
Membership changes each year.

5. The Committee shall have the power to co-opt up to four members of SGUL staff with significant research student supervision.

Currently: Prof Debbie Baines (Health and Safety); Prof Judith Cartwright (Supervisors representative); Dr Efthymia Papaevangelou.

**In attendance**

- Clerk: Usually Programme Manager (Research Degrees): Miss Derilyn Frusher
- Head of PG Admin, Academic Registrar : Mrs Emma Embleton; Dr Maxine Esser; Ms Jenny Laws.

**Quorum**

One sixth of the membership or at least three (whichever is greater)

**Frequency of meetings**

The Committee will meet every 2 months

**Terms of Reference**

MBS/CRH/DF March 2023

Approved by Council/Committee [insert date]

## Short Course Committee: Terms of Reference & Membership 2023-24

### Reporting lines

Short Course Committee (SCC) will be accountable to the Education and Student Strategy Committee (ESSC) for reporting and approval purposes, and to the Quality Assurance and Enhancement Committee (QAEC) for quality assurance of short courses and annual review purposes.

### Terms of Reference

#### 1. Purpose

To co-ordinate the scrutiny and approval of all St George's awarded short courses, and the governance and quality assurance of short courses that are not part of an existing award programme/award.

#### 2. Meetings

- 2.1 The Committee will meet quarterly or as required to fulfil its remit.
- 2.2 Minutes, agendas, and papers will normally be circulated to members of the Committee at least five days in advance of the meeting. Late papers may be circulated up to two days before the meeting.
- 2.3 Papers will indicate the course lead(s) and purpose of the paper, matter(s) which the Committee is being asked to consider, and any action(s) required.
- 2.4 A formal minute will be kept of proceedings and submitted for approval at the next meeting of the Committee. The draft minute will be agreed with the Chair of the Committee (or an appointed meeting Chair should the Committee Chair be absent).
- 2.5 The Committee may function between meetings through correspondence, with any decision(s) taken formally ratified at the next meeting of the Committee.

#### 3. The remit of the Short Course Committee

- 3.1 To act as an approval committee for short courses to be offered under St George's, University of London 'brand':
  - **TYPE A:** Existing Credit-bearing short courses (Micro-credentials / Standalone modules) that are part of an existing programme.
  - **TYPE B:** Credit-bearing short courses (Micro-credentials / Standalone modules) that are not part of an existing programme.
  - **TYPE C:** Non-credit bearing short courses (i.e. CPD courses with varying duration).
- 3.2 To review the business case of short courses as part of the approval process to ensure appropriate strategic fit and financial viability.
- 3.3 To provide oversight of academic standards and quality assurance of relevant St George's short courses (Type B and C). This includes a periodic review. The quality monitoring of Type A short courses (credit bearing short courses that are part of an existing award) will reside with the relevant programme monitoring committee (TPCC or UPC).
- 3.4 To approve major modifications to relevant existing short courses i.e. where changes affect more than 25% of the approved course.

- 3.5 To advise QAEC and ESSC on regulations and procedures affecting short course provision, including developments in short course provision across the sector.
- 3.6 To provide oversight of the St George's short course portfolio and website.
- 3.7 To liaise with the Marketing team on how best to market St George's short courses.

#### 4. Approval and Processes for Short Courses

- 4.1 Approval of short courses will require submission of:
  - A short course proposal form outlining the rationale for the course, relevant St George's expertise to deliver the course, a business case and description of planning for development, admission, and delivery.
  - A short course specification form describing the main features of the course, curriculum, model(s) of delivery and learning outcomes in addition to any entry requirement(s) or selection procedures and assessments.
  - Financial projections with details costs and incomes expected from the running of the course.
- 4.2 Where there is no discipline-specific expertise to contribute to the scrutiny and approval process, the Chair may invite a subject expert (internally/externally) to attend the relevant review meeting.
- 4.3 Credit-bearing short courses (microcredentials / Standalone modules) that **are** part of an existing award programme/award will be expected to be reviewed by relevant programme monitoring committee prior to submission to the Short Course Committee who will then review for approval of the strategic fit and business case.
- 4.4 Each short course will have a nominated academic lead who must be a member of St George's academic community.
- 4.5 The short course committee will review course specifications, participant uptake and participant feedback on an annual basis in addition to any reports from external examiners, where applicable.
- 4.6 The Short Course Committee will submit an annual report to QAEC.
- 4.7 The Short Course Committee will submit relevant documentations regarding approved short courses to ESSC for noting and/or sign off.
- 4.8 Assessments and examinations for short courses credit-bearing short courses will be carried out per the General Regulations. Exceptions are expected to be approved by the Short Course Committee.
- 4.9 Credit-bearing short courses will require at least one External Examiner and will be managed under the existing governance process for credit-bearing modules.

#### 5. Other

- 5.1 The Committee will undertake a review of its performance and effectiveness every three years.
- 5.2 The Committee has the power to obtain legal or independent external advice, under the authority of QAEC and/or ESSC.
- 5.3 Matters of importance arising at meetings of the Committee during the year will be reported to QAEC.
- 5.4 Membership of the Committee will be published on the University's website.

## Membership

<i>Chair</i>	Baba Sheba, Director of Digital Education <a href="mailto:bsheba@sgul.ac.uk">bsheba@sgul.ac.uk</a>
<i>Clerk to the Committee</i>	Nikki George, Professional Education Centre Manager <a href="mailto:ngeorge@sgul.ac.uk">ngeorge@sgul.ac.uk</a>
<i>Representative(s) from each of St George's Institutes</i>	<p>Kenneth Laing, Reader in Genomics and Bioinformatics, Infection and Immunity Research Institute <a href="mailto:klaing@sgul.ac.uk">klaing@sgul.ac.uk</a></p> <p>Kate Tatton-Brown(?), Professor of Clinical Genetics and Genomic Education, Institute of Medical and Biomedical Education <a href="mailto:k.tattonbrown@nhs.net">k.tattonbrown@nhs.net</a></p> <p>Anthony Albert, Professor of Cardiovascular Science, Molecular and Clinical Sciences Research Institute <a href="mailto:aalbert@sgul.ac.uk">aalbert@sgul.ac.uk</a></p> <p>Daniel Creton, Reader in Multiprofessional Education <a href="mailto:dcreton@sgul.ac.uk">dcreton@sgul.ac.uk</a></p>
<i>Quality and Partnerships</i>	<p>Derek Baldwinson, Director of Quality &amp; Partnerships &amp; <a href="mailto:dbaldwin@sgul.ac.uk">dbaldwin@sgul.ac.uk</a></p> <p>Glen Delahaye, Quality Assurance &amp; Enhancement Manager <a href="mailto:gdelahay@sgul.ac.uk">gdelahay@sgul.ac.uk</a></p>
<i>Workforce Development</i>	Dan Creton, Head of Section/Professional Lead (Multiprofessional Education)
<i>Graduate School</i>	Kate Everett, Deputy Head of Graduate School (Taught Programmes) <a href="mailto:keverett@sgul.ac.uk">keverett@sgul.ac.uk</a>
<i>Marketing</i>	Sarah de Gatacre, Acting Director of Marketing, Student Recruitment and Admission <a href="mailto:sdegatac@sgul.ac.uk">sdegatac@sgul.ac.uk</a>
<i>eLearning Unit</i>	Luke Woodham, Head of e-Learning Unit <a href="mailto:lwoodham@sgul.ac.uk">lwoodham@sgul.ac.uk</a>

<i>Centre for Innovation and Development in Education</i>	Sally Mitchell, Head of Centre for Innovation and Development in Education <a href="mailto:smitchel@sgul.ac.uk">smitchel@sgul.ac.uk</a>
<i>Registry</i>	Elena Nabokova-Khan, Senior Student Returns Officer <a href="mailto:enabokov@sgul.ac.uk">enabokov@sgul.ac.uk</a>
<i>eLearning Unit</i>	Sheetal Kavia, Director of Digital Education <a href="mailto:skavia@sgul.ac.uk">skavia@sgul.ac.uk</a>
<i>Learning Technology Services</i>	Michael Downes, Head of Section for Learning Technology Services <a href="mailto:smitchel@sgul.ac.uk">smitchel@sgul.ac.uk</a>

*Representation from each area is essential. Where members are unable to attend, a briefed alternative representative should attend.*

**Updated October 2023**

# Student Progress Monitoring Committee 2022-2023

The Student Progress Monitoring Committee usually meets once every term.

## Terms of Reference and Constitution

1. To meet termly, with an extraordinary meeting to consider prospective student requirements where necessary.
2. To maintain a Confidential Register of students with academic progress or conduct or health concerns.
3. To monitor the progress and status of students with concerns relating to their academic progress due to mitigation or professionalism issues, their conduct, or their physical or mental health.
4. To advise the Associate Dean, Deputy Head of the Graduate School or Course Director on appropriate action to respond to concerns informally. Such action to be agreed with the student.
5. Where appropriate, to represent the informal stage of considering a student's fitness to practise.
6. To consider, and where appropriate, to recommend initiation of formal procedures.
7. In accordance with equality and diversity law and guidance, the SGUL Disability Statement, Occupational Health and specialist advice and admissions policies and procedures, to advise admissions tutors on whether an applicant meets professional fitness to practise requirements.
8. To review and to monitor SGUL graduates with a history of academic progress or conduct or health problems during their first year of Foundation Programme training (F1).
9. To consider urgent matters that may arise outside the Committee timetable.

## Membership

Dean for Students  
Head of Graduate School  
Course Directors  
Psychiatrist from SGUL  
Representative from Occupational Health  
Lay Member  
Student from another Higher Education Institution  
Clinician from another Higher Education Institution



Member of Student Conduct and Compliance Team (Clerk)

**External members will be invited to attend meetings for specific items**

## **Student Support & Welfare Committee**

### **Membership and Terms of Reference**

#### **Purpose:**

To provide strategic oversight of Student Support and Welfare issues at SGUL and to scrutinise specific strategies, policies and plans prior to their consideration by Senate and Council.

#### **Terms of Reference:**

1. To have oversight, on behalf of Senate, of SGUL's strategies, policies, and infrastructure for student support and welfare
2. To review on a regular basis the framework adopted by St George's for student support and welfare and the practices and policies underpinning this framework
3. To receive an annual report from the various individuals and administrative departments involved in student support and welfare on their work and plans.
4. To report at least annually to Senate and to Council
5. To establish such standing and fixed term working groups and fora as may be necessary for the effective discharge of its business

#### **Membership:**

- Dean for Student Welfare and Support (chair)
- Student Finance and Support Officer (secretary)
- *Two members of staff from course teams, to include one member of academic staff involved in student support and one representative of administrative staff*
- Students Union Presidents
- SU Education and Welfare Support Officer
- MBBS Student Support Manager
- Coordinator of the Personal Tutor System
- Academic Registrar
- Head of International Advice and Compliance
- Head of Counselling
- Head of Occupational Health
- Head of Student Services
- Accommodation and Welfare Advisor
- Disabilities Advisor
- Student EDI Officer
- Head of Student Conduct and Compliance
- Chaplain

November 2023

## Terms of Reference – Taught Postgraduate Course Committee

### Responsibilities, Purpose and Authority

1. To co-ordinate policy and practice on St George's, University of London validated Masters (MSc, MRes, MA and MPAS), postgraduate diploma and postgraduate certificate programmes and to function as a forum for dissemination of good practice.
2. To receive routine data on the operation of individual postgraduate taught courses and to undertake annual quality monitoring of these courses presenting an annual summary report to QAEC.
3. To approve operational changes to programmes of study, including module modifications, in line with the St George's Quality Manual.
4. To co-ordinate with the St George's administrative divisions (e.g. Registry, Information Services and the Joint Research and Enterprise Services) to ensure that all taught postgraduate programmes receive appropriate support for their study.
5. To make recommendations to Senate regarding the appointment of new external examiners.
6. To approve documents required by the General Regulations, including Schemes of Assessment and Entry Agreements, and modifications of these documents.

### Membership

#### Members:

Deputy Head of the Graduate School (Taught Postgraduate Programmes, Chair)  
All Course Directors and Deputy Course Directors for all postgraduate taught courses  
Head of the Graduate School  
Deputy Head of the Graduate School (taught postgraduate programmes)  
Head of Postgraduate Administration  
Common Postgraduate Framework lead  
Head of Centre for Allied Head Administration  
Welfare Lead (Taught Postgraduate Programmes)  
Inclusivity Lead  
Representative from the student body, for example Student's Union officer  
Representative from Admissions, usually Assistant Registrar (Admissions)  
Representative from Careers, usually Careers Consultant  
Representative from Learning Technology Service, usually Head of Section  
Representative from Library, usually Associate Director (Information Services)  
Representative from Marketing, usually Marketing Manager (Postgraduate)  
Representative from Student Experience  
Head of Operational Excellence Projects  
Academic Registrar or representative

#### In Attendance:

Postgraduate Taught Programmes – Programme Manager (Clerk)  
Director of Quality and Partnerships

### Quorum

One-sixth of the membership

### Frequency of Meetings

TPCC meets 5 times per year, normally in the following months: October, November, January, April and July.

**Mode of Operation**

- The Committee will receive minutes from All PGT Course Committee(s).
- The Clerk will normally be a member of staff from Postgraduate Administration (or other appropriate independent individual)

Approved by TPCC on 2/Oct/2023

## Terms of Reference – Undergraduate Programmes Committee

UPC is formally a sub-committee of Senate and is accountable to the Quality Assurance and Enhancement Committee (QAEC) with respect to detailed quality assurance matters.

### Responsibilities, Purpose and Authority

The Committee will:

1. Coordinate policy and practice on the programmes for which the committee is responsible, and act as a forum for dissemination of good practice;
2. Implement annual monitoring arrangements;
3. Make recommendations to QAEC regarding the scheduled periodic review date for each programme;
4. Scrutinise, and where appropriate approve, new modules and modifications to existing programmes;
5. Assist in the preparation of programmes for validation, revalidation and reviews through a process of preliminary internal scrutiny;
6. Make recommendations to Senate regarding the appointment of new external examiners;
7. Approve documents required by the General Regulations, including Schemes of Assessment and entry agreements (and modifications to these documents);
8. Contribute to the preparations for QAA Institutional Audits, TEF and Major Reviews, and for visits from Professional and Statutory Bodies;
9. Provide the Director of IMBE with information, advice and recommendations on:
  - a) The academic standards and performance of the courses for which it is responsible and the effectiveness with which they are monitored and evaluated;
  - b) Issues arising from External Examiners' reports;
  - c) Proposed new courses/modules, modifications to existing courses/modules and associated resource implications;
10. Advise the relevant strategic resourcing committees (eg Executive Board and/or the ESSC) on implications of the academic and resource aspects of undergraduate education delivery in the context of the Education and Student Strategy.

The monitoring committee shall regularly review its activity to ensure that it is fit for purpose and is supporting the objectives of the Education and Student Strategy.

### Membership

#### **Members:**

Director of IMBAE (chair) or nominee

Director of Quality and Partnerships

Course Directors

Students' Union President of Education or President of Welfare or a Representative of the SU

Associate Director of Information Services (or representative)

Representative for Centre of Technology in Education

Representative of the Centre for Innovation and Development in Education

In Attendance: Quality and Partnerships Officer (Clerk)

### **Quorum**

It is proposed that the quorum shall be seven (one third of the Committee membership), *on agenda for UPC 2<sup>nd</sup> October 2023*

### **Frequency of Meetings**

The Undergraduate Programmes Committee meets 11 times per year, normally in the following months: September to July of any academic year, once per month.

### **Mode of Operation**

- The Clerk will normally be a member of staff from the Quality and Partnerships Directorate (or other appropriate independent individual)

Approved by UPC on 2<sup>nd</sup> October 2023

## Unic Steering Group

The Unic (University of Nicosia) Steering Group meets on an ad-hoc basis and is progressing to a new phase regarding the teach-out arrangements.