



Senate

Paper Title	Approval of membership and terms of reference for sub-boards of Senate for 2023-2024
Outcome requested	<p>Senate is asked to approve the terms of reference and membership details of its sub-boards for 2023-24.</p> <p>Terms of reference and membership for each of the following sub-boards is given below:</p> <ul style="list-style-type: none">• Education Quality and Standards Board• Taught Programmes Board• Research Degrees Programmes and Examinations Board <p>The terms of reference and membership documents for the following sub-boards will be submitted to the next meeting of Senate:</p> <ul style="list-style-type: none">• Ethics of Research Committee• Partnerships Board
Points for Senate members to note and further information	n/a
Questions for Senate to consider	n/a
Regulatory/statutory reference points	n/a
Strategy and risk	n/a
Reporting/consideration route for the paper	n/a
Authors	Jane Pallant, Deputy Academic Registrar
Sponsor	n/a



Senate

Paper Title	Education Quality and Standards Board Terms of reference and membership 2023-24
Outcome requested	The Senate is asked to approve the terms of reference and the membership of the Education Quality and Standards Board (EQSB) for the 2023-24 academic year.
Points for Senate members to note and further information	<p>Terms of reference should accurately reflect the business and powers of a Board. The membership should be up to date and include an appropriate balance of members to provide a range of informed opinion and expertise. The Senate is asked to review the proposed EQSB terms of reference and membership and to determine whether they meet those objectives.</p> <p>Terms of reference Scrutiny of summary reports relating to Student-Staff Liaison Committees (SSLC) has been specifically added to the terms of reference. No other changes have been made other than the minor reordering of text.</p> <p>Membership Several changes have been proposed to the membership, principally to further strengthen links and communication between the Board and Faculties and Professional Services.</p> <p>The Deputy Vice-Principal for Education (Programmes and Standards) (an existing member) will be appointed Deputy Chair.</p> <p>The following will be added as members:</p> <ul style="list-style-type: none">• the three Faculty Vice-Principals and Executive Deans.• The Chief Operating Officer.• the three Faculty Education Managers (or equivalent).• the seven Chairs of the Degree Examination Boards (who previously held 'in attendance' status').• the Head of Academic Quality and Standards. <p>The Deputy Head of Academic Quality and Standards will be appointed Secretary (in attendance).</p>

	<p>In previous years, each Faculty had three nominated members. This has been reduced to two, commensurate with the addition of the Faculty Vice-Principals and Executive Deans and the Faculty Education Manager as members and the inclusion of the (Faculty-based) DEB Chairs as full members. There are two current vacancies for nominated positions, for which the appointment process is underway.</p> <p>The Board also proposes that an ex officio member unable to attend a meeting may nominate a suitable nominee to attend in their place with full membership rights for that meeting. However, a member who does not attend three consecutive meetings will be considered to have resigned their membership.</p>
Questions for Senate to consider	Is the Senate satisfied that the terms of reference accurately reflect the business and the powers of the Board, and that the membership is up to date and includes an appropriate balance of members to provide a range of informed opinion and expertise?
Regulatory/statutory reference points	No specific points but the EQSB plays a key role in managing Queen Mary's regulatory obligations including but not limited to work related to the Office for Students' Conditions of Registration. Appropriate terms of reference and membership will allow the Board to execute its responsibilities to the best possible standard.
Strategy and risk	No specific points, though as a principal organ of Queen Mary's governance the EQSB plays a key role in supporting University strategies and mitigating risks. Appropriate terms of reference and membership are essential to the successful delivery of those responsibilities.
Reporting/consideration route for the paper	Endorsed by the EQSB. Senate to consider for approval.
Sponsor	Professor Stephanie Marshall, Vice-Principal (Education)



Education Quality and Standards Board Terms of Reference 2023-24

1. To consider and advise the Senate on institutional strategies and policies which enhance learning, teaching and assessment across all Queen Mary programmes, and to promote excellent, research-informed teaching practice and curriculum design, and encouraging innovative approaches to learning by:
 - a. supporting the development of staff involved in teaching and assessment;
 - b. promoting developments in learning technologies and resources;
 - c. supporting widening participation and outreach activities;
 - d. taking steps to maximise the academic and career success of our diverse student body;
 - e. analysing relevant performance indicators in relation to student progress and achievement, and student satisfaction.
2. To monitor indicators of progress in the Queen Mary Strategy 2030.
3. To consider and advise the Senate on policies and mechanisms for assuring academic standards and quality at Queen Mary through a risk-based approach.
4. To scrutinise and report to the Senate on the outcomes of quality assurance mechanisms, including:
 - a. matters arising from the conduct of examination boards, including external examiners' reports;
 - b. reports from external agencies, including the OfS, Ofsted, the QAA, PSRBs and Research Councils;
 - c. reports and action plans arising from programme reviews and student surveys;
 - d. reports and analysis relating to Student-Staff Liaison Committees.
5. To establish groups to undertake specific tasks related to the Board's remit and to consider recommendations from these groups.
 - a. A standing sub-board is responsible for the detailed consideration of assessment matters ('the EQSB Assessment Sub-Board').
6. To provide regular reports to the Senate, including recommendations for further action where appropriate.
7. The quorum for the meeting is one third of the Board's members.

Education Quality and Standards Board Membership 2023-24

Ex officio members

Vice-Principal (Education) and Deputy President and Principal (**Chair**): Professor Stephanie Marshall

Deputy Vice-Principals (Education):

- Programmes and Standards (**Deputy Chair**): Professor Anthony Michael
- Strategic Projects: Professor Stefan Krummaker

Faculty Vice-Principals and Executive Deans:

- Humanities and Social Sciences: Professor Frances Bowen
- Health: Professor Sir Mark Caulfield
- Science and Engineering: Professor Wen Wang

Faculty Deans for Education:

- Humanities and Social Sciences: Elizabeth Gillow
- Medicine and Dentistry: Professor Anthony Warrens
- Science and Engineering: Professor Chris Bray

Dean for Postgraduate Research: Professor Tim Warner

Chief Operating Officer: Dr Sharon Ellis

Director of Governance and Legal Services: Jane Pallant

Head of Academic Quality and Standards: Simon Hayter

Director of the Queen Mary Academy: Professor Janet De Wilde

Director of Student Experience: Chris Shelley

University Librarian: Kate Price

Chairs of the Degree Examination Boards:

- Dentistry (Undergraduate): Dr John Buchanan
- Humanities and Social Sciences (Undergraduate): Professor Rachel Male

- Humanities and Social Sciences (Postgraduate): Dr Javier Sajuria
- Medicine (Undergraduate): Maria Hayfron-Benjamin
- Medicine and Dentistry (Postgraduate): Professor Mark Freestone
- Science and Engineering (Undergraduate): Professor Chris Bray
- Science and Engineering (Postgraduate): Dr Karim Malik

Faculty Education Managers (or equivalent):

- Humanities and Social Sciences: Dr Roussel de Carvalho
- Medicine and Dentistry: George Borrie
- Science and Engineering: Elizabeth Crooks

Queen Mary Students' Union:

- Vice-President (Humanities and Social Sciences): Jovani Palnoni
- Vice-President (Science and Engineering): Aisha Qadi
- Vice-President (Barts and the London): Amaan Abbas

Nominated members

*Two academic nominees from each faculty with experience of education, quality, and standards. Normally, no more than one nominee should be a Deputy Dean or equivalent. * indicates a second term*

- Humanities and Social Sciences: Sanmeet Kaur Dua (2020-21)*
Vacant
- Medicine and Dentistry: Professor Maralyn Druce (2019-20)*
Dr Lesley Robson (2019-20)*
- Science and Engineering: Dr Yasir Alfadhl (2021-22)
Vacant

In attendance

- Deputy Head of Academic Quality and Standards:
(Secretary) Adam Streames
- Executive Officer (Education): Redwan Shahid
- Head of Technology Enhanced Learning: Surjit Uppal
- QMSU staff representative: Jonathan Otter

A member who does not attend three consecutive meetings will be considered to have resigned their membership.

An ex officio member who is unable to attend a meeting may nominate an appropriate colleague to attend in their place. Their nominee will count as a full member of the Board for that meeting.

DRAFT



Taught Programmes Board terms of reference 2023-24

The Taught Programmes Board has responsibility on behalf of the Senate for oversight of all taught provision (including non-credit bearing provision) and has a specific remit for the consideration of new programme proposals (and associated modules), significant programme amendments and programme suspensions/withdrawals. The responsibilities of the Taught Programmes Board are as follows:

1. To ensure that there is full and consistent consideration of new programme proposals;
2. To ensure that proposals are of a high academic standard, of an appropriate quality, and comply with Queen Mary's internal strategic and external regulatory obligations (eg the [Office for Students' Conditions of Registration](#));
3. To ensure that the programme approval process is independent from the School/Institute that is proposing the development;
4. To provide procedures that allow for the most efficient turnaround times, greater responsiveness and the most cost-effective use of Queen Mary's resources;
5. To recognise the contribution that can be made to the process by School/Institute learning and teaching lead staff and committees.

Terms of reference

1. To consider the detailed academic proposals for new taught programmes of study and related modules (including those delivered through collaborative provision);
2. To consider new module proposals where these are related to a new programme of study, or are delivered through:
 - i. collaborative arrangements,
 - ii. work-based learning,
 - iii. apprenticeship programmes,
 - iv. summer school modules,
 - v. study-abroad,
 - vi. distance learning.
3. To consider and (if appropriate) approve new taught programmes;
4. To consider and (if appropriate) approve proposals for significant amendments to programmes of studies;

5. To receive reports of module proposals and amendments to modules that have been approved by School/Institute Education Committees and scrutinised by the Directorate of Governance and Legal Services;
6. To establish groups to undertake specific tasks related to the Board's remit and to consider recommendations from these groups. The Board has a standing sub-board for the consideration of apprenticeship programmes (the Degree Apprenticeships Programmes Sub-Board (DAPS)).

Procedures and constitution

1. The Board will hold no fewer than six and no more than ten meetings each academic year.
2. The Board, when fully constituted, has 26 members. For a meeting to be deemed quorate at least nine members must be present, including at least one member from each Faculty.
3. If a meeting is not quorate, the Chair shall decide whether to a) postpone and rearrange the meeting, or b) proceed with the meeting but note that all decisions will be considered preliminary and unconfirmed until and unless the agreement of sufficient members to meet the quorum is secured.
4. The Taught Programmes Board is managed by the Academic Quality and Standards Team in the Directorate of Governance and Legal Services. Correspondence should be with the Team (qualityandstandards@qmul.ac.uk) and not directly with the Chair.
5. The Academic Quality and Standards Team will issue deadlines for the approval process. Complete proposals for new programmes must be received 20 working days prior to the date of the meeting of the Board. Submissions must include:
 - i. Part 1 programme proposal with approval from the Education Strategy Steering Group (ESSG).
 - ii. Part 2 programme proposal with School/Institute approval (Head of School/Director of Institute or Director of Education).
 - iii. Programme specification.
 - iv. Module proposal forms for any new modules, with School/Institute approval (Head of School/Director of Institute or Director of Education).
 - v. External Advisor comments and a response to those comments.
 - vi. A joint working statement (where multiple Queen Mary schools/institutes contribute to the programme).
 - vii. A memorandum of agreement (where the programme is collaborative with an external institution or body).
6. The Academic Quality and Standards Team will reject any proposal that:
 - i. is submitted after the deadline (in which case it will be considered at a subsequent meeting)
 - ii. contains errors, is not completed to a high standard, or is unclear and raises queries (in which case the Team will attempt to resolve the issues with the proposers, but which may not be possible for the intended meeting of the Board).
 - iii. does not include all of the required documents and approvals.

- iv. does not adhere to the appropriate policies or regulations.
 - v. that otherwise does not meet the requirements of Queen Mary's programme approval process or of external regulatory requirements.
7. The Academic Quality and Standards Team will scrutinise all documentation for completeness, adherence to required regulations and curriculum frameworks (e.g. QMACF, FHEQ), external support (where appropriate), support from the School/Institute Education Committee, aligned with the Planning Round.
 8. The relevant Head of School/Institute or Director of Education and the programme proposer will be invited to attend the meeting to discuss the proposal with the Taught Programmes Board.
 9. The Academic Quality and Standards Team will allocate proposals to meetings in accordance with deadlines, ensuring that full consideration of proposals takes place.
 10. Programmes will not normally be approved where there are any outstanding queries or issues. In rare circumstances, approval may be granted subject to completion of certain conditions. In such cases, approval will only be granted on satisfactory completion of specified actions linked to the conditions. Depending on the nature and scope of the conditions, the Chair may approve the programme by Chair's action, refer the matter to the Board by circulation, require the matter to be considered at the next Board meeting, or delegate specific authority for approval to the Head of Academic Quality and Standards.
 11. Where the Board sets an action or a condition of approval this must be completed by the specified deadline, which will normally be the next meeting of the Board. If this deadline is not met, then the programme must be resubmitted and considered afresh at a future meeting unless a request for extension has been submitted to DGLS and agreed by the Chair (an extension will only be considered where there is good reason why an action cannot be completed by the original deadline and where the programme team contacts DGLS in advance of the deadline).
 12. A programme (or module) must run exactly as it was approved by the Board. If, exceptionally, there is good reason why any amendment is necessary before or during the teaching of the first cohort then this must be considered by a fully convened meeting of the Board; good reason might include a change to external regulation, for example changes to a degree apprenticeship standard that take immediate effect.

Taught Programmes Board membership 2023-24

Ex officio members

Deputy Vice-Principal for Education
(Programmes and Standards) **(Chair)** Professor Anthony Michael

Faculty Deans for Education:

Humanities and Social Sciences	Elizabeth Gillow
Medicine and Dentistry	Professor Anthony Warrens
Science and Engineering	Professor Chris Bray

Two Deputy Deans for Education from each Faculty:

Humanities and Social Sciences	Professor Rachel Male
Humanities and Social Sciences	Dr Javier Sajuria
Medicine and Dentistry	<i>FMD to confirm</i>
Medicine and Dentistry	<i>FMD to confirm</i>
Science and Engineering	Dr Rachel Appleton
Science and Engineering	<i>S&E to confirm</i>

Head of Education Programmes Dr Emily Salines

Head of Academic Quality and Standards Simon Hayter

Head of Technology Enhanced Learning Surjit Uppal

Head of Library Teaching and Learning Support Dr Alistair Morey

Director of Marketing and Widening Participation Priti Patel

Queen Mary Students' Union Faculty Vice-Presidents:

Humanities and Social Sciences	Jovani Palnoni
Medicine and Dentistry	Amaan Abbas
Science and Engineering	Aisha Qadi

Nominated members

Three academic staff from each Faculty:

Humanities and Social Sciences	Dr Daniel Peart (2026-27*)
Humanities and Social Sciences	Professor Michael McKinnie (2023-24)
Humanities and Social Sciences	Dr Andrew Russell (2026-27)
Medicine and Dentistry	Dr John Buchanan (2023-24)
Medicine and Dentistry	Dr Kristin Braun (2025-26*)
Medicine and Dentistry	<i>Dr Mark Freestone (2022-23)</i>
Science and Engineering	Dr Shabnam Beheshti (2024-25)
Science and Engineering	Dr Jayne Dennis (2025-26)
Science and Engineering	Dr Craig Agnor (2023-24)

In attendance

Director of Governance and Legal Services	Jane Pallant
Deputy Head of Academic Quality and Standards	Adam Streames
Academic Quality and Standards Officers:	Alice de Havillan
Academic Quality and Standards Officer (Secretary)	Dr Tuija Knowles
Academic Quality and Standards Officer (Secretary)	<i>Vacant</i>
Academic Quality and Standards Officer (Degree Apprenticeships)	Ellie Watson

Notes on nominated members

1. Each Faculty has three nominated members. The Faculty Dean for Education makes these nominations, which must be submitted to the Secretary at qualityandstandards@qmul.ac.uk.
2. A nominated member has a four-year term of office and may hold up to two consecutive terms. The date next to a member's name indicates the final year of their current term. An asterisk indicates that they are in their second term.
3. Where a vacancy arises before the end of a term of office, the new member will begin a new four-year term and be eligible for re-appointment in the same way as other members.
4. To ensure continuity of the Board's business and expertise, variable terms of office should be used to stagger the end-dates of members (ie, a member may be appointed to an initial term of three- rather than four-years to stagger the end-dates).
5. The Chair will contact any member who does not attend two consecutive meetings. A member who does not attend three consecutive meetings will be considered to have resigned their membership.



Research Degree Programmes and Examinations Board

Terms of Reference and Membership 2023-24

The Research Degrees Programmes and Examinations Board is a sub-board of Senate.

Terms of reference

- To consider and approve proposals for all new research degree programmes, including all proposals for collaborative research degree programmes;
- To consider and approve proposals for the withdrawal of research degree programmes;
- To consider amendments to the Academic Regulations for research degree programmes, and associated policies and guidance;
- To consider and approve nominations of internal and external examiners for all research degrees examinations;
- To monitor outcomes of research degree examinations and review examiners' reports;
- To approve awards of research degrees to individual candidates;
- To consider requests for interruptions of study and extensions to the maximum registration period/writing-up period;
- To monitor compliance with the Regulations and Code of Practice for Research Degree Programmes within Schools and Institutes;
- To consider action to be taken following the publication of national guidance relating to research degrees, and the quality assurance and monitoring activity of external agencies such as QAA, the Office for Students, UK Research and Innovation, and research funders;
- To have oversight of the admission of students to research degree programmes;
- To provide regular reports to Senate, including recommendations for further action where appropriate.
- The quorum for the meeting is one third of the Board's members.

Membership

- Dean for Postgraduate Research [Chair]

Professor Tim Warner (ends March 2024)

- Faculty Deputy Deans for Postgraduate Research

Dr Akram Alomainy EECS (S&E) (ends July 2024)

Professor Paul Chapple WHRI (SMD) (end date tbc)

Dr Costanza Russo CCLS (HSS) (ends January 2024)

- One further representative from each Faculty

Dr Guven Demirel, School of Business and Management (HSS) [term of office 2023-24 and 2024-25]

Professor Himadri Gupta, School of Engineering and Materials Science (S&E) [term of office 2023-24 and 2024-25]

Dr Eleni Hagi-Pavli, Institute of Dentistry (FMD) [term of office 2023-24 and 2024-25]

[Faculty representatives are appointed for a term of two years. The appointment may be extended by one year to a maximum of three years with the approval of the Board. The Faculty representative should not be from the same school or institute as the Faculty Deputy Dean. The Faculty representative is usually one of the Directors of Graduate Studies from amongst the schools or institutes of the Faculty concerned.]

In attendance

- Assistant Academic Registrar (Research Degrees)
- Members of the Research Degrees Office
- Head of the Doctoral College

Mary Childs
Research Degrees Office

Approved by the Research Degree Programmes and Examinations Board at its meeting on 20 September 2023.