



**Senate**

<b>Paper Title</b>	<b>Approval of membership and terms of reference for sub-boards of Senate for 2023-2024</b>
<b>Outcome requested</b>	<p>Senate is asked to <b>approve</b> the terms of reference and membership details of the Partnership Board (one of Senate's sub-boards) for 2023-24.</p> <p>Terms of reference and membership details for the Partnerships Board are given below.</p> <p>The terms of reference and membership document for the Ethics of Research Committee will be submitted to the next meeting of Senate.</p> <p>Senate approved the terms of reference and members for the following at it's last meeting, in October 2023:</p> <ul style="list-style-type: none"><li>• Education Quality and Standards Board</li><li>• Taught Programmes Board</li><li>• Research Degrees Programmes and Examinations Board</li></ul>
<b>Points for Senate members to note and further information</b>	n/a
<b>Questions for Senate to consider</b>	n/a
<b>Regulatory/statutory reference points</b>	n/a
<b>Strategy and risk</b>	n/a
<b>Reporting/consideration route for the paper</b>	n/a
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<b>Sponsor</b>	n/a

## Partnerships Board Terms of Reference 2023-24

### Remit

The Partnerships Board has responsibility on behalf of the Senate to support, take a strategic overview of and monitor Queen Mary's partnership activity, i.e.:

- a) all courses and programmes of study (including postgraduate research activities, which are undertaken and funded through a partnership agreement, and professional development activities, but not including undergraduate clinical teaching/placements), that are delivered, assessed or supported (financially or otherwise) through an arrangement with an external organisation;
- b) all research or knowledge transfer activity where the source of support or nature of the partnership may present a high reputational, financial or legislative risk for Queen Mary;
- c) all major external partnerships for the purposes of research and/or knowledge transfer.

### Terms of reference

The responsibilities of the Partnerships Board are as follows:

1. To consider and (if appropriate) approve proposed new partnerships and other initiatives involving one or more external partners deemed high-risk. This involves scrutinising business plans, risk assessments and due diligence documentation, and may involve requesting further information, if deemed necessary.
2. To consider and (if appropriate) approve renewal of partnerships and other initiatives involving one or more external partners deemed high-risk.
3. To receive and note reports of low-risk institutional agreements, requiring initial Faculty approval, and of faculty/school-level agreements, approved by Faculty Executive.
4. To review and refine policies and procedures for the development and management of new partnerships, based on opportunity, risk and proportionality, within the context of best practice in the sector and in accordance with Government guidance, legal requirements and regulative frameworks (for example, OfS Conditions of Registration).
5. To liaise as appropriate with the University International Board (UIB), Taught Programmes Board (TPB) and Research Degree Programmes and Examinations Board (RDPEB), and other university governance as appropriate over the approval and review of collaborative programmes and partnership activity.
6. To request, receive and consider reports from major partnerships, looking at, for example, lessons learned and opportunities for development.
7. To ensure that the Board remains informed of developments in partnership activity deemed significant by requesting and monitoring related data.
8. To undertake an annual review of existing partnerships and progress against agreed targets at regular intervals, referring partnerships back to Faculties if appropriate.

9. To regularly review the Register of Collaborative Provision to ensure it is kept up to date.
10. To refer partnership proposals of strategic significance to the Senior Executive Team (SET) for consideration.
11. To advise Senate on the development, promotion and performance of Queen Mary's partnerships both in the UK and overseas.

#### Procedures and constitution

1. The Board will normally meet six (6) times a year.
2. The Board, when fully constituted, has 17 members. For a meeting to be deemed quorate at least nine (9) members must be present, including, in addition to the Chair, at minimum two (2) academic members and six (6) professional services members.
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 Partnerships Board is managed by the Academic Quality and Standards Team in the Directorate of Governance and Legal Services. Correspondence should be with the Team and not directly with the Chair.

## Partnership Board membership 2023-24

### Ex officio members

Vice-Principal Policy & Strategic Partnerships ( <b>Chair</b> ) Humanities and Social Sciences	Dr Philippa Lloyd <b>Vacant</b>
Dean for Global Engagement - Medicine and Dentistry	Professor Richard Grose
Dean for International - Science and Engineering	Professor Alex Clark
President, Queen Mary Students Union (or nominated deputy)	Serena-Amani Al Jabbar
Director of Business Development	Dr Kalpana Chaturvedi
Director of Finance	Thomas Skeen
Director of Governance and Legal Services	Jane Pallant
Dean for Postgraduate Research and Director of the Doctoral College	Professor Tim Warner
Director of Global Engagement	Lee Wildman
Director of Research and Innovation	Dr Bryony Butland

### In attendance

Head of Global Opportunities	Ceri Bevan
Head of International Partnerships	Clare Burke
Global Projects and Policy Manager	Mark Coddington
International Partnerships Manager	Samantha Heffernan
Executive Officer (International)	Rachel Miles
Deputy Head of Academic Quality and Standards	Adam Streames
Academic Quality and Standards Officer (Degree Apprenticeships) ( <b>Secretary</b> )	Ellie Watson

### Attendance if business requires

Depending on the proposals or procedures and strategies discussed the following may be invited to attend:

- Faculty Deans for Education and/or Faculty Deans for Research or relevant deputies
- Members of the University International Board
- Directors of University Research Institutes
- Queen Mary Students' Union Faculty Vice Presidents