



Senate

Paper Title	Approval of membership and terms of reference for sub-boards of Senate for 2024-2025
Outcome requested	<p>Senate is asked to approve the terms of reference and membership details of its sub-boards for 2024-25.</p> <p>Terms of reference and membership for each of the following sub-boards is given below:</p> <ul style="list-style-type: none">• Taught Programmes Board• Education Quality and Standards Board• Research Degrees Programmes and Examinations Board• Partnerships 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
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, Director of Governance and Legal Services
Sponsor	n/a



Taught Programmes Board terms of reference 2024-25

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 external regulatory and internal strategic obligations (eg the [Office for Students' Conditions of Registration](#), the [Principles of Academic Degree Programme Design](#), and the [Principles of Assessment Design](#));
3. To ensure that the programme approval process is independent from the School/Institute that is proposing the development;
4. To operate efficient and responsive procedures that ensure a high-quality academic experience for students and promote effective use of Queen Mary's resources;
5. To recognise the contribution that can be made to the process by School/Institute education colleagues 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 (to include TNE),
 - 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 major 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 standing sub-boards for the consideration of part 1 programme proposals (Part 1 Sub-Board) and for the consideration of apprenticeship programmes (the Apprenticeships Programmes Sub-Board (APS)).

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 TPB Part 1 Sub-Board.
 - ii. Part 2 programme proposal with School/Institute approval (Head of School/Director of Institute or Director of Education).
 - iii. Programme specification(s).
 - iv. Module proposal form(s) for any new modules, with School/Institute approval (Head of School/Director of Institute or Director of Education) plus;
 - a. Module amendment forms if updates to existing modules are being proposed.
 - b. Module specification(s) for any existing modules.
 - v. External Adviser comments and a response to those comments from the School/Institute programme team.
 - 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 defer or reject, as appropriate, 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, including Part 1 sub-board approval, and other Boards as required.
 - 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, Principles of Programme Design), external adviser / examiner support, support from the School/Institute Education Committee.
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. The decision of the Board may be one of the following:
- i. Approved
The programme is fully approved and offers can now be made
 - ii. Defer approval subject to conditions
The programme will only be approved once the specified conditions are met. 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.
 - iii. Not approved
Approval was not granted by the Board. The programme proposer should take on feedback from the discussions and resubmit the proposal to a future Board should they wish to proceed with the proposal.
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 paper deadline for the next meeting of the Board. If this deadline is not met then the programme must be resubmitted and reconsidered 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 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 an apprenticeship standard that take immediate effect.

Taught Programmes Board membership 2024-25

Ex officio members

Deputy Vice-Principal for Education (**Chair**)

Professor Anthony Michael

Faculty Deans for Education:

Humanities and Social Sciences

Professor 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

Professor Javier Sajuria

Medicine and Dentistry

Professor Maralyn Druce

Medicine and Dentistry

Dr Sadani Cooray / Dr Joanna

Riddoch-Contreras (shared)

Science and Engineering

Dr Rachel Appleton

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 Learning Support and Engagement

Dr Alistair Morey

Queen Mary Students' Union Faculty Vice-Presidents:

Humanities and Social Sciences

Jovani Palnoni

Medicine and Dentistry

Rahma Hegy

Science and Engineering

Al-Habib Mraish

Nominated members

Three academic staff from each Faculty:

Humanities and Social Sciences

Dr Huw Marsh (2027-28)

Humanities and Social Sciences

Dr Daniel Peart (2026-27*)

Dr Andrew Russell (2026-27)

Medicine and Dentistry

Professor Chie Adachi (2026-27)

Medicine and Dentistry

Professor Andrejs Braun (2026-27)

Dr John Buchanan (2027-28*)

Science and Engineering

Dr Sanaa Hafeez (2027-28)

Science and Engineering

Dr Jayne Dennis (2025-26)

Dr Ian Morris (2026-27)

In attendance

Academic Quality and Standards Officer (Secretary)	Laura Bonsall
Academic Quality and Standards Officer (Secretary)	Vacant
Director of Governance and Legal Services	Jane Pallant
Deputy Head of Academic Quality and Standards	Adam Streames
Academic Quality and Standards Officer	Alice de Havillan
Assessment Governance Officer	Dr Tuija Knowles
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.



Education Quality and Standards Board Terms of Reference 2024-25

The Education Quality and Standards Board (EQSB) is a board of Queen Mary's Senate. It is responsible for academic quality and standards at Queen Mary, ensuring that strategic plans are aligned with internal and external regulatory requirements and sector expectations, and it considers risks and their mitigation in relation to these requirements. EQSB has delegated authority from Senate to approve certain items, and does so by consideration, scrutiny and discussion with Board members.

1. To develop and review institutional strategies and policies which enhance learning, teaching and assessment across all Queen Mary programmes.
2. To monitor indicators of progress in the Education and Student Experience Enabling Plan, to enable Queen Mary to deliver the key pillars of the Queen Mary Strategy 2030.
3. To consider and report to the Senate on policies and mechanisms for assuring academic quality and standards at Queen Mary through a risk-based approach, ensuring external regulatory compliance.
4. To provide appropriate assurance and advice to the Senate on the delivery and outcomes of quality assurance mechanisms, including:
 - a. reports from external organisations, including the Office for Students (OfS), Office for Standards in Education, Children's Services and Skills (Ofsted), the Quality Assurance Agency (QAA), Professional, Statutory and Regulatory Bodies (PSRBs) and other relevant groups;
 - b. reports and action plans arising from programme reviews and student surveys;
 - c. matters arising from the conduct of examination boards, including external examiners' reports;
 - d. reports and analysis relating to student voice, for example Student Voice Committees, the National Student Survey (NSS), Postgraduate Taught Experience Survey (PTES), Module Experience Surveys and other feedback.
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 summary reports to the Senate for noting, including recommendations for further action where appropriate.
7. To agree and assign tasks and actions to individuals and groups, including faculties, which may include requests to communicate, consult upon, or implement plans approved or endorsed by the Board.
8. The quorum for the meeting is one third of the Board's members, which is 6 members.

Education Quality and Standards Board Membership 2024-25

Ex officio members

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

Deputy Vice-Principals (Education):

- Deputy Vice-Principal (Education) (**Deputy Chair**): Professor Anthony Michael
- Deputy Vice-Principal (Education): Professor Stefan Krummaker

Faculty Deans for Education:

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

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

- Faculty Education Managers (or equivalent):
- Humanities and Social Sciences: Dr Roussel de Carvalho
- Medicine and Dentistry: George Borrie
- Science and Engineering: Catherine Mills

Queen Mary Students' Union:

- Vice-President (Humanities and Social Sciences): Jovani Palnoni
- Vice-President (Science and Engineering): Al-Habib Mraish
- Vice-President (Barts and the London): Rahma Hegy

Nominated members

One senior educational leader nominee from each faculty with experience of education, quality, and standards, and leading and managing change

- Humanities and Social Sciences: Professor Rachel Male
- Medicine and Dentistry: TBC
- Science and Engineering: TBC

In attendance

Deputy Head of Academic Quality and Standards:
(Secretary) Adam Streames

Executive Officer (Education): Benjamin Hunt / Dan Burke

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, in advance, an appropriate colleague to attend in their place, subject to the approval of the Chair. Their nominee will count as a full member of the Board for that meeting.



Research Degree Programmes and Examinations Board

Terms of Reference and Membership 2024-25

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

Senate delegates authority to the Board for the consideration of achievement, progression, and awards for research students, and programme approval and amendment for research programmes (Reg 1.10 Academic Regulations 2024-25)

The delegated responsibilities to the Board and roles responsible for research degree programmes are set out in the Delegations of the Senate in the Academic Regulations. These are copied in the Annexe.

Terms of reference

Under delegated authority from Senate the responsibilities of the Board are to:

- consider and approve proposals for all new research degree programmes, including all proposals for collaborative research degree programmes (in consultation with the Taught Programmes Board and Partnerships Board as appropriate);
- consider and approve proposals for the withdrawal of research degree programmes;
- consider amendments to the Academic Regulations for research degree programmes, and associated policies and guidance (in consultation with the Education Quality and Standards Board as appropriate);
- consider and approve nominations of internal and external examiners for all research degrees examinations;
- monitor outcomes of research degree examinations and review examiners' reports;
- approve awards of research degrees to individual candidates;
- consider requests for interruptions of study and extensions to the maximum registration period/writing-up period;
- monitor compliance with the Regulations and Code of Practice for Research Degree Programmes within Schools and Institutes;

- 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;
- have oversight of the admission of students to research degree programmes;
- 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

- Faculty Deputy Deans for Postgraduate Research

Professor Akram Alomainy EECS (S&E) (end date 31 July 2027)

Professor Paul Chapple WHRI (FMD) (end date 18 Oct 2026)

Professor Caroline Morris School of Law (HSS) (end date 31 August 2027)

- 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

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

Mary Childs
RDO

Approved by the Research Degree Programmes and Examinations Board at its meeting on 18 September 2024.

Annexe to the RDPEB terms of reference

Delegations of the Senate

Academic Regulations 2024-25 pp. 147-151

'Delegated authority' refers to where the authority invested in an individual or body is delegated to another individual or body for a specified purpose. This section details cases in which the Senate of Queen Mary delegates its authority to other individuals or groups within the context of the Academic Regulations.

Regulation Delegation

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|------|---|
| 8.13 | Authority to extend the enrolment of an associate research student beyond 12-months is delegated to the faculty Deputy Dean for Research (Research Degrees) on the advice of the Director of Graduate Studies. Requests will be raised through the admissions process or on the request of a school/institute. |
| 8.14 | Authority to permit an associate research student to enrol at Queen Mary for the duration of their research programme at their primary institution is delegated to the faculty Deputy Dean for Research (Research Degrees) on the recommendation of the Director of Graduate Studies. |
| 8.15 | Authority to permit the transfer of research student's registration from another institution to Queen Mary is delegated to the Director of Graduate Studies. Requests will be raised through the admissions process, in accordance with the specified time limits. |
| 8.17 | Authority to permit concurrent study elsewhere or at Queen Mary for research students is delegated to the Head(s) of School(s)/Institute(s) and the Director of Graduate Studies for the School/Institute where the student is registered. Consideration will be on a case-by-case basis, coordinated by the Research Degrees Office. |
| 8.19 | Authority to permit transfer between full- and part-time study for research students is delegated to the relevant Director of Graduate Studies, on the advice of the primary supervisor. Consideration will follow a request from the student supported by the primary supervisor and taking account of any limitations arising from any studentship. |
| 8.20 | Authority to permit transfer to 'writing up' status is delegated to the faculty Deputy Dean for Research (Research Degrees) on the advice of the Director of Graduate Studies. The primary supervisor must confirm that the student is expected to complete within one year. |
| 8.26 | Authority to permit interruption of a research studies programme for up to two years (or for a maximum period as prescribed by the terms of any studentship) is delegated to the Research Degrees Programmes and Examination Board. Requests should be made on the appropriate form and submitted to the Research Degrees Office. |
| 8.26 | Authority to permit interruption of a research studies programme for a period of more than two years is delegated to the Director of Registry Services or their nominee. Requests should be made on the appropriate form and submitted to the Research Degrees Office. |

- 8.23, 8.31, 8.47 and 8.86 Authority to allow a research student to submit either before the minimum registration period or after the maximum registration period, or to extend the writing up period and/or period of registration is delegated to the Research Degrees Programmes and Examinations Board. Requests should be made on the appropriate form and submitted to the Research Degrees Office.
- 8.48 Authority to extend a research student's maximum permitted duration of study for a period greater than 12-months is delegated to the Director of Registry Services or their nominee. Requests should be discussed with the Research Degrees Office in the first instance, which will seek approval from the Research Degrees Programmes and Examinations Board before seeking the approval of the Director of Registry Services or their nominee.
- 8.53 Authority to terminate the registration of a research student who fails to meet the requirements for progression is delegated to the Director of Graduate Studies following formal progression processes.
- 8.53 Authority to terminate the registration of a research student who fails to meet the minimum stated requirements for attendance or submission of work and/or completion of required activities is delegated to the Research Degrees Programmes and Examinations Board, on the recommendation of the faculty Deputy Dean for Research (Postgraduate Research). A recommendation from the primary supervisor following progress monitoring is reported to the Director of Graduate Studies for review, who if in agreement refers the recommendation to the faculty Deputy Dean for Research (Postgraduate Research) for consideration before referral to the Board for final approval.
- 8.59 Approval of an MPhil, PhD or EngD thesis title at the point of notifying entry for examination is delegated to the Director of Graduate Studies, as part of the examination entry process.
- 8.60 Approval of an MD(Res) or ResM thesis/dissertation title prior to registration for the programme is delegated to the Director of Graduate Studies, as part of the admissions process.
- 8.61 Approval of the subject and title of the thesis and/or research portfolio for the DrPS, DPsych, DClin and DClinDent awards is delegated to the Director of Graduate Studies and occurs after the equivalent of one year's full-time study on the research studies programme.
- 8.62 Approval of any change to the title of the thesis is delegated to the Director of Graduate Studies, with a written notification to the Research Degrees Office.
- 8.64 Responsibility for the appointment of supervisors and for ensuring that supervisors have had appropriate training is delegated to the Head of School/Institute, in accordance with the requirements of the Code of Practice for Research Degree Programmes.
- 8.65 Responsibility for the annual progress monitoring of research students is delegated to the Director of Graduate Studies, in accordance with the established requirements for progress monitoring that informs progression.
- 8.67, 8.68, and 8.70 Authority for the approval of progression requirements and procedures for research studies programmes is delegated to the Research Degrees Programmes and Examinations Board.
- 8.67 Authority to approve members of progression panels for research programmes is delegated to the Director of Graduate Studies, on the recommendation of the primary supervisor.

- 8.74 Authority to approve the deregistration of a research student who fails to meet their progression requirements is delegated to the Director of Graduate Studies, on the recommendation of the progression panel.
- 8.82 Approval of the examination entry procedure for research studies programmes is delegated to the Research Degrees Programmes and Examinations Board, and is coordinated by the Research Degrees Office.
- 8.92 Authority to approve DrPS, DPpsych, DClin and DClinDent award requirements is delegated to the Research Degrees Programmes and Examinations Board.
- 8.94 Authority to approve lower word counts for specific research studies programmes is delegated to the Research Degrees Programmes and Examinations Board.
- 8.97 Authority to approve examiners for research programmes is delegated to the Research Degrees Programmes and Examinations Board, following nomination under the examination entry process.
- 8.102 Authority to approve the conduct of a research studies examination in a language other than English is delegated to the Research Degrees Programmes and Examinations Board, following an individual application to the Board setting out the reasons for the request.
- 8.123 Authority to award a research degree is delegated to the Research Degrees Programmes and Examinations Board, following review of the panel of examiners' reports and confirmation of their recommendation for award (coordinated by the Research Degrees Office).
- 8.125 Authority to posthumously award a research degree is delegated to the Research Degrees Programmes and Examinations Board, in accordance with the stated procedure.
- 8.127 Authority to approve the extension of the 12-month restricted access period for a thesis is delegated to the faculty Deputy Dean for Research (Research Degrees), following an individual application setting out reasons for the request and why the circumstances are exceptional. Once a student has submitted the final copy of their thesis prior to award of the degree, the responsibility is delegated to Library Research Services.
- 8.134 Authority to approve the arrangements for collaborative research degrees is delegated to the Research Degrees Programmes and Examinations Board, in accordance with the approved policy and procedures.
- 8.136 Authority to revoke a research award is delegated to the Principal, on the recommendation of the Chair of the Research Degrees Programmes and Examinations Board or their nominee.
- 8.137 Authority to approve the requirements for a European Doctorate award is delegated to the Research Degrees Programmes and Examinations Board, in accordance with the approved policy and procedures.

Partnerships Board Terms of Reference 2024-25

Remit

The Partnerships Board is a Board of Queen Mary's Senate and has responsibility, on behalf of the Senate, to support, take a strategic overview of and monitor Queen Mary's partnership activity. The Partnerships Board has delegated authority from Senate to approve activities and items listed below, and does so by consideration, scrutiny, and discussion with Board members:

- a) all courses, programmes of study, and professional development activities undertaken and funded through an overarching partnership agreement with an external organization with the exception of:
 - clinical teaching/placements
 - PGR studentships funded through competitive external sources such as UKRI or single studentship projects negotiated as a one off with individual companies
- 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/institute-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 sixteen (16) members. For a meeting to be deemed quorate at least six (6) members must be present, including, in addition to the Chair, at minimum two (2) academic members and four (4) 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. A member who is unable to attend a meeting, may nominate, in advance, an appropriate colleague to attend in their place, subject to approval of the Chair. The nominee will count as a full member of the Board for that meeting.
5. The Chair will contact any member who does not attend two (2) consecutive meetings. A member who does not attend three (3) consecutive meetings will be considered to have resigned their membership.
6. 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.
7. The Academic Quality and Standards Team will defer any proposal that is submitted after the deadline (in which case it will be considered at a subsequent meeting), or does not include all of the required documents and approvals, including faculty/school/institute and stakeholder sign off as required.

Partnership Board membership 2024-25

Ex officio members

Vice-Principal Policy & Strategic Partnerships (Chair)	Dr Philippa Lloyd
Vice-Principal (International)	Professor Helen Bailey
Dean for International - Humanities and Social Sciences	Dr Matthieu Burnay
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)	SU President
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
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) (Secretary)	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