

For Academic Policy & Regulations Committee	APRC.09.10.01
8 October 2009	

Academic Policy & Regulations Committee

Secretary: Mr Paul Fantom (Academic and Student Administration)

Terms of Reference

- To keep under review policy and academic regulations for the operation of taught and research programmes.
- To monitor national and international developments in relation to academic policy and to recommend appropriate actions and responses. This includes policy developments related to academic provision and experience, including student complaints and discipline.
- To consider and, if thought appropriate, approve on behalf of the Senate proposals for amendments to, exemptions from and creation of new academic and student-related Regulations and guidance / policies / Codes of Practice below the level of Regulation.
- To consider and make recommendations to the Senate and the Council regarding proposals for amendments to, exemptions from and creation of new academic and student-related clauses of Statute, Charter and Ordinances.
- To monitor strategic risks relevant to the work of the Committee as determined by the Strategic Risk Register.
- Acting as a Progress and Awards Board:
 - To determine recommendations made notwithstanding regulations (where special or mitigating circumstances have not been considered by the School) received from Boards of Examiners for taught programmes.
 - To determine decisions concerning the progress and status of individual research students, within and notwithstanding regulations.
 - To approve, for research students, recommendations relating to the non-standard appointment of supervisors, examiners and Chairs.
 - To identify quality issues related to teaching, student progress, and examination processing, and to forward exception reports as appropriate to the Quality Assurance and Enhancement Committee.
 - To receive annually, for taught programmes:
 - Reports of Schools' examination procedures, including those for special or mitigating circumstances;
 - Summary data of Primary Appeals Committee cases referred back to Boards of Examiners.

- To receive annually, for research programmes:
 - A report on completion and submission rates;
 - A report on examiners' recommendations;
 - A report on student statuses;
 - A report on the non-standard appointment of supervisors, examiners and Chairs.

Constitution and membership for 2009/10

		Term of office (to 31 July)
Pro-Vice-Chancellor (Academic Quality and Students)	Professor Adrian Randall	
Vice-President (Education and Access) of the Guild of Students	Ms Brigid Jones	2010
<i>Putative membership – to be confirmed</i>		
One representative from Directors of Research & Knowledge Transfer	Vacancy, College of Life and Environmental Sciences	2011
One representative from Directors of Education	Professor Cillian Ryan, College of Social Sciences	2011
Two representatives from Heads of Schools	Vacancy, College of Engineering & Physical Sciences	2011
	Professor Ken Dowden, College of Arts & Law	2011
One Representative from HoAPs or equivalent	Mr Nick Ross, College of Medical & Dental Sciences	2011
Director of Legal Services	Ms Carolyn Pike	<i>Ex officio</i>
Assistant Director (Academic Policy and Quality)	Ms Clare McCauley	<i>Ex officio</i>

In attendance

Representatives from Corporate Services (where appropriate): Student Life, Academic Quality Unit, Hospitality and Accommodation Services, Corporate Relations, Academic Services.

Reporting relationship

Reports to Senate and provides advice and reports to the Quality Assurance and Enhancement Committee and Learning and Teaching Committee on academic policy and regulations and on general issues that may arise.