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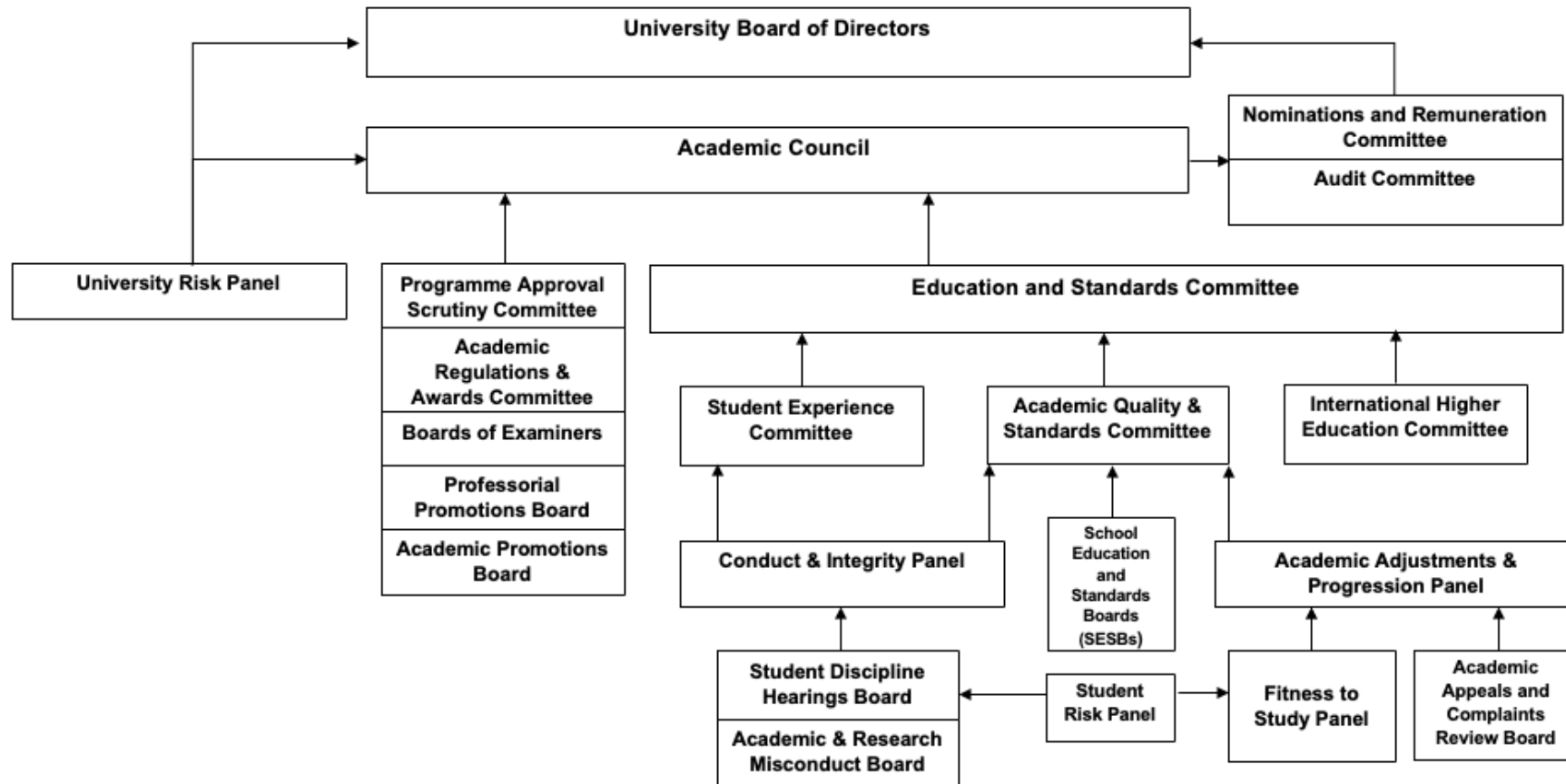
BPP University

Schedule A

University Governance Structures & Delegations

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BPP University Governance Structure



Academic Council

The BPP University Board of Directors (hereon in the University Board) established an Academic Council in 2005 and will maintain that Academic Council on the terms set out in these Regulations.

These regulations are taken from those approved by resolution of the University Board on 12 November 2007.

Membership

There shall be an Academic Council of no more than twenty-three (23) members. The Council members shall comprise:

Independent Members

Both an Independent Chair of Council and Independent Deputy Chair of Council who should have substantial experience in the provision and management of higher education in the United Kingdom.

Up to three further Independent Council Members. Additional Independent Council Members are appointed at the discretion of the Council where required, say for succession planning purposes.

Length of Term for Independent Members of Academic Council

All Independent Members of Academic Council are appointed initially for a period of three years, following which they may be renewed for a second term of three years (six years in total). Where the Academic Council requests it, the Independent Chair of Academic Council, having served two terms of three years (six years in total), may at the discretion of Academic Council, be extended into a third term of appointment (nine years in total).

Ex Officio Members

Vice-Chancellor of BPP University
Deputy Vice-Chancellor
Pro Vice-Chancellor (Education Services), or nominee
Dean of Academic Quality, Policy & Outcomes
Dean of Education Services
Dean of the Business School
Dean of the Law School
Dean of the School of Nursing
Dean of the School of Technology
Associate Dean for Governance & Proctor (also acting as Secretary)

Length of Term for Ex-Officio Members

Ex-officio members term in office shall extend to as long as they remain in the post that elects them to the Academic Council.

Elected Student Members

The Students' Association President and two student representatives from the registered students of the University elected by the Students' Association shall be members of the Academic Council.

Length of Term for Elected Student Members

Student Members are elected by the Students' Association to sit on the Academic Council and continue to do so at the pleasure of the Students' Association. The Students' Association have the right however to change the composition of the elected student members once per academic year.

Co-opted Members

In addition, the Academic Council may appoint up to six further members co-opted by the University Board on the recommendation of the Academic Council and with voting powers recommended by the Independent Council Members.

Length of Term for Co-opted Members

The terms of these members shall be determined at the time of their election to the Council.

Quorum: Eleven Council Members of whom no fewer than two shall be Independent Members.

Secretary: The Council Secretary is the Associate Dean for Governance & Proctor

Frequency: The Academic Council shall normally meet at least three times in each academic year.

Reserved Business

The student representatives on the Academic Council shall not be entitled to receive papers, participate in, or be present, for discussions relating to the admission or academic assessment and examination of individual students or affecting the appointment, promotion or personal affairs of a member of staff of the University. The Independent Chair of the Council shall decide whether a matter falls within the terms of the above proviso. The decision shall be final and neither the Independent Chair of Academic Council nor Council is bound to give any reason for the decision.

Terms of Reference

1. The Academic Council shall be the academic authority of BPP University and shall take such measures and act in such a manner as shall best promote the academic and professional work of the University and safeguard the integrity and standards of its awards, including:
 - (a) acting in its discretion to give approval to a proposal by the University Board to make an appointment to the office of Vice-Chancellor;
 - (b) acting in its discretion to give approval to a proposal by the University Board to reappoint an acting Vice-Chancellor for a defined period of no more than six months, and, where proposed by the University Board, further reappointments with the Academic Council's approval for defined periods of no more than six months;
 - (c) where the Academic Council deems this to be necessary, reaching a determination that in its considered judgment the Academic Council has lost confidence in the holder of the office of Vice-Chancellor, any such determination to be reported by the Council to the University Board.
2. When consulted by the University Board or, by delegation from the University Board by the Vice-Chancellor, the Academic Council shall advise the University Board generally on matters of an academic and professional educational character. In so doing its advice shall be informed by recognised and accepted academic and professional standards both of relevant professional bodies and of UK higher education.
3. The Academic Council shall maintain authority, oversight, and governance over the strategic and operational approaches adopted in relation to regulatory compliance and provide advice and recommendations that it sees fit in relation to these matters.
4. The Academic Council shall also maintain authority, oversight and governance over academic promotions, ensuring that the regulations, policy, and management for academic promotions continuously support the educational character and mission of the University.
5. The Academic Council shall give advice or make recommendations to the University Board on the following in relation to BPP University:
 - (a) the educational character and objectives of BPP University;
 - (b) the academic development plan of BPP University;
 - (c) the introduction and closure of programmes;
 - (d) strategy for risk and change management;
 - (e) establishment and closure of centres;

- (f) collaborative provision;
 - (g) agreements with other validating, accrediting or awarding bodies;
 - (h) awards, titles, and conferment of awards;
 - (i) procedures for the suspension and expulsion of students on academic grounds;
 - (j) an institution-wide critical review and report for the purpose of seeking a renewal of degree awarding powers;
 - (k) to establish policy and to approve regulations as appropriate governing the admission of students; and
 - (l) to ensure that BPP University fosters an ethos of inclusive practice and operates in accordance with the [Equality Act 2010](#) and that all aspects of provision are available to individuals with protected characteristics, where reasonable.
6. The Academic Council shall have the following additional powers and functions in relation to BPP University:
- (a) to establish policy, approve regulations and determine quality assurance and enhancement procedures, as appropriate, governing the content and teaching of higher education programmes of study, including:
 - (i) programme design,
 - (ii) mode of study,
 - (iii) evaluation and approval,
 - (iv) amendment,
 - (v) annual monitoring,
 - (vi) periodic review, and
 - (vii) closure of programmes of study;
 - (b) to establish policy, approve regulations and determine quality management procedures, as appropriate, for the design and conduct of assessment at a standard appropriate to the award or award element, including:
 - (i) composition, duties and procedures of assessment/ boards of examiners,
 - (ii) the appointment and duties of internal and external examiners,
 - (iii) the submission and marking of summative assignments,

- (iv) aggregation of marks,
 - (v) progression,
 - (vi) final awards and classification,
 - (vii) suspected cheating,
 - (viii) academic misconduct and other irregularities;
- (c) to establish procedures for the award and conferment of qualifications and honorary academic titles;
- (d) to establish regulations and procedures governing student academic appeals and complaints;
- (e) to maintain oversight over operational practice in the implementation of academic policy, academic regulations and quality management procedures, and to report with recommendations, as appropriate to the University Board, including by reviewing annual reports on:
- (i) quality and standards, drawing upon the range of quality instruments and mechanisms employed by BPP University, from which a judgement shall be drawn as to the confidence BPP University may have in the academic standards of its awards, and identifying areas for attention; and,
 - (ii) character of the academic community of BPP University judged against the criteria stated for institutions granted degree awarding powers and plans for staff development and enhancement; and,
 - (iii) scholarship and pedagogic effectiveness of staff; and,
 - (iv) the outcomes and action plans from annual programme monitoring;
 - (v) the findings and action plans from external examiners; and,
 - (vi) student recruitment, admissions and induction; and,
 - (vii) the operation and monitoring of student services;
 - (viii) applications for complaints, concessions, appeals and academic misconduct; and
 - (ix) approved collaborative arrangements.
- (f) by exercising a discretionary power to institute of its own volition an academic audit of centres, schools or programmes, or to conduct an academic audit of any issue(s) that raise institution-wide interest/ concern, involve institution-wide policies, or matters arising out of the Securing student success: Regulatory framework for higher education in England of the Office for

Students and UK Quality Code for Higher Education of the Quality Assurance Agency for Higher Education in the United Kingdom. Where an audit has been conducted the Academic Council shall report its findings to the University Board and shall advise on any appropriate action;

- (g) to establish committees of the Academic Council on such terms as the Academic Council shall see fit.

Relationship with the BPP University Board of Directors (otherwise known as the University Board)

7. The University Board, or by delegation from the University Board, the Vice-Chancellor, shall in their discretion, consult the Academic Council on matters of an academic and professional educational character, and specifically shall consult on those matters where the Academic Council by these Regulations has a stated responsibility for giving advice.
8. The University Board, or by delegation from the University Board, the Vice-Chancellor, shall seek the prior approval of the Academic Council where, under these Regulations, the Academic Council is required to give its approval.
9. The University Board, or by delegation from the University Board, the Vice-Chancellor, shall provide such assistance to the Academic Council as is required for the Academic Council to carry out its responsibilities for exercising a broad oversight over academic operations including the implementation of academic policies, academic regulations and academic procedures, and the University Board shall take due account of reports from the Academic Council on its findings and consequential recommendations.

Voting and Recommendations

10. It is expected that decisions of the Academic Council will be reached by consensus and after due debate but if a vote is required then decisions shall be made on the basis of a majority of those attending and voting at a quorate meeting, provided also that the majority includes a majority of the Independent Members present and voting. In the event of an equality of votes being cast, the Chair of the meeting shall have a second or casting vote. A record of voting shall be minuted.

Academic Regulations and Awards Committee

Terms of Reference and Composition

The Academic Council shall convene an Academic Regulations and Awards Committee (ARA). Operating with the delegated authority of the Council, the Committee's primary purposes are to maintain compliance with internal and external academic regulations and to ensure and enhance the quality and standards of awards conferred by BPP University.

Membership

Ex Officio Members

Independent Member of the Academic Council (Chair)
Independent Chair of Academic Council
Independent Members of Academic Council
Vice-Chancellor
Deputy Vice-Chancellor
Dean of Academic Quality, Policy & Outcomes
Associate Dean for Governance & Proctor
Deans of School, or nominee
The President of the Students' Association

Quorum:

Half the members of the Committee, which shall include the Independent Chair of the Committee, the Dean of Academic Quality, Policy & Outcomes, and at least one other member of the Academic Council.

Secretary

The Committee will be supported by the Head of Academic Quality (Data & Risk) as Secretary.

Clerk to the Secretary

The Secretary will be supported by the Head of Progression and Completion who shall have no voting rights.

Frequency

The Committee shall meet at least termly.

Terms of Reference

On behalf of the Academic Council, the ARA Committee's overarching aims are to ensure compliance with the academic regulatory and policy framework of BPP University and to safeguard the academic awards conferred in its name.

1. The ARA Committee will have specific responsibility in three distinct areas:
 - (a) In pursuing these aims, the ARA Committee's delegated responsibilities lie in three distinct areas: Ensuring that the University's General Academic Regulations (GARs) are kept under review to enable alignment with BPP University's general academic strategy, support for improving academic quality and standards, and compliance with external regulatory requirements. The Committee shall make recommendations to the Academic Council to amend the GARs and other relevant academic policies, regulations, and procedures.
 - (b) Reviewing recommendations from Boards of Examiners for the conferment of University awards and monitoring issues arising, in particular (but not limited to) student performance issues, and challenges and trends in relation to assessment outcomes;
 - (c) Scrutinise, review and make recommendations to the Academic Council on proposals for collaborative provision.
2. With regard to reviewing the regulatory framework of BPP University, the Academic Regulations and Awards Committee shall:
 - (a) Scrutinise the academic regulations of BPP University and propose amendments where:
 - new national, international, professional body or University developments require changes to the existing regulations;
 - in the view of the ARA Committee, University regulations could benefit from further refinement and/or clarification to facilitate improved academic practice and compliance with regulations;
 - quality assurance review processes highlight areas for academic policy enhancement. Such recommendations could arise from the annual review of the General Academic Regulations and Manual of Policies and Procedures, the Annual Academic Quality Review, the Continuous Programme Monitoring Reporting, External Examiner reporting, Institutional Review, professional body audits, and periodic review of trends in assessment outcomes;
 - the Academic Council instructs the Committee to review a policy or procedure of its own volition or on the advice of another committee of the Academic Council, and to recommend amendments to the GARs and related policies;
 - a University Committee, a member of BPP University's staff or a student of BPP University raises a regulatory issue which the ARA Committee considers it appropriate for it to undertake a review.
 - (b) Where necessary, propose the development of new academic policy, regulations and processes for BPP University, to ensure alignment with the anticipated direction of BPP University's academic strategy, and to facilitate active support/guidance for Schools to ensure compliance with the University's academic regulatory framework;

- (c) Review applications for derogations from BPP University's General Academic Regulations and University of Policies and Procedures, and make recommendations to the Academic Council.
3. In relation to scrutinising the approval of University awards, the ARA Committee shall:
- (a) Review recommendations from Boards of Examiners on student results, awards classifications and the conferment of University awards, and if satisfied, approve the recommendations on behalf of the Academic Council under delegated powers.
- (b) Monitor and if required, implement changes in practice, or make recommendations to the Academic Council where necessary, with respect to the University's student assessment performance in response to regulatory expectations.
- (c) Consider exceptional recommendations from Boards of Examiners or the Deans of School on student results, student progress, awards classifications and the conferment of University awards, and make recommendations to the Academic Council, as appropriate;
- (d) Review nominations for honorary degree conferment and make recommendations to the Academic Council;
- (e) Scrutinise the proceedings of Boards of Examiners in order to:
- identify any issues arising and draw these to the attention of the Academic Council or any other Board and/or Committee within BPP University;
 - review external examiner comments and recommendations;
 - review reports and recommendations from Boards of Examiners and advise on any remedial actions, or changes in academic practice.
- (f) Receive annual reports, and where appropriate, recommend further scrutiny and action in the areas of:
- Academic Misconduct;
 - Extenuating Circumstances, Extensions and Concessions;
 - Academic Appeals.
4. With regard to reviewing proposals for collaborative provision, the ARA Committee shall:
- (a) consider and advise on applications for models of partnership;
- (b) receive and make recommendations on academic due diligence reports on new partnership proposals;
- (c) receive progress reports on partnership negotiations and conditions of approval; and,

- (d) review and determine applications for the termination of collaborations.
- 5. The ARA Committee shall report regularly to the Academic Council and advise on those standing and exceptional matters that the Academic Council refers to the ARA Committee for its advice.

Authority

- 6. The ARA Committee's delegated powers derive from the Academic Council, to which it shall report.
- 7. The ARA Committee has the power to investigate and require disclosure of information and data, subject to the maintenance of the anonymity of candidates, relating to matters falling within its remit.
- 8. The ARA Committee has the power to form ad hoc sub-committees and working groups. The ARA Committee and its sub-committees may invite other persons to attend as appropriate to contribute to the issues under consideration by the ARA Committee.

Reporting

- 9. The ARA Committee shall report to the Academic Council on a termly basis regarding its routine business as set out in these Terms of Reference.
- 10. The Committee shall also report to the Academic Council on an ad hoc basis, in relation to systemic academic regulatory and compliance issues referred to the Committee by the Council, or which have arisen as part of the Committee's normal work.
- 11. The Committee shall report annually to the Academic Council, providing a summative and where possible, data-orientated review of its work over the course of the academic year. In its report, the Committee will provide a critical assessment of the operation of its delegated authority and powers, including any changes it may wish to recommend.

Voting and Recommendations

- 12. It is expected that decisions of the ARA Committee will normally be reached by consensus and after due debate. However, if a resolution cannot be achieved by consensus a decision shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote.

Programme Approval Scrutiny Committee

The Academic Council shall convene a Programme Approval Scrutiny Committee, as appropriate, to assist in the approval of new programmes.

Membership

Ex Officio Members

Independent Member of Academic Council (Chair)
The Independent Chair of the Academic Council
All other Independent Members of Academic Council
Chair(s) of BPP University Approval Panel(s) for the programme(s) under review.
Vice-Chancellor
Dean of Academic Quality, Policy & Outcomes
Associate Dean for Governance & Proctor

In attendance (where required by PASC):

The Deans of the Schools, or nominees

Quorum:

Half the members to include the Independent Chair of the Committee, the Dean of Academic Quality, Policy & Outcomes, or nominee, and at least one other independent member of the Academic Council.

Secretary:

The Committee will be supported by the Associate Dean for Governance & Proctor as Secretary.

Clerk to Secretary:

The Secretary will be supported by the Academic Quality Officer (Programmes) who shall have no voting rights.

Frequency:

The Committee shall meet as required.

Terms of Reference

1. The primary purpose of the Programme Approval Scrutiny Committee (PASC) shall be to assist the Academic Council to
 - (a) safeguard the standards of BPP University's academic awards and professional qualifications, and,

- (b) ensure that each programme of study is designed and delivered in a manner that provides, in practice, a learning opportunity and resources which give students a fair and reasonable chance of achieving the academic standards required for successful completion.
2. In fulfilling this purpose the Committee shall be responsible for the following specific functions:
 - (a) to scrutinise the evidence of how programme approval conditions have been addressed and provide final programme approval on the basis of these conditions having been met;
 - (b) in instances where a programme's approval conditions have not been satisfied in full, to refer the proposed programme back to the School for further review, with recommendations on how outstanding conditions could be addressed, and to monitor the satisfactory fulfilment of such conditions;
 - (c) to scrutinise and approve the withdrawal of programmes and modules in order to ensure the protection of students' interests.
 3. The Programme Approval Scrutiny Committee may propose the development of new academic policy, regulations and processes for BPP University.
 4. The Committee shall report regularly to the Academic Council and advise on those standing and exceptional matters that the Academic Council refers to the Committee for its advice. The Academic Council will provide termly ratification of PASC's decisions.

Authority

5. The Programme Approval Scrutiny Committee is a sub-committee of and reports to the Academic Council.
6. The Committee has devolved powers to approve programmes of study, and associated alterations to the programmes of study, on behalf of the Academic Council.
7. The Committee has the power to form ad hoc working groups. The Committee and its working groups may invite other persons to attend as appropriate to contribute to the issues under consideration by the Committee.

Voting and Recommendations

8. It is expected that decisions of the Panel will normally be reached by consensus and after due debate. However, if a resolution cannot be achieved by consensus a decision shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote.

Education and Standards Committee

Membership

There shall be an Education and Standards Committee (the ESC) which shall comprise:

Ex Officio Members

Vice-Chancellor (Chair)
Deputy Vice-Chancellor
Pro Vice-Chancellor (Education Services), or nominee
Dean of Academic Quality, Policy & Outcomes
Dean of Education Services
Dean of the Law School, or nominee
Dean of the Business School, or nominee
Dean of the School of Technology, or nominee
Dean of the School of Nursing, or nominee
Associate Dean for Governance & Proctor

Co-opted members

President of the Students' Association
Two student representatives

Appointed members

Director of University Central Administration
An appointed representative from University Operations

Quorum: Half the members of the ESC of whom no fewer than three shall be *Ex Officio* Members.

Secretary:

The Head of Academic Quality (Data & Risk) shall act as Secretary.

Frequency: The ESC shall meet at least three times in each year.

Terms of Reference

1. The ESC shall assist and support the Academic Council in the exercise of the Academic Council's responsibilities as the academic authority of BPP University and shall provide advice to the Vice-Chancellor, if that advice is sought.
2. The ESC's overriding functions shall be to:
 - (a) safeguard the standards of academic awards and of professional and degree and integrated apprenticeship qualifications;

- (b) ensure that each programme of study is delivered in a manner that provides, in practice, a learning opportunity and resources which give students a fair and reasonable chance of achieving the academic standards required for successful completion;
 - (c) ensure that BPP University fosters an ethos of inclusive practice and operates in accordance with the [Equality Act 2010](#) and that all aspects of provision are available to individuals with protected characteristics, where reasonable;
 - (d) proactively review, promote and disseminate internal and external initiatives and developments that will enhance academic and professional practice, programme delivery and the student experience within the University; and
 - (e) to provide leadership and guidance in relation to the enhancement of learning, teaching and assessment through the establishment of Enhancement Working Groups.
3. In carrying out the functions described above the ESC shall monitor and review operational practice in the implementation of academic policy, academic regulations and quality management procedures.
 4. Consistent with the findings of monitoring and review the ESC shall make regular reports to the Academic Council, including recommendations on action plans to enhance academic standards and desirable revisions of, or enhancements to, academic policy, academic regulations and quality management procedures.
 5. To assist it in its provision of advice to the Academic Council, the ESC shall receive:
 - (a) from the Dean of Academic Quality, Policy & Outcomes an annual overview report, and other reports as necessary, on
 - (i) the effectiveness of the internal quality assurance processes;
 - (ii) developments external to BPP University which have implications for the assurance of academic quality and standards, including developments from the Office for Students, in the UK Quality Code for Higher Education by the Quality Assurance Agency, and Ofsted, and also in the requirements of relevant professional bodies; and, action plans for consideration by Academic Council, as necessary.
 - (b) from the Pro Vice-Chancellor (Education Services), or nominee an annual report on the provision of education resources and their appropriateness in supporting the student learning experience;
 - (c) from the Pro Vice-Chancellor (Education Services), or nominee an annual report on the pedagogic effectiveness of staff, and on initiatives in learning teaching and assessment;

- (d) from the Dean of Academic Quality, Policy & Outcomes reports on the initiatives, best practices and issues in programme design, development and delivery;
 - (e) from the Chair of the Academic Quality & Standards Committee, reports on student progression, retention and achievement, and on enhancement initiatives in response to identified areas for improvement;
 - (f) from the Chairs of Enhancement Working Groups, reports on progress and outputs from enhancement activities; and
 - (g) from the Associate Dean for Governance & Proctor considerations on the general ethical issues relating to research, learning and teaching, and enterprise activities at BPP University (including research or enterprise assignments within taught programmes) which involve human participants as subjects, or are based in ethically sensitive contexts / environments or require the use of ethically sensitive material.
 - (h) Briefings from the Deans of Schools.
6. In fulfilling the duties set out above the ESC shall:
- (a) carry out such other functions as are set out for the ESC-in the operational processes for the assurance of academic quality and standards that the Academic Council or the Board of Directors may from time to time determine;
 - (b) provide a forum for office holders for the presentation and debate of ideas, initiatives and plans for the development of academic and professional courses, and other matters that fall within the ESC's remit relevant to BPP University's mission statement and academic development plan;
 - (c) advise the Academic Council on those standing and specific matters that the Academic Council refers to the ESC for its advice. The Secretary to the Academic Council shall maintain a list of those items identified as standing items;
 - (d) undertake such other functions as the Academic Council may from time to time delegate to the ESC.

Authority

- 7. The ESC is responsible to and reports to the Academic Council.
- 8. The ESC has the power to form ad hoc sub-committees and working groups. The ESC and those sub-committees may invite other persons to attend from time to time as appropriate to contribute to the issues under consideration by the ESC.

Voting and Recommendations

- 9. It is expected that decisions of the ESC will normally be reached by consensus and after due debate but if a vote is required then decisions shall be made on the basis

of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote

School Education and Standards Boards

There shall be School Education and Standards Boards. The School Education and Standards Boards (“School Education and Standards Boards”) shall comprise:

Membership

Ex Officio Members

Dean of Academic Quality, Policy & Outcomes (Chair)
Dean of the School
Dean of Education Services, or nominee
Director of University Central Administration, or nominee
Associate Dean for Governance & Proctor
Directors of Programmes, or relevant nominee
Head of Academic Quality (Risk & Audit)
Head of Academic Audit, Planning & Compliance
Award Leads

Co-opted Members

President of the Students’ Association
Two student representatives

School Education and Standards Boards may invite such other staff or students of BPP University to attend its meetings for the purposes of providing information or expertise as deemed appropriate.

Co-opted members shall be renewable annually. There shall be no maximum term to the appointment.

Quorum: Half of the members of whom no less than two shall be *Ex Officio* Members.

Secretary: A Secretary nominated by the Dean of Academic Quality, Policy & Outcomes will minute the meetings but will not take part in the voting of the School Education and Standards Boards.

Frequency: School Education and Standards Boards shall meet as decided by the Dean of Academic Quality, Policy & Outcomes.

Terms of Reference

1. The primary purpose of the School Education and Standards Boards shall be to assist the ESC to:

- (a) safeguard the standards of academic awards, professional qualifications and other educational provision prescribed for the relevant School;
 - (b) ensure that each programme of study is delivered in a manner that provides, in practice, a learning opportunity and resources which give students a fair and reasonable chance of achieving the academic standards required for successful completion.
 - (c) review performance of the action plan and performance against key student outcomes.
2. In fulfilling this purpose the School Education and Standards Boards shall be responsible for the following specific functions:
- (a) to review existing provision each year on the basis of the Continuous Programme Monitoring Reports, External Examiners' Reports, SSLC minutes and other relevant material to submit to the ESC development plan for the School, based on the review of existing provision and also to include priorities for the enhancement of provision in the School and proposals in relation to specific programmes, modules and courses (including new programmes or modules and changes),
3. More generally, the School Education and Standards Boards shall:
- (a) take such other action as is needed to promote academic quality and standards within the School;
 - (b) offer advice on matters as invited by the Dean of Academic Quality, Policy & Outcomes;
 - (c) discharge such other functions as the Academic Council or the Education and Standards Committee may, from time to time, determine;
 - (d) Ensure that the needs of students with protected characteristics in the [Equality Act 2010](#) are fully considered in all decision-making processes.

Authority

- 4. The School Education and Standards Boards are responsible to and report to the Education and Standards Committee.
- 5. The School Education and Standards Boards have the power to form ad hoc sub-committees and working groups. Those sub-committees and working groups may invite other persons to attend from time to time as appropriate to contribute to the issues under consideration by them.

Voting and Recommendations

- 6. It is expected that decisions of the School Education and Standards Boards will normally be reached by consensus and after due debate but if a vote is required then decisions shall be made on the basis of a majority of those attending and

voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote.

Academic Quality and Standards Committee

There shall be an Academic Quality and Standards Committee.

Membership

Ex Officio Members

Dean of Academic Quality, Policy & Outcomes (Chair)
Deputy Vice-Chancellor
Dean of Education Services
Deans of School, or nominee
Associate Dean for Governance & Proctor
Director of Education Services
Director of University Central Administration, or nominee
Head of Academic Quality (Data & Risk)
Head of Academic Audit, Planning & Compliance
The President of the Students' Association

Appointed Members

One senior academic appointed by each the Dean of School to represent the School's programmes¹

Quorum

At least half the members.

Secretary

The Committee will be supported by the Head of Academic Quality (Risk & Data) as Secretary.

Frequency

The Committee shall meet at least termly.

Terms of Reference

1. The Academic Quality and Standards Committee is responsible for monitoring the academic quality and standards of the University, the progression, continuation and completion of students, and for overseeing the University's data reporting obligations to higher education regulators. The Committee will hold especial regard for Condition B3 of the OfS on-going conditions of registration in their considerations. The Committee will advise the Education and Standards

¹ A member of University staff who holds any of the following titles: (i) Head of [] (ii) Deputy Head of [] (iii) Senior Lecturer, (iii) Principal Lecturer (iv) Associate Professor, (v) Professor (vi) Director of [], (vii) Associate Dean, (viii) Deputy Dean, (ix) Dean, (x) Pro Vice-Chancellor, (xi) Deputy Vice-Chancellor, (xii) Vice Chancellor.

Committee (ESC), the Academic Council and the Board of Directors on any matters arising.

2. The Committee will have specific responsibility for:
 - (a) Maintaining oversight of the University's compliance with the OfS B3 on-going condition of registration, with specific reference to monitoring and maintaining strategic and operational oversight of the effectiveness of B3 levers and initiatives to support levels of enhanced performance in the areas of continuation, completion, and progression.
 - (b) Monitoring the continuation, completion and progression of students within programmes, including reviewing the spread of achievement within examination results of modules and programmes;
 - (c) Overseeing the University's data regulatory submissions, including OfS, and HESA.
 - (d) Reviewing proposed amendments to examination and assessment regulations and making a recommendation to the ESC; and
 - (e) Monitoring consistency and disseminating best practice to achieve positive outcomes for all students.
 - (f) Maintaining oversight of the work of the School Education and Standards Boards, including specifying the frequency and requirement to hold individual SESBs in response to emerging risks and academic quality and standards issues.
 - (g) Receive reports from the following panels and provide oversight of the issues that pertain within them in relation to student outcomes:
 - (1) Conduct & Integrity Panel: oversight of student disciplinary matters, academic misconduct, and fitness to practise.
 - (2) Academic Adjustments and Progression Panel: oversight of student change of circumstances and oversight of student progression and support to study matters
3. The Committee shall submit an annual report to the Academic Council through the Education and Standards Committee.

Authority

4. The Committee reports to the Education and Standards Committee.
5. The Committee has the power to investigate and require disclosure of information and data, subject to the maintenance of the anonymity of candidates, relating to matters falling within its remit.

Voting and Recommendations

6. It is expected that decisions of the Committee will normally be reached by consensus and after due debate. However, if a resolution cannot be achieved by consensus a decision shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the chair shall have a casting vote.

Student Experience Committee

Membership

There shall be a Student Experience Committee which shall comprise:

Ex Officio Members

Dean of Education Services (Chair)
Deputy Vice-Chancellor
Deans of School, or nominee
Dean of Academic Quality, Policy & Outcomes
Associate Dean for Governance & Proctor
Director of Education Services
Director of University Central Administration, or nominee
Director of Customer Experience, or nominee
Associate Dean, Education Services
Head of Learning and Teaching Enhancement, or nominee
Head of Students' Association and Student Relations
Head of Welfare and Student Support

Co-opted members

President, BPP Students' Association
Four Student Representatives (covering FT, PT, apprenticeships, and international)

Quorum

Half the membership of the Student Experience Committee of whom on fewer than three shall be *Ex Officio* members.

Voting and Recommendations

It is expected that decisions of the Student Experience Committee will normally be reached by consensus and after due debate. However, if a resolution cannot be achieved by consensus a decision shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote.

Secretary

The Student Experience Committee will be supported by the Academic Quality Officer (Policy & Integrity).

Frequency

The Student Experience Committee usually meets on three occasions during the academic year.

Reporting

The Student Experience Committee reports to the Education Standards Committee.

Terms of Reference

1. To oversee BPP University's compliance with Conditions B2 and B6 of the Office for Students Regulatory Framework, which require i) that all students receive the resources and support they need to succeed on their courses and after graduation, and ii) participation in the Teaching Excellence and Student Outcomes Framework.
2. To oversee and lead strategic activity in support of an excellent student experience, with emphasis on opportunities, resources, support, engagement and the learning environment that BPP provides.
3. To advise BPP University SLT on the strategic direction and structures for students support and any related activities.
4. To support the development of institutional action plans to enhance the student experience, and, specifically, to monitor progress towards KPIs 1,2 and 5 of the University Academic Development Plan (relating to graduate outcomes, student satisfaction, and attainment gaps).
5. To receive and monitor institution-wide student satisfaction data through external mechanisms (e.g. the National Student Survey, Postgraduate Taught Experience Survey, Graduate Outcomes), along with reports from relevant teams on any issues where student satisfaction appears to be decreasing, or otherwise gives cause for concern.
6. To have oversight of the internal mechanisms by which students are able to provide feedback on all aspects of their experience at BPP, along with reports from relevant teams on any issues where student satisfaction appears to be decreasing, or otherwise gives cause for concern.
7. To ensure the University's provision for the student experience represents the equality, diversity, and inclusion needs for all student populations, through monitoring of key EDI performance data, identification of key considerations, and provision of advice accordingly.
8. To receive the annual Student/Learner Written Submission reports on matters pertaining to the BPP University student experience.
9. To commission task and finish groups to address actions raised in the Student/Learner Written Submission.
10. To benchmark the student experience at BPP University against competitors and best practice within the sector

International Higher Education Committee

Terms of Reference and Composition

The International Higher Education Committee shall comprise:

Membership

Ex Officio Members

Dean of International Higher Education (Chair)
Deputy Vice-Chancellor
Dean of Education Services
Dean of Academic Quality, Policy & Outcomes
Associate Dean for Governance & Proctor
Head of International Service Delivery
Head of English
Director of Customer Experience
Nominee from each school

Co-Opted Members:

Two Student Representatives as nominated by the Students' Association

Quorum:

Half the membership plus one.

Secretary

The Committee will be supported by the Academic Quality Manager (International and Student Conduct) as Secretary.

Frequency

The Sub-Committee shall meet at least termly.

Terms of Reference

The International Higher Education Committee shall:

1. Monitor the international student experience on all programmes with a view to continual enhancement and sharing of best practice across Schools aligned to the International DNA and variants.
2. Maintain oversight of BPP University's approach to managing our sponsorship duties aligned to the Student Sponsor Guidance.
3. Inform and support the development and recommendation of University Policies and Procedures in relation to changes in the international landscape and regulatory requirements.

4. Report regularly to the Education and Standards Committee (ESC), advising on those standing and exceptional matters that ESC refers to the International Higher Education Committee for its advice.

Authority

5. The International Higher Education Committee is a sub-committee of and reports to the Education Standards Committee.

Voting and Recommendations

It is expected that decisions of the International Higher Education Committee will normally be reached by consensus and after due debate. However, if a resolution cannot be achieved by consensus a decision shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote.

Board of Examiners

There shall be Boards of Examiners (“Boards of Examiners”)

Membership

Appointed Members (Voting)

Chair appointed annually by the Dean of Academic Quality, Policy & Outcomes from a pool of examination board chairs. The pool shall be reviewed annually and refreshed as necessary.

Ex Officio Members (Voting)

Award Leads responsible for the programme.

The External Examiners: appointed to modules of programme or a programme, whose role, authority, duties and rights shall be defined in the regulations on external examiners made by the Academic Council.

Ex Officio Members (Non-Voting)

The Dean of any School which contributes to a programme, or nominee

Dean of Academic Quality, Policy & Outcomes, or nominee

Attending Members (Non-Voting)

Any other person approved by the Chair of Board of Examiners

Appointed members shall be reviewed annually. There shall be no maximum term to the appointment.

Quorum: Four voting members which must include the Chair and at least one external examiner.

Secretary: A Secretary nominated by the Dean of Academic Quality, Policy & Outcomes will minute the meetings but will not take part in the voting of the Board of Examiners.

Frequency: Boards of Examiners shall meet as frequently as required.

Terms of Reference

1. To scrutinise and, if satisfied, endorse recommendations made to it in respect of students' fulfilment of assessment requirements by the internal and external examiners, and to pass the recommendations to the Academic Council and to such validating or accrediting bodies as are appropriate.
2. To monitor the conduct of assessment procedures and the academic standards of the programmes.

3. To decide on the suitability of any reasonable adjustments needed to support an individual student through the programme of study, and provide a fair and objective forum for the consideration of alternative formats of assessment and other substantial changes to practice or procedure in relation to reasonable adjustments. In particular, consider whether the existing range of reasonable adjustments in assessments such as extra time, rest breaks, own room etc. would not be sufficient to level the playing field and hence remove disadvantage or to mitigate substantial negative impacts on the student's health and wellbeing. The [Equality Act 2010](#) does not require providers to make reasonable adjustments to a provision, criterion or practice that is defined as a competence standard.

Authority

4. Boards of Examiners are responsible to and report to the Academic Council.

Voting and Recommendations

5. It is expected that decisions of the Boards of Examiners will normally be reached by consensus and after due debate but if a vote is required then decisions shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote.

Academic Appeals and Complaints Review Board

There shall be an Academic Appeals and Complaints Review Board of no fewer than six members. The Board shall comprise:

Membership

Appointed Members

Head of Academic Audit, Planning & Compliance (Chair)

At least two senior members of academic staff, who have not had prior involvement with the case²

One external member, from a pool of appointed external examiners. The pool shall be reviewed annually and refreshed as necessary.

Quorum: Three members drawn from the appointed members who have not been involved in the matter before the Academic Appeals and Complaints Review Board.

Secretary: A Secretary nominated by the Head of Academic Audit, Planning & Compliance will minute the meetings but will not take part in the voting of the board.

Frequency: The Academic Appeals and Complaints Review Board shall meet at least termly and additionally as required.

Terms of Reference

1. To hear and determine relevant applications, and appeals from students, coming before it as expeditiously as is reasonably possible, having regard to the circumstances of each case and the requirements of natural justice and fairness. The burden of proving that the appeal should be allowed rests on the student and the standard of proof is on the balance of probabilities.
2. To consider relevant applications to extend the period within which an appeal may be heard, where under any regulation or procedure an appeal is required to be made to the Academic Appeals and Complaints Review Board within a specified period.
3. The Board may also provide recommendations to particular areas of the University where an appeal has been raised, and learning developed from that appeal necessitates review and action.
4. To consider relevant applications for the Academic Appeals and Complaints Review Board to intervene in or alter the workings, or procedures of, a lower committee or panel, where it is felt that those workings or procedures contravene the principles of natural justice, reasonableness or fairness, when applied to the specific case referred to in the application.

² A member of University staff who holds any of the following titles: (i) Head of [], (ii) Deputy Head of [], (iii) Senior Lecturer, (iii) Principal Lecturer (iv) Associate Professor, (v) Professor (vi) Director of [], (vii) Associate Dean, (viii) Deputy Dean, (ix) Dean, (x) Pro Vice-Chancellor, (xi) Deputy Vice-Chancellor, (xii) Vice Chancellor.

5. To receive periodic updates on the level and nature of complaints that refer to matters relating to the academic and student experience of the University, and where required oversee resolution of particular complaints of concern.
6. Where a particular complaint requires specialist intervention the Chair has the power to convene a group consisting of the Deputy Vice-Chancellor, Dean of Academic Quality, Policy & Outcomes, Associate Dean for Governance & Proctor, Dean(s) of the relevant School, Chief Legal Officer, and other officers where required by the nature of the complaint. This group will specifically examine the complaint, agree its resolution, and sign off the appropriate remedy.
7. The Board may also provide recommendations to particular areas of the University where a complaint has been raised, and learning developed from that complaint necessitates review and action.

Authority

8. The Academic Appeals and Complaints Review Board is responsible to and reports to the Academic Council.
9. The Chair shall have the power to delegate authority with respect to particular appeals and complaints to an appropriate sub-panel as agreed with the consensus of Academic Council. The Chair retains executive control over any such agreed sub-panel established, and can intervene in its decision-making where appropriate, or under the instruction of the Academic Council.

Voting and Decisions

10. It is expected that decisions of the Academic Appeals and Complaints Review Board will normally be reached by consensus and after due debate but if a vote is required then decisions shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote.
11. Decisions of the Academic Appeals and Complaints Review Board in all cases, except those determined by a Board of Examiners, shall override all other decisions made by lower bodies and be introduced with immediate effect. In the case of a decision determined by a Board of Examiners, the Board of Examiners shall be invited to review its decision in the light of the recommendation of the Academic Appeals and Complaints Review Board and to report back to the Academic Appeals and Complaints Review Board.

Student Engagement Appeals Panel

Under the delegated authority of the Academic Appeals and Complaints Review Board, there shall be a Student Engagement Appeals Panel of no fewer than four members. The Student Engagement Appeals Panel shall comprise:

Membership

Appointed Members

Head of Academic Audit, Planning & Compliance (Chair)
Director of University Central Administration

The Head of International Compliance Service (providing expertise on UKVI requirements)

A member of academic staff nominated by each School (providing expertise on academic engagement and the ability to judge the particular circumstances the student is bringing forwards as evidence with respect to their engagement).

Quorum: Three members drawn from the appointed members, to include at least one member of academic staff.

Secretary: A Secretary nominated by the Head of Academic Audit & Planning will minute the meetings but will not take part in the voting of the board, and a member of ORC will clerk the meetings but will not take part in the voting of the Board

Frequency: The Student Engagement Appeals Panel shall meet at least monthly and additionally as required. It is expected that the Student Engagement Appeals Panel will normally follow the business of the Academic Appeals and Complaints Review Board.

Terms of Reference

1. To hear and determine all applications, and appeals from students against termination of studies on the basis of non-engagement, coming before it as expeditiously as is reasonably possible, having regard to the circumstances of each case and the requirements of natural justice and fairness. The burden of proving that the appeal should be allowed rests on the student and the standard of proof is on the balance of probabilities.

Authority

2. The Student Engagement Appeals Panel is responsible to and reports to the Academic Appeals and Complaints Review Board.
3. The Student Engagement Appeals Panel must comply with the requirements of the UKVI to ensure it maintains its licence to sponsor students studying on the University's programmes.

Voting and Decisions

4. It is expected that decisions of the Panel will normally be reached by consensus and after due debate but if a vote is required then decisions shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote.
5. Decisions of the Panel in all cases, except those determined by the UKVI rules, shall override all other decisions made by lower bodies and be introduced with immediate effect.

Academic Adjustments and Progression Panel

There shall be an Academic Adjustments and Progression Panel of as many members as the Academic Quality and Standards Committee deem necessary to deal effectively with the business of the committee.

Membership

The Dean of Academic Quality, Policy & Outcomes (Chair)
Associate Dean for Governance & Proctor (Deputy Chair)
Academic Quality Manager (Governance)
At least two senior members of academic staff³

Appointed Members

A Pro-Proctor nominated by the University Proctor annually.

Quorum: Half the members.

Frequency: The Academic Adjustments and Progression Panel shall meet at least three times in each year.

Secretary: The Associate Dean for Governance & Proctor shall appoint a Secretary who will minute the meetings. The Secretary will not take part in any voting of the Panel.

Terms of Reference

1. To review how extenuating circumstances applications have been considered by the Office of Regulation and Compliance and to consider:
 - (a) Whether applications are received within the time limits;
 - (b) The number of applications and the number of applications accepted or rejected;
 - (c) The number of applications accepted on review;
 - (d) The nature of the mitigating circumstance(s) applications received and whether any trends are arising which can be addressed.

2. To review how academic adjustments applications have been considered by Proctor's Office and University Central Administration and to consider:
 - (a) Whether applications are received within the time limits;
 - (b) The number of applications and the number of applications accepted or rejected;
 - (c) The number of applications accepted on review;
 - (d) The nature of the mitigating circumstance(s) applications received and whether any trends are arising which can be addressed.

³ A member of University staff who holds any of the following titles: (i) Head of [], (ii) Deputy Head of [], (iii) Senior Lecturer, (iii) Principal Lecturer (iv) Associate Professor, (v) Professor (vi) Director of [], (vii) Associate Dean, (viii) Deputy Dean, (ix) Dean, (x) Pro Vice-Chancellor, (xi) Deputy Vice-Chancellor, (xii) Vice Chancellor.

3. To discuss and manage matters in relation to governance relating to early academic intervention, complex matters of student progression and Support to Study.
4. To agree policy on dealing with specific issues to ensure consistent and fair application of rules by the Office of Regulation and Compliance and Proctor's Office.

Confidentiality

5. The Panel will not make decisions on individual cases but where the facts of individual cases are disclosed to the Panel, they must be dealt with in a confidential manner. No Panel member shall discuss any detail or anonymous information with anybody outside of the Panel. If paper copies of applications are produced, they must be disposed of in confidential waste and only a central copy retained by the Office of Regulation and Compliance for administration purposes.
6. All Panel members should take appropriate and necessary steps to safeguard student confidentiality and should not distribute materials by electronic means.

Authority

7. The Panel is responsible to and reports to the Academic Quality and Standards Committee.
8. The Panel may recommend to the Academic Quality and Standards Committee that ad hoc working groups may be formed, to advise on issues particular to the deliberations of the Panel.

Voting and Recommendations

9. The Panel shall vote on any matters before it upon which agreement cannot be reached. A record of voting shall be kept. In the event of an equality of votes being cast, the Chair shall have a casting vote.

Conduct & Integrity Panel

There shall be a Conduct and Integrity Panel of as many members as the Academic Quality and Standards Committee deem necessary to deal effectively with the business of the committee.

Membership

Associate Dean for Governance & Proctor (Chair)
The Pro-Proctors
Chief Legal Officer
Head of Welfare and Student Support
Academic Quality Manager (International & Student Conduct)

Quorum: Half the members

Frequency: The Conduct & Integrity Panel shall meet at least three times in each year, but may be called more frequently where arising matters dictate it.

Secretary: The Academic Quality Officer (Academic Integrity & Student Conduct) shall act as Secretary. The Secretary will not take part in any voting of the Panel.

Terms of Reference

1. To review and monitor current and emerging student conduct cases, and provide recommendations with regards to the management of student conduct cases. The Board may be specially convened to consider matters arising from a particular serious student conduct case and make recommendations the Student Discipline Committee's referral of a case.
2. To review and monitor academic misconduct cases and provide recommendations to the Academic Quality and Standards Committee with regard to managing levels of Academic Misconduct across the University.
3. To discuss and manage matters in relation to Fitness to Practise.
4. To review and monitor matters relating to the integrity and ethics in relation to Scholarship and Research across the University, and to consider enhancements in relation to these processes received from the Scholarship Working Group, and the University Ethics Committee.
5. To agree policy on dealing with specific issues to ensure consistent and fair application of rules in the above areas.
6. The panel may be summoned to make a decision on particular cases that require senior oversight.

Confidentiality of Cases

7. Where the facts of individual cases are disclosed to the Panel, they must be dealt with in a confidential manner. No Panel member shall discuss any detail or anonymous information with anybody outside of the Panel. If paper copies of

applications are produced, they must be disposed of in confidential waste and only a central copy retained by the Office for University Academic Quality or the Office of Regulation and Compliance for administration purposes.

8. All Panel members should take appropriate and necessary steps to safeguard student confidentiality and should not distribute materials by electronic means

Authority

9. The Panel is responsible to and reports to the Academic Quality and Standards Committee.
10. The Panel may recommend to the Academic Quality and Standards Committee that ad hoc working groups may be formed, to advise on issues particular to the deliberations of the Panel.

Voting and Recommendations

11. The Panel shall vote on any matters before it upon which agreement cannot be reached. A record of voting shall be kept. In the event of an equality of votes being cast, the Chair shall have a casting vote.

Student Discipline Hearings Board

There shall be a Student Discipline Hearings Board to assess, and where applicable, sanction serious cases of student non-academic misconduct.

Membership

Associate Dean for Governance & Proctor (Chair)
Pro-Proctor from the home School of the Student(s)
Two Pro-Proctors not associated with the home School of the Student(s)

Student Participation

As the investigation process provides students fair and ample opportunity to provide a statement, evidence, and supporting information from witnesses, student(s) would not normally attend the Student Discipline Hearings Board. There may however be incidences where the attendance of a student(s) may be necessary, and it is at the discretion of the University Proctor as to whether a student would be permitted to attend.

Conflicts of Interest

Where the Associate Dean for Governance & Proctor has a conflict of interest in relation to the case, the Dean of Academic Quality, Policy & Outcomes will assume the Chair as Deputy Proctor.

Quorum: All members must be present.

Frequency: The Student Discipline Hearings Board is called by the Associate Dean for Governance & Proctor when a case necessitates it.

Secretary: A Secretary as nominated by the Proctor. The Secretary will not take part in any voting of the Board.

Terms of Reference

1. The Student Discipline Hearings Board shall assess serious cases of alleged non-academic misconduct to determine from the evidence of an investigation presented, that on the balance of probabilities it has occurred.
2. Where on the balance of probabilities the alleged non-academic misconduct has been demonstrated to have occurred, and the case against the student is upheld, then the Student Discipline Hearings Board shall allocate a suitable penalty as advised by the Student Conduct Policy.
3. The Student Discipline Hearings Board shall also make recommendations for enhancements that arise from the assessment of cases to process and policy to the Conduct and Integrity Panel.
4. Where the Student Discipline Hearings Board requires it, it may refer a prospective case outcome to the Conduct and Integrity Panel for advice.

Confidentiality of Cases

5. Where the facts of individual cases are disclosed to the Board, they must be dealt with in a confidential manner. No Board member shall discuss any detail or anonymous information with anybody outside of the Committee, unless directed to discuss with a specific University or BPP Education Group Official by the Associate Dean for Governance & Proctor. If paper copies of applications are produced, they must be disposed of in confidential waste and only a central copy retained by the Proctor's Office for administration purposes.
6. All Board members should take appropriate and necessary steps to safeguard student confidentiality and should not distribute materials by unauthorised electronic means.

Authority

7. The Board is responsible to, and reports to, the Conduct and Integrity Panel.

Voting and Recommendations

8. The Board shall vote on any matters before it upon which agreement cannot be reached. A record of voting shall be kept. In the event of an equality of votes being cast, the Chair shall have a casting vote.

Student Risk Panel

There shall be a Student Risk Panel to assess instances where a precautionary suspension or precautionary action is required to be put in place for a student in relation to either a disciplinary or welfare concern, or where a student's conduct and/or welfare requires an enhanced risk assessment and clear management action plan.

Membership

Associate Dean for Governance & Proctor (Chair)
Chief Legal Officer
Head of Welfare and Student Support

Conflicts of Interest

Where the Associate Dean for Governance & Proctor has a conflict of interest in relation to the case, the Proctor shall appoint a suitable nominee.

Quorum: All members must be present.

Frequency: The Student Risk Panel is called by the Associate Dean for Governance & Proctor when a case necessitates it.

Secretary: A Secretary as nominated by the Proctor. The Secretary will not take part in any voting of the Panel.

Terms of Reference

1. Where a concern is raised with respect to a student's alleged conduct or welfare, or the student is facing Legal and/or Police action and the University has been notified of a potential safeguarding concern, the Student Risk Panel will convene to undertake an assessment of risk, and determine whether a precautionary suspension without prejudice is to be applied to the student.
2. Where a concern is raised with respect to a student's alleged conduct or welfare, or the student is facing Legal and/or Police action and the University has been notified of a potential safeguarding concern, the Student Risk Panel will convene to undertake an assessment of risk, and determine whether a precautionary action without prejudice is to be applied to the student.
3. Where a concern is raised with respect to a student's alleged conduct or welfare, or the student is facing Legal and/or Police action and the University has been notified of a potential safeguarding concern, the Student Risk Panel will convene to undertake an assessment of risk and may implement where required associated management actions.

Confidentiality of Cases

4. Where the facts of individual cases are disclosed to the Panel, they must be dealt with in a confidential manner. No Panel member shall discuss any detail or anonymous information with anybody outside of the Committee, unless directed to

discuss with a specific University or BPP Education Group Official by the Associate Dean for Governance & Proctor. If paper copies of applications are produced, they must be disposed of in confidential waste and only a central copy retained by the Proctor's Office for administration purposes.

5. All Panel members should take appropriate and necessary steps to safeguard student confidentiality and should not distribute materials by unauthorised electronic means.

Authority

6. The Panel is responsible to, and reports to, the Conduct and Integrity Panel.

Voting and Recommendations

7. The Panel shall vote on any matters before it upon which agreement cannot be reached. A record of voting shall be kept. In the event of an equality of votes being cast, the Chair shall have a casting vote.

Fitness to Study Panel

There shall be a Fitness to Study Panel to assess serious cases of student non-progression that the Support to Study process is unable to resolve at an earlier stage.

Membership

Associate Dean for Governance & Proctor (Chair)
Pro-Proctor from the home School of the Student(s)
The Head of Welfare and Student Support, or nominee
The Award Lead, or nominee
Experts as nominated by the Proctor to support the hearing of the case.

Student Participation

Students will be expected to participate in the proceedings of the panel, but their non-attendance will not preclude the panel from proceeding as per the terms of the Support to Study Policy.

Conflicts of Interest

Where the Associate Dean for Governance & Proctor has a conflict of interest in relation to the case, the Dean of Academic Quality, Policy & Outcomes will assume the Chair as Deputy Proctor.

Quorum: All members must be present.

Frequency: The Fitness to Study Panel is called by the Associate Dean for Governance & Proctor when a case necessitates it.

Secretary: A Secretary as nominated by the Proctor. The Secretary will not take part in any voting of the Panel.

Terms of Reference

1. The Fitness to Study Panel shall assess serious cases of student non-progression where earlier academic intervention, support, and initiation of Stage 1 of the Support to Study Policy have not been successful.
2. Where the Fitness to Study of the student is brought into question based on the evidence presented to the panel, then the panel shall develop arrangements in line with the Support to Study policy to address the issue of student non-progression.
3. The Fitness to Study Panel shall also make recommendations for enhancements that arise from the assessment of cases to process and policy to the Academic Adjustments and Progression Panel.
4. Where the Fitness to Study Panel requires it, it may refer a prospective case outcome to the Academic Adjustments and Progression Panel for advice.

Confidentiality of Cases

5. Where the facts of individual cases are disclosed to the Panel, they must be dealt with in a confidential manner. No Panel member shall discuss any detail or anonymous information with anybody outside of the Panel, unless directed to discuss with a specific University or BPP Education Group Official by the Associate Dean for Governance & Proctor. If paper copies of applications are produced, they must be disposed of in confidential waste and only a central copy retained by the Proctor's Office for administration purposes.
6. All Panel members should take appropriate and necessary steps to safeguard student confidentiality and should not distribute materials by unauthorised electronic means.

Authority

7. The Committee is responsible to, and reports to, the Academic Adjustments and Progression Board.

Voting and Recommendations

8. The Panel shall vote on any matters before it upon which agreement cannot be reached. A record of voting shall be kept. In the event of an equality of votes being cast, the Chair shall have a casting vote.

Academic & Research Misconduct Board

Where the Proctor's Office determine that a case of academic misconduct is to be heard at a full hearing, there shall be an Academic and Research Misconduct Board to

Membership

Each allegation of academic or research misconduct must be heard by a three-person constitution of the Board, as follows:

A Chair, independent of the programme, appointed from an approved pool of senior academics⁴;

One academic member of staff for the Programme or Programme Group to which the alleged academic misconduct relates (for cases of research misconduct this member of staff can be selected from the School);

One academic member of staff independent from the Programme or Programme Group from which the alleged misconduct relates (for cases of research misconduct this member of staff can be selected from the School).

Secretary: A Secretary nominated by the Associate Dean for Governance & Proctor will minute the hearing but will not take part in the voting of the Board.

Frequency

The Panel shall meet as required following referral via the Proctor's Office and on the recommendation of the Chair appointed for the particular Board.

Terms of Reference

1. The Academic and Research Misconduct Board is responsible for reviewing and determining allegations of academic and research misconduct as expeditiously as possible, having regard to the circumstances of each case, the principles of natural justice and fairness, and the integrity of BPP University's awards, research, and scholarship. The burden of proving academic and research misconduct rests on the University and the standard of proof is on the balance of probabilities.
2. In fulfilling this objective, the Academic and Research Misconduct Board shall be responsible for:
 - (a) investigating and hearing cases of alleged academic and research misconduct;

⁴ A member of University staff who holds any of the following titles: (i) Head of [], (ii) Deputy Head of [], (iii) Senior Lecturer, (iii) Principal Lecturer (iv) Associate Professor, (v) Professor (vi) Director of [], (vii) Associate Dean, (viii) Deputy Dean, (ix) Dean, (x) Pro Vice-Chancellor, (xi) Deputy Vice-Chancellor, (xii) Vice Chancellor.

- (b) establishing whether an alleged case of academic and research misconduct is proven or not, or whether the case is one of poor academic or research practice;
 - (c) In the case of academic misconduct being found, deciding on a penalty, having regard to the particulars of each case and any relevant mitigating circumstances.
 - (d) In the case of research misconduct being found, referring to the relevant authority for sanction.
3. An annual report on academic and research misconduct cases shall be made to the Academic Council and the Education and Standards Committee.

Authority

- 4. The Academic and Research Misconduct Board reports to the Conduct and Integrity Panel with additional reporting of cases of academic misconduct to the Board of Examiners for the programme or programme group.
- 5. The Panel has the power to investigate and require disclosure of information and data, subject to the maintenance of the anonymity of candidates, relating to matters falling within its remit.

Voting and Recommendations

- 6. It is expected that decisions of the Board will normally be reached by consensus and after due debate. However, if a resolution cannot be achieved by consensus a decision shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote.

Academic Promotions Board

Terms of Reference and Composition

There shall be an Academic Promotions Board of at least six (6) members.

Membership

Ex Officio Members

Dean of Education Services (Chair)
Dean of Academic Quality, Policy & Outcomes
Associate Dean for Governance & Proctor
Dean of a School, or nominee (normally Deputy Dean or equivalent)
Associate Dean, Education Services

Appointed Members

One Senior Lecturer and/or Associate Professor

Quorum: Half the members to include the Dean of Education Services, the Dean of Academic Quality, Policy & Outcomes or Associate Dean for Governance & Proctor and one Associate Professor.

Frequency: The Academic Promotions Board shall meet per term. The Board may convene exceptionally out of cycle – e.g. in relation to urgent proposals for promotion.

Secretary: The Chair will appoint a Secretary who will minute the meetings but will not take part in the voting of the board.

Terms of Reference

1. To have oversight of policy and procedures pertaining to BPP University's arrangements for promotion of academic staff up to Senior Lecturer level (including promotion and review criteria);
2. To act as the decision-making body for proposals put forward under the procedure for the promotion of academic staff to Senior Lecturer. This is devolved to the Academic Promotions Sub-Committees for Senior Lecturer within the Schools, but governance matters and oversight is to be presented to the Academic Promotions Board for ratification. To consider applications from SLPPs that are controversial/borderline, and for the APB to make the final decision/intervene in the decision making process (this was an action from the March 2025 APB)_
3. To consider equality and diversity issues in relation to promotion; to make recommendations to the Education and Standards Committee as appropriate on equality and diversity issues in respect of promotion and review procedures;
4. To consider and make recommendations on any other policy matters or issues which have a direct bearing on its work that may be referred to it by the Academic Council, Board of Directors and other University committees;

5. To review and report annually to the Academic Council on the operation of these arrangements and to make recommendations as appropriate on developments or changes to policy and procedures.

Authority

6. The Academic Promotions Board reports to the Academic Council.
7. The Academic Promotions Board has the power to form ad hoc sub-committees and working groups. The Board and sub-committees may invite other persons to attend from time to time as appropriate to contribute to the issues under consideration.

Voting

8. It is expected that the decisions of the Promotions Board will normally be reached by consensus and after due debate but if a vote is required then decisions shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of a tie, the Chair will cast the deciding vote.

Professorial Promotions Board

Terms of Reference and Composition

There shall be a Professorial Promotions Board of at least four (4) members, two of whom should be appointed members.

Membership

Ex Officio Members

Vice-Chancellor (Chair)

Deputy Vice-Chancellor

Chair of the Academic Council, or nominee from amongst the Independent Members of Academic Council

A Professor

Dean of Education Services

An Associate Professor

Quorum: Four members of whom one should be a Professor and one an independent member of the Academic Council.

Frequency: The Professorial Promotions Board shall meet as required.

Secretary: The Associate Dean for Governance & Proctor shall act as Secretary.

Terms of Reference

1. To have oversight of policy and procedures for the promotion of staff to the Professoriate (both Associate Professor and Professor), including promotion and review criteria;
2. To act as the decision-making body for individual proposals put forward under the procedure for the promotion of academic staff to the Professoriate;
3. To provide feedback to applicants who are unsuccessful;
4. To consider equality and diversity issues in relation to promotion; to receive reports on the profile of promotion candidates by gender and ethnicity with a view to looking at potential inequalities and ensuring that School procedures do not operate unfairly; to make recommendations to the Education and Standards Committee as appropriate on equality and diversity issues in respect of promotion and to review procedures;
5. To consider and make recommendations on any other policy matters or issues which have a direct bearing on its work that may be referred to it by the Academic Council, Board of Directors or other University committees.
6. To review and report annually to the Academic Council on the operation of these arrangements and to make recommendations as appropriate on developments or changes to policy and procedures.

Authority

7. The Professorial Promotions Board shall have the power to appoint staff to the rank of Associate Professor and Professor on behalf of the Academic Council, and reports an overview of its appointment activities to the Academic Council.
8. The Professorial Promotions Board has the power to form ad hoc sub-boards and working groups. The Board and sub-board may invite other persons to attend from time to time as appropriate to contribute to the issues under consideration by the Board.

Voting

9. It is expected that the decisions of the Professorial Promotions Board will normally be reached by consensus and after due debate but if a vote is required then decisions shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote.

University Risk Panel

Terms of Reference and Composition

There shall be a University Risk Panel sub-committee to oversee the delivery and monitoring of all aspects of risk management information and reporting at regular points throughout the academic year to the Academic Council (AC) and the Board of Directors (BoD).

Membership

Vice-Chancellor
Deputy Vice-Chancellor
Dean of Academic Quality, Policy & Outcomes
Group Finance Director
Associate Dean for Governance & Proctor

Quorum

At least three members.

Secretary

The Secretary of the University Risk Panel shall be the Head of Academic Quality (Data & Risk)

Frequency

The sub-committee shall meet at least three times in each year prior to the Academic Council and Board of Directors.

Terms of Reference

1. The Risk Panel is responsible for maintaining an oversight of the University's academic and Board risk management information and the schedule of academic audits.

Purpose:

2. The Risk Panel's purpose includes three parts:

Risk Register, specifically to:

- a) Review the overall processes for delivering risk management in the University and to identify and implement changes where necessary.
- b) Review risk management information from all Schools and Professional Services teams, collated by the Academic Quality Manager it via departmental risk registers.
- c) Maintain a University and Board Risk Register summarising key risks identified on a termly basis, prior to reporting to the Academic Council and Board of Directors.
- d) Agree and oversee action plans required to mitigate the level of current and emerging risks.

Academic Audit, specifically to:

- e) Review and approve an Audit Schedule on an annual basis.

- f) Receive progress updates on the Audit Schedule on a termly basis from the Head of Academic Quality
- g) Review and approve an Annual Academic Audit Report for the Academic Council and Board of Directors.

Reportable Events, specifically to:

- a) Undertake contemplation of potential reportable events and recommend to Academic Council and the Board of Directors whether an event is to be reported to the OfS.

Authority

- 3. The Panel reports to the Academic Council (AC) and the Board of Directors (BoD).

Policy Revision History

| Version Number | Description | Author | Reviewed by | Date |
|-----------------------|--|---|---|---------------|
| 1.0 | Revised and re-presented policy following first stage review of regulatory framework | Associate Dean for Governance & Proctor | Dean of Academic Quality, Policy & Outcomes | July 2022 |
| 2.0 | Annual updating of the University Governance Structures and re-assignment to the Schedules. | Associate Dean for Governance & Proctor | Dean of Academic Quality, Policy & Outcomes | July 2023 |
| 2.1 | Addition of the Student Engagement Appeals Panel | Associate Dean for Governance & Proctor | Dean of Academic Quality, Policy & Outcomes | November 2023 |
| 3.0 | Annual updating of the University Governance Structures. | Associate Dean for Governance & Proctor | Dean of Academic Quality, Policy & Outcomes | July 2024 |
| 4.0 | Annual updating to accommodate requested changes. | Associate Dean for Governance & Proctor | Dean of Academic Quality, Policy & Outcomes | July 2025 |
| 4.1 | Revisions to Council ToR as per request of November 2025 meeting and approved at March 2026 meeting. | Associate Dean for Governance & Proctor | Dean of Academic Quality, Policy & Outcomes | March 2026 |