Mission, roles and principles

Birkbeck’s mission statement is:

- Provide flexible and part-time higher education courses which meet the changing educational, cultural, personal and career needs of students of all ages; in particular those who live or work in the London region.

- Enable adult students from diverse social and educational backgrounds to participate in our courses.

- Maintain and develop excellence in research and provide the highest quality research training in all our subject areas.

- Make available the results of research, and the expertise acquired, through teaching, publication, partnerships with other organisations and the promotion of civic and public debate.

Birkbeck has a unique role as the only UK multi-faculty higher education institution to specialise in face-to-face HE provision, with most teaching taking place in the evening. The College combines its inclusive approach to learning and teaching with a culture of research excellence, much of which is of international standing. Part of the University of London, Birkbeck shares the academic standards of the University and awards its degree.

The College has developed its mission from the objects defined in its Royal Charter: “to promote for the public benefit and to provide for persons who are engaged in earning their livelihood during the daytime and other persons, education, instruction and means for research and such facilities as may be deemed appropriate.”
1.2 The role of the Governing Body

The Governing Body, referred to in the College as Governors, is collectively responsible for overseeing Birkbeck’s activities. The Charter invests in Governors the authority to exercise the powers of the College, and to oversee its management and control and the administration of its property and income.

The Governing Body determines Birkbeck’s future direction and promotes the fulfillment of the College’s mission, the advancement of its values and the potential of all its learners. The Governing Body is responsible for ensuring compliance with the College’s constitutional and regulatory framework and takes all final decisions on strategic matters and issues of fundamental concern to the College.

Governors of the College should, individually and collectively, be
- Challenging to the College
- Supportive of the College
- Well informed
- Able to distinguish their role from that of College management
- Effective in bringing a new perspective to the College management
- Ambassadorial
- Self improving
- Dynamic and engaged
- In a position to ensure themselves that the Committees work well and that the balance of Committee activity within the College is appropriate

1.3 The role of the Academic Board

Academic Board is responsible, as set out in the Charter, for the academic work of the College, subject to the general superintendence and control of the Governors. Academic Board advises Governors on academic matters; no final decision on an academic matter may be taken by the Governors until they have sought and considered the opinion of Academic Board.

1.4 The role of the Master

The Master is the chief academic and administrative officer of the College. Governors have delegated to the Master the executive management of the College. The Master leads and is supported by the academic and administrative infrastructure of the College, which is summarised at Annex A.

1.5 The role of the committees

Governors are supported by a framework of committees. Their role is to oversee and advise on specific areas of activity such as finance, human resources strategy and the College estate. These committees exercise powers delegated to them by the Governing Body. Governors have adopted a Statement of Primary Responsibilities setting out the responsibilities reserved for their collective exercise and the responsibilities delegated by them to Committees. The Statement can be found on the Birkbeck Committees website. Academic Board is, similarly, supported by specialist committees for teaching, research and student engagement, which oversee and advise on these activities.
There are five Schools: Arts, Business, Economics and Informatics, Law, Science and Social Sciences, History and Philosophy. Each has an executive committee and committees for teaching and research which connect with the College committees. The purpose of the committee framework is to ensure that decision making and reporting within and between School and College level academic, resource and planning committees supports the achievement of the College’s strategic aims.

Birkbeck is a collegiate institution which is active in cultivating inclusive values, and the role of committees and advisory and working groups and their individual members is important in the College. Colleagues from Schools and professional services departments participate actively in the work of these committees, contributing towards delivering our mission, meeting our strategic aims, ensuring our academic standards, making the most efficient use of our resources and maximising our participation in London’s changing and growing Higher Education market.

The mechanisms of the committee structure are set out in section 3 and the terms of reference of individual committees in Annex C.

1.6 Principles of College governance

The Governing Body regulates the College’s framework of governance and takes the lead in ensuring its effectiveness, looking to Academic Board to act similarly in respect of academic governance and seeking to have in place arrangements that are coherent, internally consistent, proportionate to risks and opportunities and which support the Governing Body and the Academic Board in their roles, in particular through:

- Retaining a focus on the College’s objects and mission and the outcomes for stakeholders of decisions and actions;
- Ensuring that clear definitions of the roles and responsibilities of Committees and of College officers are in place and are adhered to;
- Promoting mechanisms for transparent and informed decision making and for risk management;
- Establishing and using clear and operable lines of accountability;
- Involving and engaging stakeholders, who may include students, staff, employers, communities, other educational organizations; and local and national bodies and authorities;
- Fostering in Governors and all committee members an appropriate range of skills and knowledge, to include planning for succession in membership.
2 Governance Code of Conduct

To assist it in fulfilling its role, the Governing Body has adopted a Code of Conduct which takes account of the specific role of Governors at Birkbeck and of principles of good practice in governance identified for the HE sector nationally.

Role of the Governing Body

2.1 The Governing Body has responsibility for overseeing the College’s activities, determining its future direction and promoting the fulfilment of its mission, the advancement of its values and the potential of all its learners. Governors collectively are responsible for:
- ensuring compliance with the statutes, standing orders and regulations;
- regulating the College and its framework of governance;
- considering the College’s strategic direction and long-term sustainability;
- supervising the financial management of the College;
- taking all final decisions on strategic matters and issues of fundamental concern to the College.

2.2 Governors conduct themselves in accordance with the accepted standards of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

2.3 The Governing Body meets at least four times a year. Governors attend regularly and participate actively.

2.4 Governors have adopted a Statement of Primary Responsibilities setting out the responsibilities reserved for their collective exercise and the responsibilities delegated by them to Committees and sub-committees. The Statement includes provisions for:
- approval of Birkbeck’s mission, strategy and long-term business plans;
- approval of Key Performance Indicators;
- approval of annual budgets;
- appointment of the Master and arrangements for monitoring his or her performance;
- systems of control and accountability, including financial and operational controls and risk assessment; and procedures for handling internal grievances and managing conflicts of interest;
- Monitoring of Birkbeck’s performance against approved plans and KPIs.

2.5 The Statement of Primary Responsibilities is made widely available on the College website and reported annually to the Governing Body.

2.6 Governors exercise their responsibilities in the interests of the College as a whole rather than as a representative of any constituency. A register of interests of Governors is updated annually and made publicly available.

2.7 The Chair of Governors is responsible for the leadership of the Governors, and is ultimately responsible for their effectiveness. He or she ensures that Governors are active in promoting Birkbeck’s connections with its stakeholders, including students,
staff, employers, communities, other educational organizations; and local and national bodies and authorities.

2.8 The Master, as chief academic and administrative officer, is responsible for advising Governors on strategic direction and for the management of the College. He or she is the accountable officer in respect of the use of Funding Council funds. The Master is appointed by and accountable to the Governors and has powers and duties entrusted to him or her by the Governors. The Governing Body makes clear, and regularly reviews, the powers and duties entrusted to the Master, having regard also to those conferred directly by the Charter.

Structure and Processes

2.9 A balance of skills and experience is maintained among individual Governors, for example from financial, social, cultural, legal, community, commercial, business and educational perspectives, sufficient to enable the Governing Body to meet its primary responsibilities and to ensure stakeholder confidence.

2.10 There are 21 Governors, the majority of whom are external and independent of the institution.

2.11 Appointments of lay Governors are managed by the Nominations Committee, which is chaired by the Chair of Governors. The Nominations Committee maintains written criteria for the selection of suitable candidates. When selecting a new Chair of Governors, a full job specification will be produced, including an assessment of the time commitment expected, recognising the need for availability at unexpected times.

2.12 The Chair ensures that new Governors receive a full induction on appointment, that opportunities for further development for all Governors are provided regularly in accordance with their individual needs, and that appropriate financial provision is made for such support.

2.13 The Clerk to the Governors is responsible for ensuring compliance with College procedures and for ensuring that papers are supplied in a timely manner, with information in a form and of a quality appropriate to enable the Governing Body to discharge its duties. All Governors have access to the advice and services of the Clerk; and the appointment and removal of the Clerk is reserved for the collective decision of the Governors.

2.14 The proceedings of the Governing Body are conducted in as open a manner as possible. Information and papers are circulated widely unless data protection and information legislation, the wider interests of the College, contractual obligations or the public interest demands otherwise.

Effectiveness and Performance Reviews

2.15 Governors will keep their effectiveness under review. Not less than every five years they will undertake a formal and rigorous evaluation of their own effectiveness and that of their committees; and revise structure or processes accordingly. Effectiveness will be measured both against the Statement of Primary Responsibilities and compliance with this Code and the Committee of University
Chairs’ Higher Education Code of Governance. Governors expect the Academic Board to undertake similar regular reviews of itself and its committees.

2.16 In reviewing the performance of the Governing Body, Governors will reflect on the performance of the College as a whole in meeting agreed strategic objectives and Key Performance Indicators (KPIs). Where possible, Birkbeck’s performance will be benchmarked against the KPIs of other comparable institutions.

2.17 The results of effectiveness reviews and the College’s annual performance against KPIs, where available, will be published on the College website.
3 Committee structure and function

3.1 Committees of the Governors

The Governing Body is supported in fulfilling its role by committees as shown in the table below:

Each Committee makes regular Reports to the Governors, setting out recommendations on matters for which it is responsible for giving advice; noting action taken on matters which the Governing Body has delegated with the proviso that it is kept informed; and conveying any information which is of strategic importance to the College. Information on the location and delegation of specific responsibilities is set out in the Statement of Primary Responsibilities (available on the Birkbeck Committees website) and the Terms of Reference of individual Committees (Annex C).

3.2 Finance and General Purposes Committee and its Committees

The Finance and General Purposes Committee (F&GPC) has overall responsibility, on behalf of the Governors, for the conduct of the College's financial affairs. It is responsible for controlling and reporting on all matters relevant to the income and expenditure of the College. F&GPC submits an annual College level budget of income and expenditure to Governors and reports termly on income and expenditure against budgets and on projected cash flow. It also submits five year financial forecasts.

F&GPC also oversees the provision of all services and amenities necessary for the efficient running of the College. In recognition of the substantial breadth and impact of its responsibilities, it has established a number of committees to advise and assist it, as shown in the table below:
Each of these Committees make regular Reports to the Finance and General Purposes Committee, setting out recommendations on matters for which it is responsible for giving advice; noting action taken on matters which F&GPC has delegated with the proviso that it is kept informed; and conveying any information which is of strategic importance to the College. Information on the location of specific responsibilities is set out in the Terms of Reference of individual Committees (Annex C).

**Strategic Planning Committee**

The Strategic Planning Committee, of senior college officers, acts as the College Executive Committee and advises the Finance and General Purposes Committee on planning, finance and resources. It has oversight of the annual planning and budget setting round, fee setting and student recruitment. It considers and approves Schools’ and professional services’ strategic plans and it monitors the Income Distribution Model budget. It has established a Fees, Bursaries and Scholarships committee, and an International Committee to assist it with these specific monitoring responsibilities. The Public Engagement and Research Impact Committee reports termly to SPC on its work embedding public engagement with research, and the promotion and definition of research impact. Each year a College Risk Register is produced by the Risk Management Group and forwarded to the Strategic Planning Committee for consideration, (the Risk Register is also assessed by Audit Committee and Governors).

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**3.3 Audit Committee**

The Audit Committee acts independently of the Finance and General Purposes Committee to ensure financial and organisational probity and control. It oversees external and internal audit processes and is responsible for considering the audit of the annual financial statements, in the presence of the external auditor, in accordance with HEFCE’s Accounts Directions, and advising Governors on the veracity of the annual financial statements. It also keeps under review risk management, control and governance arrangements; major College projects, arrangements to ensure the integrity of data returns, the assurance of academic quality; and arrangements to promote economy, efficiency and effectiveness (value for money).

**3.4 Academic Board and its Committees**

While not technically a Committee of the Governors, Academic Board makes regular reports to the Governors. It is responsible for the academic work of the College; subject to the general superintendence and control of the Governors; and advises Governors accordingly. No final decision on an academic matter may be taken by the Governors until they have sought and considered the opinion of the Academic Board.
Academic Board has established a range of Committees and has delegated the detailed consideration of academic and student-related matters to those Committees, through the co-ordination and management of the Academic Board Executive Committee (ABExCo), as shown in the table overleaf. It has also established College Boards of Examiners to discharge its responsibilities in relation to the assessment of students and the award of degrees and other qualifications.

Each academic Committee makes regular Reports to the Academic Board through ABExCo, setting out recommendations on matters for which it is responsible for giving advice and noting action taken on matters for which it has delegated responsibility.

ABExCo acts as the steering group for Academic Board and is responsible for decisions on routine academic matters and matters delegated to it by the Academic Board. It acts as the College-level co-coordinating point for discussion of matters of academic strategy, regulation and policy, advising the Strategic Planning Committee as appropriate. Academic Board retains oversight of academic policy and is responsible for advising the Governors on academic matters and making regular Reports to the Governors.

![Diagram of Academic Board structure]

### 3.5 Working Groups and Sub-Committees of the Academic Committees

Committees may establish working groups as necessary to progress strategic developments or to advise in specialist areas. These groups do not have formal Committee reporting requirements but are important in allowing the College to fulfil its strategic aims. **A network of working groups and sub-committees have been established in order to support the work of the College's academic committees. These are shown below:**

![Diagram of Working Groups and Sub-Committees]
3.6 User Forums and Advisory Groups

Advisory Groups, staff forums and networks have key roles in advising support service providers directly about user needs. They do not have formal Committee reporting requirements, but their advice will be sought during policy review and development and in the annual planning and budget setting round. School colleagues who are members of Advisory and staff groups play important College roles in maintaining an active interface between academic Schools and professional services.

3.7 School Committees

The School committee structure consists of the School Executive Board, the School Teaching and Quality Enhancement Committee and the School Research Committee. Schools should also have a mechanism for co-ordinating consideration of ethical matters, including business referred from the Departmental Research Ethics Committees and Officers.

School Executive Boards are the primary decision making bodies in the Schools. They have collective responsibility for the School budget and strategic plan and they meet regularly to review both, receiving reports on delivery against targets and working on the annual iteration of the School strategic plan against the College’s strategic needs and the academic opportunities available, for submission to the College Strategic Planning Committee.

School Teaching and Quality Enhancement Committees and School Research Committees are responsible for advising School Executives on the development of School strategy in these areas, ensuring engagement with College strategies and objectives. They maintain strong links with the College Teaching and Quality Enhancement and Research Committees and make regular reports to them.
Baseline Terms of Reference for these committees are set out in Annex C.
4 Review

Governors will keep their effectiveness and the effectiveness of their Committees under regular review.

The review process consists of two phases:
- annual monitoring of performance against agreed indicators and of Governors’ views on the effectiveness of the Governing Body and its supporting Committees;
- quinquennial review, which is an opportunity to reflect systematically on the effectiveness of the College’s governance mechanisms and arrangements, the requirements of national bodies and the long term perspective of performance against agreed indicators.

4.1 Annual monitoring

Governors and Committees should monitor their effectiveness annually at the first meeting of the academic session. This review should include:
- the relevance and currency of the Terms of Reference and whether the Terms of Reference are being fulfilled;
- management information on performance in the committee’s area of remit against strategic objectives during the previous session;
- the outcome of surveys of members’ views on the effectiveness of the committee.

4.2 Quinquennial Review

Governors will undertake a formal evaluation of their own effectiveness and that of their committees every five years, normally by convening a working group of Governors. The working group will be tasked with carrying out a comprehensive and rigorous review and reporting back to the Governing Body, highlighting areas of good practice, identifying areas with the potential for improvement and making recommendations on how such improvements might be achieved.

Effectiveness will be measured against:
- the Statement of Primary Responsibilities;
- the Birkbeck Governance Code of Conduct;
- the Committee of University Chairs’ Higher Education Code of Governance and any other national benchmarks of good practice in governance in HE;
- the performance of the College in meeting its agreed strategic objectives;
- the performance of the College over the previous five years through a range of Key Performance Indicators, benchmarked where possible against similar HE institutions;
- any other information Governors consider appropriate.

Governors will revise structures or processes if the review process indicates a need to do so.

The results of effectiveness reviews and the College’s annual performance against Key Performance Indicators, where available, will be published on the College website and in the Annual Report.

Governors expect the Academic Board to undertake similar regular reviews of itself and its committees.
The Schools:
- **School of Arts**: English and Humanities, Cultures and Languages, Film, Media and Cultural Studies, History of Art
- **School of Business, Economics and Informatics**: Economics Maths and Statistics, Management, Organizational Psychology, and Computer Science and Information Systems.
- **School of Law**: Law and Criminology
- **School of Science**: Biological Sciences, Earth and Planetary Sciences and Psychological Sciences.
• **School of Social Sciences, History and Philosophy**: Applied Linguistics and Communication, Geography Environment and Development Studies, History Classics and Archaeology, Philosophy, Politics and Psychosocial Studies.
Committee Terms of Reference

Governors’ Committees

- Finance and General Purposes Committee (F&GPC)
- Audit Committee
- Equalities Committee
- Nominations Committee
- Remuneration Committee

- Committees reporting to F&GPC:
  - Estates Committee
  - HR Strategy and Policy Committee
  - Strategic Planning Committee
  - Investment Committee
  - Safety Committee

Academic Committees

- Academic Board
- Academic Board Executive Committee

- Committees reporting to Academic Board:
  - Teaching and Quality Enhancement Committee
  - College Boards of Examiners
  - Research Committee
  - Student Engagement and Widening Participation Committee

School Committees

- School Executive
- School Teaching and Quality Enhancement Committee
- School Research Committee
Finance and General Purposes Committee

Terms of Reference

1. To have overall responsibility, on behalf of the Governors, for the conduct of the College's financial affairs and for other matters delegated by Governors.

2. To give advice and make decisions with the aim of protecting and enhancing the College's assets and making the best use of its income so that the objects of the College, as defined in its Charter and Statutes, may be achieved.

3. To have oversight of financial strategy and annual and longer term financial planning and forecasting and report to Governors as necessary.

4. To submit to the Governors an annual budget of forecast income and expenditure and to report at least each term on estimated actual income and expenditure against these forecasts.

5. To oversee and review the financial out-turn at the end of each financial year and report with advice to Governors on the College's financial performance.

6. To oversee, and to report on to the Governors whenever necessary, all matters relating to banking operations, investments, cash statements, auditors' reports, invoices, and any other matters relevant to the income and expenditure of the College.

7. To delegate responsibility for budgetary control in specified areas of financial expenditure (including Schools and Professional Services) and to monitor and control expenditure within such areas.

8. To have oversight of the inflow of money from grant-giving bodies, both for the support of specific research and for the general support of the purposes of the College, and to ensure that any liability arising from a grant shall be acceptable to the College.

9. To advise Governors on the adoption of Financial Regulations, including Treasury Management and Investment policies.

10. To advise Governors on borrowing policy, including approval of new borrowings.

11. To appoint with terms of reference and to receive the Reports of the Strategic Planning Committee, Estates Committee, Investment Committee, Safety Committee and Human Resources Strategy and Policy Committee and to appoint other groups or Working Parties as appropriate to enable the Committee to conduct its business.

12. To oversee generally the provision of services, facilities and activities as necessary for the efficient running of the College.

Scheme of Membership:

- The Master, who may designate the Vice-Master to represent him or her
- The Chair of Governors, who may designate the Deputy Chair of Governors\(^1\) to represent him or her
- Two Academic Governors
- One non-teaching staff Governor

\(^1\) Not applicable if the Deputy Chair is a member of the Audit Committee.
• One Student Governor nominated by the Students' Union Council, who may nominate a deputy to represent him or her

• Six independent members:
  • up to two of whom may be co-opted members with expertise and experience in financial matters who are neither Governors nor members of staff or students;
  • the rest to be independent Governors who are neither members of the staff nor students.

**Quorum**

Four, including at least two independent members.
Audit Committee

Terms of Reference

1. The Audit Committee reports to the Governors on the College's risk management, control and governance arrangements and its arrangements for ensuring economy, efficiency and effectiveness.

Duties

2. To advise the Governors on the appointment of the external auditors, the audit fee, the provision of any non-audit services by the external auditors and any questions of resignation or dismissal of the external auditors.

3. To discuss if necessary with the external auditors, before the audit begins, the nature and scope of the audit.

4. To consider the audit aspects of the annual financial statements in the presence of the external auditors, including the external auditors' formal opinion, the statement of Governors' responsibilities, the statement of internal control and any relevant issues raised by the external auditors, in accordance with HEFCE's Accounts Directions.

5. To discuss with the external auditors problems and reservations arising from the audits, including a review of the management letter incorporating management responses; and any other matters the external auditors may wish to discuss; and to meet with the external auditors in the absence of management at least annually.

6. To consider and advise the Governors on the appointment and terms of engagement of the internal auditors, the audit fee, the provision of any non-audit services by the internal auditors and any questions of resignation or dismissal of the internal auditors.

7. To review the internal auditors' audit risk assessment and strategy; to consider major findings of internal audit investigations and management's response; to meet with the internal auditors in the absence of management at least annually; and to promote co-ordination between the internal and external auditors.

8. To keep under review the effectiveness of risk management, control and governance arrangements, and in particular to review the external auditors' management letter; the internal auditors' annual report; and management responses.

9. To monitor the implementation of agreed audit-based recommendations, from whatever source.

10. To ensure that all significant losses have been properly investigated and that the internal and external auditors, and where appropriate the HEFCE accounting officer, have been informed.

11. To oversee the College's policy on fraud and irregularity, including being notified of any action taken under that policy.

12. To satisfy itself that satisfactory arrangements are in place to promote economy, efficiency and effectiveness.

13. To receive any relevant reports from the National Audit Office, HEFCE and other organisations.

14. To monitor annually the performance and effectiveness of the external and internal auditors, including any matters affecting their objectivity, and to make recommendations to the Governors concerning their reappointment, where appropriate.
In the event of the merger or dissolution of the College, to ensure that the necessary actions are completed, including arranging for a final set of financial statements to be completed and signed.

Authority

The Audit Committee is authorised by the Governors to:

- investigate any activity within its terms of reference and to seek any information it requires from any employee; all employees are directed to co-operate with any request made by the Committee.
- obtain outside legal or other independent professional advice, where it considers it necessary, up to a limit of £5,000 in any one year. Expenditure beyond this amount requires Governors’ prior approval.

Meetings

The Committee will meet at least four times each financial year, normally at least once per term. The external or internal auditors may request a meeting if they consider it necessary.

Reporting

A report will be drafted each term and circulated to all Governors prior to the Governors’ termly meetings.

The Committee will prepare an annual report covering the College’s financial year and any significant issues up to the date of preparing the report. The Committee should, where appropriate, confirm with the internal and external auditors that the effectiveness of the internal control system has been reviewed; and comment on this in its annual report. The annual report will give the Committee’s opinion, based on the information presented to it, on the adequacy and effectiveness of the College’s arrangements for:

- risk management, control and governance;
- economy, efficiency and effectiveness (value for money);
- management of the quality assurance of data submitted to the Higher Education Statistics Agency, the Student Loans Company, HEFCE, and other bodies.

The report will be addressed to the Governors and the Master as designated officer. It should normally be considered by the Governors before the Letter of Representation is signed and the annual financial statements approved.

The final version of the annual report to the Governors and Master will be shared with HEFCE each year.

Scheme of Membership

The Audit Committee is appointed by Governors on the recommendation of the Nominations Committee.

It consists of at least three Governors who are neither staff nor students and who do not have significant interests or executive responsibilities in the College. The Committee may co-opt an additional non-Governor member with relevant expertise and experience.
At least one member should have recent and relevant experience in finance, accounting or auditing. No member may also be a member of the Finance and General Purposes Committee.

The Committee elects its Chair for the following session at the last meeting in each session.

**Attendance at meetings**

The Director of Finance and representatives of the internal and external auditors shall normally attend meetings where business relevant to them is to be discussed. The Master has a standing invitation to attend meetings. The clerk to the audit committee is the Clerk to the Governors.

**Quorum**

Two members.
Equalities Committee

Terms of Reference

1. To promote equality and diversity among staff and students across the College.

2. To monitor College policy on equal opportunities and diversity, to recommend the introduction of new policy as appropriate and to issue guidelines on new initiatives.

3. To monitor developments in legislation and make recommendations for any necessary changes required to policy and practice.

4. To develop and ensure implementation of the College’s Single Equality Strategy and other related policies by:
   - Facilitating consultation and involvement across the College;
   - Reviewing and improving the monitoring of equal opportunities statistics at the recruitment stage and during employment for staff, and from admission and throughout study for students;
   - Monitoring trends and developing planned responses to recruitment and retention difficulties or any other area of concern;
   - Using the data currently available to monitor progress, determine priorities, set equality objectives; recommend policies to meet objectives where necessary and set targets;
   - Monitoring and advising on compliance with all relevant equalities legislation.
   - Co-opting a representative from within the College with expertise in equality and diversity.

5. To make an annual report on equal opportunities monitoring and developments in equality and diversity to the Governors (usually in the Spring Term).

6. To have regard for the College’s objectives for widening student participation and to support the delivery of these objectives, in consultation with the Student Engagement and Widening Participation Committee.

7. To receive minutes and approve, as appropriate, the recommendations of the Disability Sub-committee.

8. To report and make recommendations to Governors as appropriate.

Scheme of Membership

- The College Diversity Champion (who will normally take the Chair)
- The College Dean
- The Chair of the Disability Sub-committee
- The Academic Registrar
- An independent Governor
Annex C

- An external representative from another HEI
- Two nominees of Birkbeck College Students’ Union Council
- The Students’ Union Manager
- The Director of HR
- The Deputy Director of HR
- HR Strategy and Policy Partner (Performance and Reward)
- HR Strategy and Policy Partner (Academic Development and Support)
- HR Strategy and Policy Partner (Engagement and Wellbeing)
- The Disability Service Manager
- Chair of TRIGGER Project Board
- One member of staff from each School and Directorate (normally the equality lead officer)
- A representative from each College Trade Union
- A representative from External Relations

In attendance:
PA to Director of HR (Committee Secretary)
Birkbeck College Student’s Union Manager

Quorum:
Five members
Nominations Committee
(from its Standing Orders)

Terms of Reference

1. The Nominations Committee makes recommendations to the Governors on the appointment of:
   - The President
   - The Chair and Deputy Chair of Governors
   - The Independent Governors
   - The membership of the Finance and General Purposes Committee; the Audit Committee; the Remuneration Committee; and such other committees as the Governors may from time to time direct
   - Fellows of the College
   - Honorary Life Members of the College

2. In making its recommendations the Committee shall have regard to
   - the procedures and criteria for the appointment of Governors agreed by Governors in July 2007
   - the procedures for the nomination and appointment of Fellows agreed by Governors in December 2000

Scheme of Membership

- The Chair of Governors
- The Deputy Chair of Governors
- The Master
- Two Academic Governors
- A nominee of Birkbeck College Students' Union
- Three other independent Governors

The Members are appointed annually by the governing body in the prior summer term. The Committee shall be chaired by an independent Governor.

Quorum

The quorum is four members, including at least one independent Governor.
Remuneration Committee

Terms of reference

1. To review and determine annually the salary of the Master taking into consideration available information on the remuneration of Vice-Chancellors/Chief Executives in other comparable Higher Education Institutions.

2. To review annually applications made by Professors and Senior Professional Services staff for an additional award, taking into consideration available information on the remuneration of these groups of staff in other comparable Higher Education Institutions.

3. To review annually and revise as appropriate, taking into account pay increases and/or changes in duties, the level of salary allowance attached to the posts of Vice-Master, Pro-Vice-Masters, Assistant Deans, the Dean of the College and such other posts as Governors may authorise from time to time.

4. To report annually to Governors on the salary award made to the Master; on the number of successful and unsuccessful applications received from Professors and Senior Professional Services staff; the salary allowances for postholders; and the total cost of awards made.

5. To consider and determine any severance payment proposed for a senior employee, and to report to Governors the outcome.

6. To keep Finance & General Purposes Committee informed of the costs of awards made.

7. To carry out the above with due consideration for the public interest alongside the interests of the College, as required by the Committee of University Chairs' Higher Education Code of Governance.

Scheme of Membership

Panel A - Remuneration of the Master

- The Chair of Governors
- The Deputy Chair of Governors
- The Chair of Finance & General Purposes Committee
- Up to three other Independent Governors co-opted by the Panel.

Panel B – Professorial/Senior Administrative and Postholders’ Remuneration

- The Chair of Governors
- The Deputy Chair of Governors
- The Chair of Finance & General Purposes Committee
- Up to three other Independent Governors co-opted by the Panel.
- The Master

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2 Currently defined by HEFCE as earning over £70,000 per annum.
In co-opting the independent Governor(s) each panel is required to ensure:

a) That its membership includes at least three independent Governors in addition to the Chair of Governors;

b) That if the ex-officio membership does not fulfil these requirements its membership includes at least one man and at least one woman, and at least one person with current or recent experience of higher education institutions.
Academic Board

Terms of Reference

1. To be responsible, subject to the general superintendence and control of the Governors, for the academic work of the College;

2. To consider and make representations to the Governors on all academic matters and on such other matters as may be referred to the Board by the Governors. No final decision on an academic matter shall be taken by the Governors unless the Academic Board shall have had an opportunity of expressing an opinion on it and the Governors shall have considered such expression of opinion;

3. To appoint an Executive Committee and other standing and ad hoc committees formed from its own number or otherwise.

Scheme of Membership

- The Master
- The Vice-Master
- Members of the Academic Staff who are Professors*
- Members of the Academic Staff who are Readers*
- The Executive Deans
- The Assistant Deans
- The Pro-Vice-Masters
- The College Dean
- The Academic Staff Governors
- The Director of Library Services
- The Director of IT Services

- One representative per eight full time equivalent members of the Academic Staff (Lecturers and Senior Lecturers) of each School, to a maximum of ten representatives for each School, broadly reflecting the range of subject areas within the School and selected annually by the School Executive Board, using a means of selection or election determined by the School Executive Board;

- Two members of the senior Library Services staff at Grade 7 or above; to be confirmed annually through a means of selection or election determined by the Director of Library Services;

- Seven students, to include one student from each School, one research student and one general representative, identified annually by processes determined by the Students’ Union and which may also identify a deputy to attend meetings of the Board if the representative student is unavailable.
* Professors and Readers who have taken early retirement with a part-time teaching re-engagement continue as members of the Board.

The Board may co-opt annually to membership such persons as the President of BC UCU and members of University Committees if they are not already members of the Board.
Estates Committee

The Estates Committee meets once a term and reports to the Finance and General Purposes Committee.

Terms of Reference

1. To consider and make recommendations to F&GPC and Governors on strategic, developmental and policy and matters related to the estate, including environmental policy.

2. To oversee the development and ongoing review of the College’s Estates Strategy, in the context of the overall corporate plan and strategic objectives, for approval by F&GPC and Governors.

3. To monitor the overall delivery of the Estates Strategy and to make an annual report to F&GPC and Governors.

4. To establish Key Performance Indicators for estates and to monitor these in the context of the targets identified in the Estates Strategy, making periodic reports to F&GPC.

5. To have responsibility for oversight and monitoring of current major and College-level estates projects*, reporting on significant budget variances and making recommendations as necessary, including oversight of the use of specific grants.

6. To evaluate and advise Governors and F&GPC on new proposals for major and College-level estates projects and bids for project funding.

7. To approve the long term maintenance plan and the annual programme of long term maintenance work and to make recommendations on funding to the F&GPC.

8. To promote the efficient use of space throughout the College.

9. To advise F&GPC on the College’s property portfolio and the acquisition and disposal of property and leases.

* Major and College-level research projects are projects using HEFCE or other external funding, or with a budget of over (£50K), or projects affecting common space or the facilities and activities of more than one School.

Scheme of Membership

- The Master (Chair)
- The Vice-Master
- The Executive Deans (or their nominees)
- An independent Governor
- A student nominated by the Students’ Union Council

An independent member with relevant expertise may also be co-opted

Quorum

Three members

Note: Estates Committee is reviewing its Terms of Reference in 2016-17
HR Strategy and Policy Committee

The HR Strategy and Policy Committee meets once a term and reports to the Finance and General Purposes Committee.

Terms of Reference

1. To oversee the development and implementation of the College’s People Strategy.

2. To monitor annually the implementation of the People Strategy and recommend changes where necessary.

3. To champion and promote the HR Strategy.

4. To keep abreast of HR best practice, develop appropriate policies and make recommendations to Finance and General Purposes Committee for endorsement of new and revised policies.

5. To monitor developments in legislation and agree minor revisions to existing policies. Where these are required by legislation and have no direct financial or strategic implications, the Committee has delegated authority from Governors to approve revisions without the need for further approval by Finance and General Purposes Committee and Governors.

6. To be responsible for the conditions of service and career structure of all staff, including arrangements for probation, promotion, merit pay, regrading and appraisal.

7. To appoint members of the following review panels:
   - Academic Staff Probation Review Panel
   - Academic Staff Review Panel: Lecturer A to Lecturer B
   - Academic Staff Review Panel: Lecturer to Senior Lecturer
   - Academic Staff Review Panel: Conferment of Title

8. To consider the reports of all review panel decisions and also any recommendations they may make.

9. To receive for information an annual report on the gradings process for existing staff and the annual contribution-related pay process for professional and support staff.

10. To appoint the members of the College sides of the Staff Joint Committee and receive for information any reports to Governors of the Joint Committees.

11. To consider equality and diversity in all aspects of its discussion and decision-making.

12. To report and make recommendations to the Finance and General Purposes Committee.

Scheme of Membership

Master/Vice Master (Chair)

College Secretary

Director of Human Resources

Executive Deans (or their nominees)

An independent Governor
Deputy Director of HR

Head of HR Business Partnering

Head of Learning and Organisational Development

A Director of Professional Services

By standing invitation:
A School Manager

In attendance:
PA to Director of Human Resources (Secretary)

Quorum

Four members
Strategic Planning Committee

Terms of Reference

1. To have strategic oversight of all College activities, including teaching, research and the delivery of the mission
2. To advise F&GPC and Governors of College-wide strategic issues and priorities
3. To develop and keep under review internal planning and resource allocation policy and procedures, ensuring that these reflect the College's strategic priorities
4. To set the strategic context and objectives for the annual planning round and five year planning cycle, taking into account Governors' annual consideration of the College's strategic direction
5. To establish and to regularly monitor Key Performance Indicators that measure performance against the objectives set in the corporate plan and against School and Professional Services plans
6. To oversee the annual planning and budgeting process, to give feedback to Schools and Professional Services on developing plans and to co-ordinate and integrate plans for presentation to F&GPC
7. To discuss annual iterations of School plans with the Executive Deans and to consider and approve School and Professional Services plans against the objectives set, provided that
   a) Academic activities and programmes are approved and monitored through the procedures overseen by the Academic Board and its Committees
8. Budgets are approved by the F&GPC and GovernorsTo report to and advise F&GPC and ABExCo as appropriate on matters arising from the annual planning round
9. To take into account the advice of ABExCo as appropriate on planning priorities and cross-School issues
10. To establish a Fees Bursaries and Scholarships Committee, to consider recommendations from it on fee and scholarship policy and levels and to advise F&GPC and Governors accordingly
11. To ensure an annual report on the disbursement of scholarship funds is made by the Fees and Bursaries Committee to ABExCo

Scheme of Membership

- Master (Chair)
- Vice-Master
- The Pro-Vice-Masters
- The Executive Deans
- College Secretary
- Deputy College Secretary (Governance)
- Deputy College Secretary (Operations)
- Director of Finance
- Director of Planning
• Director of Human Resources
• Academic Registrar
• Director of Development and Alumni
• Director of External Relations
• Policy Adviser

Colleagues who may be invited to broader strategic meetings:
Heads of Professional Service departments, as appropriate to the subject(s) being considered.
A nominee of the Students’ Union Board of Trustees.

**Quorum**
Four members
Safety Committee

Terms of Reference

1. To advise Birkbeck on questions of safety policy, to draw attention to its legal obligations relating to safety and to send forward to the Finance and General Purposes Committee recommendations for such action as is thought necessary to ensure that reasonable steps are being taken to promote the safety of staff, students and other persons on Birkbeck premises.

2. To oversee the implementation of the Birkbeck Safety Policy.

3. To receive reports from the Health and Safety Officer and appropriate sub-committees.

4. To report, at least annually, through the Finance and General Purposes Committee, to the Governors of Birkbeck, University of London.

5. To advise schools, departments and sections of Birkbeck on the inculcation of safety consciousness in staff and students.

6. To organise the provision of appropriate first aid training and facilities.

7. To ensure that a complete record of occupational accidents is maintained.

8. To advise those responsible for arranging insurance of specific hazards within Birkbeck.

9. To maintain liaison with extra-mural organisations concerned with safety.

Scheme of Membership

- Committee Chair (appointed by the Finance and General Purposes Committee)
- The College Secretary and Clerk to the Governors
- Nominee of the Birkbeck Branch of UCU
- Nominee of the Birkbeck Branch of UNITE
- Nominee of the Birkbeck Branch of UNISON

In attendance

- The Health and Safety Advisor
- The Biological Hazards Officer
- The Genetic Modification Safety Officer
- The Director of Facilities and Estates Services
- The Students’ Union Manager
- The Maintenance Manager
- The Operational Estates Manager
Quorum

Five members.
Investment Committee

Terms of Reference

Investment Committee is a sub-committee of Finance and General Purposes Committee. It meets once a term and reports to F&GPC.

1. To be responsible to and to report to the Finance and General Purposes Committee for all investments;

2. To recommend to the Finance and General Purposes Committee and the Governors the appointment of investment managers to undertake the day-to-day management of the College’s investments in accordance with agreed policy;

3. To formulate and to keep under review the policy governing the College’s investments, including the “Powers and Restrictions”, and to make recommendations to the Finance and General Purposes Committee thereon;

4. To receive regular reports from the investment managers and to keep their performance under review.

The aims of the Funds are to provide growth in income and capital over the long term.

Powers and Restrictions

1. The investment managers may invest in securities which are dealt with on any recognised stock exchange, subject to the restrictions set out in the College’s Financial Regulations;

2. With regard to equities, normally no one holding should bring the total holdings in that organization above 5% of the market value of the Fund or 5% of the issued share capital of the company;

3. Where urgent action is required the Director of Finance is empowered to act on behalf of the Committee. Such action shall be reported to the next meeting of the Committee.

Scheme of Membership

- The Master
- The Chair of Finance and General Purposes Committee (ex-officio)

Four independent members:

- Up to two of whom may be co-opted members with expertise and experience in investment management who are neither Governors nor members of staff or students.

Quorum

Three, including at least one co-opted member.
Academic Board Executive Committee

Terms of Reference

1. To act as a steering and executive group for the Academic Board and to be responsible for the general management of the business of the Board, to allow it to fulfil its responsibility for overseeing the academic work of the College;

2. To advise the Strategic Planning Committee on academic matters arising from School and College level planning processes; and to take into account the advice of the Strategic Planning Committee in relation to the College’s strategic priorities;

3. To act as the College-level coordinating point for discussion of matters of academic strategy, regulation and policy and to deal with all academic matters of a routine nature which do not raise issues of policy, subject to report to the Academic Board;

4. To consider Reports made to the Academic Board by its academic Committees and the College Boards of Examiners; and to advise the Board accordingly;

5. To advise the Academic Board on academic support service policy, including for Library and IT provision;

6. To receive an annual report from the Fees, Bursaries and Scholarships Sub-Committee and to maintain an overview of the disbursement of scholarships and other student financial support;

7. To act on behalf of the Academic Board on all other matters delegated to it, decisions on such matters being deemed to be decisions of the Academic Board and implemented as such, subject to report.

Scheme of Membership

- The Master
- The Vice-Master
- The Pro-Vice Masters
- The Executive Deans
- The Academic Board Governors
- The Academic Staff Governors
- Two Students nominated annually by the Students’ Union Council.

The Director of Library Services, the Director of IT Services, the Chairs of the College Boards of Examiners, the Director of the Birkbeck Graduate School and the Director of External Relations shall be invited to attend as required.

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The Committees of the Academic Board (the academic Committees) are currently the Teaching and Quality Enhancement Committee, the Research Committee and the Student Engagement and Widening Participation Committee.
Teaching and Quality Enhancement Committee (TQEC):

Terms of reference

The Teaching and Quality Enhancement Committee is a Committee of Academic Board. It has been established to report to Academic Board on the implementation of the College’s mission in relation to all learning, teaching and quality assurance and enhancement related matters, and specifically the provisions of the College’s mission to:

- Provide part-time and flexible higher education courses which meet the changing educational, cultural, personal and career needs of adults; in particular those who live or work in the London region;
- Enable adult students from diverse social and educational backgrounds to participate in our courses.
- Make available the results of research, and the expertise acquired, through teaching, publication, partnerships with other organisations and the promotion of civic and public debate.

The Committee also has responsibility for reporting to Academic Board on the achievement of the key supporting objectives of the College to:

- Offer our students an integrated range of flexible, research-led courses across all levels of provision;
- Ensure the College provides an inclusive working and learning environment for its students and staff so that all may develop to their full potential;
- Develop the College’s capacity to respond rapidly to new and changing opportunities in higher and further education;
- Develop sustainable partnerships with the London region and beyond.

In reporting to Academic Board, the Committee will:

- Report and make recommendations upon the development of College strategy, regulation and policy in relation to all learning and teaching and quality assurance and enhancement activities, including the College’s Strategy for Learning and Teaching Enhancement.
- Report on the engagement of the College with national standards and codes of practice on matters relating to learning and teaching and the assurance of academic quality and standards including, but not limited to, the academic infrastructure of the Quality Assurance Agency for Higher Education (QAA); HEFCE policy and Professional, Statutory and Regulatory Body (PSRB) requirements.
Annex C

- Report and make recommendations upon the implementation of College strategies relating to the College’s learning and teaching and quality assurance and enhancement activities, including the College’s Strategy for Learning & Teaching Enhancement, by schools and professional services;

- Consider the operation of College level processes for assuring quality and standards, approving methods to ensure the efficient and effective operation of procedures including, but not limited to internal review, annual programme monitoring and student feedback processes;

- Report on the dissemination of issues and the sharing of good practice identified through learning/teaching and quality assurance/enhancement processes to Schools and the College;

- Oversee the consideration of new programmes and approval of major amendments to existing programmes

- To exercise any powers delegated by the Academic Board relating to: (i) learning and teaching (ii) quality assurance and enhancement.

The Committee will establish sub-committees and working groups to enable it to discharge these responsibilities, approving terms of reference and receiving regular reports. The Committee will also receive regular reports from the School Teaching and Quality Enhancement Committees, and will report to Academic Board on the implementation of strategies and the effectiveness of processes for assuring quality and standards at School level.

**TQEC Membership**

The constitution of the Committee is approved by Academic Board. College officers may be invited to attend by meetings by the Chair of the Committee, to report to the Committee on matters within their remit and to feedback to appropriate constituencies on Committee matters.

**Ex-officio**

Pro-Vice Master (Education) [Chair]
Pro-Vice Master (Academic and Community Engagement)
Deputy Pro-Vice Master (Education)
Academic Registrar
Director of Library Services
Chair, College Programmes Committee
Chairs, College Boards of Examiners

**Nominated members**

The Assistant Dean (Learning & Teaching) for each School or Chair of the School Teaching and Quality Enhancement Committee, as nominated by the Executive Dean of that School:
Two representatives of the Students’ Union, one undergraduate and one postgraduate, nominated by the Birkbeck Students’ Union Executive Committee.

In attendance

A representative of the Estates and Facilities Department
A representative of Information Technology Services
Head of Learning & Organisational Development
Deputy Director, Centre for Transformative Practice in Learning and Teaching
A representative of the School Managers
A representative of the Assistant School Managers
Head of Academic Services
Deputy College Secretary (Governance)

Quorum

TBC
College Boards of Examiners

Terms of Reference and Constitution

The terms of reference of College Boards of Examiners for all programmes and modules within the Board’s purview are:

1. Acting on behalf of the Academic Board, to consider recommendations from Sub-Boards of Examiners and to approve awards to candidates. All sub-Board recommendations for awards are subject to scrutiny and confirmation by the relevant College Board;

2. To consider recommendations from Sub-Board of Examiners relating to the termination of registration for individual students from the programme and / or College in line with the regulations and procedure relating to the termination of registration due to academic failure;

3. To consider the use of discretion by Sub-Boards of Examiners in making recommendations of awards to candidates, to scrutinise and confirm individual award recommendations involving the use of discretion, and to report to Academic Board on the consistency of the use of discretion;

4. To consider the use of discretion by Sub-Boards of Examiners in the award of “Compensated Fails” to candidates, and to report to Academic Board on the consistency of this use;

5. To consider the treatment by Sub-Boards of Examiners of applications for consideration of mitigating circumstances by candidates, and to report to Academic Board on the consistency of this treatment;

6. To review reports from Sub-Boards of Examiners on numbers of candidates permitted to undertake reassessment and numbers required to re-take modules;

7. To analyse trends relating to awards made by the College across subjects and across years;

8. To consider responses from Sub-Boards of Examiners to reports from External Examiners, requesting any further consideration or referring matters to other bodies as appropriate.

9. To consider any other matters referred by Academic Board.

Constitution

The constitution of College Boards of Examiners is:

- A Chair appointed by Academic Board
- 2 Members of Academic Board from each School that offers programmes or modules within the College Board’s remit
- An intercollegiate examiner appointed by Academic Board
- An external examiner appointed by Academic Board

The Academic Registrar or nominee will nominate a Secretary to the Board. The Secretary will not be a member of the Board.

Quorum: one representative from each applicable School and either the External Examiner or Intercollegiate Examiner.
Sub-Boards of Examiners

Terms of Reference and Constitution

The terms of reference of Sub-Boards of Examiners for all programmes within the Sub-Board’s purview are:

1. To nominate external examiners for the Sub-Board as appropriate;

2. To be responsible for the setting of assessments, including examination papers, and to ensure that regulations and policies relating to assessment have been followed correctly;

3. To be responsible for the setting of marking schemes for programmes not included in the Common Awards Scheme;

4. To approve marks for all elements of assessment and overall module results and to determine which students have passed or failed individual modules within the Sub-Board’s remit;

5. To determine for students who have not passed a module whether they should be permitted to be re-assessed in one or more elements of assessment or retake the module concerned in line with the relevant assessment regulations;

6. To determine the format and timing of all reassessments;

7. To make decisions on the progression of students to the following academic year, where appropriate.

8. To assign, at the Sub-Board’s discretion, a compensated fail to students who have fulfilled the appropriate criteria;

9. To apply the College’s Policy on Late Submission;

10. To form, at the Sub-Board’s discretion, a mitigating circumstances panel, to assess applications for mitigating circumstances and inform the Sub-Board of their recommendations, in line with the College Policy on Mitigating Circumstances;

11. To consider the recommendations of the relevant mitigating circumstances panel in determining a decision regarding an element of assessment or overall module result;

Programmes not included in the Common Awards Scheme will normally only include programmes for which professional body requirements preclude their inclusion, some programmes offered in partnership with other organisations or where existing pre-CAS programmes are being discontinued. Any new programme should gain the specific approval of Academic Board to be offered outside of the Scheme.
12. To ensure that, where an investigation into an assessment offence is ongoing, any mark or overall module result related to the alleged offence is withheld until such time as the investigation is concluded;

13. To consider and make recommendations for the termination of registration (exclusion) from the programme and College in line with the regulations and procedure relating to the termination of registration due to academic failure;

14. To consider reports from external examiners, making responses and recommendations to the relevant College Board of Examiners as appropriate.

15. To oversee, in accordance with the College’s Admissions Policy, admission to programmes of study within the sub-board’s remit.

Where a Sub-Board is responsible for making recommendations on the conferment of awards, the Sub-Boards will also:

15. Recommend awards and classifications\(^5\) in line with the appropriate regulations and the individual programme specification;

16. Make recommendations for and/or approve aegrotat awards in accordance with the conferment regulations.

17. Ensure that any candidate who satisfies the minimum requirements is recommended the appropriate award.

18. All Sub-board recommendations on the conferment of awards are subject to scrutiny and confirmation by the relevant College Board, acting on behalf of the Academic Board.

**Constitution**

The constitution of Sub-Boards of Examiners is as outlined in the College Policy on the Operation of Boards and Sub-Boards of Examiners.

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\(^5\) Classification: Shall relate to any classification of an award whether it be undergraduate honours classification (first, upper second etc) or distinction, merit and pass employed on other undergraduate or postgraduate awards.
Research Committee

The Research Committee is a Committee of the Academic Board.

Terms of reference

The Research Committee has been established to support the College’s mission in relation to all research-related matters, and specifically the provisions of the College’s mission to

- Maintain and develop excellence in research and provide the highest quality research training in all our subject areas.
- Make available the results of research, and the expertise acquired, through teaching, publication, partnerships with other organisations and the promotion of civic and public debate.

The Committee also has responsibility for supporting the College in its objective of achieving and maintaining strong research cultures in support of interdisciplinary work in each school and faculty.

In pursuit of its objectives the Committee will:

(i) advise Academic Board on the adoption of College strategies to support research, including strategies to support the maximisation of research grant success rates and income;
(ii) advise Academic Board on the adoption of any College policy in support of the College’s research;
(iii) consider matters concerning the provision and use of resources to support research; taking into consideration past research performance and present and future needs of Schools, advise on policy concerning the distribution of resources to support research;
(iv) administer any funds to support research for which responsibility is delegated to the Committee by resolution of the Academic Board;
(v) consider College regulation, policy and support for MPhil and PhD research students, making recommendations where appropriate to Academic Board; and
(vi) advise Academic Board and Governors on ethical matters related to the College’s research, in accordance with the College’s Procedures for Ethical Review, in liaison with the College Ethics Committee.

Scheme of membership

The Master
The Vice-Master
The Pro-Vice-Masters

6 Responsibility for the consideration of “Specialist Doctorate” programmes (eg the D.Psych Doctorate in Psychotherapy), their programme specifications and regulation will remain with the Teaching Committee.

7 This will normally be by delegation to a Research Student Sub-Committee.
The Assistant Dean (Research) for each School  
The Director of the Birkbeck Graduate Research School

**School representatives**  
One further representative from each School

**Students’ Union representative**  
A representative of the Students’ Union

**Quorum**  

8 members of the Committee will constitute a quorum.
Student Engagement and Widening Participation Committee

Terms of reference

Introduction

Students are the heart of the mission and community of Birkbeck. We offer life changing study opportunities and some of the most intellectually stimulating teaching experiences in the country. The Student Engagement and Widening Participation Committee will work collaboratively with representatives from across the Academic and Professional Services to maintain and enhance the student experience and to ensure that those who want to come and study here can.

Objectives

1. To oversee the development and implementation of strategy relating to student support services and the student experience. This includes the Student Engagement and Student Services Strategies.

2. To oversee the development and implementation of strategy and regulatory obligations relating to widening participation and outreach;

3. To work in partnership with other College Committees and the Teaching Quality and Enhancement Committee (TQEC) in particular in matters relating to the student experience.

4. To oversee the College approach and response to student feedback and student surveys.

5. To review and make recommendations on the College approach to supporting retention and completions plus minimising unplanned withdrawals.

6. To act as a critical friend and steering group to projects supporting the wider student experience and widening participation.

7. To consider and approve applications to the Alumni Fund

8. To advise and report to Academic Board Executive Committee

Scheme of Membership

- The Academic Registrar (Chair)
- Pro-Vice-Master (Education)
- The College Secretary
- Pro-Vice-Master (Access and Community Engagement)
- One representative from the Library
- Head of Student Services
- Head of Widening Access and Retention
- Head of Student Engagement
- Development and Alumni Manager
- Representative School Manager
- School Assistant Deans for Recruitment and Retention (one from each School)
- One student representative nominated by the Students' Union

Up to two additional members with expertise in areas under the Committee's remit to be co-opted by the Committee for renewable appointments of one year

**Quorum**

Five members
**School Executive Boards**

**Baseline Terms of Reference**

1. To act as the principal body for decision-making in the School and to have oversight of all operations, projects and activities within the School.

2. To ensure delivery at School level of College objectives including research; teaching; quality enhancement; student recruitment and retention; international links and recruitment, Birkbeck Stratford; engagement, partnerships and widening participation; and ensuring equality for students and staff.

3. To develop a five-year budgeted strategic plan with annual iterations, reflecting the College’s strategic priorities and the academic opportunities available, for approval by the College Strategic Planning Committee.

4. To have responsibility for the School budget and the delivery of the School strategic plan and to monitor both of these, receiving monthly reports on the budget and on delivery against targets and making termly reports to the College Strategic Planning Committee.

5. To agree resource allocation within the overall School budget by setting operational and other budgets for all activities.

6. To formulate and submit proposals on appropriate tuition fee bands to the Strategic Planning Committee through its Fees, Scholarships and Bursaries Subcommittee.

7. To consider bids and proposals for new developments and activities forwarded from Departmental meetings.

8. To establish, and to receive regular reports from, a School Research Committee and a School Teaching and Quality Enhancement Committee.

9. To be responsible, normally through Chair’s action, for School-level approval of individual research grant applications prior to forwarding to the College for approval.

10. To convene regular meetings to which all staff in the School are invited, and at these meetings to report on the Executive’s activities and decisions.

**Scheme of Membership**

- The Executive Dean (Chair)
- The Assistant Deans
- The School Manager
- Assistant School Managers as agreed by the School Manager and the Executive Dean
School Teaching and Quality Enhancement Committee (STQEC)

Baseline Terms of Reference

1. To advise the School Executive on the development, implementation and review of the School’s learning, teaching and quality enhancement activities, contributing to the School strategic plan, ensuring engagement with the College Learning and Teaching Strategy and setting targets addressing the priorities of the College Learning and Teaching Strategy.

2. To make an annual report to the College Teaching and Quality Enhancement Committee on all areas of the School’s learning, teaching and quality enhancement activities.

3. To consider and if appropriate to approve in principle proposals for new programmes prior to submission to the College Programmes Committee (by 28 February in the calendar year before programme launch.)

4. To appoint STQEC members to Programme Development Panels convened to advise on the development of new programmes that have been approved in principle; and to formulate recommendations for their formal approval.

5. To consider and if appropriate to endorse the recommendations of Programme Development Panels on the formal approval of new programmes prior to submission to the College Programmes and Teaching and Quality Enhancement Committees.

6. To consider and if appropriate to approve proposals for new modules and for module and minor programme amendments, reporting to the College Programmes Committee.

7. To ensure consideration and completion of on-line feedback forms for annual monitoring reports on cognate groups of undergraduate and postgraduate programmes; and to co-ordinate the School’s response to the College TQEC panels’ scrutiny of the annual programme monitoring reports.

8. To consider reports arising from student surveys (Student Withdrawal Survey, End of Year Survey, PRES (Postgraduate Research Experience Survey), course-unit (module) surveys); and to identify appropriate action and ensure its implementation.

9. To consider reports arising from the National Student Survey, including matters highlighted by the QEV section of Registry Services; and to identify appropriate action and ensure its implementation.

10. In liaison with the QEV section of Registry Services, to coordinate any necessary external accreditation exercises by Professional Statutory and Regulatory Bodies.

11. To ensure responses are made to External Examiners’ reports and that any follow up action identified by the STQEC or the Academic Services section of Registry Services is implemented.

12. To set External Examiner fees and to have oversight of payment of fees and expenses to External Examiners.
13 To confirm an internal review schedule for the School, produced by the QEV section of Registry Services and taking in all subject areas and levels in the School; to assist Departments preparing for internal review.

14 To consider the outcomes of internal review reports, including commendations and recommendations made; and to identify appropriate action and ensure its implementation.

15 To participate in the development of internal and external strategies, policies and procedures and responses to national developments in learning and teaching and quality assurance and enhancement, in liaison with the QEV section of Registry Services and reporting to the College TQEC.

Membership

- Assistant Dean (Learning Teaching and Quality Enhancement) as chair;
- Other assistant Deans with relevant strategic portfolios as appropriate for specific items
- Assistant School Managers with relevant strategic portfolios
- A representative of each subject area/teaching cluster within the School.
- Executive Dean
- School Manager
- A representative of Registry Services
School Research Committee

Baseline Terms of Reference

1. To advise the School Executive on the development, implementation and review of the School’s research activity, contributing to the School strategic plan and ensuring engagement with the College Research Strategy.

2. To make an annual report to the College Research Committee on all areas of the School’s research activity.

3. To consider and where appropriate to forward to the College Research Committee proposals for new research Centres; and to be active in the establishment of new Centres in strategically important areas.

4. To receive annual reports on actual and planned activities of research Centres and Institutes; and to forward these to College Research Committee as appropriate.

5. To have responsibility delegated from the School Executive for monitoring research Centre budgets within the School, reporting to the School Executive and the College Research Committee.

6. To set and review realistic and achievable targets for research grant income in the context of the School’s research aims and strategic plan.

7. To ensure there are mechanisms in place in the School to facilitate high quality research grant applications, including sharing of best practice and proactive identification of new research opportunities.

8. To develop and oversee mechanisms to support academic staff within the School in developing their research, particularly those in the early stages of their careers; to have responsibility delegated from the School Executive for monitoring budgets for these mechanisms; and to report to the School Executive and the College Research Committee.

9. To have oversight of the preparation for the REF of all subject areas within the School, contributing to the development of and implementing College strategies and reporting to the College Research Committee.

10. To ensure that there are appropriate mechanisms in place for considering ethical issues raised by research projects, including work undertaken by research students, convening working groups in keeping with the College’s responsibilities, and reporting back to the College Research Ethics Committee.

11. To oversee the admission, support, assessment and performance of research students, ensuring engagement with the College Code of Practice for postgraduate training and research and reporting to the College Research Committee.

12. To advise the School Executive on the development of a consistent and visible School research studentship strategy, which may include fee remission, and/or guaranteed teaching or research assistantships.

Membership

- Assistant Dean (Research) (Chair)
• Other assistant Deans with relevant strategic portfolios as appropriate/for specific items;
• Assistant School Managers with relevant portfolios
• A representative of each subject area/research cluster within the School;
• At least one representative of research Centres/Institutes within the School
• Executive Dean
• School Manager
• Representative from Registry Services.