

STANDING PANELS AND SUB-COMMITTEES OF UNIVERSITY COMMITTEES

[Academic Promotions Committee](#)

[Equality, Diversity and Inclusion Committee](#)

[Honorary Fellowships and Degrees Committee](#)

[Health, Safety and Wellbeing Sub-Committee](#)

[University Awards and Progress Committee](#)

[Open Research Integrity and Ethics Committee](#)

ASQC Sub-Committees

[College Annual Review and Enhancement
\[ARE\] Committees](#)

[Programme and Partner Standing Panel](#)

ACADEMIC PROMOTIONS COMMITTEE

1. Composition and Membership

- 1.1 There shall be an Academic Promotions Committee which shall be a standing panel of the Senate and the Council. It shall be comprised as follows:
- (i) Vice-Chancellor - Chair (ex officio);
 - (ii) The Deputy Vice-Chancellor – Vice-Chair (ex officio)
 - (iii) the Pro Vice-Chancellors who are Heads of College, (ex officio);
 - (iv) six professors appointed by the Senate, at least two of whom shall be drawn from each College;
2. Normally the Vice-Chancellor shall chair meetings, but may nominate the Deputy Vice-Chancellor or a Pro Vice-Chancellor to serve as Vice-Chair.

2. Duties, Powers and Terms of Reference

- 2.1 The Committee shall exercise such powers as may be delegated to it by the Senate and the Council;
- 2.2 The Committee shall be responsible for reviewing policy and procedures for the promotion of members of teaching and research staff, including the establishment of appeals procedures;
- 2.3 On the authority of Senate and Council, the Committee shall consider applications from members of the teaching and research staff in respect of:
- (i) Promotion to Senior Lecturer, Reader and Personal Chair

The Committee shall consider applications for promotion to Senior Lecturer, Reader and Personal Chair in accordance with the procedures. The Committee, after completion of due processes, and where it decides it is appropriate to do so, shall award promotion to Senior Lecturer, Reader and Personal Chair.
 - (ii) Promotion to Senior Research Fellow, Principal Research Fellow and Professorial Research Fellow

The Committee shall consider applications for promotion to Senior Research Fellow, Principal Research Fellow and Professorial Research Fellow, in accordance with the procedures. The Committee shall, after completion of due processes, and where it decides it appropriate to do so, shall award promotion to Senior Research Fellow, Principal Research Fellow and Professorial Research Fellow.
- 2.4 The Committee shall integrate consideration of all equality and diversity issues into all matters falling within its remit.

- 2.5 The Committee shall ensure that sustainability issues are considered in all matters falling within its remit.
- 2.6 The Committee shall provide an annual report to the Senate and the Council.

EQUALITY, DIVERSITY AND INCLUSION COMMITTEE

A. CONSTITUTION

1. Composition and Membership

1.1 There shall be an Equality, Diversity and Inclusion Committee which shall be a standing panel of the Governance Committee, composed as follows:-

- (i) Deputy Vice-Chancellor, nominated by the Vice Chancellor, who shall be Chair;
- (ii) Pro Vice-Chancellor, Research, Innovation and Enterprise
- (iii) Pro Vice-Chancellor, Education and Students
- (iv) The three Pro Vice-Chancellor Heads of College
- (v) The Chief Operating Officer
- (vi) The Dean for Equality, Diversity and Inclusion
- (vii) The Chairs of the College Equality, Diversity and Inclusion Networks
- (viii) Two students nominated by the President of the Students' Union;
- (ix) Chair of the Race Equality Steering Group;
- (x) Chair of the Gender Equality Steering Group;
- (xi) One representative nominated from each of the recognised trade unions
- (xii) The Chairs of two of the Equality Staff Networks, elected by the Chairs
- (xiii) The Dean for the Welsh Language (ex-officio)

2. Duties, Powers and Terms of Reference

2.1 The Equality, Diversity and Inclusion Committee shall be responsible for advising the Council through the Governance Committee on the development and implementation of strategies for ensuring legal compliance and best practice in all matters relating to equal opportunities and diversity.

2.2 The Committee shall:

- (i) devise and recommend policies, procedures and action plans to ensure that equal opportunities and diversity are integral to all areas of University activity;
- (ii) monitor existing policies and procedures to ensure that all legislative requirements are met and best practice adopted;
- (iii) collect and review data relevant to diversity and equality matters relating to students or employees on a regular basis and recommend changes to policies and procedures as appropriate;

- (iv) advise on the provision of appropriate training and awareness raising in relation to all equal opportunities and diversity matters;
- (v) establish such sub groups as it thinks fit to provide advice on specific policy areas or procedural matters;
- (vi) integrate consideration of equality and diversity issues in all matters falling within its remit;
- (vii) ensure that sustainability issues are fully considered in all matters falling within its remit.

HONORARY FELLOWSHIPS AND DEGREES COMMITTEE

Membership

There shall be an Honorary Fellowships and Degrees Committee which shall be a joint Committee of the Senate and the Council. It shall be comprised as follows:

1. The Vice-Chancellor (in the Chair)
2. The Chair of Council or his/her nominee drawn from among the lay members of Council;
3. A second lay member of Council, elected by Council in a manner of its choosing, to serve for a maximum term of three years
3. The Deputy Vice-Chancellor
4. The Pro Vice-Chancellor, Education and Students
5. Six members of academic staff to be elected by Senate, who will each serve for a maximum term of three years, including two members (at least one of whom shall be a Head of School) from each of the Colleges;
6. The President of the Students' Union;

The following officers will normally attend:

- The Chief Operating Officer
- The Director of Communications and Marketing
- The Director of Development and Alumni Relations

Duties, Powers and Terms of Reference

The Committee shall:

1. invite from the University community nominations for individuals who meet the criteria for the award of Honorary Fellowships of Cardiff University; and nominations for the award of the Honorary Degree Doethur er Anrhydedd y Brifysgol /Honorary Doctor of the University of Cardiff University
2. consider all submissions received according to the published criteria for the award of Honorary Fellowships and Honorary Degrees, confirming those who should be offered such awards and ensuring that such invitations are made
3. keep under review the criteria for the award of Honorary Fellowships and Honorary Degrees, informing Senate and Council of any changes made
4. inform Senate and Council of individuals confirmed to receive the Honorary Fellowship of Cardiff University or for the award of an Honorary Degree
5. ensure the publication of the updated register of Honorary Graduates of Cardiff University or its antecedent bodies
6. review and update as necessary the procedures and ceremonial arrangements for the conferment of Honorary Fellowships and Honorary Degrees of the University
7. consider proposals from the Vice Chancellor or Chief Operating Officer for the revocation of the conferment of an Honorary Degree or Honorary Fellowship

HEALTH, SAFETY AND WELLBEING SUB-COMMITTEE

1. Composition and Membership

- 1.1 There shall be a Health, Safety and Wellbeing Sub-Committee, which shall be a Sub-committee of the Governance Committee, composed as follows:
- (i) the Vice-Chancellor or a nominee from among the Deputy Vice Chancellor and Pro Vice Chancellors, who shall be the Chair;
 - (ii) one Lay Member appointed by and from Council;
 - (iii) the Chief Operating Officer;
 - (iv) one Head of School from each of the Colleges appointed by the College Pro Vice Chancellor;
 - (v) three members of staff, one from each College, appointed by the College Pro Vice Chancellor;
 - (vi) two employees of Cardiff University who are not members of Senate;
 - (vii) two student representatives nominated by the President of the Students' Union;
 - (viii) one representative from each of the recognised Trade Unions;
 - (ix) Director Human Resources, Safety, Health and Environment or nominee;
 - (x) Director of Estates or nominee;
 - (xi) Director of Health and Safety for Cardiff and Vale University Health Board or nominee;
 - (xii) Director of Student Support and Wellbeing Division.
- 1.2 The following shall normally be in attendance:
- (i) Academic Registrar or nominee;
 - (ii) such other advisers as are recommended to attend by the Director of Human Resources, Safety, Health and Environment.

2. Duties, Powers and Terms of Reference

- 2.1 The Health, Safety and Wellbeing Sub-Committee shall advise the Council, through the Governance Committee, on the development and implementation of health and safety strategy, policies and procedures.
- 2.2 The Committee shall:
- (i) monitor compliance with relevant legislation and, taking account of best practice, advise on the actions necessary to ensure a safe and healthy work and study environment for staff and students and for authorised visitors to the University;
 - (ii) monitor the operation of the University's health and safety strategy, policies and procedures and make recommendations about any corrective action required;

- (iii) establish subcommittees or groups, as appropriate, to advise on areas such as, but not limited to, genetic modification, radiation protection and fire safety;
- (iv) evaluate the provision of appropriate safety, health and environment training to staff and students, including those with specific safety, health and environment responsibilities and to monitor the effectiveness of the training provided;
- (v) keep under review the provision of information and communication in relation to health, safety and wellbeing awareness;
- (vi) encourage cooperation and consultation between the University and representatives of staff and students in order to improve the health and safety of staff and students;
- (vii) keep under review current, emerging and potential challenges in relation to health, safety and wellbeing in the external context that could have impact on University activities (including proposed changes to legislation), consider possible responses and recommend change where appropriate;
- (viii) consider reports from EMS, OSHEU, Union Safety Representatives, School/Directorate health and safety committees, and any other appropriate bodies;
- (ix) provide input into the University's emergency and business continuity planning;
- (x) advise Council through Governance Committee on the health and safety implications as appropriate of all University activities;
- (xi) review the Health and Safety in relation to the strategic aims of the University;
- (xii) review health, safety and wellbeing performance to include audit reports, accidents and notifiable disease statistics and sickness absence trends; including (in partnership with the Environmental Sustainability Sub-Committee) ensuring coherence and strategic alignment of the Environmental Management System;
- (xiii) provide reports of the Committee's activities and recommendations to the Governance Committee;
- (xiv) provide an interface between Cardiff University and the Cardiff and Vale NHS Trust on health, safety and wellbeing issues;
- (xv) integrate consideration of equality and diversity issues into all matters falling within its remit;
- (xvi) ensure that sustainability issues are fully considered in all matters falling within its remit.

3. The Secretary

The Secretary to the Committee will be nominated by the Director of Human Resources.

THE UNIVERSITY AWARDS AND PROGRESS COMMITTEE

1. Composition

1.1 There shall be a University Awards and Progress Committee which shall be a standing panel of Senate and Council and shall be composed as follows:

- (i) The Pro Vice-Chancellor (Education and Students) (Chair);
- (ii) A College Dean (Undergraduate or Postgraduate), appointed by the Pro Vice-Chancellor (Student Experience and Academic Standards);
- (iii) The Academic Registrar.

1.2 A member of the Committee may arrange for a substitute with the necessary seniority and expertise to attend in their place if they are unable to attend a meeting. The substitute(s) will normally be:

- (i) the Deputy Vice-Chancellor or a Pro Vice-Chancellor for the Pro Vice-Chancellor (Student Experience and Academic Standards);
- (ii) an alternative College Dean (Undergraduate or Postgraduate) for the appointed College Dean (Undergraduate or Postgraduate);
- (iii) a College Dean (Undergraduate or Postgraduate) for the Academic Registrar.

2. Duties, Powers and Terms of Reference

2.1 The University Awards and Progress Committee shall, under authority delegated to it by Senate and Council:

1. admit to degrees of the University or shall grant diplomas, certificates or other academic awards of the University to persons who have qualified for such an award in accordance with Statutes, Ordinances, academic regulations or procedures;
2. rescind decisions to admit persons to awards:
 - (i) to correct arithmetical or other errors of fact;
 - (ii) on the recommendation of re-convened Examining Boards.

2.2 The Committee shall submit a report to Senate and Council of awards so granted and a list of names of persons awarded a degree, diploma, certificate or other academic award of the University shall be maintained by the Registry.

2.3 The Committee shall receive recommendations from Examining Boards in respect of all appeals referred to a reconvened Examining Board under the Verification and Appeals Procedure. Such recommendations shall be accompanied by a justification for varying, or upholding the previous decision.

2.4 The Committee shall have the power to confirm or set aside a decision made by an Examining Board where it concludes that the decision taken by a re-convened Examining Board was unreasonable or could not be sustained by the facts of the case.

- 2.5 The Committee shall advise Senate and Council on recommendations of Senate to deprive any person of, or to restore to any person, a degree, diploma, certificate or other academic award of the University.
- 2.6 The Committee shall integrate consideration of equality and diversity issues in all matters falling within its remit.
- 2.7 The Committee shall ensure that sustainability issues are fully considered in all matters falling within its remit.

OPEN RESEARCH INTEGRITY AND ETHICS COMMITTEE – CONSTITUTION AND MEMBERSHIP

1 Composition and Administration

- 1.1 There shall be an Open Research Integrity and Ethics Committee which shall be a Sub-Committee of the Governance Committee and of Senate, composed as follows:
- (i) A Pro Vice-Chancellor, who shall be Chair, appointed by the Vice-Chancellor;
 - (ii) The College Deans (Research), from each of the Colleges;
 - (iii) six members of the academic staff experienced in research integrity and ethics issues, ideally drawn from School Research Ethics Committees, two from each College on the nomination of Senate;
 - (iv) two lay members appointed by the Council, one of whom shall be a member of the Council and one of whom shall not be a member of the Council and shall be independent of the University;
 - (v) one member who is an Early Career Researcher;
 - (vi) one further member may be co-opted.
- 1.2 Quorum shall be six members, to include a lay member.
- 1.3 The Committee shall meet at least 3 times per year.
- 1.4 Officers who support this activity will be invited to the Committee as well as:
- (i) The Designated Individual for the University's Human Tissue Act Licence for Research;
 - (ii) The Establishment Licence Holder for animal research;
 - (iii) The Chair of the Clinical Trial of Investigational Medicinal Products Governance Group.

2 Duties, Powers and Terms of Reference

- 2.1 The Committee will act as an oversight body to ensure that the University meets the requirements of the UUK Concordat to Support Research Integrity. These include:

(i) Maintaining standards

Commitment #1: We are committed to upholding the highest standards of rigour and integrity in all aspects of research.

(ii) Ethical and other frameworks

Commitment #2: We are committed to ensuring that research is conducted according to appropriate ethical, legal and professional frameworks, obligations and standards.

(iii) Culture of integrity

Commitment #3: We are committed to supporting a research environment that is underpinned by a culture of integrity and based on good governance, best practice and support for the development of researchers.

(iv) Research misconduct

Commitment #4: We are committed to using transparent, timely, robust and fair processes to deal with allegations of research misconduct when they arise.

(v) Strengthening integrity

Commitment #5: We are committed to working together to strengthen the integrity of research and to reviewing progress regularly and openly.

(vi) Open Research

Commitment #6: We are committed to working with our staff and students to develop innovative approaches to support Open Research and the responsible use of research metrics.

- 2.2 The Committee shall maintain the University's Research Integrity and Governance Code of Practice and shall monitor and review its effectiveness on a regular basis.
- 2.3 The Committee will act as an oversight body, and receive reports, to ensure that the University meets the requirements of Open Research and the San Francisco Declaration on Research Assessment (DORA).
- 2.4 The Committee shall maintain and review the 'Cardiff University policy on the ethical conduct of research involving human participants, human material or human data', the 'Cardiff University template Procedures for school research ethics committees' and associated documents;
- 2.5 The Committee shall monitor compliance with legislative requirements by receiving, at each meeting, a report from:
- Biological Standards Committee
 - Human Tissue Standards Committee
 - Clinical Trials of Investigational Medicinal Products Governance Group
- 2.6 The Committee shall require School Research Ethics Committees to submit an annual report to Research and Innovation Services for subsequent review by the Committee.
- 2.7 The Committee shall receive reports on allegations of academic research misconduct and may make recommendations on general issues arising from such cases.
- 2.8 The Committee shall ensure that appropriate mechanisms exist within the University to deal with complaints arising in relation to research integrity and ethics. In exercising this power the Committee shall not make judgements on

whether it is necessary and/or appropriate that a particular research project be conducted. This power shall not interfere with the 'Cardiff University Procedures for Dealing with Allegations of Misconduct in Academic Research'.

- 2.9 The Committee shall consider appeals and referrals submitted by School Research Ethics Committees via the Head of School, in accordance with the 'Procedures for Cardiff University Schools in respect of non-clinical research involving human participants, human material or human data'.
- 2.10 The Committee shall:
- (i) produce an annual report that will be submitted to Governance Committee and Senate for approval. The report will:
 - summarise actions and activities that have been undertaken to support and strengthen understanding and application of research integrity issues;
 - provide assurances that the processes the University has in place for dealing with allegations of misconduct are transparent, robust and fair, and continue to be appropriate to the needs of the organisation;
 - provide a high-level statement on any formal investigations of research misconduct that have been undertaken;
 - be made publicly available.
 - (ii) report to the Governance Committee on any outstanding difficulties in respect of its remit;
 - (iii) seek clarification from external expert bodies, as necessary, on matters of research integrity and ethics;
- 2.11 The Committee shall integrate consideration of equality and diversity issues in all matters falling within its remit.
- 2.12 The Committee shall ensure that sustainability issues are fully considered in all matters falling within its remit.

COLLEGE ANNUAL REVIEW AND ENHANCEMENT [ARE] COMMITTEES

Terms of Reference

1. To consider ARE Reports from Schools of the College and to:
 - provide feedback to each School; and
 - prepare an agenda for the follow-up discussions being undertaken on behalf of the Pro Vice-Chancellor (Student Experience and Academic Standards) by the College Deans with representatives of each School.
2. To identify:
 - actions to be undertaken by the College and issues for consideration by the University; and
 - noteworthy practice to be shared across the College.
3. To make recommendations to the Academic Standards and Quality Committee.
4. To confirm that the Annual Review and Enhancement Process was undertaken by each School according to the agreed procedure.

Membership

Each College ARE Committee shall comprise:

- The College Dean (Undergraduate/Postgraduate) – Chair
- A Director of Learning and Teaching (or equivalent) for a School of another College, appointed by the College
- A Director of Postgraduate Research Studies (or equivalent) for a School of another College, appointed by the College
- At the discretion of the Dean, the College Registrar or a senior College administrator;
- Two student representatives, nominated by the Students' Union Vice-President Education (chosen to represent both taught and research student interests).
- The Head of Quality and Standards, Registry

Officer support for each College ARE Committee will be provided from Registry and Academic Services and other Professional Services as appropriate.

PROGRAMME AND PARTNER STANDING PANEL

Terms of Reference

The Programme and Partner Standing Panel, under authority delegated to it by the Academic Standards and Quality Committee (ASQC), shall have the following terms of reference:

- i. to scrutinise proposals for new programmes and proposals for major/intermediate changes to existing programmes, including those which involve a collaborative arrangement, in accordance with the Programme Approval Policy, and submit recommendations to ASQC;
- ii. to oversee the Register of Collaborative Provision and ensuring that it is comprehensive and up to date;
- iii. to receive and evaluate all annual moderator reports and external examiners reports for programmes which are delivered with a formal partner, listed on the Register of Collaborative Provision, highlighting any issues or areas of good practice associated with academic standards and the student experience;
- iv. to oversee reviews of collaborative provision agreements within the time-frame detailed in the Collaborative Provision Policy Framework;
- v. to oversee all Teach-Out agreements ensuring the academic standards and student experience are maintained;
- vi. to undertake an annual review of the operation of the Programme Approval and Collaborative Provision policies, receiving feedback from a range of stakeholders across the University, recommending any appropriate changes to ASQC.

Membership

Chairs

A minimum of three academic staff members of ASQC, one from each College, appointed by the Committee, who shall jointly serve as Chairs.

Academic Members of Staff

A minimum of nine academic staff members, drawn from each College who will attend the Panel on a rolling basis, nominated by the College Deans for Education and Students:

- i. one of whom shall be involved in the development or delivery of collaborative provision, professional placements and/or quality assurance, academic standards and the student experience.

Students

Six student representatives who will attend the Panel on a rolling basis, nominated by the Students' Union President, at least 3 of whom should be sabbatical officers

Secretaries

Officer support for the Standing Panel will be provided from Registry and other Professional Services as appropriate, with the College Quality Officers jointly serving as Secretaries.

Other attendees

The Chair of each Panel meeting can ask additional staff or external representative to attend a meeting if it is deemed by the Chair that the Panel would benefit from specialist advice.