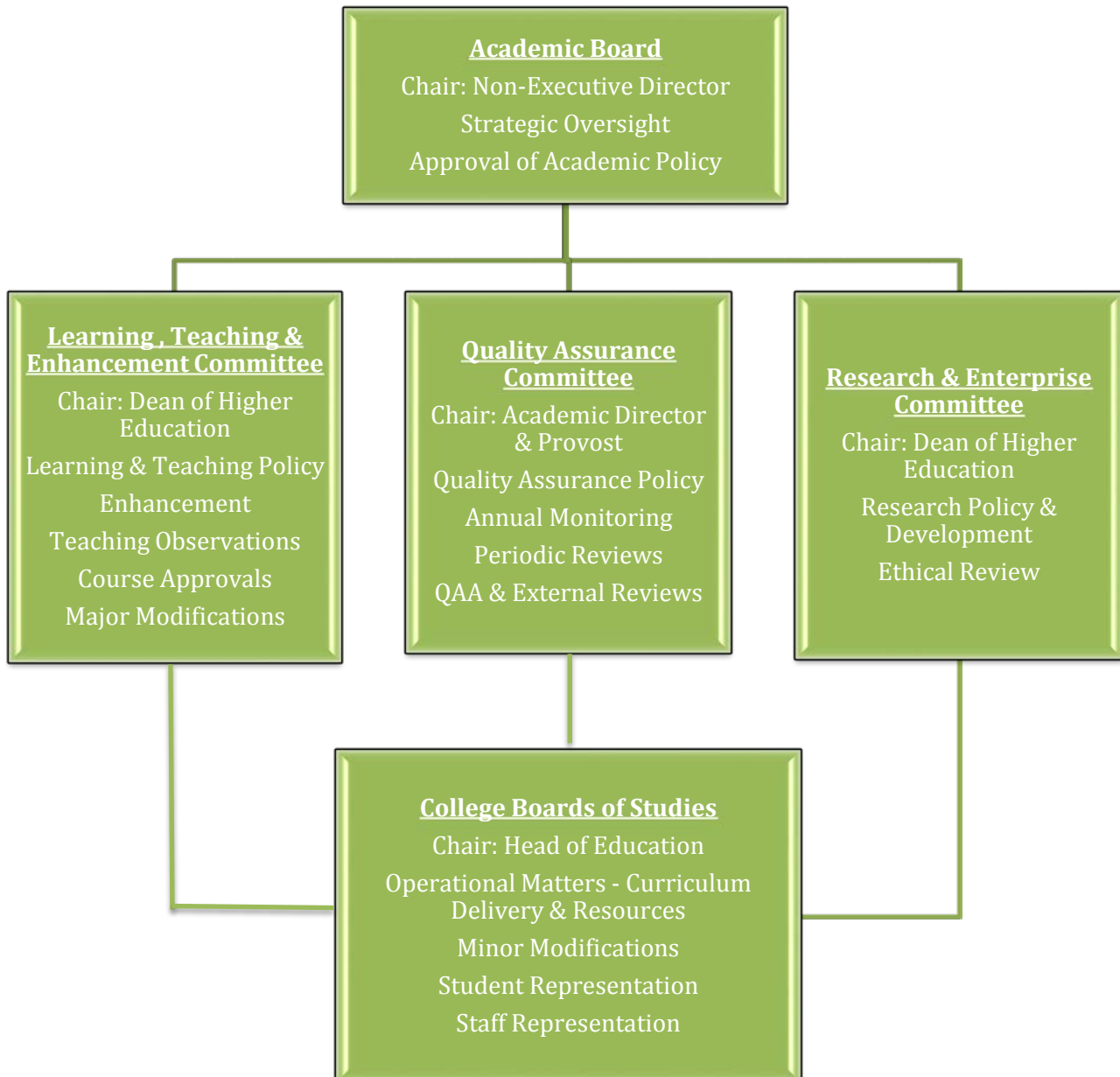


## Section 5: BIMM Institute Academic & Operational Infrastructure



## **BIMM Institute Academic Board (AcBd)**

Meets: Minimum of four times a year, normally termly plus a late Summer meeting  
Reports to: BIMM TopCo Limited Board

### **Composition:**

- Academic Non-Executive Director (Chair), ex officio
- Academic Director & Provost (Deputy Chair), ex officio
- College Principal from each college (x7), ex officio
- Dean of Higher Education, ex officio
- A Head of Student Services nominated by the Heads of Student Services as their representative, appointed for a period of 1 year
- A Head of (Higher) Education nominated by the Heads of (Higher) Education as their representative, appointed for a period of 1 year
- An elected Student Representative from each college (x7), appointed for a period of 1 year
- An elected member of Higher Education teaching staff, appointed for a period of 1 year
- An elected member of Further Education teaching staff, appointed for a period of 1 year
- An external senior academic from a UK Higher Education provider, appointed for a period of 3 three years

### **In attendance:**

- Quality Assurance Manager (Secretary to the Board)
- Chief Executive Officer and Head of Institution (as required)

Academic Board has the authority to co-opt up to 2 members for a maximum 3 years.

The minimum number of attendees for this board to be quorate will be the Chair or Deputy Chair plus 8 other full members.

In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to the membership for consideration and/or signed off by Chair's Action.

### **Terms of Reference:**

#### *Strategy & Compliance*

- To advise the Chief Executive Officer & Head of Institution, the Executive Management Team, and the BIMM TopCo Limited Board on all matters relating to compliance with UK, Irish and German Higher and Further Education duties, policies, regulations and requirements, the maintenance of academic standards and the assurance and enhancement of the quality of all BIMM Institute courses.
- To maintain strategic oversight of BIMM Institute's compliance with UK, Irish and German Higher and Further Education sector duties, policies, regulations and requirements and as appropriate.
- To maintain strategic oversight of UK, Irish and German Higher and Further Education policy developments and to ensure that BIMM Institute responds appropriately.

- To receive and consider correspondence from UK, Irish and German education regulating bodies and designated agencies, Awarding Institutions and Awarding Bodies and ensure that BIMM Institute responds appropriately.
- To maintain strategic oversight of academic standards and the quality of learning opportunities available to students for all BIMM Institute Colleges and courses.
- To make recommendations to the BIMM Institute Executive Management Team and the BIMM TopCo Limited Board for the development of new courses and curriculum areas and to monitor progress against agreed timescales.
- To oversee BIMM Institute's application for Taught Degree Awarding Powers and receive regular reports on progress from the Academic Director & Provost, and to approve the new academic regulatory framework and academic policies required to support the exercising of Taught Degree Awarding Powers.
- To approve BIMM Institute's submissions for the Teaching Excellence Framework (TEF) and to review the outcomes.
- To approve BIMM Institute's submissions for Higher Education Review (HER) and other external quality assurance engagements and to review outcomes.

### *Policy*

- To approve, keep under review and monitor the effectiveness of all academic policies and procedures including but not limited to those related to admissions, learning and teaching, student support, student progression, quality assurance, and all other policies related to the assurance of standards and quality.
- To approve, keep under review and monitor the effectiveness of policies and procedures related to research, enterprise and ethics.
- To approve procedures for the nomination of External Examiners and approve nominations from the Quality Assurance Committee for recommendation to Awarding Institutions.
- To approve and keep under review entry requirements for all BIMM Institute courses.

### *Academic Performance*

- To consider annually a report on the outcomes from Examination Boards and commission actions to address any issues identified and ensure that effective monitoring arrangements are in place.
- To review and agree annually BIMM Institute's academic key performance indicators, including but not limited to enrolment, attendance, retention, progression, achievement and outcomes from student surveys.
- To review annually BIMM Institute's performance against the agreed academic key performance indicators and to commission actions as appropriate to address any issues arising and ensure effective monitoring arrangements are in place.

- To consider reports on the management of, and outcomes from, the annual National Student Survey (NSS) and to receive reports on the recommendation of the Quality Assurance Committee on progress towards completing the resulting action plan.
- To receive on the recommendation of the Quality Assurance Committee a summary of the Annual Monitoring Reports, External Examiners Reports, and the Institutional Action Plan derived from annual monitoring.
- To receive on the recommendation of the Quality Assurance Committee a summary of the Self-Assessment Reports, responses to External Verifiers reports, and action plans arising from annual self-assessment.
- To receive reports on the recommendation of the Quality Assurance Committee and/or the Learning, Teaching and Enhancement Committee, and monitor the effectiveness of action plans, arising from periodic reviews, delivery centre approvals, course validations and course revalidations undertaken by (HE) Awarding Institutions or (FE) Awarding Bodies.
- To receive reports on the recommendation of the Quality Assurance Committee and approve and monitor the effectiveness of action plans arising from external quality reviews including Higher Education Reviews by the Quality Assurance Agency.
- To identify positive outcomes and successful practice in the annual monitoring, periodic review or external review processes and oversee the dissemination of such through the sub-committees.
- To receive on the recommendation of the Learning, Teaching & Enhancement Committee the annual Learning and Teaching Report.
- To receive annually a report on the recommendation of the Research and Enterprise Committee on BIMM Institute's research and enterprise activities.

### *Subcommittees*

- To establish, and receive and consider minutes and reports as appropriate from the following sub-committees:
  - Learning, Teaching & Enhancement Committee (LTEC)
  - Quality Assurance Committee (QAC)
  - Research & Enterprise Committee (REC)
  - Examination Boards (Module Assessment Board (MAB), Progress Board (PB), Award Board (AwBd))
- To delegate to the Quality Assurance Committee authority to:
  - approve Annual Monitoring Reports and responses to External Examiners Reports prior to their submission to the (HE) Awarding Institution(s).
  - approve annual Self-Assessment Reports and responses to External Verifiers reports prior to their submission to the (FE) Partner College(s) and/or the Awarding Body.
- To delegate to the Learning, Teaching & Enhancement Committee authority to:
  - approve new course proposal documentation prior to its submission to the Awarding Institution.

- undertake Internal Course Approval and Re-approval, including the establishment of approval panels, and to approve course documentation prior to its submission to the Awarding Institution or Awarding Body.
- undertake Internal Course Approval, including the establishment of approval panels, for the revised suite of courses in preparation for when BIMM Institute achieves Taught Degree Awarding Powers.
- approve annually the awarding of learning and teaching development project funding to staff in line with BIMM Institute's Learning & Teaching Strategy and budget.
  
- To delegate to the Research & Enterprise Committee authority to approve:
  - annually the awarding of research project funding and postgraduate study bursaries to staff in line with BIMM Institute's approved Research and Enterprise strategy and budget.
  
- To delegate to the Examination Boards authority to approve:
  - module marks and outcomes.
  - recommendations of the Mitigating Evidence Committee.
  - re-sit opportunities and progression decisions.
  - awards and classification decisions.

## **BIMM Institute Learning, Teaching & Enhancement Committee (LTEC)**

Meets: Minimum of three times a year, normally termly  
Reports to: BIMM Institute Academic Board (AcBd)

### **Composition:**

- Dean of Higher Education (Chair), ex officio
- Head of Learning & Teaching Enhancement (Deputy Chair), ex officio
- Head of Academic Development & Learning Resources, ex officio
- Two Heads of (Higher) Education from the UK Colleges, appointed by Academic Board for 2 years
- One Head of (Higher) Education from a non-UK college appointed by Academic Board for 2 years
- One Head of Student Services from the UK colleges, appointed by Academic Board for 2 years
- One Head of Student Services from the non-UK colleges, appointed by Academic Board for 2 years
- An elected student representative from each college (x7)

### **In attendance:**

- Academic Development Officer (Secretary to the Committee)

The Learning, Teaching & Enhancement Committee has the authority to co-opt up to 2 members for a maximum 3 years.

The minimum number of attendees for this committee to be quorate will be the Chair or Deputy Chair plus three other staff members.

In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to the membership for consideration and/or signed off by Chair's Action.

### **Terms of Reference:**

#### *Strategy & Policy*

- To advise Academic Board on all matters relating to learning, teaching and enhancement as they affect strategic academic planning and policy.
- To keep a watching brief and advise Academic Board on external enhancement agendas and initiatives and education development funding opportunities.
- To recommend for the approval of Academic Board, and keep under review, policies relating to internal course approval, learning and teaching, assessment, and peer observation of teaching.
- To formulate, and keep under review, the BIMM Institute Learning & Teaching Strategy for recommendation to Academic Board for approval and monitor progress towards achieving objectives, and approve and monitor the implementation of associated College Action Plans.
- To recommend for the approval of Academic Board BIMM Institute's submission to the Teaching Excellence Framework (TEF).

- To formulate and keep under review policy relating to the provision of academic learning resources including but not limited to the Virtual Learning Environment (VLE), e-library, hard-copy academic books, and BIMM Institute course notes and text books, and make recommendations as appropriate for the Approval of Academic Board.
- To formulate and keep under review a strategy for the dissemination of identified good practice in learning, teaching and assessment within the colleges.
- To determine priority areas for educational development and enhancement in the colleges and commission and support the delivery of targeted education development and training activities and evaluate the effectiveness of such activities.
- To recommend to Academic Board for approval amendments to assessment regulations and procedures prior to their submission to the appropriate Awarding Institution.
- To recommend for the approval of Academic Board policies relating to learning, teaching and assessment, course approval/re-approval, and enhancement required for the implementation of Taught Degree Awarding Powers.

#### *Subcommittees & Working Groups*

- To establish, approve the composition and terms of reference for, and receive minutes and reports from the following subcommittees:
  - Boards of Studies (BoS)
  - Curriculum Steering Group (CSG)
  - Academic Resources Group (ARG)
  - Learning & Teaching Conference Steering Group
  - Learning & Teaching Development Projects Approval Panel
- To delegate authority to the Learning & Teaching Conference Steering Group to determine the venue, timing and theme of the annual learning and teaching conference in line with the approved budget, and to approve submissions for inclusion in the conference programme.

#### *Learning & Teaching Enhancement*

- To receive and review the annual report on Learning & Teaching, including details of the annual cycle of teaching observations, identification of good practice, and actions plans, and approve the report for consideration by Academic Board.
- To approve action plans arising from the annual report on Learning & Teaching and monitor their implementation, and recommend any changes of policy for the approval of Academic Board.
- To receive reports on resources required for the effective delivery of learning and teaching from college Boards of Studies and College Management Teams.

#### *Curriculum Development & Course Approval*

- To keep under review, for the consideration of Academic Board, the annual schedule of internal and external course validations and revalidations and to monitor progress towards successful outcomes.

- To approve on behalf of Academic Board, and in accordance with procedures laid down by Academic Board, proposal documentation for new courses prior to submission to the appropriate Awarding Institution for approval.
- To approve on behalf of Academic Board, and in accordance with procedures laid down by Academic Board, major and minor changes to existing courses on the recommendation of the appropriate Board(s) of Studies before recommending changes to the Awarding Institutions.
- To undertake on behalf of Academic Board, and in accordance with procedures laid down by Academic Board, Internal Approval for new courses including convening approval panels with delegated authority to determine that the documentation for new courses be submitted to the appropriate Awarding Institution for validation.
- To undertake on behalf of Academic Board, and in accordance with procedures laid down by Academic Board, Internal Approval for courses requiring revalidation, including convening approval panels with delegated authority to determine that the documentation be submitted to the appropriate Awarding Institution for revalidation.

Any confidential matters regarding examination papers or issues regarding individual students and staff will be discussed without the presence of student representatives.



## **BIMM Institute Quality Assurance Committee (QAC)**

Meets: Termly

Reports to: BIMM Institute Academic Board (AcBd)

### **Composition:**

- Academic Director & Provost (Chair), ex officio
- Quality Assurance Manager (Deputy Chair), ex officio
- Two Heads of Education from the UK colleges, appointed by Academic Board for 2 years
- One Head of Education from the non-UK colleges, appointed by Academic Board for 2 years
- One Head of Student Services from the UK colleges, appointed by Academic Board for 2 years
- One Head of Student Services from the non-UK colleges, appointed by Academic Board for 2 years
- An elected student representative from each college (x7)
- An external academic member, appointed by Academic Board for 3 years

### **In attendance:**

- Quality Assurance Officer (secretary to the committee)

The Quality Assurance Committee has the authority to co-opt up to 2 members for a maximum 3 years.

The minimum number of attendees for this committee to be quorate will be the Chair or Deputy Chair plus three other staff members.

In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to the membership for consideration and/or signed off by Chair's Action.

### **Terms of Reference:**

#### *Strategy & Policy*

- To advise Academic Board on all matters pertaining to quality assurance as they affect strategic academic planning and policy.
- To monitor all guidance and requirements issued by the Quality Assurance Agency for Higher Education (QAA), particularly in relation to Higher Education Review (HER) and the UK Quality Code for Higher Education (UKQC), and by Ofsted for Further Education; initiating, co-ordinating and monitoring the effectiveness of action as appropriate.
- To formulate and keep under review the BIMM Institute Quality Assurance & Enhancement Strategy and associated operational plans for recommendation to Academic Board for approval and to monitor progress towards achieving objectives.
- To develop for the approval of Academic Board, and keep under review BIMM Institute's systems, policies and guidance for assuring and enhancing the quality of students' learning experience and maintaining academic standards, and formulate and recommend policy and procedural changes to Academic Board.
- To develop for the approval of Academic Board, and keep under review, processes for annual review of modules and courses at further education, undergraduate and postgraduate taught

levels, including student course and module surveys, and to consider and manage the outcome of these processes.

- To keep under review, for the consideration of Academic Board, centre approval events, and to monitor progress towards successful outcomes.

#### *Academic Key Performance Indicators*

- To propose annually for the approval of Academic Board the academic Key Performance Indicators (KPIs) and targets that will be used to measure academic performance, including but not limited to attendance, retention, progression/continuation, achievement and National Student Survey outcomes.
- To consider for the approval of Academic Board an annual report on overall performance against the agreed KPIs and to recommend actions to be taken to improve performance, and to monitor the implementation of action plans.
- To identify from the annual review of performance against the agreed KPIs any course of college that has underperformed significantly, approve a programme of development engagement to improve performance and monitor its effectiveness.
- To receive regular reports on performance against KPIs at course and college level and to advise Academic Board of emerging issues and recommend actions to be taken to improve performance.
- To consider the outcome from the National Student Survey (NSS), propose an action plan for the approval of Academic Board and monitor the implementation of the action plan.
- To receive annual reports regarding mitigation, complaints, appeals, misconduct, fitness to practice and cases submitted to Awarding Institutions, Awarding Bodies, or the Office of the Independent Adjudicator (OIA).

#### *Annual Course Monitoring*

- To consider and approve a summary of the BIMM Institute Higher Education Annual Monitoring Reports and action plans and to report to Academic Board institute-wide matters arising from reports from External Examiners and annual monitoring of courses in the annual report to Academic Board on Annual Course Monitoring.
- To consider External Examiner Reports for each Higher Education course and highlight good practice and areas of enhancement for inclusion in the annual External Examiner Summary Report considered by Academic Board.
- To monitor the outcomes from, and the effectiveness of, the External Examiner system, to consider recommendations on External Examiner nominations from Boards of Studies, and to approve nominations thereon to Academic Board.
- To consider and approve a summary of the BIMM Institute Further Education Annual Self-Assessment Reports and action plans and to report to Academic Board institute-wide matters arising from reports from external verifiers and annual self-assessment of courses in the annual report to Academic Board on Annual Self-Assessment.

### *External Quality Assurance Engagement*

- To recommend for the approval of Academic Board written submissions for external quality assurance reviews by Quality Assurance Agency, Ofsted, Professional, Statutory & Regulatory Bodies, Awarding Institutions (HE), and Awarding Bodies.
- To consider the outcomes of external quality assurance reviews by the Quality Assurance Agency, Ofsted, Professional, Statutory & Regulatory Bodies, Awarding Institutions (HE), and Awarding Bodies, make recommendations to Academic Board on actions required to improve and/or enhance provision, and monitor the implementation of action plans.
- To receive reports as appropriate from the Learning, Teaching & Enhancement Committee on quality and standards issues emerging from internal course approval and external course validation, and to make recommendations for action as appropriate to Academic Board.
- To consider reports from Awarding Institutions (HE), partner colleges (FE) and Awarding Bodies (FE) regarding the outcomes of annual and periodic reviews of collaborative provision, and any other matters relating to the quality assurance or academic standards of collaborative provision, propose action plans for the approval of Academic Board and monitor the implementation of action plans.
- To consider Ofsted reports on our Further Education partners regarding the outcomes of reviews of provision, and any other matters relating to the quality assurance or academic standards of provision, and propose actions for the approval of Academic Board.

### *Subcommittees*

- To establish, approve the composition and terms of reference for, and receive minutes and reports from the following subcommittees:
  - Annual Course Monitoring Committee (HE)
  - Annual Self-Assessment Committee (FE)
- To delegate authority to the Annual Course Monitoring Committee (HE) to approve, on behalf of the Quality Assurance Committee, Annual Course Monitoring Reports and responses to External Examiners Reports prior to their submission to the Awarding Institution.
- To delegate authority to the Annual Self-Assessment Committee (FE) to approve, on behalf of the Quality Assurance Committee, Annual Self-Assessment Reports and responses to External Verifier Reports prior to their submission to the partner college and/or Awarding Body.

## **BIMM Institute Research & Enterprise Committee (REC)**

Meets: Termly

Reports to: BIMM Institute Academic Board (AcBd)

### **Composition:**

- Dean of Higher Education (Chair), ex officio
- Head of Learning & Teaching Enhancement (Deputy Chair), ex officio
- One Head of (Higher) Education from a UK college, appointed by Academic Board for 1 year
- One Head of (Higher) Education from a non-UK college, appointed by Academic Board for 1 year
- Up to eight academic members of staff with a particular interest in research/enterprise, appointed by Academic Board for a period of two years
- Up to two external members from the sector with expertise in research/enterprise

### **In attendance:**

- Quality Assurance Officer (secretary to the committee)

The Research & Enterprise Committee has the authority to co-opt up to 2 members for a maximum 3 years.

The minimum number of attendees for this committee to be quorate will be the Chair or Deputy Chair plus four other academic members.

In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to the membership for consideration and/or signed off by Chair's Action.

### **Terms of Reference:**

#### *Strategy & Policy*

- To advise Academic Board on all matters relating to research and enterprise as they affect strategic academic planning and policy.
- To keep a watching brief and advise Academic Board on external research and enterprise agendas and potential funding opportunities.
- To formulate and keep under review the BIMM Institute Research & Enterprise Strategy and associated operational plans for recommendation to Academic Board for approval and to monitor progress towards achieving objectives.
- To approve institutional applications for external research funding, and if successful receive reports on their progress.
- To promote and exchange best practice in relation to the enhancement and management and conduct of research and knowledge exchange activities.
- To formulate and monitor the implementation of a strategy to facilitate interaction between colleges and our Awarding Institutions and promote institute-wide, collaborative and interdisciplinary research.

- To maintain a register of BIMM Institute staff research interests and activities.
- To consider an annual report on research and enterprise activity across the BIMM Institute and recommend it for consideration by Academic Board.

#### *Research Projects & Postgraduate Study Schemes*

- To approve and oversee the BIMM Institute Research Projects Scheme and receive regular reports on each project's progress.
- To approve and oversee the BIMM Institute Postgraduate Study Scheme and receive regular reports on each participant's progress.

#### *Subcommittees*

- To establish, approve the composition and terms of reference for, and receive minutes and reports from the following subcommittees:
  - Ethical Approval Committee
  - Research Funding Approval Committee
- To delegate authority to the Ethical Approval Committee to approve ethical review applications from staff and students for research projects undertaken at BIMM Institute.
- To delegate authority to the Research Funding Approval Committee to approve applications for research project funding and postgraduate study funding.

## **BIMM Institute Postgraduate Board of Studies (PG BoS)**

Meets: Termly

Reports to: Learning, Teaching & Enhancement Committee

### **Composition:**

- Dean of Higher Education (Chair)
- Heads of Education/Higher Education
- PG Cert teaching staff
- Head of Learning & Teaching Enhancement
- Head of Student Services (Brighton only)
- A Student Representative from each cohort of the PG Cert running at each College

### **In attendance:**

- Administrator (minutes)
- Awarding institution link tutor

The Postgraduate Board of Studies has the authority to co-opt up to 2 members for a maximum 3 years.

The minimum number of attendees for this board to be quorate will be the Chair plus two other academic member and two student representatives. Members may provide a nominee if unavailable.

In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to the membership for consideration and/or signed off by Chair's Action.

### **Terms of Reference:**

- To consider views and make recommendations to LTEC concerning any academic matter relating to courses and/or modules within its remit and any other matter requiring consideration.
- To monitor the effectiveness of the delivery of courses within the remit of the Board in order to ensure course objectives are achieved and to assure the effective operation of the courses, including receipt of the annual course reports.
- To keep under review course admission criteria, placement and work-based learning arrangements and ensure the accuracy of information, advice and guidance to applicants and students in published information for courses within the remit of the Board, including course handbooks.
- To consider and approve minor modifications to courses within the remit of the Board in accordance with the BIMM Institute HE Course & Module Modifications policy.
- To ensure the administration of the examination and assessment arrangements is conducted in accordance with the agreed course requirements, following BIMM Institute and Awarding Institution procedures.
- To advise Quality Assurance Committee on External Examiner nominations and to ensure they are inducted and appropriately briefed on course examination and assessment requirements and related matters.

- To consider issues arising from students and staff in relation to course delivery and management and to recommend action as appropriate or to refer matters for consideration and approval to the appropriate authority as required.
- To keep under review the resources required for the effective delivery of the course(s) under its remit and to ensure LTEC and College Management Teams are apprised of requirements as appropriate, including library and e-resources on the BIMM Institute VLE.
- To make recommendations to LTEC on in-year assessment changes arising from unforeseen issues to ensure the effective delivery and assessment of the course(s) under its remit and to provide regular reports as required to relevant college committees.
- To submit its minutes to LTEC and report all quality assurance matters to QAC.

**Confidentiality:**

Any issues of a personal, confidential or sensitive nature which are raised at the meeting (e.g. regarding an individual member of staff or student) should be dealt with accordingly. The Chair may ask that students present do not discuss such issues outside of the meeting so that they can be dealt with in the appropriate manner, respecting the right of confidentiality of those concerned.

Alternatively, the Chair may decide that the particular issue will not be discussed further at the Board but will instead be referred to a more appropriate external channel for consideration.

### **College Higher Education Board of Studies (HE BoS)**

Meets: Termly

Reports to: Learning, Teaching & Enhancement Committee (LTEC)

#### **Composition:**

- Head of Education/Higher Education (Chair)
- Course Leader of each course for which the BoS is responsible
- Heads of Department
- Head of Student Services
- A Student Representative from each course in the portfolio for which the BoS is responsible

#### **In attendance:**

- Administrator (minutes)
- Awarding Institution link tutor

The College HE Board of Studies has the authority to co-opt up to 2 members for a maximum 3 years.

The minimum number of attendees for this board to be quorate will be the Chair plus two other academic members and two student representatives. Members may provide a nominee if unavailable.

In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to the membership for consideration and/or signed off by Chair's Action.

#### **Terms of Reference:**

- To consider views and make recommendations to LTEC concerning any academic matter relating to courses and/or modules within its remit and any other matter requiring consideration.
- To monitor the effectiveness of the delivery of courses within the remit of the Board in order to ensure course objectives are achieved and to assure the effective operation of the courses, including receipt of the annual course reports.
- To keep under review course admission criteria, placement and work-based learning arrangements and ensure the accuracy of information, advice and guidance to applicants and students in published information for courses within the remit of the Board, including course handbooks.
- To consider and approve minor modifications to courses within the remit of the Board in accordance with the BIMM Institute HE Course & Module Modifications policy.
- To ensure the administration of the examination and assessment arrangements is conducted in accordance with the agreed course requirements, following BIMM and Awarding Institution procedures.
- To advise QAC on External Examiner nominations and to ensure External Examiners are inducted and appropriately briefed on course examination and assessment requirements and related matters.
- To consider issues arising from students and staff in relation to course delivery and



management and to recommend action as appropriate or to refer matters for consideration and approval to the appropriate authority as required.

- To keep under review the resources required for the effective delivery of the course(s) under its remit and to ensure LTEC and College Management Teams are apprised of requirements as appropriate, including library and e-resources on the BIMM Institute VLE.
- To make recommendations to LTEC on in-year assessment changes arising from unforeseen issues to ensure the effective delivery and assessment of the course(s) under its remit and to provide regular reports as required to relevant college committees.
- To submit its minutes to LTEC and report all quality assurance matters to QAC.

**Confidentiality:**

Any issues of a personal, confidential or sensitive nature which are raised at the meeting (e.g. regarding an individual member of staff or student) should be dealt with accordingly. The Chair may ask that students present do not discuss such issues outside of the meeting so that they can be dealt with in the appropriate manner, respecting the right of confidentiality of those concerned. Alternatively, the Chair may decide that the particular issue will not be discussed further at the Board but will instead be referred to a more appropriate external channel for consideration.

## **College Further Education Board of Studies (FE BoS)**

Meets: Termly

Reports to: Learning, Teaching & Enhancement Committee (LTEC)

### **Composition:**

- Head of Education (Chair)
- Course Leader of each course for which the BoS is responsible
- Heads of Department
- Head of Student Services
- A Student Representative from each course in the portfolio for which the BoS is responsible

### **In attendance:**

- Administrator (minutes)
- Partner institution link tutor

The College FE Board of Studies has the authority to co-opt up to 2 members for a maximum 3 years.

The minimum number of attendees for this board to be quorate will be the Chair plus two other academic members and two student representatives. Members may provide a nominee if unavailable.

In exceptional circumstances, business outside of the standard meeting schedule will be circulated electronically to the membership for consideration and/or signed off by Chair's Action.

### **Terms of Reference:**

- To consider views and make recommendations to LTEC concerning any academic matter relating to courses and/or modules within its remit and any other matter requiring consideration.
- To monitor the effectiveness of the delivery of courses within the remit of the Board in order to ensure course objectives are achieved and to assure the effective operation of the courses, including receipt of annual course reports, Pearson Quality Management Review and updates on Standards Verification.
- To keep under review course admission criteria, placement and work-based learning arrangements and ensure the accuracy of information, advice and guidance to applicants and students in published information for courses within the remit of the Board, including course handbooks.
- To ensure the administration of the examination and assessment arrangements is conducted in accordance with the agreed course requirements, following BIMM and awarding partner procedures.
- To consider issues arising from students and staff in relation to course delivery and management and to recommend action as appropriate or to refer matters for consideration and approval to the appropriate authority as required.
- To keep under review the resources required for the effective delivery of the course(s) under its remit and to ensure LTEC and the College Senior Management Team (SMT) are apprised of requirements as appropriate, including library and e-resources on the BIMM

Institute VLE.

- To make recommendations to LTEC to ensure the effective delivery and assessment of the course(s) under its remit and to provide regular reports as required to relevant college committees.
- To submit its minutes to LTEC and report all quality assurance matters to QAC.

Where appropriate (for example, due to smaller FE student numbers), the FE Board of Studies can assume the responsibilities of the FE Student Representative Forum.

Confidentiality:

Any issues of a personal, confidential or sensitive nature which are raised at the meeting (e.g. regarding an individual member of staff or student) should be dealt with accordingly. The Chair may ask that students present do not discuss such issues outside of the meeting so that they can be dealt with in the appropriate manner, respecting the right of confidentiality of those concerned.

Alternatively, the Chair may decide that the particular issue will not be discussed further at the Board but will instead be referred to a more appropriate external channel for consideration.

## **Course Student Representation Forum (SRF)**

Meets: Termly

Reports to: College HE/FE Board of Studies

### **Composition:**

- Course Leader (Chair)
- A Member of the Student Services Team
- Student Representatives

### **In attendance:**

- Minute Taker
- Students\*

### **Terms of Reference:**

The Student Representation Forums exist to:

- Elicit, discuss and respond to student feedback from Student Representatives regarding the quality of course provision and other aspects of the student experience at the specific BIMM Institute college.
- Advise upon aspects of the operations of the BIMM Institute student representation system as appropriate.
- Report key issues of student feedback to HE/FE Boards of Studies and for consideration at other appropriate forums, including annual quality monitoring.

### **Quoracy and attendance:**

The minimum quoracy is the Chair, one additional member of staff and two Student Representatives.

#### **Confidentiality:**

Any issues of a personal, confidential or sensitive nature which are raised at the meeting (e.g. regarding an individual member of staff or student) should be dealt with accordingly. The Chair may ask that students present do not discuss such issues outside of the meeting so that they can be dealt with in the appropriate manner, respecting the right of confidentiality of those concerned.

Alternatively, the Chair may decide that the particular issue will not be discussed further at the SRF but will instead be referred to a more appropriate external channel for consideration.

\*All students on the Course being discussed are invited to attend the SRF, but spaces will be limited by room capacity, with preference given to elected Reps, after which access will be granted on a 'first come, first served' basis.

## **BIMM Institute Higher Education Examination Boards<sup>1</sup>**

### **Module Assessment Board (MAB)**

Meets: Normally twice annually

Reports to: Awarding Institution and Academic Board

#### **Composition:**

- Chair (College Principal)
- Deputy Chair (Head of Education/Head of Higher Education)
- Head of Student Services, or nominee
- Course Leaders for those courses under consideration
- External Examiners for those courses under consideration
- Module Leaders for those courses under consideration

#### **In attendance:**

- ADQA representative
- Awarding Institution representative(s)
- Administrator(s)
- Executive Principal (optional)

BIMM Institute Module Assessment Boards have the authority to co-opt up to 2 members for a maximum of 3 years.

#### **Quoracy**

The minimum quoracy is the Chair or Deputy Chair, one academic member of staff and the Head of Students Services (or nominee). External Examiners are not required to attend, but they should be available for consultation by phone if necessary.

#### **Terms of Reference:**

- To monitor marks distribution for individual courses and to determine what action should be taken (if any) in respect of aberrant sets of marks.
- To receive comments from External Examiners relating to the modules under consideration.
- To finalise marks for each module.

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<sup>1</sup> BIMM Institute runs exam boards for Bath Spa University and University of Sussex validated courses, but exam boards for Dublin Institute of Technology and University of West London courses are convened by those institutions themselves.

**BIMM Institute Interim Progress Board (IPB)**

Meets: Normally once annually

Reports to: Awarding Institution and Academic Board

**Composition:**

- Chair (College Principal)
- Deputy Chair (Head of Education/Head of Higher Education)
- Head of Student Services, or nominee
- Course Leaders for those courses under consideration
- External Examiners for those courses under consideration

**In attendance:**

- University representative(s)
- Administrator(s)
- ADQA representative (optional)
- Executive Principal (optional)

BIMM Institute Interim Progress Boards have the authority to co-opt up to 2 members for a maximum of 3 years.

**Quoracy**

The minimum quoracy is the Chair or Deputy Chair, one academic member of staff and the Head of Student Services (or nominee). External Examiners are not required to attend, but they should be available for consultation by phone if necessary.

**Terms of Reference:**

- To monitor the progress of candidates at an interim point in the academic year and make referrals to the Student At-Risk Committee.
- To implement the recommendations of the Mitigating Evidence Committee (MEC).

### **BIMM Institute Progress & Award Board (PAB)**

Meets: Normally twice annually

Reports to: Awarding Institution and Academic Board

#### **Composition:**

- Chair (Senior University Representative/College Principal)
- Deputy Chair (Head of Education/Head of Higher Education)
- College Principal (if not acting as Chair)
- Head of Student Services, or nominee
- Course Leaders for those courses under consideration
- External Examiners for those courses under consideration

#### **In attendance:**

- ADQA representative
- University representative(s)
- Administrator(s)
- Executive Principal (optional)

BIMM Institute Progress & Award Boards have the authority to co-opt up to 2 members for a maximum of 3 years.

#### **Quoracy**

The minimum quoracy is the Chair or Deputy Chair, one academic member of staff, the Head of Student Services (or nominee) and one External Examiner for Award Boards only. For standalone Progress Boards and for retrievals boards, External Examiners are not required to attend, but they should be available for consultation by phone if necessary.

#### **Terms of Reference:**

- To determine whether candidates have satisfied the rules for progression from one stage of a course to the next.
- To determine the re-sit or repeat requirements in the event of failure of a stage or of the award.
- To consider and determine whether compensation or condonement should be applied in the event of module failure or other circumstances where academic credit is not achieved.
- To confirm the award of academic credit.
- To implement the recommendations of the Mitigating Evidence Committee (MEC).
- To recommend awards to those candidates who have satisfied the appropriate assessment requirements for the awards.
- To make recommendations, if appropriate, on changes to arrangements for progression, award, re-sit and repeat.

## **BIMM Institute College Mitigating Evidence Committee (MEC)**

Meets: as required

Reports to: BIMM Institute Progress and Award Examination Boards

### **Composition:**

- Head of Student Services (Chair)
- Deputy Head of Student Services (Deputy Chair)
- Head of Education / Head of Higher Education or equivalent
- Course Leader\*
- Administrator

\* The Course Leader present may not be the Course Leader for the Student being discussed. Where there are students from more than one course, an additional Course Leader shall attend as necessary. Each shall declare his vested interest and abstain from discussing students on their course.

### **Terms of Reference:**

The MEC shall:

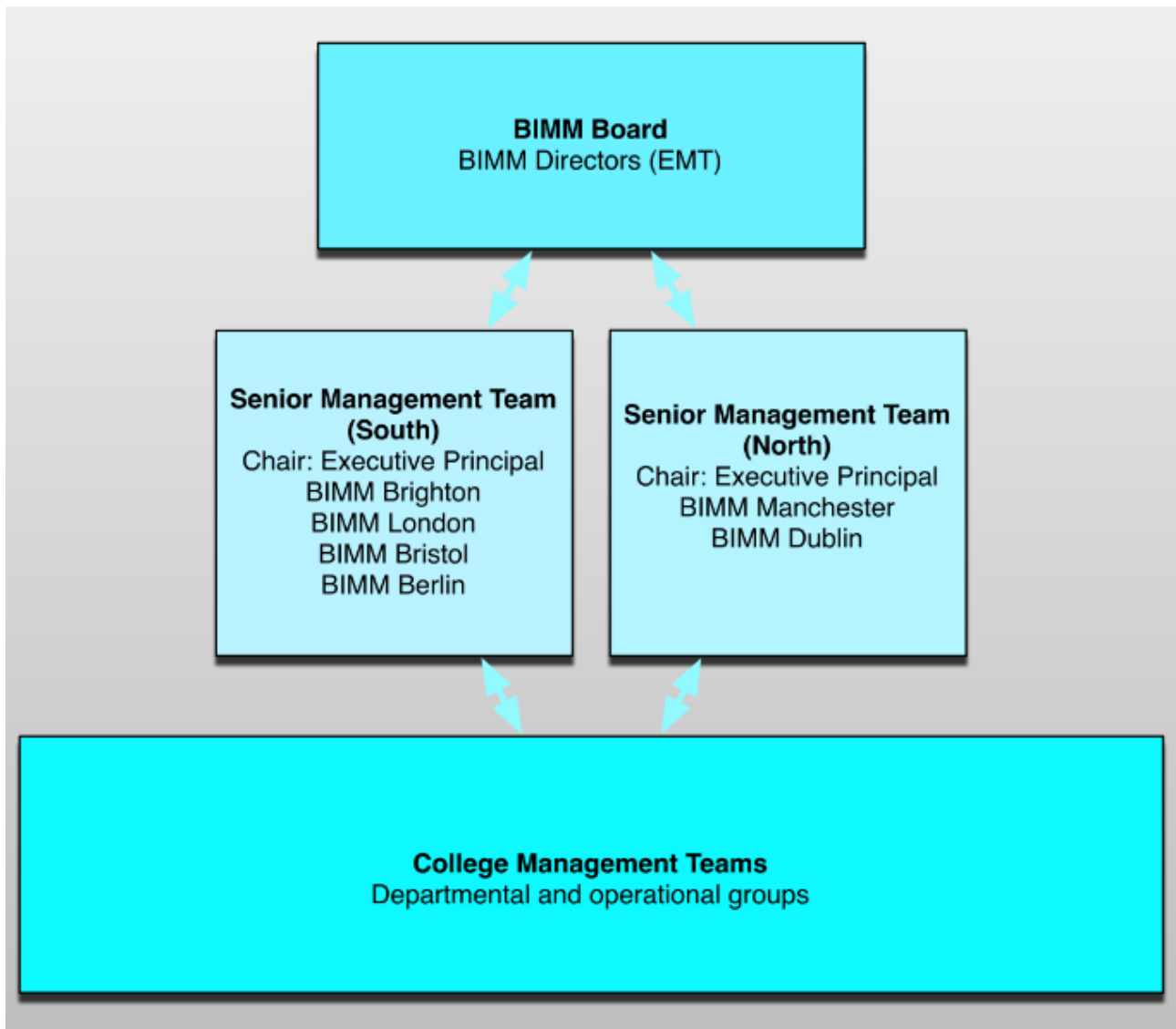
- Review individual mitigating evidence claims and accompanying evidence
- Make decisions on the removal of allowed lateness penalties
- Make decisions on the level of impairment; major or minor
- Make recommendations to the progress and award boards on MEC claims
- Ensure the implementation of regulations, policies and procedures for MEC

Quoracy: The committee shall be quorate if the Chair or Deputy Chair and all other members are present.

The Deputy Chair will take decisions on claims where there is a conflict of interest.



## BIMM Operational Management



### Rationale for structure

Operational and academic functions are separated in the BIMM Institute management structure. However, key staff are members of both academic and operational committees, ensuring clear communication between academic and operational groups.

### **BIMM Institute Senior Management Team (SMT)**

Reports to: BIMM Institute Board through Executive Principal's Monthly Report.

Provides monthly written reports by Department to be submitted to Executive Principal for the group of colleges.

Meets: Three times per term

#### **Composition:**

- Executive Principal (Chair)
- College Principals
- ADQA representative
- Admissions Manager
- Finance Manager
- Head of Music Industry & Careers

#### **In attendance:**

Additionally, where required, reports from:

- Members of College Management or Executive Team, Head of Estates, Head of Student Services, Head of Marketing and MIS Manager.

The Senior Management Teams have the authority to co-opt up to 2 members for a maximum 3 years.

#### **Terms of Reference:**

- To provide leadership and direction for each group of colleges to deliver the BIMM Institute strategic plan.
- To ensure the effective delivery of curriculum and resources within each group of colleges.
- To maintain and monitor delivery in each group of colleges in line with BIMM Institute policy, strategic and financial planning.
- To agree, review and monitor annual targets for recruitment, retention and achievement and develop strategies to ensure that each group of BIMM Institute colleges meets its targets in these areas.
- To ensure the quality of creative outcomes in each group of colleges.
- Receive, review, respond to, and disseminate all reports and recommendations from:
  - Academic Board (AcBd)
  - Learning, Teaching & Enhancement Committee (LTEC)
  - Quality Assurance Committee (QAC)
  - Research & Enterprise Committee (REC)
- To report to LTEC on provision of resources to support learning and teaching and to QAC on any college group issues concerning academic quality and standards.
- To monitor and respond to issues of health and safety within each group of colleges.

### **BIMM Institute College Management Team (CMT)**

Reports to: Senior Management Team (SMT).

Provides monthly written reports by Department to be submitted to the College Principal.

Meets: as required, with a minimum of 1 meeting per month.

#### **Composition:**

- College Principal (Chair)
- Head of Education/Head of Higher Education
- Head of Student Services
- Head of Facilities & Estates
- Head of Industry Liaison & Careers
- Head of Events & Guests

In optional attendance on occasion where reports are required from:

- Admissions
- Course Leaders
- Learning Support
- Exams team
- FE Coordinator

Other college services may be invited as required.

The College Management Teams have the authority to co-opt up to 2 members for a maximum 3 years.

To be quorate, the meeting shall require the Chair and two members.

#### **Terms of Reference:**

- To provide operational leadership and direction for the College to deliver the BIMM Institute strategic plan.
- To ensure the effective delivery of curriculum and resources within the College.
- To maintain and monitor delivery in the College in line with BIMM Institute policy and strategy.
- To discuss and implement actions for improvement for retention, attendance and achievement.
- Provide a formal channel for reporting significant activities and initiatives within each department and take account of any recommendations which arise for ongoing development.
- To ensure the quality of creative outcomes for the College in line with SMT directives.
- Receive, review, respond to and disseminate at College level all reports and recommendations from SMTs.
- To report to SMTs on provision of resources to support learning and teaching, and on College issues concerning academic quality and standards
- To table key items discussed in HE and FE team meetings for consideration and approval before Senior Management / ADQA / Executive Team sign off, as appropriate.
- To monitor and respond to issues of Health & Safety within the College.
- To ensure all departments are aware of over-arching key issues within the College and to discuss solutions/plans as a whole.
- To receive and review each individual departmental monthly college report.