

REGULATIONS PROCESS AND REVIEW GROUP

Serviced by:	<i>a nominee of the University Secretary and Registrar</i>
Reports to:	<i>Teaching, Learning and Academic Quality Committee</i>

1. Terms of Reference

- 1.1 To maintain the University's regulatory framework, including the formulation of conventions, on behalf of the Teaching, Learning and Academic Quality Committee with particular reference to the Student Regulations Framework.
- 1.2 To alert the Teaching, Learning and Academic Quality Committee of any difficulties arising from the operation of, or changes to, the University's regulatory framework.
- 1.3 To consider matters referred to it by the Teaching, Learning and Academic Quality Committee, including recommendations for changes to regulations and conventions, making recommendations to the appropriate institutional body where necessary.
- 1.4 To report regularly to the Teaching, Learning and Academic Quality Committee on business transacted.
- 1.5 To advise the University Secretary and Registrar on the publication of regulations.

2. Membership

- University Secretary and Registrar (Chair)
- An academic member of Senate
- Head of Quality and Standards
- Academic Standards Officer
- Registry Manager

- Student and Academic Administration Manager
- Senior Programme Co-ordinator
- Head of Student Wellbeing and Support or a nominee
- In attendance: Secretary

Whilst the University Secretary and Registrar chairs the Group, the Head of Quality and Standards reports to the Teaching, Learning and Academic Quality Committee on its behalf.

3. Frequency of Meetings and Conduct of Business

- 3.1 The Working Group will meet four times in every academic session, reporting to the University Board of Studies.

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