

## REGULATIONS AND PROCESS REVIEW COMMITTEE

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| <b>Serviced by:</b> | <i>a nominee of the Academic Registrar</i>               |
| <b>Reports to:</b>  | <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 Academic Registrar on the publication of regulations.

### 2. Membership

- Academic Registrar (Chair)
- Deans of Faculty
- An Associate Dean of Faculty
- Dean of Learning and Teaching
- Academic Director, Student Success

- Academic Director, Student Success (Academic Partnership Network)
- Academic Standards Officer
- Quality Assurance Manager
- Admissions Manager
- Registry Manager
- Safeguarding & Student Wellness Manager or a nominee
- A Student Union Sabbatical Officer
- In attendance: Secretary

The Academic Registrar reports to the Teaching, Learning and Academic Quality Committee on the Committee's behalf.

### **3. Frequency of Meetings and Conduct of Business**

- 3.1 The Committee will meet four times in every academic session, reporting to the Teaching, Learning and Academic Quality Committee.
- 3.2 Meetings will be quorate when at least 50% of the Committee, including the Chair or Deputy Chair are in attendance.

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| <b>Issuing Institution</b> | University of St Mark & St John                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Issuing Authority</b>   | Senate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Document Title</b>      | Terms of Reference – Regulations and Process Review Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Document Reference</b>  | L:\ Committees\Terms of Reference                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Version</b>             | 1.9                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Custodian</b>           | Academic Standards Officer and Clerk to Senate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Document Date</b>       | 2nd September 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Last Amended</b>        | 9 <sup>th</sup> April 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Sensitivity</b>         | Unclassified                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Circulation</b>         | Website, e-mail on request                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Effective from</b>      | Date of most recent amendment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Review Date</b>         | By start of 2027-28 academic session                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Effective until</b>     | Ongoing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>History</b>             | <p>Version 1.0 approved by Chair's Action, 2nd September 2019 and subject to minor amendment, 23rd and 30th January 2020.</p> <p>Version 1.1 approved by Chair's Action, 16th September 2020.</p> <p>Version 1.2 approved by Senate, 30th June 2021.</p> <p>Version 1.3 approved by Senate, 6th July 2022.</p> <p>Version 1.4 prepared for Senate 15<sup>th</sup> June 2023.</p> <p>Amendments made in August 2023 to reflect changes to roles and the Senate related committee structure, approved by Senate CA on 7<sup>th</sup> September 2023.</p> <p>Version 1.5 approved by Senate, 3<sup>rd</sup> July 2024.</p> <p>Version 1.6 approved via Senate Chair's Action to reflect a couple of additions to the membership and recent changes to job titles.</p> <p>Version 1.7 approved by Senate, 2<sup>nd</sup> July 2025.</p> <p>Version 1.8 approved by Senate, 22<sup>nd</sup> October 2025. Minor amendments to address quoracy and enhance academic</p> |

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|  | <p>representation within the membership, following the recent academic restructure.</p> <p>Version 1.9 approved by Senate, 24<sup>th</sup> June 2026.</p> |
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