

ACADEMIC PARTNERSHIP COMMITTEE

APPROVED TERMS OF REFERENCE AND MEMBERSHIP 2025-26

1. Purpose

1.1 To maintain oversight of the approval, implementation, and monitoring of academic partnership activity across the University.

2. Membership

2.1 The Committee's membership is as follows:

Provost and Chief Academic Officer (Chair)	Professor Sara Spear
Executive Faculty Dean (FABLET and Academic Partnerships)	Professor Ernest Caldwell
Executive Faculty Dean (FSTHS and Student Experience)	Dr Jessica Hill
Dean of Education and Outcomes	Professor Amanda Harvey
Head of Academic Partnerships	Hannah Qurashi
Academic Registrar	Helen A'Court
Director, Commercial and Community	Tim Emmett
Director of Strategic Planning and University Secretary	Liz Bell
Director International Engagement, Student Recruitment & Admissions	Kristen Pilbrow
Chief Financial Officer	Richard Solomon
Senior Legal Adviser (or nominee)	Sukhi Panesar Nominee: Ruth Goodhind
Chief Information Officer	Kevin Braim
Student's Union representative	TBC

2.2 In attendance

Committee Secretariat: Dr Ryan Hale, Academic Partnerships Manager

3. Quorum

The Committee will be quorate with 50% of attendees present. Where members are unable to attend, a named nominee must be sent to the Committee Secretariat in advance to maintain quorum.

4. Terms of Reference

- Oversee and monitor all institutional academic partnership arrangements at St Mary's.
- Ensure that the quality processes and arrangements in place are aligned with the

requirements of the sector regulator, and the principles relating to partnerships set out in the UK Quality Code for Higher Education.

- Maintain and manage a register of all institutional academic partnerships.
- Produce for Academic Board, an annual academic partnership report, reviewing the overall effectiveness, performance, and integrity of partnership programmes and collaborative partners.
- Monitor progress on the Academic Partnership Strategy Implementation Plan
- Provide recommendations to Academic Board and the VC Advisory Group to help the University maximise the value of its partnership activity.
- Ensure that all partnerships are managed in accordance with the relevant academic partnership operations manuals, and review these on an annual basis to ensure they remain up-to-date and fit for purpose.
- Routinely receive updates on each partnership, including from Faculty Quality, Curriculum and Student Experience Committees, and review relevant datasets and metrics, to ensure that academic partnerships are performing in accordance with expectations and legal contracts signed by each partner.
- Receive minutes, reports and papers from all Joint Management Boards (JMBs), site visits, partner annual reviews and three-year partnership reviews, identifying further actions from these, where necessary.
- Assess the legal, financial, academic, and reputational risks associated with partnerships, and the proposals for managing these risks, and maintaining the related risk register for Academic Collaborative Partnerships.
- Scrutinise new Academic Partnership Proposals, including reviewing due diligence documents/evidence, confirming whether any conflicts of interest exist, and requesting further information or evidence as required, to determine whether initial approval should be given for the collaborative partnership.
- Provide approval of all new Academic Partnership Proposals, before these are presented to VC Advisory Group for review, and the Board of Governors, (as required), for final approval.
- Report on academic partnership approval outcomes to Academic Board and the University Academic Strategy, Portfolio and Student Experience Committee.
- Identify and escalate where necessary, quality concerns for resolution.
- Review on an annual basis the Quality Assurance and Enhancement Handbook in regard specifically to the relevant sections on academic partnerships therein.
- Raise the profile and community awareness of collaborative partnerships, and in ensuring that appropriate communications /updates are in place.
- Promote a sense of community based on respect for equal opportunities and diversity in line with St Mary's Vision and core values of Inclusiveness, Generosity of Spirit, Respect and Excellence.

5. Method of Operation

Committee meetings will be held five times a year for two hours, via Teams. The meeting dates are as follows:

Meeting Date	Meeting time(s)	Paper deadline	Paper circulation
Mon 13 October 2025	11:00 – 13:00	Mon 29 Sept 2025	Mon 6 Oct 2025
Mon 8 December 2025	14:00 - 16:00	Mon 24 Nov 2025	Mon 1 Dec 2025
Mon 23 Feb 2026	10:00 – 12:00	Mon 9 Feb 2026	Mon 16 Feb 2026
Thur 23 Apr 2026	13:00 – 15:00	Thur 9 Apr 2026	Thur 16 Apr 2026
Mon 22 June 2026	10:00 – 12:00	Mon 8 June 2026	Mon 15 Jun 2026

Receipt of authored papers for the meeting will be two weeks prior to each meeting. All papers must be accompanied by a completed coversheet and submitted to the Committee Secretariat. A [standardised coversheet template](#) is available.

To allow members adequate time to prepare for the meeting, the agenda and papers will be collated and circulated one week prior to the meeting. Minutes from the meeting will be noted by members of the following Committees:

- University Executive Committee (UEC)
- Senior Leadership Team (SLT)
- Academic Board
- Academic Strategy and Student Experience Committee (ASSEC)
- Faculty Quality, Curriculum and Student Experience Committees (F/QCSE)
- Academic Scrutiny Committee (ASC)

6. Delegated Power of the Committee

N/A

7. Governance and Standing Orders

N/A

8. Review of Terms of Reference

- For review and feedback by Academic Strategy and Student Experience Committee 23.07.2025.
- For review and feedback by Academic Partnerships Committee 23.09.2025.
- Approved Academic Board 26.11.2025.
- For annual review thereafter to ensure the committee is responsive to relevant internal and external changes.