

## Section 2: Governance

### Academic and Corporate Governance

Version number	Date approved	Reason for production/revision	Author	Proposed next review date
V1.1	November 2020	Inclusion of definition for working groups and panels	Deputy Registrar	Annually and as required
V1.0	September 2019 Academic Board / Executive Committee	Annual review	Deputy Registrar	Annually and as required
<b>Related policies</b>				
<ul style="list-style-type: none"> <li>• ICMP Code of governance</li> </ul>				
<b>External Reference</b>				
<p><a href="#"><u>UK Quality Code for Higher Education</u></a>: <i>Expectations for Standards. Through the academic governance framework and quality assurance processes, ICMP ensures that the academic standards of courses meet the requirements of the national qualifications framework.</i></p> <p><i>Expectations for Quality. Through the academic and corporate governance frameworks and quality assurance processes, ICMP ensures that courses provide a high-quality academic experience and throughout their ICMP journey students are provided with the support that they need to succeed in and benefit from higher education.</i></p>				

## **1. Introduction**

- 1.1. ICMP's Quality Process incorporates clear lines of responsibility and accountability, by means of ICMP's Quality Assurance Structure.
- 1.2. This Quality Manual details the locus of responsibility for implementation and monitoring of the various elements of the Quality Process detailed within.
- 1.3. ICMP reviews all of its policies and accompanying procedures on an annual basis, to achieve this, each policy is assigned an owner linked to the relevant department/team responsible for that policy's implementation. When scheduled, policy owners work with their department/team to critically review and update each policy (as required).
- 1.4. The Registry maintain the policy review log that records when a policy has been updated and the next date of review. Any alternations outside of the policy review schedule are recorded and submitted to the relevant committee for approval, in order to maintain the accuracy of the log.

## **2. The Quality Assurance Framework**

- 2.1. The development, approval and implementation of ICMP's framework for managing standards and quality is achieved through a blend of corporate and academic governance responsibilities.
- 2.2. Fundamentally, the academic governance responsibilities for the quality assurance of the student experience rest with ICMP's academic committees; corporate governance responsibilities with the Corporate Board, the Executive Committee, the Chief Executive and the Senior Management Team
- 2.3. Academic and corporate governance responsibilities are brought together through the quality assurance structure via the implementation of this Quality Manual, which works to align live data, feedback reviewed by, and the resulting decisions of the academic committees with the overall strategic and operational planning processes of the institution, which necessarily requires that the organisation acts as a whole to ensure resources are properly allocated.

## **3. Academic Governance**

- 3.1. The Academic Board is the supreme academic authority of ICMP and ultimate guardian of the academic integrity and quality of all ICMP education courses. The Academic Board is overall accountable for the development, management, oversight, monitoring and quality of all education programmes across ICMP and approves both the annual Self Evaluation Document (SED) and the Quality Improvement Plan (QIP).
- 3.2. Each sub-committee of the Academic Board has its own clearly stated Terms of Reference (ToR) and regularly reviews a range of 'Academic Quality Indicators' (AQIs) which enables the monitoring of academic activities via the use of data and information.

3.3. This committee structure and the composition and terms of reference of each committee are periodically reviewed (at least annually) and any changes passed to the Remuneration and General Purposes Committee for approval.

#### **4. Corporate Governance**

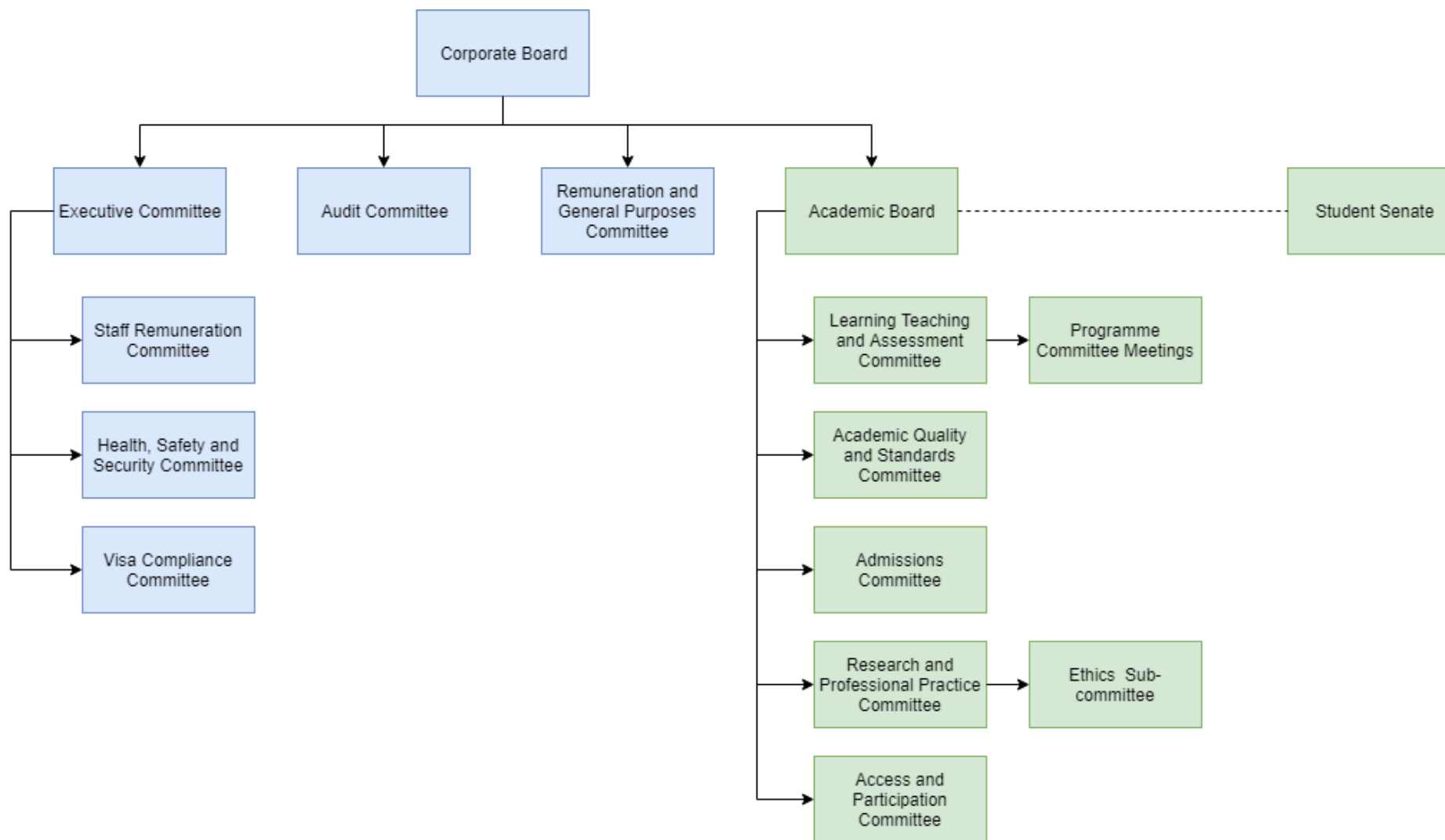
4.1. The Corporate Governance Framework is overseen by two principal committees – the Corporate Board and the Executive Committee.

4.2. Each of these committees have well-developed ToR's and, additionally, have in recent years been developing codes of conduct which guide the way in which they function. The composition and terms of reference of these two committees are periodically reviewed (at least annually) and any changes to either are ultimately approved by the Corporate Board.

4.3. Supporting these two committees is an organisational structure that is led by the Chief Executive and managed by Heads of Department. For more information please see ICMP's Organisational Structure.

## 5. Combining the frameworks

The two elements of the framework, corporate (blue) and academic (green), may be visualised together as follows:



## 6. Panels and Groups

- 6.1. Outside the formal governance structure, groups or teams of staff will meet regularly in order to discuss relevant business. These meetings serve as key forums for communication about institutional issues and developments. Recommendations from these groups are communicated through the relevant board or committee for decision and action.
- 6.2. Boards and committees may appoint 'task and finish groups' for specific tasks, and planning or working groups for ongoing areas of work. Examples include the ICT Steering Group, Budget Review Group, Timetable and Resource Planning Group. Agreement must be sought from the chair of the relevant 'parent' board/committee.
- 6.3. A 'task and finish group' is defined as a group that specifically looks are one area of work and once the work has been completed, the group disbands, and the findings are reported to the relevant board/committee. For example, the Teaching, Learning and Assessment committee may task a small group to undertake work on specific actions in the Learning, Teaching and Assessment Strategy.
- 6.4. A planning or working group will comprise of staff who are relevant to the activity or area of work under discussion. For example, the Timetable and Resource Planning Group comprises staff involved in the management of the timetable and facilities and the academic team, enabling ongoing monitoring of activities across a number of departments. As above, any recommendations are communicated to the relevant board or committee for decision and action.
- 6.5. In addition to the boards and committees described above, the following groups will also meet as and when required:
  - Professorship appointments Panel (reporting to Academic Board)
  - External Examiner nominations Panel (as above)
  - Industry Advisory Panel (as above)
  - Extenuating Circumstances Board (as above)
  - Student Disciplinary Panel (as above)
  - Academic Malpractice Panel (as above)
  - Fitness to Study Panel (reporting to Executive Committee)