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ACADEMIC QUALITY AND STANDARDS COMMITTEE

ACADEMIC QUALITY & STANDARDS COMMITTEE TERMS OF REFERENCE

The Academic Quality & Standards Committee (AQSC) has responsibility for the maintenance of standards and the assurance of quality within the University's taught and research degree programmes, including those delivered through collaborative arrangements. Reporting to Academic Board and as necessary referring issues of policy and strategy to Academic Board, it:

1. advises and reports to Academic Board on all matters relating to quality assurance and standards;
2. develops for Academic Board approval a University framework for quality assurance and standards;
3. receives, considers and approves on behalf of Academic Board, developments in the University's systems and procedures for the maintenance of standards and assurance of quality for all taught provision;
4. receives, considers and approves on behalf of Academic Board all matters with regard to the approval of the validation of new programmes and the periodic review of existing programmes and partnerships;
5. oversees the preparation and conduct of internal academic audit procedures and ensures that appropriate action is taken in regard to issues raised;
6. receives, considers and approves on behalf of Academic Board, arrangements for the completion of Annual Programme Reviews (APRs), external examiner reports and link tutor/moderator reports;
7. receives report on APRs, external examiner and moderator reports and takes appropriate quality assurance actions;
8. oversees the arrangements for the review of programmes or groups of programmes arising from internal scrutiny or relevant external agencies (such as the QAA and professional bodies)' reporting to the Learning & Teaching Board in respect of quality enhancement;
9. ensures that appropriate systems are in place for the nomination and approval of external examiners and moderators;
10. receives report on the appointment (and any subsequent removal) of external examiners;
11. ensures that appropriate systems are in place for the maintenance of the University's Academic Regulatory Framework;
12. supports the implementation of any changes in quality assurance and standards processes and procedures as a consequence of the UK Quality Code and other such regulatory codes and guidance;
13. oversees all arrangements for the assessment of taught programmes, including arrangements for Examination Boards;
14. receives, considers and approves on behalf of Academic Board, all matters referred to it by the Collaborative Provision Committee, the Credit Committee, the Regulations and Academic Handbook Committee and the Special Cases Committee (sub-committees of AQSC);

15. provides a forum for discussion on, and the dissemination of, good practice relating to all aspects of the maintenance of standards and the assurance of quality;
16. considers, takes appropriate action on and reports upon any issues referred to it by Academic Board;
17. makes recommendations on staff development needs in areas associated with academic quality and standards.

Frequency of meetings:

At least five meetings per academic year.

Sub-Committees

Collaborative Provision Committee

Credit Committee

Regulations and Academic Handbook Committee

Special Cases Committee

Membership

Dean of Quality and Standards – Chair	1
Deputy Vice-Chancellor (ex officio)	1
Dean of Learning and Teaching	1
Dean of Students	1
Deputy Dean: Quality and Standards – Vice Chair	1
School Deputy/Associate Dean (Learning and Teaching)	6
1 representative from the Research Degrees Committee (nominated by the Chair of the Research Degrees Committee)	1
1 Programme Director or Head of Department from each School, (nominated by the Dean of School)	5
1 Representative from the Regulations and Academic Handbook Committee	1
Head of the Academic Registry or nominee	1
Head of Academic Standards and Quality Unit	1
Deputy Director, Student and Academic Administration/ Representative of the Special Cases Committee	1
Chair of the Credit Committee	1
Representative from the Collaborative Provision Committee (nominated by the Chair of the Collaborative Provision Committee)	1
Head of Partnerships	1
1 student representative (nominated by the Student Union)	1
1 member of Academic Staff elected by Academic Board*	1
Welsh Language Provision Manager	1
Deputy Head of Academic Standards and Quality Unit (Quality and Assessment)	1
Total	28

* Through an annotated email vote after a nominations process whereby nominations will be called, to be conducted by the nominated secretary of the board, who will send the nominations to the Secretary of Academic Board. Term of Office: 3 years with no three terms to be consecutive.

Vice-Chair

One member of the Board should be identified as Vice-Chair.

Co-option

Up to 3 co-opted members who shall be at the discretion of the Chair.

Substitutes

Where a member is unable to attend, substitution shall be at the discretion of the Chair.

In Attendance

Standards and Quality Officer, Audit and Communication, Academic Standards and Quality Unit (ASQU): Clerk to the Board
Senior Standards and Quality Officer, Annual Monitoring and Review, ASQU
Senior Standards and Quality Officer, Approval, Periodic Review and Curriculum Change, ASQU

Observers

At the invitation of the Chair.

Quorum

Meetings of the Board shall be quorate if 50% or more members are present.