

## **01.8**

# **CREDIT COMMITTEE**

## CREDIT COMMITTEE TERMS OF REFERENCE

The Credit Committee is a sub-committee of Academic Quality and Standards Board.

Reporting to the Academic Quality & Standards Board it:

1. recommends approval of credit-bearing short courses or stand-alone modules;
2. identifies any policy issues arising from the above activities and reports back formally to AQSB.

### Frequency of Meetings

At least **six** meetings per academic year.

### Membership

|  |          |
|--|----------|
| *Chair, with experience of validations, nominated by the Chair of AQSB   | 1        |
| 1 member of University academic staff from each School (having experience as members or panellists of Validation events) | 5        |
| Head of Academic Standards and Quality Unit or nominee   | 1        |
| Head of International and Partnership Office (IPO) or nominee  | 1        |
| Deputy Director (Student Data and Information Services) or nominee   | 1        |
| <b>TOTAL</b>   | <b>9</b> |

\*One member of the Board should be identified as Vice-Chair in order to maintain objectivity when considering short course and stand-alone modules.

### Co-option

Up to 3 co-opted members who shall be at the discretion of the Chair. An alternate from the Chair's or Deputy Chair's School (as appropriate) may attend specific meetings as an additional member 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

Presenters of Short Course Proposals

Manager, Centre for Work Based Learning (CWBL) (as appropriate)

Clerk to the Committee

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## **Observers**

At the invitation of the Chair.

## **Quorum**

Meetings of the full Committee shall be quorate if 4 or more members are present, including **at least 3** members of Cardiff Metropolitan University academic staff having experience as members or panellists of Validation events.