

Academic Assurance Committee

Terms of Reference

In accordance with the Articles of Government and Bye-laws, the following Committee shall be appointed with the membership, terms of reference and modus operandi as indicated, and be subject to the general provisions of the University's constitution, Bye-laws, definitions, policies and procedures.

Purpose

To support the Board of Governors in discharging its responsibility for oversight of the continuous improvement of the student academic experience and student outcomes, the methodologies used as a basis of this, and the standards of the University's awards.

Members

- At least two independent or co-opted members of the Board of Governors, at least one of these should have a background in higher education
- Staff governor appointed by Senate
- Student governor appointed by the Students' Union, normally the Vice-President for Education

Chair

One of the independent or co-opted members should be chosen by the Committee as its chair after consultation with the Chair of the Board.

In the absence of the Chair, the Committee may choose any of its members to chair during the period of absence.

Attendees

- Executive Dean (Student Experience)
- Director of Student and Academic Services
- Others at the invitation of the Committee

Clerk

Clerk to the Board of Governors

Quorum

Two of the four members, including at least one independent or co-opted governor. Where there are vacancies, the same proportions of members apply, rounded up to the nearest whole number.

Frequency of Meetings

Three times per year

Terms of Reference

1. To receive and discuss reports designed to provide assurance about academic governance, quality and standards and the quality of the student learning environment both on and off campus
2. To interrogate and challenge the material in the reports in order to form a view of:
 - a. the continuous improvement of the student academic experience and student outcomes and the robustness of:
 - i. action planning to achieve improvements
 - ii. evidence presented, including evidence of the involvement of students and the use of external peer or professional review
 - b. the robustness and appropriateness of the methodologies used as a basis to improve the student academic experience and student outcomes
 - c. the appropriateness of the setting and maintenance of the standards of awards at the University.
3. To give a view on these matters to the Board of Governors in order to inform the Board's level of assurance, and its annual return to the Office for Students
4. To ensure that reporting on academic assurance to the Board of Governors is robust, fit for purpose and assists Board members' understanding and level of assurance over academic governance, quality and standards, and the quality of the student learning environment
5. To report to the Board and make recommendations on any other matters within its remit

Delegated Powers and Authority

There are no delegated powers.

Reporting

The Committee will prepare an annual report to the Board of Governors setting out its view on the matters set out at item two above.

The Committee's minutes will be received by the Board of Governors. Final reports on academic governance and assurance will be received by the Board. All Board members have the right to request copies of any of the reports seen by the Committee.

Version Control

Version	Date	Comments
R1.0	21/11/2018	Approved by the Board