

Quality & Standards Committee

Terms of Reference

Purpose: To oversee the quality and standard of all taught award and credit-bearing provision through monitoring and maintaining academic regulations and a coherent framework of internal quality assurance and enhancement procedures which take account of and meet external expectations.

Remit

1. To oversee on behalf of the Education & Student Experience Committee (ESEC) and Academic Board all matters relating to the quality and standards of taught award and credit-bearing provision.
2. To develop, manage and review the effectiveness of the University's academic regulations to ensure that these continue to provide a valid and reliable framework to enable the ESEC and Academic Board to be confident that the quality and standard of all taught award and credit-bearing provision meets external expectations.
3. To consider proposals from School Education and Student Experience Committees to gain an exemption to specific academic regulations and where, in the Committee's view, the proposal does not compromise the University's regulatory principles or the student learning experience and is supported by a sound academic rationale, to approve a revised academic regulation for a set period of time.
4. To maintain an overview of approved exemptions to specific academic regulations and to evaluate annually the impact of the current approved exemptions on the University's regulatory principles with a view to either amending an existing regulation to take account of an approved exemption or inviting the proposing school to review their academic practice to take account of an approved academic regulation and enable an exemption to be terminated.
5. To develop, manage and review the effectiveness of the University's Quality Framework which sets out definitive quality assurance and enhancement procedures to facilitate the implementation of academic regulations and enable the ESEC and Academic Board to be confident that the quality and standard of all taught award and credit-bearing provision meets external expectations.
6. To work in partnership with Collaborative Provision Committee to ensure that all taught award and credit-bearing provision delivered in partnership takes full account of the University's academic regulations and Quality Framework.
7. To submit to Academic Board for approval annually (and to ESEC for information) the University's academic regulations and Quality Framework for implementation in the following academic session.
8. To oversee the operation of all internal and external accreditation, approval, audit, monitoring and review activities relating to taught award and credit-bearing provision.
9. To receive and consider reports on the outcome of all internal and external accreditation, approval, audit, monitoring and review activities relating to taught award and credit-bearing provision with a view to identifying for wider dissemination and consideration good or innovative practice, strengths and achievements and areas where further enhancement would be of benefit.
10. To oversee the operation of the external examining system.
11. To oversee the operation of the University's credit rating process including approving applications and receiving an annual report on the effectiveness of the delivery of all approved credit rated activity.
12. To evaluate the impact of all internal and external accreditation, approval, audit, monitoring and review activities on the quality of the student learning

Quorum

One-third of the total membership (excluding co-options) which must include either the Convenor or the designated Vice-Convenor.

Frequency of Meetings

Four per annum.

Reporting Line

Education & Student Experience Committee.

Current Working Groups

To be commissioned as required.

Minutes

Copies of all minutes will be forwarded to Education & Student Experience Committee.

Minutes and papers will be held electronically by the Clerk to the Committee.

Equality Issues

Those officers with responsibility for nominating or appointing members to the committee as prescribed by the constitution should, in doing so, have due regard to the desirability of achieving an equal balance of either gender within the committee's membership.

experience, ensuring that all related action is taken to a full and successful conclusion and that feedback on the action taken is communicated effectively to all participants.

13. To receive annually a report from each school on the outcome of module and programme monitoring activities in accordance with Quality Framework expectations.
14. To consider the content of the University's annual report to the Scottish Funding Council on internal monitoring and review activities, and any other externally commissioned reports on the quality and standard of taught award or credit-bearing provision which may be required on an ad hoc basis, and present a final report to Academic Board for approval (and to ESEC for information).
15. To commission thematic quality audits and receive and consider reports on the outcomes of such audits.
16. To report routinely through Committee minutes and reports to ESEC, and formally annually to Academic Board on the effectiveness of arrangements for managing the quality and standards of all taught award or credit-bearing provision and connected matters, making recommendations as appropriate.

Constitution

Vice Principal of Learning and Teaching [Convenor]

Vice Convenor to be designated from the Committee membership

Head of Quality & Enhancement

School senior officers responsible for Quality Enhancement

Up to three administrative members of staff with School quality responsibilities, nominated by the Convenor

Senior Officer Responsible for Student Administration and Support or nominee

Senior Officer Responsible for Information Services or nominee

Three students from three different Schools (nominated by the President of ENSA)

One ENSA Sabbatical Officer (nominated by the President of ENSA)

In attendance:

Clerk to the Committee

Additional participants may be invited to attend meetings to provide input to specific business as determined by the Convenor.

Notes

Approved by Academic Board 12 June 2015

Constitution updated to reflect role title changes arising from professional service re-organisation 29/11/16

Constitution updated to reflect staff changes 22/01/19

Amended July 2019 - removed 'A member of ENSA staff nominated by the President of ENSA' from In attendance section. Revised wording (i.e. Additional participants... ..as determined by the Convenor) added to this section.

Amended July 2019 – All references to Learning, Teaching & Assessment Committee (LTAC) changed to Learning, Teaching, Assessment & Student Experience Committee (LTASEC).

Amended July 2019 – References to 'School Academic Leads for Quality' changed to 'School senior officers responsible for Quality Enhancement'.

Amended 02 June 2023 – Constitution changed from 'One student representative from each campus' to 'Three students from three different Schools'.

Amended 11 September 2023 – All references to Learning, Teaching, Assessment & Student Experience Committee (LTASEC) changed to Education & Student Experience Committee (ESEC).