

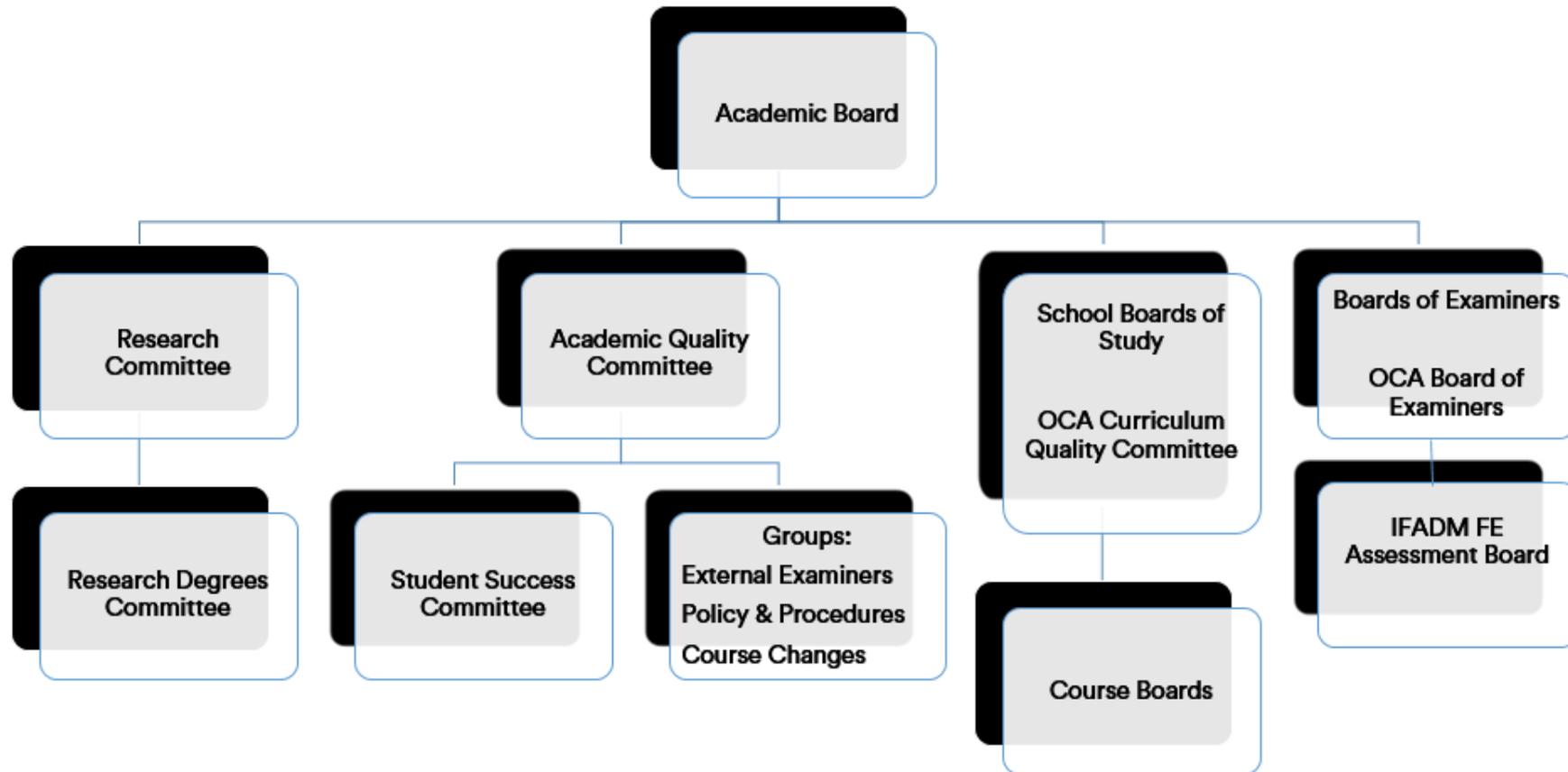
## QUALITY ASSURANCE HANDBOOK 2018/19

## ANNEX 3: ACADEMIC COMMITTEE TERMS OF REFERENCE

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ACADEMIC COMMITTEE STRUCTURE DIAGRAM 2018/19



## STANDING ORDERS

The following standing orders are in operation for Academic Board and all its sub- and standing committees.

### Elections

- a. The Clerk to the Academic Board will invite nominations and conduct the elections for all elected members of the Academic Board. Each nominee must be seconded by another member of staff from within that membership category and returned on the official nomination form. Where the nominations exceed the required number a secret ballot will be held. At least 7 working days will be given between the issue of ballot papers and the closing date for return.

### Chairs of the Sub- and Standing Committees

- b. The term of office for Chairs of all sub- and standing committees of Academic Board that are held by appointment will be for 2 years. They will at the end of the 2 year period be reviewed. The appointment will then either be reconfirmed for a further 2 year period or a new appointment will be made. Each Chair will nominate a Deputy from among the members of the committee to take the chair in his/her place in the event that he/she is indisposed for a specific meeting. All deputies will be approved by the Chair of Academic Board at the start of each academic year.

### Ex Officio members

- c. Ex Officio members are members by virtue of their post and therefore cease to be members on vacating the post unless they are also nominated under another category.

### Nominees and appointed members

- d. Appointed members are those appointed by the Chair. Nominated members are nominated by the Chair. All Chairs should ensure that the membership of a committee achieves a balance of representation of the undergraduate, postgraduate and further education provision that is appropriate to the business of the committee.

### Secretary

- e. The Secretary (and/or Minute Secretary) is not a member of the committee, unless expressly included in the constitution.

### Meetings where no quorum is established

- f. When insufficient members are present to establish a quorum, the Chair may:
  - postpone the meeting; or
  - continue with the meeting, making provisional decisions which will be presented to the next meeting for ratification (the record of such meetings will be Notes, rather than Minutes); or
  - take advice from those members present, and take Chair's action to expedite urgent business.

### Minutes

- g. Draft minutes should be presented to the Chair for approval within one week of the meeting. When approved by the Chair, they should immediately be circulated to all

members of the committee, together with a covering Action List (using the University template) in order that the necessary action can be progressed. These minutes should be clearly marked as 'Unconfirmed'. Minutes of sub-committees should then be received by Academic Board at its subsequent meeting. Minutes received by Academic Board should be clearly marked as 'Confirmed' or 'Unconfirmed'. Minutes of standing committees should be received at the subsequent meeting of the relevant sub-committee.

#### Attendance

- h. Any appointed, elected or nominated member who has failed to attend at least two meetings of the committee during one academic year may be removed from the committee at the Chair's discretion.

#### Alternates

- i. Where an ex officio member is unable to attend a meeting, he/she may nominate an alternate to attend in his/her place. Elected members may not send alternates. If a nominated member is unable to attend a meeting, the nominator may, at his/her discretion, nominate an alternate for that meeting.

## ACADEMIC COMMITTEE TERMS OF REFERENCE

### Academic Board

#### Terms of reference 2018/19

- 1 Subject to the provisions of the Articles of Government, to the overall responsibility of the Board of Governors, and to the responsibilities of the Vice-Chancellor, the Academic Board is the University's<sup>1</sup> over-arching academic body responsible for strategic oversight of all academic provision. As a result, the Academic Board gives consideration to a broad range of issues that relate directly to the University's academic direction and focus.
  
- 2 To assist in meeting its obligations and responsibilities to the academic community, the Academic Board may establish such committees as it considers necessary to enable it to carry out its responsibilities provided that each establishment is first approved by the Vice-Chancellor and Board of Governors. The number of members of any such committee and the terms on which they are to hold and vacate office shall be determined by the Academic Board. Within this structure, the Academic Board is responsible for confirming:
  - i) that the University's academic policies relating to teaching and learning, scholarship and research are consonant with the University's mission and strategic plan
  - ii) that the curriculum offered through the University's named awards is appropriate, challenging and dynamic
  - iii) that the quality and standing of all further and higher education provision offered across the University is appropriate to the level of award offered
  - iv) the criteria for the admission of students
  - v) the status of students, including those eligible to receive an award having successfully met the University's further or higher education requirements
  - vi) that the regulatory framework governing the assessment and examination of students is appropriate and fairly operated
  - vii) the procedures for the expulsion of students for academic reasons
  - viii) the appointment and removal of external examiners
  - ix) the approval of constitution of Boards of Examiners
  - x) that the quality and standard of provision is routinely monitored through annual monitoring, validation and review procedures

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<sup>1</sup> Reference to the 'University' throughout also includes the wholly owned subsidiary, OCA (Open College of the Arts)

- xi) nominations for honorary academic awards
- xii) that the implications of the University's policies on equality of opportunity are considered with respect to the above terms of reference, and explicit consideration given to equal opportunities issues at least once during each academic year
- xiii) that the regulations and procedures for the conferment of the titles of Professor and Reader are appropriate.

### Composition of the Academic Board

3 The size and composition of the constitution is determined by the Board of Governors through the Articles of Government.

- The Vice-Chancellor (Chair)
- 16 *ex officio* members comprising:
  - 1 Deputy Vice-Chancellor (Academic) (Deputy Chair)
  - 1 Deputy Vice-Chancellor (Corporate Resources)
  - 1 Assistant Vice-Chancellor (Strategy, Planning & Performance)
  - 1 OCA Principal and Chief Executive
  - 1 Director of Research
  - 1 Head of International Studies
  - 1 Registrar
  - 1 Director of Library & Student Services
  - 1 Head of IT Services
  - 1 Head of Quality Assurance & Enhancement
  - All Heads of School
- 6 elected members comprising:
  - Up to 5 members of academic staff elected by the academic staff
  - 1 professional support staff member elected from amongst the staff of the academic-related<sup>2</sup> departments, elected by the staff of those departments
- 1 student representative, who shall be nominated by the Students' Union Executive

Ex officio posts shall always constitute at least half of the total constitution of the Academic Board.

Clerk to the Academic Board:	Registrar
Minute Secretary:	Nominee of the Clerk

<sup>2</sup> The Academic related Departments are the Academic Registry, IT Services, Research Office, Library & Student Services

Terms of office

- 4 Elected members will be appointed for a period of three years and may be re-elected for one further term in succession.

Frequency of meetings

- 5 At least 3 times a year with at least 1 meeting per term.

Quorum

- 6 50% of the membership plus 1 including the Chair.

## Research Committee

### Terms of reference 2018/19

1. The Research Committee is responsible, on behalf of Academic Board, for:
  - i) developing, advising and communicating policy and strategy in support of research and knowledge transfer
  - ii) considering and responding to developments and consultations undertaken by external agencies
  - iii) promoting initiatives and activities to further a sustainable research and knowledge exchange culture, including collaborative research with industry and the commercial exploitation of intellectual property
  - iv) monitoring and evaluating all research and knowledge transfer activities and developments across the University
  - v) advising on internal and external funding of research and knowledge exchange related matters and, overseeing the process and criteria for selective distribution of grant income
  - vi) disseminating appropriate information about research and knowledge exchange to staff
  - vii) Overseeing, approving and reporting consideration of research ethics and integrity
  - viii) Overseeing the University's Research Degrees provision, including Research Degree Awarding Powers
  - ix) Overseeing the Research Excellence Framework Strategy

2. The Committee may establish and disestablish sub-committees to assist its work.

#### Constitution

The Constitution of Research Committee is as follows:

- |  |              |
|--|--------------|
| • Deputy Vice Chancellor (Academic)              | Chair        |
| • Director of Research & Education               | Deputy Chair |
| • All Heads of School or nominee                 | ex officio   |
| • Business School Director                       | ex officio   |
| • Director Library & Student Services or nominee | ex officio   |
| • Research Degrees Leader                        | ex officio   |
| • Research Degrees Manager                       | ex officio   |
| • Research Manager (Staff Research)              | ex officio   |

- 2 Professors or Readers appointed
- 2 Academic Members of Staff appointed
- 1 member of staff from the Research Office ex officio
- Up to 2 - co-opted members nominated by the Chair and agreed by the Committee

Clerk and Minute Secretary to Research Committee: Research Officer

3. Normally the member nominated by the Head of School will be the Professor or Reader with primary responsibility for School research culture.

4. Term of office

Appointed members will serve for a period of three years and may be re-appointed for one further term in succession.

Frequency of meetings

5. At least once a term.

Quorum

6. 50% of the membership plus 1 including the Chair.

Reporting

7. Research Committee reports to Academic Board.

## Academic Quality Committee

### Terms of reference 2018/19

1 The Committee is responsible to Academic Board for overseeing the academic standards and quality assurance of all of the University's<sup>3</sup> taught programmes and awards, including those delivered by collaborative partners, and the quality enhancement of student learning opportunities. It considers University practice against national and international reference points, including the UK Quality Code. It oversees compliance with the requirements of external quality agencies such as the QAA and professional and statutory bodies.

2 The Academic Quality Committee is responsible for:

#### *Strategic*

- i) The University's Quality Strategy and its implementation;
- ii) The University's learning and teaching strategies and their implementation, including oversight of the Student Success Strategy. This will be enacted through commissioning research from the sub committees to inform priorities for learning and teaching development across the student life cycle, with emphasis on inclusivity and wellbeing, retention, achievement and employability;
- iii) Furthering enhancement in academic standards and the quality of student learning opportunities and student experience through consideration of best practice within the institution and across the sector and the development of appropriate strategies;

#### *Operational*

- iv) The definition, operation and annual monitoring of the quality assurance processes for course validation, periodic course review, and modifications to courses, including oversight of the schedule of events, scrutiny of validation and review reports, oversight of the induction and training of panel members and chairs, and determining protocols for validation and review events;
- v) The University's Student Protection Plan and its implementation;
- vi) Determination, oversight and operation of the annual academic monitoring process, including:
  - a. recommending annual thresholds for performance at institutional and course level within the Annual Monitoring process;
  - b. overseeing the process for AAM ensuring that the School Boards of Study consider AAM reports and that appropriate actions are taken;

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<sup>3</sup> Reference to the 'University' throughout also includes the wholly owned subsidiary, OCA (Open College of the Arts)

- c. Receiving the AAM reports for Collaborative Provision;
- d. Analysing a subset of AAM data to identify Quality Enhancement Reviews;
- e. scrutinising the FE Self-Assessment Report (SAR) and approving its submission to Governors;
- f. agreeing the content of the overarching institutional Annual Monitoring report for consideration by Academic Board and the Board of Governors;
- vii) Oversight and operation of the external examining system;
- viii) The academic aspects of the student experience, including consideration of student satisfaction surveys and agreeing and monitoring ensuing actions;
- ix) Oversight of the academic aspects of the University's published information, including the process for collating Unistats data and the accuracy of course documents;
- x) Oversight and operation of mechanisms to identify, by way of student surveys, annual monitoring outcomes and other measures, courses potentially in need of intervention and to ensure that appropriate and timely interventions are made in order to enhance student learning opportunities and/or maintain quality and standards of the University's academic provision;
- xi) Developing the University's academic regulations, policies and procedures for approval by Academic Board, as appropriate;
- xii) The University's Quality Assurance Handbook;
- xiii) Annual reporting on assessment related issues in relation to the operation of the University's assessment regulations and external examiners' system and the operation of Examination Boards;
- xiv) Mechanisms for quality assurance of collaborative provision;
- xv) Ensuring that the implications of the University's policies on equality of opportunity are considered with respect to the above terms of reference;

#### *Externality*

- xvi) Responding to the guidelines and frameworks published by the Quality Assurance Agency, the Higher Education Academy and other relevant bodies and ensuring alignment of University policies and procedures with these reference points;
- xvii) Overseeing the University's participation in and responses to audits and inspections by external agencies, including professional and statutory body accreditations, QAA Institutional Review, the annual FE Self-Assessment

## Report and the Ofsted Common Inspection Framework;

- xviii) Advising Academic Board on the policies and procedures for the appointment of external examiners and approving their appointment on behalf of Academic Board.

Constitution

## 3 The Constitution of the Academic Quality Committee is as follows:

- Deputy Vice-Chancellor (Academic) Chair
- Director of Library & Student Services or nominee ex officio
- All Heads of School ex officio
- Director or Deputy Director of the Business School for Creative Industries ex officio
- Head of International Studies ex officio
- Head of Quality Assurance & Enhancement ex officio
- 7 Course Leaders, 1 appointed by each Head of School
- 1 Open College of the Arts member of staff ex officio
- 1 staff member representative of the Students' Union ex officio
- 1 Vice-President of the Students' Union
- 1 student representative nominated by the Students' Union
- Up to 2 members of academic or professional services staff may be co-opted by the Chair where relevant expertise is required

Clerk to Academic Quality Committee:

Senior Quality Manager

Minute Secretary:

Senior Quality Officer

Term of office

- 4 Appointed members of staff will be appointed for a period of two years but may be re-appointed for a further term in succession.
- 5 Students' Union representatives will be appointed annually.

Frequency of meetings

- 6 At least 3 meetings per year, and at least once per term. One meeting per year will be dedicated to Annual Academic Monitoring.

Quorum

- 7 50% of the membership including the Chair.

Reporting

- 8 The Academic Quality Committee reports to Academic Board.

## School Boards of Studies

### Terms of reference 2018/19

#### Purpose

1. The School Boards of Study are sub-committees of the Academic Board. The subject scope of the Board normally mirrors the subject scope of the range of courses under the leadership of a Head of School. They are responsible to the Academic Board for the operation of the academic strategy, policies and procedures through the courses delivered within that School and for the quality assurance of those courses.

#### Scope

2. The School Boards of Study are responsible for the following:

##### *Planning and Resources*

- i) Approving the School Operational Plan, including a consideration of the planned student numbers, subject to the requirements of the Academic Board, the University's Mission Statement and the Strategic Plan.
- ii) Considering the student learning and library services and resources provided to support the School and its courses.
- iii) Considering the effectiveness of liaison between the School and departments and making recommendations as appropriate to ensure students and staff are deriving maximum benefit from the services available.

##### *Academic Development*

- iv) Facilitating academic debate which considers the direction of the subject area(s), associated courses and discipline connections within the University and beyond.
- v) Considering the impact of the research and knowledge exchange activities of the School staff on the development of the subject area and its courses.
- vi) Considering external developments and their impact on academic developments within the subject area(s) covered by the School.
- vii) Promoting the maintenance and development of the quality of teaching and learning and highlighting and disseminating good practice identified.

##### *Quality Assurance*

- viii) Considering quality assurance of the courses through reference to outputs from student feedback mechanisms, validation and periodic review reports, external examiners reports and annual academic monitoring reports.
- ix) Responding to any concerns raised within student feedback mechanisms, validation and periodic review reports, external examiners reports and annual academic monitoring reports.

- x) Reporting annually to the Academic Quality Committee on the process and outcomes of annual monitoring of courses, confirming that the reporting process has been undertaken for each course, recommending course-level action plans for approval and identifying issues for further action at subject and University level.
- xi) Making nominations for external examiners to the External Examiners' Group.
- xii) Approving the non-material changes to units within the terms of the procedures for changes to courses detailed in the Quality Assurance Handbook.
- xiii) Scrutinising documentation for validation and periodic review events and recommending its release to the Quality Assurance & Enhancement department for circulation to validation panels normally through delegation to a separate sub-panel.

#### *Inclusivity and Well-being*

- xiv) Considering guidance and developments relating to inclusion and well-being (as they arise).

#### Constitution

##### 3. The membership of each School Board of Study is as follows:

The Head of School (or equivalent)	Ex-officio	Chair
All course/subject leaders within the school	Ex-officio	
Up to 4 members of nominated academic staff <sup>4</sup>		
1 representative of Library and Student Services		
1 representative of IT Services		
1 officer of the Student Union		
The school's Senior Quality Officer	Ex-officio	Clerk
In attendance		
A course administrator (host campus)	Minute Secretary	
Campus Registrar (host campus)		
Assistant Campus Registrar (host campus)		
Up to 2 student school representatives <sup>5</sup>		

##### 4. In addition to the above constitution, the following will be invited to be in attendance as required:

- i) Representatives of professional support departments will be invited on a meeting by meeting basis, as nominated by the relevant head of department.

<sup>4</sup> Nominated by the Head of School. A member of academic staff should be nominated for each campus that the School has provision on.

<sup>5</sup> Appointed from within the elective pool of course representatives.

- ii) Representatives of the school's course boards.
  - iii) The Head of Technical Services, Head of Campus Operations and Facilities or their local campus deputies.
5. The Head of School may nominate a named course leader to act as deputy chair to the board.

#### Terms of Office

6. Elected members will be appointed for a period of three years.
7. Any elected member who has attended fewer than 66% of the meetings during one academic year will normally be deemed to have resigned from the board.

#### Frequency of meetings

8. Normally three meetings per year.

#### Quorum

9. 50% of the membership, plus the chair.

#### Reporting

10. School Boards of Study report to the Academic Board.

## Further Education School Boards of Studies

### Terms of reference 2018/19

#### Purpose

1. The School Boards of Study are sub-committees of the Academic Board. The subject scope of the Board normally mirrors the subject scope of the range of courses under the leadership of a Head of School. They are responsible to the Academic Board for the operation of the academic strategy, policies and procedures through the courses delivered within that School and for the quality assurance of those courses.

#### Scope

2. The Further Education School Board of Study is responsible for the following:

##### *Planning and Resources*

- i) Approving the School Operational Plan, including a consideration of the planned student numbers, subject to the requirements of the Academic Board, the University's Mission Statement and the Strategic Plan.
- ii) Considering the student learning and library services and resources provided to support the School and its courses.
- iii) Considering the effectiveness of liaison between the School and departments and making recommendations as appropriate to ensure students and staff are deriving maximum benefit from the services available.

##### *Academic Development*

- iv) Facilitating academic debate which considers the direction of the subject area(s), associated courses and discipline connections within the University and beyond.
- v) Considering the impact of the research and knowledge exchange activities of the School staff on the development of the subject area and its courses.
- vi) Considering external developments and their impact on academic developments within the subject area(s) covered by the School.
- vii) Promoting the maintenance and development of the quality of teaching and learning and highlighting and disseminating good practice identified.

##### *Quality Assurance*

- viii) Ensuring delivery aligns with the Common Inspection Framework
- ix) Considering quality assurance of the courses through reference to outputs from student feedback mechanisms, external moderators reports and annual monitoring.
- x) Responding to any concerns raised within student feedback mechanisms, external moderators reports and annual monitoring.

- xi) Reporting annually to the Academic Quality Committee on the process and outcomes of annual monitoring of courses, confirming that the reporting process has been undertaken for each course, recommending course-level action plans for approval and identifying issues for further action at subject and University level.
- xii) Receiving anonymised reports of general themes arising from Teaching Observations and Learning Walks
- xiii) Providing scrutiny of the Self-Assessment Report before submission to AQC and overseeing the implementation of the Quality Improvement Plan

*Inclusivity and Well-being*

- xiv) Considering guidance and developments relating to inclusion and well-being (as they arise).
- xv) Considering any issues arising from Safeguarding

### Constitution

#### 3. The membership of each School Board of Study is as follows:

The Head of School (or equivalent)	Ex-officio	Chair
All course/subject leaders within the school	Ex-officio	
Up to 4 members of nominated academic staff <sup>6</sup>		
1 representative of Library and Student Services		
1 representative of IT Services		
1 officer of the Student Union		
The school's Senior Quality Officer	Ex-officio	Clerk
In attendance		
A course administrator (host campus)	Minute Secretary	
Campus Registrar (host campus)		
Assistant Campus Registrar (host campus)		
Up to 2 student school representatives <sup>7</sup>		

#### 4. In addition to the above constitution, the following will be invited to be in attendance as required:

- i) Representatives of professional support departments will be invited on a meeting by meeting basis, as nominated by the relevant head of department.
- ii) Representatives of the school's course boards.

<sup>6</sup> Nominated by the Head of School. A member of academic staff should be nominated for each campus that the School has provision on.

<sup>7</sup> Appointed from within the elective pool of course representatives.

- iii) The Head of Technical Services, Head of Campus Operations and Facilities or their local campus deputies.
5. The Head of School may nominate a named course leader to act as deputy chair to the board.

#### Terms of Office

6. Elected members will be appointed for a period of three years.
7. Any elected member who has attended fewer than 66% of the meetings during one academic year will normally be deemed to have resigned from the board.

#### Frequency of meetings

8. Normally three meetings per year.

#### Quorum

9. 50% of the membership, plus the chair.

#### Reporting

10. School Boards of Study report to the Academic Board.

## OCA Curriculum Quality Committee

### Terms of reference 2018/19

- 1 The OCA Curriculum Quality Committee (OCA CQC) is a sub-committee of the University for the Creative Arts (UCA) Academic Board. It is responsible to the Academic Board for the operation of the academic strategy, policies and procedures through the courses delivered by OCA and for the quality assurance of those courses.

- 2 The OCA Curriculum Quality Committee is responsible for:

#### *Planning and Resources*

- i) Developing and implementing strategies to enhance learning opportunities and resources in response to student, tutor, curriculum leader and external examiner feedback;\*

#### *Academic Development*

- ii) Facilitating academic debate which considers the direction of the curriculum within OCA, UCA and beyond ;\*
- iii) Developing, and monitoring progress of an annual academic plan for curriculum and tutor development (timescales, costs and quality improvement);\*
- iv) Ensuring Programme Leaders and tutors are appropriately qualified, supported and developed thereby promoting the maintenance and development of the quality of teaching and learning;\*

#### *Quality Assurance*

- v) Considering quality assurance of courses through reference to outputs from student feedback mechanisms, validation and periodic review reports, external examiners reports and annual academic monitoring reports;\*
- vi) Responding to concerns raised within student feedback mechanisms, validation and periodic review reports, external examiners reports and annual academic monitoring reports;\*
- vii) Reporting annually to UCA's Academic Quality Committee on the process and outcomes of annual monitoring of courses, confirming that the reporting process has been undertaken for each course, recommending course level action plans for approval and identifying issues for further action at OCA and UCA level;
- viii) Making nominations for external examiners to the External Examiners' Group;

- ix) Approving the non-material changes to units within the terms of the procedures for changes to courses detailed in the UCA Quality Assurance Handbook;
- x) Scrutinising documentation for validation and periodic review events and recommending its release to the UCA Quality Assurance & Enhancement department for circulation to validation panels normally through delegation to a separate sub-panel
- xi) Managing and maintaining oversight of the assessment process and schedule\*
- xii) Assuring the accuracy of information on learning opportunities (student handbook, regulations, degree handbooks, website)\*

#### *Inclusivity and Well-being*

- xiii) considering guidance and developments relating to inclusion and well-being (as they arise).

#### Constitution

3 The constitution of the OCA Curriculum Quality Committee is as follows:

- OCA Principal and Chief Executive (Chair)\*
- OCA Director of Curriculum & Quality (Deputy Chair)\*
- OCA Director of Learning and Teaching Quality\*
- OCA Programme Leader representative elected by, and from within, the team of Programme Leaders
- 1 representative of UCA Library & Student Services to be nominated by the Director of LSS
- 1 representative of UCA QAE to be nominated by the Head of QAE
- Head of UCA Quality Assurance and Enhancement (Clerk)\*

4 A representative from OCASA (Open College of the Arts Student Association) will also be invited to attend.

5. A representative from OCA tutor body will also be invited to attend.

#### Frequency of meetings

5 There will normally be three designated meetings per year that will be OCA CQC meetings and that will fulfil the full Terms of Reference as noted above.

6 The OCA CQC, may meet more frequently with representation and terms of reference as asterisked above.

Quorum

- 7 50% of the membership plus 1 including the Chair.

Reporting

- 8 The three designated meetings per year of the OCA Curriculum Quality Committee will report to the UCA Academic Board.

## Boards of Examiners

### Terms of reference 2018/19

- 1 The Boards of Examiners are sub-committees of the Academic Board. The subject scope of the Board normally mirrors the subject scope of the range of courses under the leadership of a Head of School. They consider the outcomes of unit assessment and confirm progression and award decisions. They provide a means of institutional confirmation of achieved award standards comparable with standards at other HEIs. These terms of reference apply only to Boards of Examiners convened to consider matters relating to courses leading to an award of the University. Where a Board of Examiners is convened to consider matters relating to courses leading to the award of another awarding body, the terms of reference and constitution of that Board will be in accordance with the expectations and requirements of that awarding body.
  
- 2 The Boards of Examiners are responsible to Academic Board for:
  - i) ensuring that correct procedures are followed and that proper standards are maintained for the approval of the University's awards;
  - ii) considering the performance of all students who have undertaken each unit in order to confirm the award of the mark and credit associated with that unit;
  - iii) considering student profiles and confirming progression or award, including classification and exit awards in accordance with the Common Credit Framework;
  - iv) considering and confirming opportunities for retrieval of failure and determining the terms of those reassessment opportunities in accordance with the Common Credit Framework;
  - v) confirming and applying Compensation, where applicable, as set out in the Common Credit Framework;
  - vi) confirming termination of registration due to academic failure, as set out in the Common Credit Framework;
  - vii) considering requests and recommendations for aegrotat and posthumous awards;

### Constitution

- 3 The Constitution of the Boards of Examiners comprises:
 

<ul style="list-style-type: none"> <li>• Head of School for the Courses under consideration</li> <li>• Course Leaders for the courses under consideration</li> </ul>	Chair ex officio
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Head of Quality Assurance and Enhancement or nominee  
Campus Registrar or nominee  
Secretary

Clerk  
Minuting

- 4 A member of another Board of Examiners may be invited to attend the board to comment upon the operation of the Board in order to enhance cross-School consistency.
- 5 As part of the Board's core business, Course Leaders will confirm that internal and external verification of student work has taken place and therefore attendance of External Examiners is not compulsory.

#### Frequency of meetings

- 6 Each Board of Examiners meets at the end of each assessment period. The frequency will vary depending on the structure of the courses within its purview, but all Boards will meet at least twice each Academic year.

#### Quorum

School Main Boards

- 7 50% of the membership, including the Chair.

Joint School Resit Boards and Postgraduate Boards

- 8 The Chair and 50% of Course Leaders for the courses under consideration.

#### Reporting

- 9 Boards of Examiners report to the Academic Board.

## OCA Board of Examiners

### Terms of reference 2018/19

- 1 The OCA Board of Examiners is a sub-committee of the Academic Board. It considers the outcomes of unit assessment and confirms progression and award decisions. The Board provides a means of institutional confirmation of achieved award standards comparable with standards at other HEIs. These terms of reference apply only to Boards of Examiners convened to consider matters relating to courses leading to an award of the University for the Creative Arts (UCA). Where a Board of Examiners is convened to consider matters relating to courses leading to the award of another awarding body, the terms of reference and constitution of that Board will be in accordance with the expectations and requirements of that awarding body.
- 2 The Boards of Examiners are responsible to UCA Academic Board for:
  - i) ensuring that correct procedures are followed and that proper standards are maintained for the approval of the University's awards;
  - ii) considering the performance of all students who have undertaken each unit in order to confirm the award of the mark and credit associated with that unit;
  - iii) considering student profiles and confirming progression or award, including classification and exit awards in accordance with UCA's Common Credit Framework (for OCA Postgraduate awards) and OCA's Academic Regulatory Framework (for Undergraduate awards);
  - iv) considering and confirming opportunities for retrieval of failure and determining the terms of those reassessment opportunities in accordance with the appropriate regulatory framework (see iii above);
  - v) confirming termination of registration due to academic failure, as set out in the appropriate regulatory framework (see iii above);
  - vi) considering requests and recommendations for aegrotat and posthumous awards;

### Constitution

- 3 The Constitution of the Boards of Examiners comprises:
  - OCA Principal & Chief Executive  
Chair
  - OCA Director of Learning & Teaching
  - OCA Director of Curriculum & Quality
  - OCA Head of Quality & Academic Support Clerk



## SUBGROUPS REPORTING TO ACADEMIC BOARD SUB-COMMITTEES TERMS OF REFERENCE

### Research Degrees Committee

#### Terms of reference 2018/19

- 1 Research Degrees Committee is responsible, on behalf of The Research Committee, for:
  - i) monitoring and advising upon the regulations, policy and procedures relating to research degrees operating at the University
  - ii) monitor the appointment of research supervisors<sup>8</sup>
  - iii) monitor changes to approved supervisory teams
  - iv) considering applications for the Approved Supervisors Register prior to submission to the Doctoral College Board of the validating partner<sup>9</sup> for approval
  - v) monitoring and reporting on student progress and withdrawal
  - vi) monitor changes to mode of study, extension to period of study, suspension of registration and transfer of registrations from MPhil to PhD
  - vii) notifying validating partners of all decisions relating to student registrations, changes of registration including supervisory arrangements, changes of title and transfers
  - viii) preparing an annual report in accordance with the validating partners' requirements, on the operation of the award
  - ix) To review the outcomes of surveys into postgraduate research provision, responding and making recommendations for improvements as appropriate.
  - x) to monitor the performance of Schools in terms of admission, progression, granting extensions to, and completion rates of, research degree students;
  - xi) monitoring and approving any changes to the Advanced Research Methods training
  - xii) responding to the requirements of external bodies, such as the QAA and AHRC, with regard to research degree provision

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<sup>8</sup> With reference to the validating partners' registers of approved supervisors

<sup>9</sup> Validating partners of the University are the University of Brighton and UAL Quality Assurance Handbook 2018/19

- xiii) ensuring that the implications of the University's policies on equality of opportunity are considered with respect to the above terms of reference, and explicit consideration given to equal opportunities issues at least once during each academic year.
- xiv) Contributing to the institutional monitoring and self-assessment as part of progressing towards an application for Research Degrees Awarding Powers

### Constitution

2 The constitution of Research Degrees Committee is as follows:

- Interim Director of Research Chair
  - Research Degrees Leader (Deputy Chair) ex officio
  - Heads of Schools or their nominees with responsibility for Research Degrees ex officio
  - Research Degrees Manager ex officio
  - 1 member of staff from Library and Student Services nominated by the Director of Library and Student Services in consultation with the Chair ex officio
  - Head of Quality, Assurance & Enhancement, or nominee ex officio
  - 1 member of academic staff from the University of Brighton
  - 1 member of staff from the Doctoral College at the University of Brighton
  - 1 member of staff from the Doctoral College at University for the Arts London
  - 1 research student elected by research degree students
- Nominee of the Interim Director of Research Secretary

### Term of office

3 Nominated members will be appointed for a period of 3 years and may be re-appointed for one further term in succession. Elected research students will be appointed for a period of one year.

### Frequency of meetings

4 At least 4 meetings per year, as appropriate to support research degree provision.

### Quorum

5 50% of the membership plus 1 including the Chair.

### Reporting

6 Research Degrees Committee reports to Research Committee

## Student Success Committee

### Terms of reference 2018/19

#### Purpose

1. The Student Success Committee is responsible to the Academic Quality Committee (AQC) for the enhancement of student learning opportunities<sup>10</sup>. This will be conducted by undertaking research into strategic priorities, as identified by AQC, and the development, implementation and review of associated learning, teaching and assessment strategies and practices. The committee will ensure that University's approach to pedagogy embeds best practice and complies with statutory requirements.

#### Scope

2. The Student Success Committee is responsible to the Academic Quality Committee for:
  - a. Contributing to the ongoing development and operation of the Creative Education Strategy.
  - b. Advising AQC concerning the development, implementation, operation and review of the Student Success Action Plan: developing, implementing and monitoring sub-strategies and associated goals and targets to support the Student Success Action Plan
  - c. Bringing expertise, challenge and innovation through well-defined research as directed by AQC to enhance student learning opportunities.
  - d. Directing the Student Access, Inclusion and Wellbeing Advisory Group to undertake targeted research and associated projects supporting the Student Success Action Plan.
  - e. Aligning learning, teaching and assessment activities and policy to comply with statutory requirements and reflect evolving sector practice and initiatives.
  - f. Ensuring that institutional and sector best practice informs policy development and approaches to pedagogy.
  - g. Monitoring staff development activities and promoting opportunities for the enhancement of learning, teaching and assessment practices.
  - h. Oversight and consideration of the quality processes pertaining to the Creative Education suite, in accordance with the terms of reference for the operation of the School Boards of Study for these courses.

#### Constitution

3. The Constitution of the Student Success Committee is as follows:

Head of School, nominated by AQC  
Director of Research

Chair  
Ex Officio

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<sup>10</sup> Including the wholly owned subsidiary, OCA (Open College of the Arts)

Director of Library & Learning Services	Ex Officio <sup>11</sup>
Head of Collections, Digital Innovation and Learning Services	Ex Officio
Head of Learning, Teaching & Student Engagement	Ex Officio
Head of Quality Assurance & Enhancement	Ex Officio
Head of Planning, Development & Administration in LSS	Ex Officio
1 Resource Manager	Ex Officio
1 Head of School, nominated by DVC (Academic)	
3 members of academic staff, nominated by heads of school	
1 member of the International Team, nominated by the HoIS	
Representative of the Students' Union	
Sabbatical Officer from the Students' Union	
4 student representatives, nominated by the Students' Union <sup>12</sup>	
1 representative from OCA (Director Online L&T)	
1 OCASA student representative	
Up to 2 co-opted members as required	
Nominee of the Head of Quality Assurance & Enhancement	Clerk

#### Term of office

4. Nominated members of staff will be appointed for a period of 2 years, but may be re-appointed for a further term in succession.

#### Frequency of meetings

5. At least 3 meetings per year and at least once per term.

#### Quorum

6. 50% of the membership including the Chair. Student representatives do not contribute to quoracy.

#### Reporting

7. The Student Success Committee reports to the Academic Quality Committee.

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<sup>12</sup> 2x undergraduate, 1x postgraduate, 1x further education.  
Quality Assurance Handbook 2018/19

### Terms of reference 2018/19

- 1 The Group is responsible to the Academic Quality Committee for oversight of the appointment and induction of External Examiners.
- 2 The External Examiners Group is responsible for:
  - i) Oversight of the register of External Examiners;
  - ii) Scrutinising and approving or rejecting nominations from School Boards of Studies/OCA Curriculum Quality Committee for External Examiner appointments;
  - iii) Approving extensions to External Examiner's terms of office, as appropriate;
  - iv) Agreeing the annual format and content of induction for External Examiners;
  - v) Making recommendations to the Academic Quality Committee concerning external examining policies and procedures.

### Constitution

- 3 The Constitution of the External Examiners Group is as follows:

- |  |            |
|--|------------|
| • Head of Quality Assurance & Enhancement                  | Chair      |
| • Quality Manager  | Ex officio |
| • Heads of Schools   | Ex officio |
| • Director/Deputy Director of the School for Business      | Ex officio |
| • OCA Principal & Chief Executive or nominee <sup>13</sup> | Ex officio |

Senior Quality Officer Clerk

Heads of Department may be invited as required.

### Frequency of meetings

- 5 Normally 1 meeting per year to take place in Term 3.

### Quorum

- 6 50% of the membership including the Chair.

### Reporting

- 7 The External Examiners Group reports to the Academic Quality Committee.

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<sup>13</sup> To be required to attend only when OCA has External Examiner nominations  
Quality Assurance Handbook 2018/19

## Terms of reference 2018/19

### Purpose

1. The group is responsible to the Academic Quality Committee for developing and enhancing the University's academic related policies and procedures that require cross-departmental consideration.

### Documents

2. The Policies and Procedures Group is responsible for making recommendations to the Academic Quality Committee relating to the oversight, scrutiny, enhancement and revision of the University's policies and procedures as detailed in Schedule 1.

### Constitution

3. The Constitution of the Academic Regulations, Policies and Procedures Group is as follows:
  - 1x Head of School Chair
  - Head of Quality Assurance & Enhancement ex-officio
  - 2 x Course Leaders
  - Head of Planning (LSS) ex-officio
  - 1x Campus Registrar
  - President of the Students Union ex-officio
  - Quality Manager ex-officio
  - Quality Assurance and Enhancement Administrator Clerk/Minute Secretary
  - Co-opted members as required

### Frequency of meetings

4. Normally three meetings per year (one per term). Additional meetings may be convened as required.

### Quorum

5. 50% of the membership, including the Chair.

### Reporting

6. The Policies and Procedures Group shall report to the Academy Quality Committee.

### Terms of reference 2018/19

1. The Course Changes Group is a sub-group of the Academic Quality Committee.
2. The Group has been established to review and approve material course changes (and non-material changes for consideration alongside material course changes) within a course's period of validation in accordance with the Course Changes process as defined in the Quality Assurance Handbook.

### Frequency of meetings

3. The Group will normally convene by correspondence once per year during the Autumn Term.

### Quorum

4. 50% of the membership plus 1 including the Chair.

### Reporting

5. The panel will report to the Academic Quality Committee.

### Constitution

6. The Constitution of the panel will be:
  - Head of Learning, Teaching & Student Engagement (Chair)
  - Two Heads of School
  - Two Course Leaders
  - One External with academic management expertise across a range of creative arts subject areas
  - One Students' Union Representative
  - Head, Quality Assurance & Enhancement or nominee
  - QAE representative (Clerk)

## Course Boards of Studies

### Terms of reference 2018/19

1 The Course Boards of Studies are sub-committees of the School Board of Studies. They are responsible to the School Board for the operational aspects relating to delivery of the curriculum, implementation of policies and quality assurance mechanisms, review of learning and teaching strategies, receiving and monitoring of student feedback to enhance the curriculum, ensuring that resources available to the course are deployed appropriately and monitoring the health and safety aspects of the curriculum.

2 The Course Board of Studies is responsible for:

#### *Planning and Resources*

- i) ensuring that, within resource constraints, the delivery of the course is consistent with course aims and outcomes;
- ii) considering the library and learning services provided to support the course;
- iii) reviewing the effectiveness of each stage timetable and how this is communicated to students;
- iv) considering the space and equipment available to the course and making recommendations to the Head of School;
- v) reviewing and monitoring of health and safety requirements relating to learning, teaching and assessment;

#### *Academic Development*

- vi) facilitating academic debate which considers the direction of the course and discipline connections within the University and beyond;
- vii) considering the impact of the external developments, research and knowledge transfer activities of the course staff on the development of the subject area and the course;
- viii) considering and reviewing employer engagement to support the aims and learning outcomes of the course;
- ix) promoting the maintenance and development of the quality of teaching and learning and highlighting and disseminating good practice;

#### *Quality Assurance*

- x) reviewing the quality assurance of the course through reference to outputs from student feedback mechanisms, validation and periodic review reports, external examiners reports and annual academic monitoring reports;
- xi) responding to any concerns from students relating to all aspects of the student experience and in particular delivery of the course and support services;
- xii) scrutinising documentation for validation and periodic review events and recommending its release to the School Board of Study;

- xiii) development of a course action plan (CAP) comprising actions resulting from quality assurance processes (annual monitoring, validation and review, QER) for approval and regular scrutiny by the School Board;
- xiv) recommending to the School Board non-material changes to the course within the terms of the procedures for changes to validated courses detailed in the Quality Assurance Handbook;
- xv) considering the effectiveness of liaison between the course and student support departments and making recommendations as appropriate to ensure students and staff are deriving maximum benefit from the services available;
- xvi) promoting and securing benchmark completion of all external and internal FE, undergraduate and postgraduate student surveys in line with university requirements;

*Inclusivity and Well-being*

- xvii) considering guidance and developments relating to inclusion and well-being (as they arise).

### Constitution

3 The constitution of the Course Board of Studies is as follows:

- The Course Leader Chair
- All teaching staff of the course ex officio
- 1 representative of the technical staff (where appropriate) appointed by the Chair
- All elected Course Representatives

The following departments may be requested to send a member of staff to attend and discuss aspects of the student experience as and when required at the request of the Chair:

IT, Careers, Library & Student Services

Nominee of the Assistant Registrar

Secretary

The Board may nominate a Course Representative, if appropriate, to attend the School Board of Studies to inform issues raised at Course Boards.

The Course Board will be informal and the emphasis of the meeting will be on action that will support the enhancement of the student experience. Minutes will not be required. An agenda will be circulated and an action list will be produced and agreed at the meeting and circulated to members.

4 The relevant Head of School will be invited to attend as required.

### Frequency of meetings

5 Normally at least three meetings per year.

6 50% of the membership plus 1 including the Chair.

Reporting

7 Course Boards of Studies report to the School Boards of Studies.

## International Foundation in Art, Design and Media (IFADM) Assessment Committee

Terms of reference 2018/19

1. The committee is a sub-group of the Further Education Board of Examiners that is responsible for agreeing the successful completion of the September starters so that those students can obtain certificates of completion/transcript in time to meet further progression deadlines.
2. The Assessment Committee is responsible to the Board of Examiners for:
  - i) Ensuring that correct procedures are followed and the proper standards are maintained for the approval of the University's awards.
  - ii) Considering the performance of all students who have undertaken each unit in order to confirm the award of the mark and credit associated with that unit.
  - iii) Considering student profiles and confirming completion in accordance with the Common Credit Framework.
  - iv) Confirming termination of registration due to academic failure, as set out in the common Credit Framework.

Constitution

3. The Constitution of the Assessment Committee is as follows:
 

<ul style="list-style-type: none"> <li>• Head of International Pathway Programmes</li> <li>• Internal Moderator</li> <li>• One or more of the course teaching team</li> <li>• School Quality Officer</li> <li>• Further Education Course Administrator</li> </ul>	Chair ex-officio ex-officio ex-officio ex-officio/Clerk
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Frequency of meetings

4. The committee will meet in the April of each year.

Quorum

5. 50% of the membership, including the Chair, Internal Moderator and at least one member of the course team.

Reporting

6. The Assessment Committee reports to the Board of Examiners for Further Education.