

## TERM OF REFERENCE QUALITY ASSURANCE COMMITTEE

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## DOCUMENT HISTORY

Version	Author	Approved by	Date
1.1	Head of Quality and Academic Development	Quality Assurance Committee	09.12.2021
1.2	Quality Assurance Committee	Senate	29.04.2022
1.3	Quality Assurance Committee	Senate	05.04.2023

The Quality Assurance Terms of Reference are valid for all programmes running at BUV. This includes both BUV own degrees and franchised courses from partner institutions.

## **1. AUTHORITY OF THE COMMITTEE**

The Quality Assurance Committee is a committee of the Senate, which is established to provide quality assurance reports to the Senate and is responsible for the oversight and enhancement of the quality and standards of the University's academic provision. The Committee will ensure that all quality management processes operating at university, faculty, or School level maximise their potential of further enhancing academic programmes and the student experience. The Committee will ensure that the University has a rigorous and responsive quality assurance policy and structure in place which is fully informed by external expectations, including but not limited to University of London, Staffordshire University, ESG standards and those of other relevant professional bodies. The Committee will have regard for the promotion of inclusivity, of equality and diversity and will ensure equality of opportunity in the way it conducts itself and in the transaction of its business.

## **2. DUTIES OF THE COMMITTEE**

1. To develop and advise the Senate through appropriate channels on the implementation of policies and procedures relating to quality assurance and enhancement and to refer to other committees of the Senate matters relating to their remit;
2. To monitor and advise the Senate through appropriate channels on implications of publications from external bodies, concerning academic quality and standards issues and to co-ordinate a University-level response where required;
3. To advise Senate regarding areas of emerging academic risk and to recommend appropriate remedial action where appropriate;
4. To oversee the University's quality assurance and enhancement mechanisms including scrutiny of revisions to academic and assessment related policies, codes of practice, frameworks and regulations and approve any deviations from standard processes;
5. To oversee the programme monitoring and review of undergraduate and postgraduate programmes in conjunction with the Learning and Teaching Committee.
6. To co-ordinate and support the University's preparations for the QS Rating, QAA IQR and any other external quality evaluation;

7. To assess the effectiveness and integrity of quality assurance processes devolved to Schools and advise remedial action where shortfalls are identified;
8. To report annually to Senate on the effectiveness of quality assurance and enhancement procedures pertaining to the Committee's remit

### **3. MEMBERSHIP**

The membership for meetings of the Committee shall comprise:

Appointed members:

- Head Academic Quality (Chair)
- University Registrar
- Dean
- Up to THREE nominated Discipline Leads/Programme Leads from different schools
- Exams Office Managers
- Secretary of Senate and Committee

Committee members are required to declare to the Chair any real, perceived or potential conflict of interest they may have with any item on the Committee's agenda.

If the Chair or Committee deems the member to have a conflict of interest in a matter before the Committee, the member will be excused from committee discussions and deliberations on that matter.

The Chair may nominate a representative to attend in their place.

Discipline Leads/Programme Leads serving on the committee are to be nominated by the Chair and will serve an initial term of two years.

In the event that a Discipline Lead/Programme Lead is no longer available to serve on the Committee, the Chair will nominate an alternative Discipline Lead/Programme Lead to stand in their stead until the end of the initial two-year term.

### **4. QUORUM**

Meetings shall be quorate when at least one half of the total prescribed membership is present, including the Chair and when at least one half of those members present are

University staff. Where a loss of quorum is identified, meetings may be adjourned until a time determined by the Chair.

## **5. APPOINTMENT OF CHAIR**

The Chair of the Committee shall be the Head Academic Quality. The Chair has the casting vote in committee deliberations.

The Chair shall nominate an Acting Chair if the Chair is unable to attend a scheduled meeting.

## **6. REMOVAL OF A MEMBER FROM OFFICE**

The Chair may terminate a person's membership for misconduct following consultation with the Vice-Chancellor & President.

## **7. MEETINGS**

The Committee will have four standing meetings per year, with a minimum of one meeting to be held per semester. Additional meetings may be called by the Chair as required with a minimum of one week's notice to be provided to Committee members.

Committee decisions may be made at a meeting and signed by at least a quorum of members.

Committee members are required to fully prepare for each meeting, read the documentation in advance, and make every reasonable effort to attend each meeting.

## **8. OBSERVERS**

Observers are welcome with the Chair's permission and provided they advise the Secretary in advance. Observers are entitled to see and hear the proceedings of the meeting but have no voting rights and no right to speak at meetings, unless invited to do so by Chair. Observers must leave the meeting when requested by the Chair, or if any matters are to be considered in a closed session.

## **9. COMMITTEE REPORTING**

The Quality Assurance Committee will report to the Senate.

## **10. AGENDAS AND MINUTES**

Members will be notified by email of the location and availability of material. Members are encouraged to bring laptops, iPads or similar equipment to meetings in case of viewing documentation online.

Responsibility for maintaining appropriate records management for the Committee rests with the Secretary under the direction of the Chair. All Committee documentation shall be stored by the Secretary in the same manner as other Senate documentation.

## **11. EVALUATION AND REVIEW**

The Academic Compliance Manager shall review these terms of reference every two years, in conjunction with the Committee, and provide a report, including any recommendations, to the Senate.

## **12. RELATED DOCUMENTS**

N/A

## **13. DOCUMENT RESPONSIBILITIES**

Policy Owner : Senate  
Policy Delegate : Quality Assurance Committee

## **14. APPROVAL DETAILS**

Approving Authority : Senate  
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