

**ACADEMIC ASSURANCE COMMITTEE**

**TERMS OF REFERENCE**

1. **Purpose**

1.1 The Academic Assurance Committee (AAC) is a committee of the Board of Governors, and its purpose is to provide independent assurance as to the quality and standards of the University's academic provision and associated assurance of regulatory compliance.

**2. Delegated Authority**

* 1. To approve, monitor and report to the Board of Governors (as appropriate),subject to recommendation by Academic Board:
* the University’s compliance with regulatory expectations including, in particular, the Office for Students Conditions of Registration relating to access and participation (conditions A), quality and standards and student outcomes (conditions B) and protections (conditions C).
* an annual review of the quality of the University’s academic provision.
* the University’s response and compliance with external academic expectations and frameworks.
* assurances on the outcomes and integrity of the University’s academic awards and student outcomes.
* regulatory and assurance reports including annual compliance statements for research concordats whereby the University is a signatory.
* outputs of regulatory and assurance processes.
	1. **Other delegations**

2.2.1: To test assurancethat academic governance is appropriate and effective.

2.2.2 To receive:

* Academic Board’s annual review of effectiveness.
* a record of Academic Board meetings.
* other records and reports as deemed necessary by the Academic Board or University Executive.

2.3. **Chair’s Action**

In circumstances where action is required and it would not be timely to wait until the next meeting because a delay would impede the business of the University or the functioning of the Committee, the Chair may be approached to take action after consulting with the University Secretary who will liaise with the appropriate University Executive Board (UEB) lead. Details of any action taken will then be reported back to the Committee.

**3. Duties**

3.1. To advise the Vice Chancellor and Board of Governors on:

3.1.1. the University's compliance with external quality assessment operating models and reporting requirements.

3.1.2. the continuous improvement of the student academic experience and outcomes.

3.1.3. the validity, integrity, and credibility of the Academic Awards Framework, Academic Regulations, and associated policies.

3.1.4. the University's engagement with national requirements for standards, quality and learning and teaching.

3.1.5. any other matters referred to it by the Board of Governors or the Vice-Chancellor relating to the academic character and portfolio of the institution.

3.2 To receive reports from Academic Board, including in relation to:

* Admissions Policies
* Academic Collaborations and Partnerships
* Academic Quality and Standards
* Academic Regulations and Policies
* Annual Statistical Reviews on Student Casework
* Apprenticeship Provision
* Student Academic Experience and ‘Student Voice’

3.3. To consider any significant changes to the academic activities of the University relating to taught and research provision.

3.4 To make representation in the consideration of risk and relevant internal audit reports pertaining to academic quality and standards.

**4. CONSTITUTION**

**MEMBERS:**

Independent members of the Board of Governors x4

Academic Board member of the Board of Governors

External Co-opted member x1

Students’ Union President or nominee

**Total membership** 7

**Quorum** 3 of whom at least 2 must be Independent governors

**Secretary** Ben Machin, Governance Senior Advisor

**5. CURRENT MEMBERSHIP**

Professor Julietta Patnick Independent members of the Board of Governors (Chair)

Angela Foulkes Independent members of the Board of Governors

Professor Keith RidgwayIndependent members of the Board of Governors

*Vacancy* Independent members of the Board of Governors

Dr Claire Ketnor Academic Board member of the Board of Governors

*Vacancy*  External co-opted member

Seun Seidu Students’ Union President or nominee

**IN ATTENDANCE**

Michaela Boryslawskyj University Secretary and Clerk to the Board of Governors

Professor Rory Duncan Pro-Vice Chancellor (Research and Innovation)

Professor Helen Scott Pro-Vice Chancellor (Learning, Teaching and Student Success)

Professor David Shepherd Deputy Vice-Chancellor (Academic)