

UNIVERSITY OF ABERDEEN
QUALITY ASSURANCE COMMITTEE
REMIT AND COMPOSITION

1. COMMITTEE TITLE

Quality Assurance Committee

2. DATE OF ESTABLISHMENT

27 October 2010

3. CHAIR AND ADMINISTRATIVE SUPPORT AREA

Chair: Dean for Quality Assurance and Enhancement

Clerk: Academic Services and Online Education

4. PURPOSE

A Committee with responsibility for the assurance of quality and maintenance of standards across all undergraduate, postgraduate taught and postgraduate taught elements of research provision and oversight of the monitoring of quality enhancement.

5. REMIT: *(To be reviewed annually at last meeting of committee cycle with proposed changes to be considered by Senate)*

To be responsible to the Senatus Academicus for the strategic oversight of:

- i the quality assurance of undergraduate, postgraduate taught and taught elements of postgraduate research provision;
- ii the development of policies and practices for the assurance of the quality of the University's education provisions, particularly in relation to the design, implementation, evaluation and review of mechanisms for the quality assurance and quality enhancement of education provision;
- iii the safeguarding of academic standards.

The Quality Assurance Committee shall:

- In consultation with School Education Committees, and the Graduate School (PGR) as appropriate, review proposals for (a) the introduction of new courses and programmes of study (b) amendments to existing courses and programmes, and (c) the withdrawal of existing courses and programmes, and make appropriate recommendations;
- Approve changes to the Regulations for Certificates and Diplomas and to General and Supplementary Regulations for Degrees in advance of their incorporation into a formal draft Resolution for consideration by Senate;
- Oversee the quality assurance of taught courses and programmes through scrutiny of reports from the Annual Course Review (ACR) Exercise, Annual Programme Review (APR) Exercise, External Examiner Reports, Internal Teaching Review Reports and Reports from Professional, Statutory & Regulatory Bodies, as applicable; and address any policy issues that arise, as appropriate;
- Be responsible for co-ordinating a regular programme of Internal Teaching Reviews for monitoring and reviewing courses and programmes of study and consider and recommend to Senate revisions to the procedures for Internal Teaching Review, as necessary;

- Be responsible, on behalf of Senate, for the oversight of the University's engagement with the work of the Quality Assurance Agency (QAA), including Enhancement-led Institutional Review (ELIR).
- Informed by the work of the Academic Policy and Regulations Group, have oversight of the development, implementation and regular review of University policy relating to educational provision in regard to undergraduate, postgraduate taught and taught elements of postgraduate research provision ensuring their alignment to the QAA Quality Code, the wider Academic Infrastructure, legal compliance (e.g. equality, diversity and inclusion) and other relevant external reference points, seeking input from the University Education Committee, as appropriate, prior to recommending new policies or revisions to Senate for approval.
- Ensure that collaborative partnership agreements meet University quality assurance requirements and monitor the quality of provision provided by collaborative partners through the scrutiny of annual reports and recommend to Senate revisions to the procedures for the approval and oversight of collaborative provision, as necessary;
- In partnership with Aberdeen University Students' Association, ensure effective student engagement and representation of student voices in the University's quality framework;
- Monitor the quality of work-based learning provision and study abroad opportunities;
- Appoint from its membership, four members to serve on Senate, ex officio, as required;
- Oversee issues relating to student progress, including the establishment of Student Progress Committees and Fitness to Practise Committees, as appropriate, and make recommendations to the Senate for the discontinuation of attendance, as appropriate;
- Ensure regular review of academic appeals, complaints and academic discipline to identify any trends or issues which require to be addressed;
- Review annual reports from the Students' Progress Committee;
- Act on behalf of Senate, after consultation with Heads of School to:
 - a. approve dates of terms;
 - b. approve deadline for refusal of class certificates;
 - c. approve deadlines for return of examination results;
 - d. approve arrangements for graduation ceremonies;
 - e. approve changes to minimum entry requirements.
- Work closely with the University Education Committee and its sub-committees in regard to any matters for which there are quality assurance implications;
- Undertake such other functions as may be referred to the Committee by Senate.

Members' Responsibilities:

Each member will ensure that they consult with their own School, through their School Education Committee and other forums, on relevant matters, and provide feedback into QAC which represents the views of their School. Each School member of the Quality Assurance Committee shall have delegated authority to have oversight, on behalf of the Quality Assurance Committee, for their area of responsibility.

6. COMPOSITION AND QUORUM:

Chair:	Dean of Quality Assurance
Membership:	Head of Quality Dean for Educational Innovation School QA Representative (who should be a member of the School Education Committee) Representative from AFG Two representatives nominated by the President of the Students' Association. Two representatives nominated by Senate (2 year term)
In attendance:	Director of Academic Services & Online Education (or nominee); School Administration Manager; Graduate School Manager (or nominee); Head of the Centre for Academic Development (or nominee) Staff Representative of the Students' Association

Quorum: 50%

ACCOUNT TO BE TAKEN OF EQUALITY AND DIVERSITY IN MEMBERSHIP

7. MEMBERSHIP

Chair: Steve Tucker
Membership: ~~TBC (Head of Quality)~~
Kirsty Kiezebrink
Gareth Norton
Selma Carson
Marie-Luise Ehrenscheidtner
Faye Hendry
Thangavel Thevar
~~Colin North~~ [TBC](#)
Will Barras
~~Qiang Cai~~ [Isla Callander](#)
~~Isabel Crane~~ [Flora Groening](#)
Lois Gall
Mark Grant
Jacqui Hutchison
~~Jo Vergunst~~ [Rachel Smith](#)
Nadia DeGama
~~Rhiannon Ledwell~~ [Miles Rothoerl](#)
~~Sanaa Al-Azawi~~ [TBC](#)
Laura McCann
Fiona Stoddard

In attendance: ~~Gillian Mackintosh~~ [Debbie Dyker](#)
Ann Simpson
Lucy Leiper
Darren Comber
Scott Carle

Clerk: Liam Dyker

8. REPORTING LINE/PARENT COMMITTEE AND INTERFACE WITH OTHER COMMITTEES

Formal reporting line: Senate, which then provides assurance to Court
Interface with other committees: University Education Committee (UEC),
Student Support & Experience Committee (SSEC),
Employability and Entrepreneurship Committee (EEC);
Programme Management Committee;
International Partnership Committee;
Academic Committee (SCNU/UoA Joint Institute);
Qatar Partnership Management Group

9. FREQUENCY AND TIMING OF MEETINGS

The Group will meet at least five times per year preceding each meeting of Senate. Additional meetings may be arranged, as required.

Meetings between 10am – 4pm in accordance with University Policy.

10. PUBLICATION OF PAPERS

Cognisance will be taken of the University's Publication Scheme and Agenda papers will be made available on web pages/StaffNet where possible.

11. DATE ESTABLISHMENT OF GROUP APPROVED/RECORDED BY UMG: