

## **Academic Quality & Standards Committee (AQSC)**

### **Terms of Reference**

1. The Academic Quality and Standards Committee (AQSC) shall

1.1 determine the arrangements for the provision of credit for study and assessment undertaken at another institution or in non-degree courses within the University, where flexibility is allowed in a programme of study, and to monitor such arrangements;

1.2 monitor routinely the effectiveness of programmes of study and courses, through:

1.2.1 the monitoring of the allocation of students to tutors or advisers;

1.2.2 the availability of teachers, module coordinators and programme directors for consultation by students;

1.2.3 feedback from students through appropriate student representation including student surveys, staff- student liaison committees and student satisfaction questionnaires (see below);

1.2.4 reports from external examiners, external and internal reviews; opinions expressed by teaching staff, degree convenors and other staff; and reviews by the QAA or similar or successor regulatory organisations [For further guidance see Section 6];

1.3 At the first meeting of the academic year a deputy for the chair will be elected to act in his absence.

1.4 The AQSC shall exercise its responsibilities to establish and maintain:

1.4.1 clear principles and procedures to enable the School to carry out its responsibilities in regard to quality assurance;

1.4.2 mechanisms to ensure that such principles are respected and to enable it to respond with authority on the School's behalf;

1.4.3 mechanisms to ensure full and proper response to the relevant demands of the University and of government and other official agencies, including the OFS (Office for Students) and the QAA. Quality Assurance Framework 2022-2023

1.5 AQSC will consider and recommend to the Academic Board (SAS) policies and procedures necessary to maintain and enhance the academic standards and quality of all programmes of study, wherever they are delivered, taking account of local, national and international developments. Thus it will:

1.5.1 consider, approve and recommend to the Board: 6.6.1.1 the introduction of new programmes of study leading to qualifications of the University of London;

1.5.2 proposals for the termination of specific programmes of study;

1.5.3 suspension of programme regulations and where necessary to review the policy implications of such requests

1.5.4 proposals for credit for courses undertaken at another institution;

1.5.5 proposals for non-credit-bearing courses students may take within the University while registered for a Master's programme in the School (New programmes and significant changes in programmes of

study are subject to approval by the AQSC and subsequent approval by the Board and Collegiate Council);

1.5.6 determine the arrangements for the provision of credit for study and assessment undertaken at another institution or in non-degree courses within the University, where flexibility is allowed in a programme of study, and to monitor such arrangements;

1.5.7 monitor routinely the effectiveness of programmes of study and courses, through:

1.5.7.1 the monitoring of the allocation of students to tutors or advisers;

1.5.7.2 the availability of teachers, module coordinators and programme directors for consultation by students;

1.5.7.3 feedback from students through appropriate student representation including student surveys, staff- student liaison committees and student satisfaction questionnaires;

1.5.7.4 reports from external examiners, external and internal reviews; opinions expressed by teaching staff, degree convenors and other staff; and reviews by the QAA or similar or successor regulatory organisations;

1.5.8 consider, approve and report to the Board minor changes to existing programmes of study, such as the introduction of new modules, and where necessary on any implications for School policy of such changes;

1.5.9 where the Chair of AQSC considers it appropriate, minor changes may be referred to the Board for its approval;

1.5.10 consider and approve External Examiner nominations;

1.5.11 consider and approve Boards of Examiners ('Exam Boards');

1.5.12 consider the implications arising from the following matters, and make recommendations, as appropriate, to the Board:

(i) reports from external agencies or professional bodies on the quality of the School's provision along with the School's response to them;

(ii) annual and periodic programme reviews;

(iii) student evaluations and responses;

(iv) internal audits;

(v) summaries from External Examiners' reports;

(vi) the operation of the University of London Student Complaints and Academic Appeals Procedure;

(vii) issues arising from the Staff/Student Liaison committees system;

(viii) issues arising from the University of London concerning the quality of academic standards.

1.6 AQSC shall bring to the attention of the Board such other matters as may be appropriate.

1.7 AQSC shall annually appoint, on the proposal of the Director of the institute concerned, a committee or committees of each institute offering a programme or to oversee programmes of study for taught Master's degrees, diplomas, certificates, or the degrees of MPhil and PhD.

1.8 Where it appears to AQSC from any report by RDC, from an external or intercollegiate examiner's report or from other information, that an institute is failing to comply with any of the requirements contained or referred to herein, or is otherwise departing significantly from good academic practice, AQSC shall request the institute to report by a prescribed date on the action taken to correct the default. In the absence of such a report, or if AQSC considers that the report received is unsatisfactory, AQSC shall refer the matter to the Dean.

### **The conduct of Meetings and Urgent Business**

The Academic Quality and Standards Committee (AQSC) shall meet at least once per term.

The Quorum for a meeting of the AQSC shall be 50% of its membership and must include the presence of at least one External member at all times. In the event that the External is unable to attend in person, written feedback in advance of the meeting will be acceptable.

Chair's action may be taken on behalf of the Committee on urgent matters falling within the remit of the Committee. The Chair shall summarise and sign-off the outcome of the consultation by correspondence.

Any decision taken by Chair's action will be reported to the next meeting of the AQSC.

### **Reporting lines**

The Committee shall report to the Directorate and the University of London Academic Quality Assurance Committee.

### **AQSC Membership**

AQSC will be chaired by a senior academic of the School appointed by the Dean and shall consist of representatives of teaching institutes of the School; two external members and at least one student representative. The Director of Operations(SAS) and Director, Quality, Standards and Governance (UoLW) shall also be members.

Members of the Committee shall normally be appointed for four years. Student representatives shall normally serve for one academic year.

<b>Committee Members 20221-2023</b>	
<b>Chair, Academic Quality and Standards Committee</b>	<b>Professor Philip Murphy</b> <i>Director of History and Policy</i>
<b>Representatives of Teaching Institutes</b>	<b>Dr Constantin Stefanou</b> <i>Institute of Advanced Legal Studies</i>

	<p><b>Dr Andrew Nash</b> <i>Institute of English Studies</i></p>
	<p><b>Dr Simon Trafford</b> <i>Institute of Historical Research</i></p>
	<p><b>Dr Joseph Ford</b> <i>Institute of Modern Languages Research</i></p>
	<p><b>Caspar Pearson</b> <i>Warburg Institute</i></p>
<b>Externals</b>	<p><b>Dr Jon Loose</b> <i>Roehampton University</i></p>
	<p><i>TBC</i></p>
<b>Student Representatives</b>	<p><b>Monja Stahlberger</b> <i>Postgraduate Student</i></p>
	<p><i>TBC</i></p>
<b>Ex Officio</b>	<p><b>Elaine Walters</b> <i>Director of Operations</i></p>
	<p><b>Rachel Sutton</b> <i>Associate Director (Quality), UoLW</i></p>
<b><i>In attendance</i></b>	
<b>Head of Registry Services</b>	<p><b>Kalinda Hughes</b> <i>Head of Registry Services</i></p>
<b>Admissions Officer</b>	<p><b>Katalin Koblos</b> <i>Admissions Officer</i></p>
<b>Academic Engagement and Impact Officer</b>	<p><b>Georgia Reeves</b> <i>Academic Engagement and Impact Officer</i></p>
<b><i>Secretariat</i></b>	
<b>Secretary</b>	<p><b>Helen Golding</b> <i>Executive Assistant, SAS Central Services</i></p>