

Academic Quality & Standards Committee (AQSC)

Terms of Reference

1. To consider and recommend 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;
2. To consider and approve the introduction of new programmes of study leading to qualifications of the University of London for final agreement by the School Board;
3. To consider and approve proposals for the termination of specific programmes of study;
4. To approve changes to existing programmes of study and any generic implications arising for School policy;
5. To consider suspension of programme regulations and where necessary to review the policy implications of such requests;
6. To approve Boards of Examiners ('Exam Boards');
7. To approve External Examiner nominations;
8. To consider the implications arising from:
 - a. reports from external agencies or professional bodies on the quality of the College's provision and submissions for external validations and departmental response thereto;
 - b. periodic programme reviews;
 - c. student evaluations and responses;
 - d. internal Audits;
 - e. summaries from External Examiners' reports;
 - f. the operation of the University of London Student Complaints and Academic Appeals procedure;
 - g. issues arising from the Staff/Student Liaison system;
 - h. issues arising from the central University of London concerning the quality of academic standards.

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. In the case of Chair's action relating to para 2, 3 and 4 of the Terms of Reference, the Committee Secretariat will ensure circulation of correspondence to Committee members. Members will have five working days to submit comments and recommendations. 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 SAS Board.

AQSC Membership

- The AQSC will be chaired by the Deputy Dean and shall consist of representatives of Teaching Institutes, two external members and at least one student representative.
- Members of the Committee shall normally be appointed for four years. Student representatives shall normally serve for one academic year.
- The Committee will be serviced by the Quality, Standards and Governance, University of London International Academy.

AQSC Membership 2015/16

<i>Committee Members</i>	
Chair, Academic Quality and Standards Committee	Professor Philip Murphy <i>Deputy Dean</i>
Representatives of Teaching Institutes	Professor Catherine Davies <i>Modern Languages Research</i>
	Dr Guido Giglione <i>Warburg Institute</i>
	Professor Lawrence Goldman <i>Historical Research</i>
	Dr Cynthia Johnston <i>English Studies</i>
	Dr Corinne Lennox <i>Commonwealth Studies</i>
	Professor Linda Newson <i>Latin American Studies</i>
	Dr Constantin Stefanou <i>Advanced Legal Studies</i>
	Dr Stephanie Wilson <i>Director, Quality, Standards and Governance, UoLIA</i>
Externals	Dr Jon Loose <i>Heythrop</i>
	Maureen McLaughlin <i>QAA</i>

Student Representatives	Anthony Russ <i>Institute of English Studies</i>
	Phoebe Sum Yue <i>Warburg Institute</i>
Ex Officio	Maureen Boylan <i>University Secretary</i> Elaine Walters <i>Deputy Chief Executive (SAS)</i>
<i>In attendance</i>	
Assistant Registrar	Kalinda Hughes
Admissions Officer	Daly Sarcos
<i>Secretariat</i>	
Executive Secretary	Rachel Sutton <i>Head of Quality Assurance and Enhancement, UoLIA, Executive Secretary</i>
Secretary	Mehrunnisa Yusuf <i>Quality Manager, UoLIA; Secretary</i>