AECC ACADEMIC COMMITTEES
MEMBERSHIP and TERMS of REFERENCE

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The Management and Academic Governance Committee structure diagram was removed from this document (September 2014) to avoid duplication, and can be found on the SIP in the folder Administration\ Governance and Management

Amended in November 2015 to incorporate use of new title Head of Learning Services & E-Developments
Amended in November 2016 (3.2) to amend membership (Secretarial role) for ADQC and Academic Audit Committee and correct titles

ACADEMIC BOARD

Chair
Principal

Members
Academic Registrar (Secretary to the Board)
Director of Clinic
Director Centre of Ultrasound Studies
Director IMRCI (Institute for Musculoskeletal Research and Clinical Implementation)
Director of Research
Executive Director Administration, HR and Estates
Independent representative (one) of university sector (co-opted)
Staff members (five elected), at least three of whom shall be from teaching staff and at least one shall be from support staff
Student representatives (two) selected by the student body
Student Union President
Quality and Enhancement Manager
Validating University Representative (one) from each (appointed by the validating University)
Vice Principal Postgraduate Studies and Research
Vice Principal Undergraduate Studies and Quality

TERMS OF REFERENCE

Subject to the provisions of the Articles of Government, to the overall responsibility of the Board of Governors, and to the responsibilities of the Principal, and subject to the requirements of the appropriate validating and accrediting bodies:

1. To develop and have oversight of the academic strategic direction of the College and contribute as appropriate to the College's strategic plan.

2. To have oversight of and approve College strategies, regulations, policies and procedures for all academic activities, including teaching, research, scholarship and consultancy, consistent with the College's mission and strategic plan including approval of student admissions policies and procedures, policies and procedures to support academic activity and the assessment and examination of students, academic and student disciplinary regulations, and the appointment and removal of external examiners.

3. To have oversight of the planning, development and implementation of all academic work in the College consistent with the College's mission and strategic plan including academic standards and quality enhancement, new programmes and programme modifications, validation and (periodic and annual) reviews of programmes, accreditation by professional regulatory statutory bodies (PRSBs), external audits and inspections, closure of programmes and procedures for internal progression of students and award of qualifications.

4. To provide a forum for discussion and guidance on all academic plans, targets and activities, and to advise the Principal on the resources required to support these.

5. To be informed by external bodies and organisations including professional bodies, the higher education sector, and teaching and research organisations.

6. To receive the outcomes of academic appeals and complaints, and student fitness to practise and academic and disciplinary offences.

7. To receive, consider and respond as appropriate to Minutes from Standing Committees of the Academic Board, and to formally report its proceedings, recommendations and matters of concern to the Board of Governors.

MEETS

At least three times per year.

Quorum: 50%

The Academic Board (hereafter referred to as 'the Board') reports directly to the Board of Governors, which will note resolutions or approve or reject recommendations proposed by the Board.

The Board will establish such Standing Committees as it requires and shall determine the membership and functions of these Committees. Where appropriate, such Standing Committees will include student representatives and/or persons who are not members of the Board.

Any Standing Committee of the Board may establish Sub-Committees, and determine their membership and function. All Standing Committees will report formally to the Board on their work and submit reports as required. The Board and its Standing Committees will prepare such reports as the Board requires or on any matter that the Board of Governors may refer.

The Board of Governors may accept, reject or refer back to the Board any recommendations made to it by the Board. However, it shall give its reasons for any such rejections or reference back and shall afford the Board the opportunity to make representations to the Board of Governors in this respect.

The Board shall normally meet at least once a term during term time, and the dates of its meeting shall be entered in the College calendar (almanac). All Standing Committees and Sub-committees should normally meet three times per year.

If necessary, the Chair shall appoint a Deputy for any meeting of the Board. Elected membership of the Board and its Standing Committees (and Sub-Committees) will be for a period of 3 years; 50% rotation. Elected members may not normally hold office for more than two consecutive terms (i.e. 6 years). The Chair may co-opt members as deemed necessary on an annual basis and who then may be re-appointed.

The Academic Registrar, or nominated Deputy, shall service the Board and its Standing Committees and record the Proceedings.

In principle, any staff or student may observe the Board, its Standing Committees (and Sub-Committees) by prior arrangement with the appropriate Chair.

The Principal shall be an ex-officio member of all Standing (and Sub- Committees) of the Board.

STANDING COMMITTEES, SUB-COMMITTEES, WORKING GROUPS and PANELS

Standing Committees: Formal academic committees reporting directly to Academic Board.

Sub-Committees: Report only to the parent Standing Committee and carry out a detailed function.

Groups and Panels: Permanent or temporary working groups, working parties, forums and networks created and deleted on a needs basis by Standing Committees and Sub-Committees. May or may not report formally to the parent Standing Committee or Sub-Committee.

Assessment Board: Act on behalf of the Academic Board (delegated authority) to make decisions on the progression of, and academic award to individual students.

The following Standing Committees shall report to the Board:
Academic Development and Quality (ADQ)
Academic Audit Committee (AAC)
Research and Staff Development Committee (RSDC)

Standing Committees may only be chaired by ex-officio members of the Board.

The Board shall receive the Minutes of each Standing Committee. The Minutes of Sub-Committees,

Working Groups and Panels will be received by the relevant Standing Committee.

The Board may revise the Terms of Reference and/or Membership of any of its Standing Committees, Sub-Committees, Working Groups or Panels.

The Board may create new Standing Committees, Sub-Committees, Working Groups or Panels, or abolish existing ones.

RULES OF PROCEDURE AND CONDUCT

Applicability of these Rules

These Rules shall apply to the Board and all Standing Committees, Sub-Committees, Working Groups and Panels.

Role of the Chair

The Chair will be responsible for approving the agenda of each meeting; chairing each meeting; and overseeing the production of the draft Minutes of the meeting, prior to confirmation by the Committee.

The Chair shall conduct business according to the normal conventions of committee and debating procedure, and in accordance with these Rules of Procedure. In order to ensure that consistent and high quality debate and discussion takes place, Chairs are asked to observe and enforce the following procedures:

Everybody should be given an equal opportunity to speak
Inclusive language should be used at all times
Respect should be shown to colleagues at all times, even where disagreements occur

'Chatham House Rules' should be observed when confidentiality is requested and expected (i.e. members should only disclose details of the decision/s reached rather than the discussions that took place and the opinions that were expressed in them)

All comments should be addressed through the Chair

Collective responsibility should be observed once decisions are taken

The decision as to whether or not a proposed item of business falls within the terms of reference of the Board, or Standing Committee (or Sub-Committee) shall lie with the appropriate Chair, and be subject to an appeal supported by not less than two-thirds of those present at the meeting and voting.

The Chair shall have a vote and also a casting vote.

In addition, a Deputy Chair may be elected to chair meetings in the absence of the Chair, and act as Chair for items of business in which the Chair declares an interest.

Chair's Actions

Depending on the nature of the committee, there may be a need for the Chair to consider items between meetings on the committee's behalf and this has the benefit of expediting business where a committee does not meet frequently. However, normally only minor and non-controversial items should be considered in this way. If the need for urgent consideration of major and/or controversial items between planned items is foreseen, the committee may consider explicitly delegating the matter to its Chair at the previous meeting or alternately a special meeting might be called. Where Chair's action on significant items does take place, it is helpful for the Chair to consult the views of members by email before taking his/her decision. (This is known as considering an item 'in circulation'). All decisions taken by Chair's Action

should be clearly reported to the Committee at its next meeting for information, using the standard template. However, the Chair may on occasion have to use his/her discretion on whether to take Chair's Action, advised if appropriate by the secretary and relevant officers.

Role of the Secretary

The Secretary shall be nominated from within the office of the College responsible for recording the proceedings of meetings (i.e Registry), with the endorsement of the Chair. In the case of the Board and its Standing Committees, the role of Secretary is an ex-officio role held by the Academic Registrar (or nominated Deputy).

The Secretary shall maintain an up-to-date list of members, in accordance with the relevant Terms of Reference, and liaise with the Chair to ensure that any vacancies are filled at the earliest possible opportunity.

The Secretary shall ensure that an agenda for each meeting is drawn up in consultation with the Chair, and circulated with the relevant papers.

The Secretary shall keep concise Minutes, to include the names of members present at meetings (and any apologies received) and (except where otherwise instructed by the Committee) a complete record of all decisions reached.

The Secretary shall ensure that Minutes of meetings are made available as appropriate to the College community by way of the 'Staff Information Portal (SIP)'.

Conduct of Business

The Secretary shall call meetings in accordance with the standard academic calendar (almanac). It shall, however, be within the discretion of the Chair to cancel a meeting if, in his or her opinion, there is insufficient business to warrant it. The Secretary shall give at least three working days' notice of any such cancellation.

The Secretary may also call extraordinary meetings at the request of the Chair. The Secretary shall give at least three working days' notice of any such meeting.

The agenda of every meeting, together with the accompanying papers, shall be published and circulated to all members no less than three working days before the meeting. Items on the agenda shall normally be phrased as proper motions and shall not include any other business. Items may be added to the agenda (including under 'any other business') after publication subject to the agreement of the Chair, and will be discussed unless at least one-third of members vote against doing so.

All agenda items will normally be supported by written papers unless agreed beforehand by the Chair.
All agenda items will be allocated and specified as follows:

1. Matters **FOR REPORT**- questions allowed for clarification purposes only but no debate or discussion.

2. Matters **FOR DISCUSSION**- normally only permitted if accompanied by written supportive material and circulated with the agenda.

3. Matters **FOR RECOMMENDATION** or **FOR DECISION**- normally only permitted if accompanied by a written proposal and written supportive material and circulated with the agenda. Tabled motions are only exceptionally permitted at the discretion of the Chair.

ELECTION of MEMBERS

These Rules shall apply to the Board and its Standing Committees (and Sub-Committees).

Elected Positions

Elected members shall serve for three years, normally from the start of an academic session, and be eligible for re-election on one further occasion.

Elected members are expected to act as a conduit between their constituencies and the committees to which they are elected, consulting their constituencies with regard to their business where practicable and relaying decisions back to them.

Procedures for Elections

All procedures will be conducted by the Academic Registrar (or nominated Deputy). The Academic Registrar will keep a record of Membership of the Board and its Standing Committees (and Sub-Committees) and terms of office. The Academic Registrar (or nominated Deputy) will instigate the procedure for election (or re-election) as appropriate, and act in the capacity of Returning Officer.

Nominations shall be sought from all constituents. Normally, the nomination period should not be less than ten working days, although a reduced period can be set, in exceptional circumstances, with the agreement of the Principal. Candidates must indicate their willingness to stand.

- Where the number of candidates is less than the number of vacancies, the candidates shall be duly elected.
- Where the number of candidates is equal to the number of vacancies, the candidates shall be duly elected.
- Where the number of candidates exceeds the number of vacancies, the following regulations shall apply:

Elections shall be by secret ballot. Ballot papers will be placed in pigeonholes as appropriate, or distributed in sealed envelopes at the discretion of the Returning Officer. A ballot box shall normally be placed in the reception area of the College. The voting period will not be less than five working days.

Where the number of candidates exceeds the number of vacancies by one, constituents will be entitled to a single vote for each vacancy. The candidate receiving the fewest number of votes will be eliminated from the contest, and the remaining candidates elected.

Where the number of candidates exceeds the number of vacancies by more than one, the Alternative Voting System will be applied and constituents will be asked to rank the candidates in order of preference. The candidate receiving the fewest number of first-place votes will be eliminated from the contest and their second-place votes re-distributed. This process will be repeated until the number of remaining candidates is equal to the number of vacancies, at which point the remaining candidates shall be elected.

In the event of a tie, the Principal shall have the casting vote.

Challenges to the Conduct of Elections

Any challenge to the conduct of an election must be made in writing to the Principal. The Principal's response shall be communicated, along with the challenge itself, to all constituents; where a fresh election is called in response to such a petition, the nominations process will re-commence as if for the first time.

STANDING COMMITTEES OF ACADEMIC BOARD

ACADEMIC DEVELOPMENT and QUALITY COMMITTEE

MEMBERSHIP

Chair
Vice Principal Undergraduate Studies and Quality

Members
Academic Registrar
Director of Clinic
Head of Postgraduate Studies and CPD Administration
Head of Undergraduate Programmes Administration
Framework/Programme Leaders
Quality and Enhancement Manager (Secretary to the Committee)
Quality Assurance Adviser
Student representatives (two) selected by the student body
Elected Teaching staff (two members)
Validating university sector representative (one)
Vice Principal Postgraduate Studies and Research

TERMS OF REFERENCE

1. To have oversight of, and report and make recommendations to the Academic Board on the quality and standards underpinning the College's taught provision aligned to the College's strategic objectives and targets.

2. To identify and promote the enhancement of the quality and standards of the College's taught provision, and to disseminate good practice.

3. To secure the quality and standards of the College's taught provision and awards aligned to internal and external benchmarks.

4. To consider and approve all applications and proposals for new programmes of study, and for suspensions or discontinuation (closure) of programmes.

5. To oversee the validation and periodic review of programmes of study by ensuring appropriate preparations and procedures are in place to undertake timely validation/review events, receiving and considering outcomes, and monitoring the response to any conditions and/or recommendations.

6. To oversee the preparations and procedures for all external audits and inspections of programmes of study, including professional accreditations, receiving and considering outcomes, and monitoring the response to any conditions and/or recommendations.

7. To oversee and monitor the process of annual monitoring of the College's academic provision by receiving, considering and responding to the College's annual report, individual Annual Reports on Framework Monitoring (ARFM), including the responses to External Examiner reports, and the College's annual reports to professional regulatory statutory bodies (PRSBs).

8. To consider and approve modifications to programmes of study.

9. To consider nominations for External Examiner appointments and make recommendations as appropriate.

10. To consider and respond to internal and external student feedback mechanisms, and act upon management information and statistics relevant to the quality and standards of the College's academic provision.

11. To receive, consider and respond as appropriate to Minutes from the Learning and Teaching Sub-Committee, Programme Steering Groups and Student-Staff Liaison Sub-Committee.

12. To formally report its proceedings, recommendations and matters of concern to the Academic Board, and refer matters to the Board's Standing Committees (and Sub-Committees) as appropriate.

MEETS

At least three times per year.

Quorum: 50%

RESEARCH and STAFF DEVELOPMENT COMMITTEE

MEMBERSHIP

Chair
Director of Research

Members
Academic Registrar (Secretary to the Committee)
Director of IMRCI
Doctoral research student (one) normally selected by the doctoral research student body
Elected research-active teaching staff (three)
Student representatives (two) selected by the student body
Vice Principal Postgraduate Studies and Research
Executive Director Administration, HR and Estates

TERMS OF REFERENCE

1. To have oversight of, and report and make recommendations to the Academic Board on the College's research activity and productivity, and staff development, aligned to the College's strategic objectives and targets.

2. To contribute to the formulation, review and implementation of the College's strategic plan for research and staff development.

3. To receive, consider and respond to all matters associated with research activity and provide a forum for notification, discussion and guidance.

4. To consider applications for staff development for award bearing programmes, and recommend approval to the Principal.

5. To review progress of individual members of staff undertaking an award-bearing taught or research programme, and make recommendations for continuation to the Principal.

6. To ensure a College-wide awareness of ethical issues in research and to delegate authority to the Research Ethics Sub-Committee for approval of research ethics applications.

7. To receive activity reports from the Director of IMRCI.

8. To receive, consider and respond to the College's Research Report.

9. To formally report its proceedings, recommendations and matters of concern to the Academic Board, and refer matters to the Board's Standing Committees (and Sub-Committees) as appropriate.

MEETS

At least three times per year.

Quorum: 50%

ACADEMIC AUDIT COMMITTEE

MEMBERSHIP

Chair
Vice Principal Postgraduate Studies and Research

Members
Academic Registrar
Director of Clinic
Quality and Enhancement Manager (Secretary to the Committee)
Quality Assurance Adviser
Head of Postgraduate Studies and CPD Administration
Head of Undergraduate Programmes Administration
Vice-Principal (Undergraduate Studies and Quality)
Student representatives (two) selected by the student body
Elected Teaching staff (two)

TERMS OF REFERENCE

1. To have oversight of, and report and make recommendations to the Academic Board on academic policies, procedures and regulations underpinning the College's taught provision aligned to the College's strategic objectives and targets.

2. To keep under review academic policies, procedures and regulations, and student enhancement and engagement policies and procedures including the Student Charter and Teaching and Learning Strategy, and recommend changes and/or modifications.

3. To establish and manage a rolling programme of thematic audits as part of the Committee's role in the review process.

4. To establish teams to undertake such thematic audits. Audit teams will be expected to:
   Survey and report on current practice
   Identify and align with the standards of good practice internal and external to the College
   Make recommendations for change/improvement in practice

   Audit Teams will comprise two members of AAC and two members external to AAC with expertise in the audit area. One of the external members will act as Chair, and the Academic Registrar (or nominated Deputy) will act as Secretary to the team. The Chair will produce a report of the team including recommendations for change and improvement in practice.

5. To receive, consider and respond to reports of thematic audit teams.

6. To receive, consider and respond as appropriate to Minutes from the Admissions Sub-Committee.

7. To formally report its proceedings, recommendations and matters of concern to the Academic Board, and refer matters to the Board's Standing Committees (and Sub-Committees) as appropriate.

MEETS

At least three times per year.

Quorum: 50%

ADMISSIONS SUB-COMMITTEE

MEMBERSHIP

Chair
Academic Registrar

Members
Admissions Manager
Head of Marketing
Principal
Student representative (two) selected by the student body
Elected teaching staff (two)
Vice Principal Postgraduate Studies and Research
Vice Principal Undergraduate Studies and Quality

Secretary
Administrative Assistant (Registry) (In attendance)

TERMS OF REFERENCE

1. To have oversight of, and keep under review, the policies, procedures and regulations concerning the recruitment and admission of students aligned to the College's strategic objectives and targets.

2. To have oversight of recruitment policies and practices relating to government funding models in the higher education sector.

3. To monitor trends in secondary and tertiary education qualifications in the UK, and in EU and non-EU countries.

4. To receive, consider and respond to information, data and statistics relating to applications and enrolment of students.

5. To receive, consider and respond to information relating to the marketing of College programmes.

6. To formally report its proceedings and recommendations to Academic Audit Committee, and refer matters to the Board's Standing Committees (and Sub-Committees) as appropriate.

MEETS

As required, but at least three times per year.

Quorum: 50%

LEARNING and TEACHING SUB-COMMITTEE

Chair
Vice Principal Undergraduate Studies and Quality

Members
AV Technician
Executive Director Administration, HR and Estates
Director of Clinic
Head of Learning Services & E-Developments
Head of Postgraduate Studies and CPD Administration
Head of Undergraduate Programmes Administration
IT Manager
E-Learning Developer
Quality and Enhancement Manager
Framework/Programme Leaders
Student representatives (two) selected by the student body
Elected Teaching staff (two)

Secretary
Administrative Assistant (Registry) (In attendance)

TERMS OF REFERENCE

1. To have oversight of the operation of the College's teaching and learning provision aligned to internal quality benchmarks and the College's strategic objectives and targets.

2. To have oversight of good practice in teaching and learning in the higher education sector aligned to external benchmarks, and to promote good practice in the College.

3. To debate, review and recommend approaches to enhance the quality of students' learning opportunities and their learning experiences.

4. To debate, review and recommend approaches to enhance the quality of teaching provision, including delivery and assessment models, and methods and procedures for student feedback.

5. To review developments in learning technology and identify opportunities for their effective implementation.

6. To consider and make recommendations on the acquisition, distribution and allocation of teaching and learning resources.

7. To formally report its proceedings and recommendations to Academic Development and Quality Committee, and refer matters to Board's Standing Committees (and Sub-Committees), and to Programme Steering Groups as appropriate.

MEETS

At least three times per year.

Quorum: 50%

STUDENT STAFF LIAISON SUB-COMMITTEE

MEMBERSHIP

Chair
SU Manager

Members
Student Union Academic Liaison Officer
Academic year representative (one) from each year of study on each undergraduate programme/access programme as appropriate
Student representative (one) from each postgraduate framework as appropriate
Year tutor (one) from each year of study on each undergraduate programme/access programme as appropriate
Academic tutor (one) from each postgraduate framework as appropriate
Head of Postgraduate Studies and CPD Administration
Head of Undergraduate Programmes Administration
Head of Learning Services & E-Developments
President of the Student Union

Secretary
Quality and Enhancement Manager

TERMS OF REFERENCE

1. To promote and facilitate a two-way channel of communication between students and staff on matters relating to the student experience and enhancement, student support services and student engagement in academic governance.

2. To consider and respond to the outcomes of student surveys and evaluations including SPOC, NSS and other internal evaluations.

3. To actively seek views from students on the strengths of the programmes and areas for change and improvement.

4. To recommend actions to enhance the student experience.

5. To formally report its proceedings and recommendations to the Academic Development and Quality Committee, and refer matters to the Board's Standing Committees (and Sub-Committees) as appropriate.

MEETS

At least three times per year.

Quorum: 50%

RESEARCH ETHICS SUB-COMMITTEE

Chair
Vice Principal Postgraduate Studies and Research

Members
Co-opted members (up to three) either internal or external, as circumstances may require

Secretary
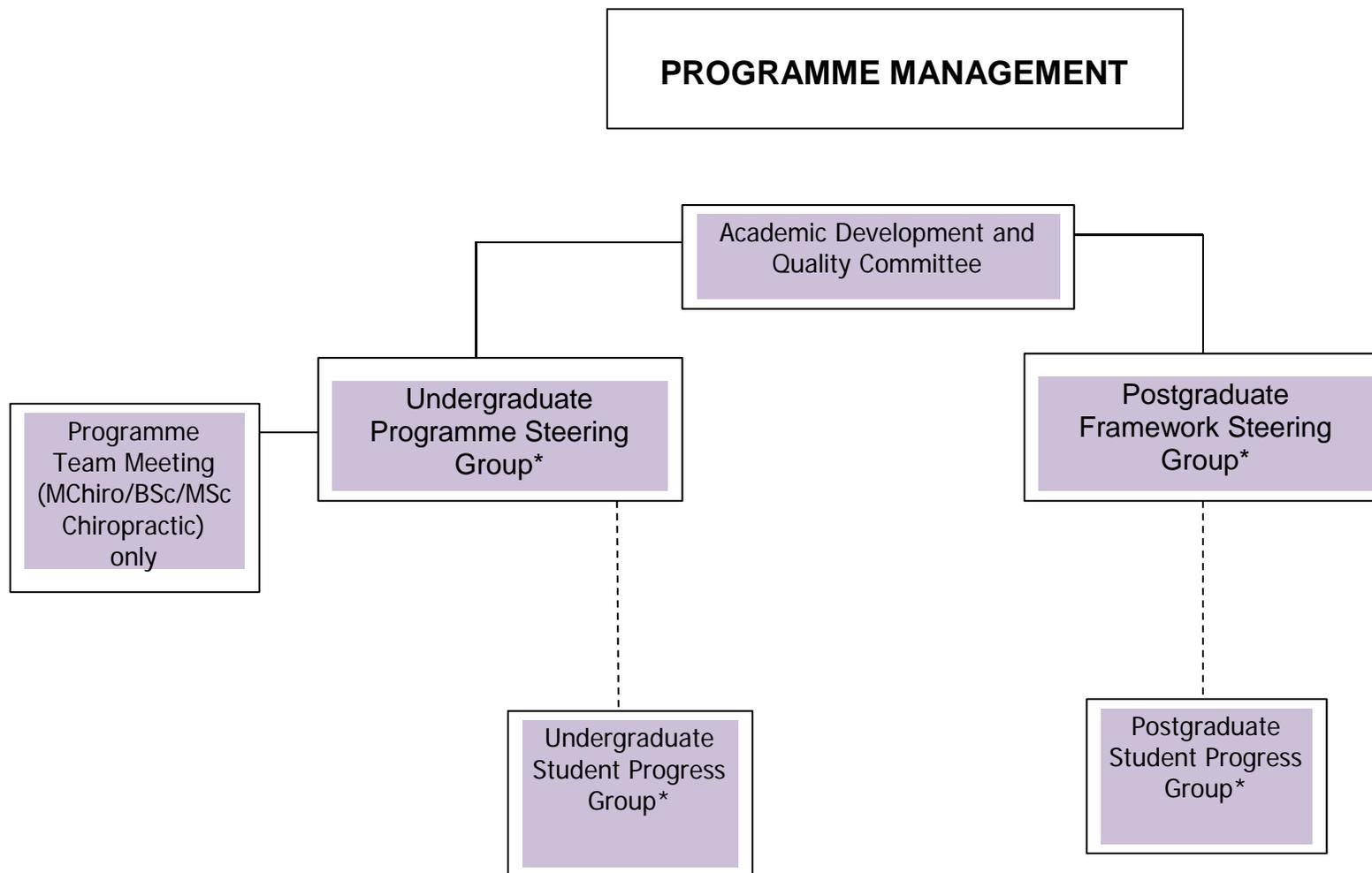Administrative Assistant (Registry) (In attendance)

TERMS OF REFERENCE

1. To receive, consider and approve applications for the ethical approval of staff and postgraduate student research.

2. To advise on the appropriate route for ethical approval in cases where this is outside the College.

3. To provide an ethical opinion in cases where ethical approval is considered not appropriate or necessary.

4. To formally report its proceedings to the Research and Staff Development Committee.

MEETS

As necessary.

Quorum: 50%

PROGRAMME MANAGEMENT

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                          │ Academic Development and    │
                          │ Quality Committee           │
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Academic Development and Quality Committee

Undergraduate Programme Steering Group*

Postgraduate Framework Steering Group*

Programme Team Meeting (MChiro/BSc/MSc Chiropractic) only

Undergraduate Student Progress Group*

Postgraduate Student Progress Group*

- *For EACH Framework/Programme

POSTGRADUATE FRAMEWORK STEERING GROUP

MEMBERSHIP

Chair
Framework Leader

Members
Head of Postgraduate Studies and CPD Administration
Programme Tutors
Quality Assurance Adviser
Student representatives (two) selected by the student body

Secretary
Postgraduate Programmes Office Administrator (In attendance)

TERMS OF REFERENCE

1. To consider all matters associated with the content, delivery and assessment of all programme units in the framework, and to provide a forum for discussion and guidance.

2. To receive, consider and respond to annual programme monitoring reports including external examiner reports.

3. To consider and make recommendations on changes or modifications to the content/delivery/ assessment of a unit/programme.

4. To consider and make recommendations on the distribution and allocation of resources required to support the teaching and learning activities of the framework.

5. To receive reports from the appropriate Student Progress Group.

6. To formally report its proceedings and recommendations to Academic Development and Quality Committee, and refer matters to the Board's Standing Committees (and Sub-Committees) as appropriate.

MEETS

At least twice a year.

Quorum: 50%

POSTGRADUATE FRAMEWORK STUDENT PROGRESS GROUP

MEMBERSHIP

Chair
Head of Postgraduate Studies and CPD Administration

Members
Framework Leader
Programme Tutors

Secretary
Postgraduate Programmes Office Administrator (In attendance)

TERMS OF REFERENCE

1. To consider all matters related to individual student progress including enrolment status, timely progress, academic performance, skills attainment, attendance requirements, and attitudinal issues.

2. To identify those students who perform below the required standard or who are in danger of doing so, and make recommendations and monitor outcomes.

3. To record proceedings and inform the Programme Steering Group as appropriate.

MEETS

At least twice a year.

Quorum: 50%

UNDERGRADUATE PROGRAMME STEERING GROUP

MEMBERSHIP

Chair
Programme Leader

Members
Head of Undergraduate Programmes Administration
Quality Assurance Adviser
Student representatives (two) selected by the student body
Student Union Manager
Programme/Year Tutors

Secretary
Undergraduate Programmes Office Administrator (In attendance)

TERMS OF REFERENCE

1. To consider all matters associated with the content, delivery and assessment of all units in a programme and to provide a forum for discussion and guidance.

2. To receive, consider and respond to annual programme monitoring reports including external examiner reports.

3. To consider and make recommendations on changes or modifications to the content/delivery/ assessment of a unit/programme.

4. To consider and make recommendations on the distribution and allocation of resources required to support the teaching and learning activities of a programme.

5. To receive reports from the Programme Team Meetings (as appropriate), Clinical Examinations Group (as appropriate), and appropriate Student Progress Group.

6. To formally report its proceedings and recommendations to Academic Development and Quality Committee, and refer matters to the Board's Standing Committees (and Sub-Committees) as appropriate.

MEETS

At least three times per year

Quorum: 50%

UNDERGRADUATE PROGRAMME STUDENT PROGRESS GROUP

MEMBERSHIP

Chair
Head of Undergraduate Programmes Administration

Members
Programme Leader
Programme/Year Tutors
Student Union Manager

Secretary
Undergraduate Programmes Office Administrator (In attendance)

TERMS OF REFERENCE

1. To consider all matters related to individual student progress including academic performance, skills attainment, attendance requirements and attitudinal issues.

2. To identify those students who perform below the required standard or are in danger of doing so, make recommendations, and monitor outcomes.

3. To place on Academic Probation any student whose academic performance, acquisition of practical skills, or attendance, is recorded as falling below the standard required.

4. To record proceedings and inform the Programme Steering Group as appropriate.

MEETS

At least three times per year.

Quorum: 50%

PROGRAMME TEAM MEETING (FIRST QUALIFICATION CHIROPRACTIC PROGRAMMES ONLY)

MEMBERSHIP

Chair
Year tutor (as elected by the group)

Members
Year tutors
Programmes tutors

Secretary
Undergraduate Programmes Office Administrator (In attendance)

TERMS OF REFERENCE

1. To ensure that the programmes of study develop a common focus and support a coherence of purpose of the undergraduate programmes as a whole.

2. To consider all matters associated with student workload and the content, delivery and assessment of all units in the programmes, and to identify whether any such issues should be reported to the Undergraduate Programmes Steering Group (First Qualification Chiropractic Programmes)

3. To identify any students where tutors have concerns and consider whether these concerns are sufficient that they should be reported to the Student Progress Group (First Qualification Chiropractic Programmes)

4. To receive and respond to feedback from student cohorts following meetings between Year Tutors and students.

5. To record proceedings and report actions and recommendations to the Undergraduate Programmes Steering Group (First Qualification Chiropractic Programmes) and Student Progress Group (First Qualification Chiropractic Programmes) as appropriate.

MEETS

At least three times per year.

FRAMEWORK/PROGRAMME ASSESSMENT BOARD

MEMBERSHIP

Chair
Vice Principal (as appropriate)

Members
Academic Registrar
Framework/Programme Leader(s)
Programme Tutors
External Examiners (as appropriate)

In attendance
Head of Framework/Programme Administration
Programme Office staff (as appropriate)
Representative of validating university (as appropriate)

Secretary
Assessments Officer (In attendance)

TERMS OF REFERENCE

1. To act on behalf (delegated authority) of the Academic Board in making decisions on individual students regarding progression and the award of qualification.

2. To consider extenuating/mitigating circumstances of individual students.

3. To confirm within the approved regulations the form and nature of assessment and reassessment for all units that comprise the programme of study.

4. To determine the marks/grades awarded to each individual student in respect of all units that comprise the programme of study, and on this basis recommend progression of the individual student.

5. To award, within the approved regulations, the appropriate qualification (and classification where appropriate) to each individual student.

6. To consider nominations for academic achievement, and decide on the award of academic prizes.

7. To ensure that the external examiners are fully associated with the deliberations of the Board and have the opportunity to add to the deliberations.

8. To authorise the release of marks, grades and awards in a timely manner.

9. To consider arrangements for re-assessment of individual students where appropriate.

MEETS

As appropriate

Quorum: 50%

- Changes in Assessment Boards may occur in line with requirements of validating partner institutions.