

UNIVERSITY OF ULSTER

Paper No ASQEC/19/27

ACADEMIC STANDARDS AND QUALITY ENHANCEMENT COMMITTEE

22 October 2019

Agenda Item 2

TERMS OF REFERENCE AND MEMBERSHIP

COVER SHEET

*Presenter: Professor P Bartholomew*

To receive the terms of reference and to note the membership for 2019/20.

# UNIVERSITY OF ULSTER

## ACADEMIC STANDARDS AND QUALITY ENHANCEMENT COMMITTEE

22 October 2019

### TERMS OF REFERENCE AND MEMBERSHIP

- 1 To keep under review, and as appropriate advise and make recommendations to Senate on, the following matters relating to taught programmes of study offered by the University and under collaborative arrangements with other providers in support of the University's Vision and Strategic Plan:
  - a) the standards and regulatory framework for awards;
  - b) the organisation of the academic year;
  - c) policy and processes relating to the evaluation, monitoring and revalidation of, and revision to, taught course provision;
  - d) policy and processes for the conditions for the admission and registration of students;
  - e) policy and processes for the conduct of the examination of students and for dealing with academic misconduct by students;
  - f) policy and processes for the approval, monitoring and re-approval of collaborative partner institutions.
- 2 To receive monitoring reports on these matters and to consider institutional-level enhancements.
- 3 To make recommendations to Senate on the approval and re-approval of partner institutions in accordance with Ordinance XXVIII, Recognition of Institutions.
- 4 To discharge the following functions of Senate in accordance with its delegated authority framework:
  - a) to approve proposals for the planning of new programmes and revisions to course titles and the introduction of new locations, modes of attendance or study;
  - b) to grant approval to new and revalidated programmes of study;
  - c) to consider proposals from Faculties for the designation of persons, not being members of academic staff, as Recognised Teachers of the University, and to make recommendations to Council\*;

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\* Council has delegated its authority to the Pro-Vice-Chancellor responsible.

- d) to consider proposals from Faculties for the appointment of course and subject external examiners, and to make nominations to Council\* for the appointment of course, subject and chief external examiners;
  - e) to determine the arrangements for the preparation and presentation of dissertations for Master's degrees;
  - f) to determine the dates of semesters;
  - g) to make recommendations to Council on the establishment of prizes and their amendment\*;
  - h) to determine the formalities relating to the granting of, and conferring, degrees (other than honorary degrees) and other awards and the use of academical dress.
- 5 To advise Senate on appropriate action if the conditions of approval of programmes of study are not met.
- 6 To receive reports from, and to communicate with, other University committees or bodies and external bodies in relation to any of the above matters.
- 7 To establish, from within its own membership or otherwise, such sub-committees, working groups and advisory groups as appropriate to advise and report on any of the above matters.

In reaching decisions the Committee will have due regard to their impact on, and implications for, the University's commitment to ensuring equality of opportunity and good relations as outlined in its Equality Scheme, and associated policies, and where possible and practicable the Committee will ensure that its actions are proactive in this respect.

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\* Council has delegated its authority to the Pro-Vice-Chancellor responsible.

ACADEMIC STANDARDS AND QUALITY ENHANCEMENT COMMITTEE	
<u>Composition</u>	<u>Membership</u>
Deputy Vice-Chancellor (Academic) (Chair)	Professor P Bartholomew
Associate Deans (Education):	
Arts, Humanities and Social Sciences	Professor R Fee
Computing, Engineering and the Built Environment	Dr M Keenan
Life and Health Sciences	Professor A McKillop
Ulster University Business School	Professor H Farley
One other member appointed by each Faculty	
Arts, Humanities and Social Sciences	Dr D Barr
Computing, Engineering and the Built Environment	Mrs M Paris
Life and Health Sciences	Professor M Giles
Ulster University Business School	Ms C Reid
Chairs of Sub-Committees	
Chair of Academic Planning Advisory Group	Professor B Murphy
Chair of Collaborative Partnerships Forum	Ms C Reid
Director of Centre for Higher Education Research and Practice	TBC
Director of Access, Digital and Distributed Learning	Professor B Murphy
Deputy Director of Finance and Information Services (Student Administration)	Ms R Wasson
Two students nominated by Senate	Ms N Parkinson-Kelly Ms C Cassidy
Up to two co-opted members	Miss A Honan
In attendance for relevant business:	
Head of Academic Office	Mr A G Faulkner
Head of Quality Management and Audit Unit	Mrs J Alleyne
Secretariat	Academic Office