



Academic Quality Assurance Committee Terms of Reference

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Staff member responsible for update	Chair of the AQAC

Amendment History

Version	Revision Summary	Date Approved	Author
061/22	<ul style="list-style-type: none"> Amended responsibilities to reflect the Programme Approval Policy and the APL Policy (Para 2). Amended para 3 to reflect change of reporting relationship with SSLC – which now reports to SMT not AQAC 	5/9/22	



Academic Quality Assurance Committee Terms of Reference

Objectives

1. The Academic Quality Assurance Committee (AQAC) is a sub-committee of the Academic Board and is responsible for monitoring the quality of all academic programmes, policies and processes of the College.

Responsibilities

2. The AQAC's responsibilities are:
 - a. To apply the criteria by which academic quality may be identified and measured as established by the QAA and other relevant organisations.
 - b. To assess all aspects of academic quality within the College, including curriculum design, formative and summative assessment, programme delivery, students' educational experience, feedback, resources and academic management.
 - c. To receive reports from the Validation Panel regarding issues identified with existing programmes which require action.
 - d. To monitor the criteria for Advanced Prior (Experiential) Learning, its application to the admissions process, and the progress of students admitted with AP(E)L.
 - e. To consider any relevant academic issues raised by the student body that are referred from the SMT.
 - f. To develop and keep under review processes for the annual monitoring of:
 - Undergraduate and postgraduate units and programmes
 - Non-Higher Education courses provided under the auspices of the Academic Board; and
 - g. To consider and manage the outcome of these processes. This task will be achieved, amongst other things, by:
 - considering unit evaluations completed by students and comments thereon from the tutors
 - receiving and examining annual reports from each programme or group of programmes provided under the auspices of the Academic Board

- interviewing members of staff or student representatives concerning the operation of programmes, as necessary.
- h. To identify areas of special concern and report findings and any recommendations for action to the Academic Board.
 - i. To monitor a range of relevant risk and performance indicators, including risk indicators monitored by the QAA or validating partners, such as:
 - Statistical data regarding progression and attainment on programmes;
 - Student feedback and national survey (e.g., National Student Survey) results as appropriate;
 - Annual reports regarding complaints, appeals, misconduct, fitness to practise and cases submitted to the Office of the Independent Adjudicator; and
 - External examiners' reports and subsequent responses from the College.
 - j. To identify and promote examples of good practice within teaching and learning activities at Spurgeon's College.

Note: The AQAC assists the Academic Board in its task of ensuring that programmes at Spurgeon's operate at the appropriate academic standards. It does not relieve the Board of this responsibility.

Reporting

3. The AQAC will provide regular reports redacted as appropriate, on its activities under its terms of reference to the Academic Board. The AQAC will feed back the outcome of any academic issues of student concern to the Staff-Student Liaison Council as appropriate.
4. Any part of the College structures may be asked to send a report to the AQAC to enable the Committee to undertake its responsibilities.

Membership

5. The Committee has as its members:
 - At least two external members who may or may not be external members of the Academic Board
 - The Academic Director and / or another member of the Senior Management Team
 - The Senior Registrar
 - Another member of the teaching staff
 - Two or more student representatives, if possible, from different programmes
6. The Committee will normally be chaired by an external member.

Meetings

7. The AQAC is convened by the Academic Board. The minutes will constitute a formal record of its meetings and decisions.
8. The group meets as often as necessary with a minimum of two meetings per year.

Quorum

9. One external member, one teaching staff member, the Academic Director or representative of the Senior Management Team, the Senior Registrar and one student representative will constitute a quorum.

Subcommittees

10. There are no subcommittees of the AQAC.