

ACADEMIC QUALITY SUB-COMMITTEE (AQSC)

OF ACADEMIC COUNCIL

TERMS OF REFERENCE

1. Purpose

The Academic Quality Sub-committee is responsible for the development and review of academic quality assurance policies and procedures.

2. Terms of Reference

- (i) To develop academic quality assurance policies and procedures;
- (ii) To oversee implementation of quality assurance policies and procedures;
- (iii) To monitor the effectiveness of quality assurance policies and procedures, including:
 - a. Analysing annual External Examiners Reports and making recommendations to Council regarding action plan(s).
 - b. Analysing annual Programme Board Reports and making recommendations to Council regarding action plan(s).
 - c. Monitoring actions plans arising from periodic reviews (Academic and Professional Support Units).
- (iv) To review academic quality policy and (re)develop policy and procedure arising from the review, as necessary;
- (v) Carry out any work assigned to it by Academic Council.

3. Membership

In accordance with the Academic Council Constitution, a committee shall have at least four Academic Council members, at least two of whom shall be elected members, nominated by the Academic Council from its membership:

President: The President is automatically a full member of all committees, sub-committees and working groups of the Academic Council.	1	Ex officio
Vice President for Academic Affairs and Registrar	1	Ex officio
Head of Academic Planning and Quality Assurance	1	Ex officio

Members of the Academic Council	6	Ex officio / Elected
	2	Elected
Co-Options: <ul style="list-style-type: none"> Nominated by the sub-committee and confirmed by Academic Council. Co-option might include those with particular interest in academic development activities. The Academic Council may if it feels it is necessary add additional members to deal with the volume work. 	As required	-
<i>Maximum Membership</i>	<i>11 + co-options</i>	

4. Officers

Chairperson: Head of Academic Planning and Quality Assurance.

Vice Chairperson: Elected by the sub-committee from the sub-committee membership at first meeting.

Secretariat: Nominated by the Registrar's Office.

5. Meetings

At least five meetings are held per academic year as provided on the Academic Schedule of Meetings. Emergency meetings can be called by the Chairperson or Vice Chairperson if required.

6. Quorum

The quorum will be five members and must include one elected member. If unable to attend members should notify the Chairperson in a timely manner (48 hours in advance of meeting, if possible).

7. Reporting

Minutes of sub-committee meetings will be made available to members of the Academic Council.

8. Review

This sub-committee will be reviewed as necessary.

Document History

Version Number	Date Approved	Approved By	Description