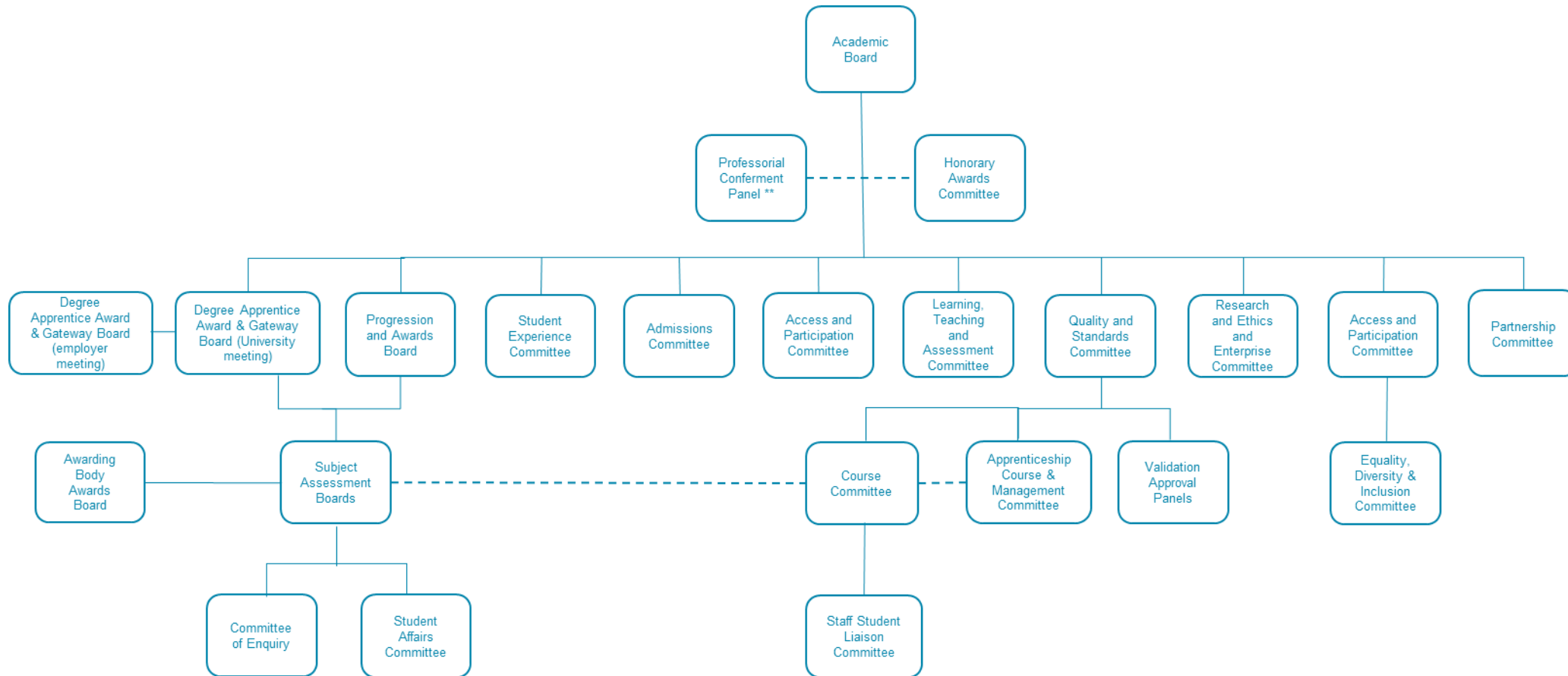


**ARDEN UNIVERSITY QUALITY ASSURANCE DOCUMENT – QA 42 ACADMEMIC COMMITTEE STRUCTURE**





\*Validation Approval Panels operate in accordance with requirements set out in the ***Validation Handbook***

\*\* Professorial Conferment Panels operate in accordance with the requirements set out in the ***Professorial Conferment Procedure***

*For Degree Apprenticeship Programmes please refer to separate Terms of Reference*

## ACADEMIC BOARD – TERMS OF REFERENCE

### Responsibilities of the Committee

To establish and oversee operation of the University's Regulatory Framework and to ensure the delivery of higher education within Arden University in accordance with the requirements of this Regulatory Framework and/or the regulations of any partner awarding bodies, relevant legislation and external benchmarks relating to the delivery of Higher Education within the UK, including the UK Quality Code and associated guidance as defined by the Quality Assurance Agency for Higher Education (QAA).

To approve the conferment of all awards of Arden University.

### Composition

- Chair: Deputy Vice Chancellor (Academic)
- Secretary, nominated by the Chair
- Registrar
- Academic Registrar
- Associate Pro Vice Chancellor, Partnerships
- Dean of the Faculty of Business
- Dean of the Faculty of Social Sciences
- Dean of Learning and Teaching/Deputy PVC Academic
- Dean of the Faculty of STEM
- Head of Berlin Campus
- Director of Centre for Innovation, Learning and Teaching
- Director of Academic Services
- Director of Student Experience
- Director of Library Services
- Two External Members with experience of the UK higher education sector
- Two elected members of academic staff
- One elected member of non-academic staff (excludes members of the Senior Management Team)
- President of the Arden University Student Association
- One other student representative
- Up to three other members as co-opted by the Board

### Selection process for members

The Academic Board will receive nominations for and elect a Deputy Chair from among its membership.

The Academic Board will receive nominations for External members for approval in advance of appointment.

Elected members will be elected by their peer group.

### **Terms of office**

External members will normally have a maximum term of office of 4 years.

Elected members will normally have a maximum term of office of 2 years.

### **Quorum**

The quorum is 50% of the membership to include at least one external member.

Where decisions are taken via iQuality, these must have the support of the majority of respondents to include at least one external member.

### **Terms of Reference**

1. To establish, maintain and manage high levels of academic standards and quality.
2. To promote and enhance effective student learning, teaching, scholarship and research in relation to all Higher Education programmes delivered by Arden University.
3. To advise the Chief Executive of Arden University and Board of Governors on the development of Arden University's academic activities and the resources needed to support these activities.
4. To develop, approve and keep under review a framework of principles and regulations to be complied with by all of the programmes of study delivered by Arden University.
5. To determine conditions and procedures, and the requirements by students for the granting, conferment, assessment and evidencing of attainment of all Arden University academic awards and to ensure compliance with other partner validating and awarding bodies.
6. To confer all Arden University awards, including honorary awards on the recommendation of the Boards of Examiners
7. To establish and keep under review policies and procedures on matters relating to the admission of students, teaching, curriculum content, assessment and examination of the academic performance of students, subject to the requirements of Arden University's authority and that of any external bodies.
8. To appoint and, if necessary, to remove internal and external examiners or, where appropriate, recommend the appointment of examiners to external validating bodies.
9. To determine, and to keep under review, procedures whereby students may appeal against decisions made by a Board of Examiners.
10. To determine, and to keep under review, procedures whereby students may complain about matters which they feel affect the quality of their learning opportunities
11. To determine, and keep under review, procedures for the expulsion of students for academic reasons.
12. To establish policies for the management of risk to academic standards and quality, and to receive regular reports on academic standards and quality.
13. To have oversight of student success rates and outcomes, including graduate destinations, and to keep under review the comparative success rates and outcomes for different groups
14. To establish and maintain an Academic Strategy, communicated through the Learning, Teaching and Assessment Plan, the implementation of which is monitored through the LTC.
15. To establish and maintain such other sub- Committees as it deems appropriate



16. To establish regular arrangements for the review of the Board's terms of reference and composition and effectiveness
17. To advise on such other matters as the Board of Governors Arden University may refer to the Academic Board.

**Last approved by Academic Board: September 2021**

## **LEARNING, TEACHING AND ASSESSMENT COMMITTEE – TERMS OF REFERENCE**

### **Responsibility of the Committee**

The Learning, Teaching and Assessment Committee is a sub-committee of Academic Board responsible for:

1. Developing for approval by Academic Board the Arden University Learning and Teaching Strategy; and Assessment Strategy, ensuring its strong focus on improving student outcomes
2. Implementing and ensuring the currency of the Arden University Learning and Teaching Strategy; and Assessment Strategy.
3. Advising Academic Board on the regulatory infrastructure as it relates to learning teaching and assessment.
4. Identifying academic staff development needs to enhance the quality of learning, teaching and assessment for Arden students
5. Promoting and disseminating innovation in learning, teaching, assessment and programme design
6. Supporting and promoting pedagogical research and scholarly activity
7. Identifying and developing enhancements to the quality of learning, teaching and assessment based on student feedback from a variety of sources (e.g. NSS, End of Module Evaluations) and reporting overall progress to Arden's Student Experience Committee
8. Advising other relevant committees and departments of decisions affecting operations pertaining to learning, teaching and assessment

### **Composition**

- Chair: **Dean of Learning and Teaching/Deputy PVC Academic**
- Deputy Chair: (nominated HOS-in addition to those below) Faculty Representatives: (Two from each Faculty: HOS/DHOS)
- Director of Library Services or nominee
- Head of the Berlin Campus or nominee
- Head of Academic Professional Development
- Director of Academic Resources or nominee
- All Programme Leaders
- Two other members of academic staff appointed by Chair of Academic Board (preferably Senior Lecturer or Lecturer (permanent staff))
- Academic Registrar or nominee
- Head of Quality or nominee
- Director of Student Experience or nominee
- Director of IT or nominee
- Director of CILT
- Student Representative Vice Presidents (Distance Learning/Berlin/Blended Learning)

The Committee will appoint a Head of School as Deputy Chair.

Co-opted staff members will be appointed for two years which may be renewed.

**Frequency of Meetings**

Meetings will be held four times per year. Where decisions are required between meetings then the business will normally be transacted online.

**Quorum**

The quorum is 50% of the membership.

**Last approved by Academic Board: September 2021**

## QUALITY AND STANDARDS COMMITTEE –TERMS OF REFERENCE

### Responsibility of the Committee

The Quality and Standards Committee is a sub-committee of and reports to the Academic Board. The overall purpose of the committee is to oversee and enhance quality activities and academic standards on behalf of the Academic Board.

The Quality and Standards Committee is responsible for:

- Developing, monitoring and evaluating the implementation of Arden University’s Regulatory Framework and its constituent regulations, policies and quality assurance and enhancement procedures and advising Academic Board on recommended changes to regulations and quality process.
- Managing on behalf of Academic Board the approval of new and changes to existing programmes, reporting outcomes and making recommendations to Academic Board.
- Maintaining oversight of the health of programmes, considering outcomes of programme monitoring and review, student engagement and external examination mechanisms and advising Academic Board on the outcomes of this activity.
- Monitoring the quality of the student experience and maintaining academic standards.

### Composition

- Chair: Academic Registrar
- Deputy Vice Chancellor (Academic)
- Head of Quality
- Senior Quality Manager (Partnerships)
- Director of Student Experience or nominee
- Director of the Centre for Academic Partnerships
- Deans of Faculties
- Heads/Deputy Heads of Schools
- Two Programme Leaders, nominated by Deputy Vice Chancellor (Academic)
- Representative from Apprenticeships Team
- Elected student representative appointed from programme representatives
- Head of Berlin / International Arden Campus (or nominee)
- Student Representative Vice Presidents (Distance Learning/Berlin/Blended Learning)

Other members may be co-opted by the Committee.

Nominated membership will be reviewed periodically by the Deputy Vice Chancellor (Academic).

If a member is unable to attend a meeting, they should arrange for a deputy to attend in their place.

### Quorum

The quorum is 50% of the membership.



Where decisions are taken outside of meetings via iQuality, these must have the support of the majority of respondents.

### **Terms of Reference**

1. To review Arden University's Regulatory Framework and its constituent regulations, policies and procedures on an annual basis; and to recommend any changes / proposed changes to Academic Board.
2. To maintain oversight of course monitoring activity, including the regular receipt, monitoring and review of annual reports, associated action plans and annual rolling action plans (ARAP).
3. To receive and consider Course Committee minutes and report annually to Academic Board on the effectiveness of Course Committee process.
4. To consider reports and monitor outcomes from the approval of new programmes, periodic reviews and the revalidation of existing programmes.
5. Consider recommendations for programme closure based on outcomes from periodic reviews and maintain oversight of programme closure arrangements.
6. To consider approval of major and minor modifications to programmes and modules.
7. To oversee the University's programme approval/validation processes, review annually and present outcomes and recommendations to Academic Board.
8. To commission thematic reviews on an ad hoc basis as deemed appropriate.
9. To oversee the approval, appointment, and removal of External Examiners.
10. To maintain oversight of External Examiner reports and associated responses by Course Committees and/or Programme Leaders report annually to Academic Board.
11. To maintain oversight of external regulatory reporting.
12. To maintain oversight of external regulatory requirements. (including OfS, Ofsted and PSRB requirements).
13. To oversee the quality assurance process for all collaborative academic partnerships involving the delivery of University Awards.
14. In the context of the Annual Report of Quality and Standards, to review at least annually the comparative success rates for students with different characteristics, to include consideration of the University's priority groups under its Access and Participation Plan, and to liaise and share data with the Access and Participation Committee in this respect.

**Last approved by Academic Board: September 2021**

## **ADMISSIONS COMMITTEE– TERMS OF REFERENCE AND COMPOSITION**

### **Responsibility of the Committee**

The Admissions Group is a sub-committee of the Academic Board and is responsible for:

1. Reviewing and developing admissions policy and practice.
2. Setting benchmark admissions criteria and requirements, including the documentary evidence required to evidence fulfilment of those criteria.
3. Overseeing the implementation of procedures for the accreditation of prior learning.
4. Providing advice to the Quality and Standards Committee regarding the approval of articulation agreements.
5. Monitoring and reporting to the Quality and Standards Committee on the operation of approved articulation agreements.
6. Promoting fairness and consistency in admissions policy and reviewing implementation.

### **Composition**

- Chair: Academic Registrar
- Head of Admissions or nominee
- Business Development Director
- Admissions Advisor (Applications Team)
- Admissions Advisor (Partnerships)
- Admissions Advisor (Agent Team)
- Heads of School or Department and/or Admissions Tutors
- A representative from Student Support
- Head of Quality or nominee
- Head of International Students and Apprenticeship Compliance
- A representative from Marketing
- A representative from Compliance and Training Team
- Other members as co-opted by the Committee

### **Quorum**

50% of membership

### **Frequency**

Quarterly meetings. Where timely decisions are needed outside of the quarterly meetings, iQuality will be used to enable the group to reach decisions.

**Last approved by Academic Board: September 2021**

## **ACCESS AND PARTICIPATION COMMITTEE– TERMS OF REFERENCE AND COMPOSITION**

### **Responsibility of the Committee**

The Access and Participation Committee is a sub-committee of the Academic Board. Its purpose is to oversee the development, annual review and ongoing monitoring of the University's Access and Participation Plan and ensuring compliance with the requirements and guidance of the Office for Students as well as maximum success for students in Access and Participation Groups.

### **Terms of Reference**

- To develop and implement the university's approach around widening participation for undergraduate and postgraduate UK provision
- To monitor the university's progress towards the commitments made in the approved Access and Participation Plan
- To consider and review the progress of widening participation groups across the student lifecycle, including outcomes on access, student success and progression
- To receive reports on Access and Participation initiatives with a focus upon monitoring, evaluation and impact
- To provide guidance and strategic direction on Access and Participation
- To provide a summary of progress and issues to the Academic Board and Academic Standards and Ethics Committee

### **Composition**

- Chair: Registrar
- Head of Quality; International and Access & Participation
- Director of Student Experience
- Dean of the Faculty of Business
- Head of Student Services
- Inclusion Services Manager
- Head of Careers
- Student Representative Vice Presidents (Distance Learning/Berlin/Blended Learning) Planning Manager
- Head of Admissions
- Nominee of the Chief Financial Officer
- Nominee of the Director of Marketing
- Two Heads of School
- Two Programme Leaders and/or Admissions Tutors
- Other members as co-opted by the Committee

### **Quorum**

The quorum is 50% of the membership.



**Frequency**

Quarterly meetings.

**Last approved by Academic Board: September 2021**

## Equality, Diversity and Inclusion (EDI) Sub-committee

### Terms of Reference

#### **Purpose**

The primary purpose of the Equality, Diversity and Inclusion (EDI) Sub-committee is to represent the interests and aspirations of students at Arden University by embarking upon actions that will lead to parity of opportunity for BAME students and to address the disparities in attainment and experience of BAME and white students. The sub-committee aims to embark upon relevant actions that act as a catalyst to narrow the BAME attainment gap. This will require members and invited speakers to engage in discussions that raise awareness about any barriers within Arden processes, policies and procedures that negatively impact BAME students.

The activities of the sub-committee will be communicated to the APC where required.

#### **Committee Responsibilities:**

- Use qualitative and quantitative data to identify and address the BAME awarding gap
- amongst undergraduate students
- Review existing policies and identify gaps in this area that need to be addressed
- Develop a toolkit of interventions for staff across the university to use in addressing
- the BAME awarding gap within their Schools
- Oversee the implementation of its recommendations at an operational level
- Monitor engagement with the issue as part of the existing academic framework e.g. through the annual monitoring review (AMR), and inclusive curriculum
- Identify and celebrate good practice across the university

#### **Meetings frequency:**

During the first 3 months the sub-committee will meet once a month, and this will then change to once every quarter. This will be reviewed as the work of the sub-committee is established

#### **Membership**

Chair

1 x Principal Lecturer/Senior Lecturer representation from all academic schools

1 x member from Quality

1 x member from the student support/experience team

1x member from Library Resources

1 x member from the Admissions/Marketing team

1x member from the Careers team

5 x BAME student representation from across the University

**Last approved by Academic Board: September 2021**

**RESEARCH, ETHICS AND ENTERPRISE COMMITTEE**  
**TERMS OF REFERENCE**

**Responsibilities**

To have overall responsibility for research, ethics and enterprise to assure that policies and practices comply with the requirements of Academic Board and to provide rigour and robust reportage to Academic Board.

**Terms of Reference**

The Research Committee is a sub-committee of Academic Board and has the following responsibilities:

1. Provide research integrity by effective governance, monitoring and ethical practice.
2. Develop monitor and review Arden University's research strategy, including a plan for implementation and measurement of success.
3. Progress towards Research Concordat status by demonstrating the environment, culture and professional development meets with the expected norms.
4. Provide a formal annual review and report to Arden University's Academic Board and Senior Management & Planning Team.:
  - a) Progress towards achieving REF
  - b) Progress towards achieving RDAP
  - c) Staff achievements of research, scholarly activity and enterprise.
5. Establish a job family for academic research roles, including Professorial grades and Honorary appointments, including fixed term Visiting Fellows.
6. Develop a research and enterprise leadership team.
7. Monitor, advise and receive reports from Arden University's research groups and enterprise leads.
8. Oversee the doctoral programme and related research degrees; establish a Research Degrees Board; and monitor the external partnership to ensure regular reportage and accomplishment of outcomes.
9. Support research degree activity within Arden University (including the registration of academics for part-time research degrees).
10. Promote students as co-producers of research to develop high level sand employability skills to enhance graduate outcomes (e.g., data analysis, report writing).
11. Maintain an Open Access publications policy, including fair practice, for academics and students within Arden University.
12. Promote the profile and reputation of impactful research, scholarly and enterprise activity within the University and externally. Produce an Annual Research and Enterprise Report and

promote an annual staff conference, organised by CILT, to recognise and celebrate achievements.

13. Oversee academic enterprise for student enterprise to develop high-level and employability skills to enhance graduate outcomes and enterprise to encourage external funding for applied research (e.g., KTPs) and work-based training and development.
14. Develop a funding bid process within the University, and support staff funding applications.
15. Carry out Committee meetings four times per year to review progress and developments. Review staff research proposals and funding bids. This may be undertaken remotely by all members, and outside of the four scheduled meetings.
16. Report as required to the Academic Board developments and outcomes from Committee meetings.

### **Composition**

- Chair (appointed by the Deputy Vice Chancellor (Academic))
- Deputy Vice-Chancellor (Academic)
- Dean of Teaching and Learning
- Academic Dissertation Lead/Ethics Lead
- Head of Digital Education
- Head of School of Logistics, Supply Chain and Distribution
- Head of Berlin Campus
- Heads of Schools/School Research Leads
- Research Assistant
- Director of Library Service (co-opted)
- Head of Business Services (co-opted)
- Registrar
- Student representative
- External Member
- Secretary

### **Quorum**

At least 50% of members, to include the Chair and Academic Board Member.

**Last approved by Academic Board: September 2021**

## PROGRESSION AND AWARD BOARD – TERMS OF REFERENCE

### Terms of Reference

The terms of reference of the Progression and Award Board are:

1. To receive approved module marks and the award of associated credits for each student presented for an Arden University award.
2. To examine individual student assessment profiles;
3. To review progress of students who have not yet attempted level completion;
4. To make decisions on level completion and referral in the light of overall performance;
5. To consider and approve formal progression decisions for each student and their continuation or discontinuation on a programme of study;
6. To assess whether students are eligible for an award and to recommend to the Academic Board the conferment of such awards, with the appropriate classifications, if applicable.
7. To ensure compliance with professional, statutory and regulatory body requirements where applicable
8. To assess, where applicable, whether students have demonstrated competence to practice and to advise whether such students should be recommended to a Professional, Statutory or Regulatory Body (PSRB) for inclusion on the appropriate professional register.
9. To receive and consider overarching cross-programme reports from Subject Board of Examiners activity relating to mitigation outcomes, academic appeals, assessment misconduct cases, pass rates, performance of groups of students (e.g. those studying through a partner).
10. To consider any other matters referred to the Progression and Award Board by Academic Board or the Deputy Vice Chancellor (Academic) or a Programme Director.

### Composition

- Chair: Deputy Vice Chancellor (Academic) or nominee
- Heads of Schools and other representatives from the Academic Team ensuring all programmes under consideration are represented
- External Examiner(s) appointed by the Quality and Standards Committee
- A representative from Registry who has been involved in marking administration for the programme(s) under consideration.

### Quorum

The quorum for the meeting is 6 members to include:

- The Chair
- At least one External Examiner
- Academic representatives from all programmes under consideration

### Frequency of meetings

Awards Boards will normally meet quarterly after each assessment period, and not less than once per year.





**Last approved by Academic Board: September 2021**

## SUBJECT ASSESSMENT BOARD – TERMS OF REFERENCE

### Terms of Reference

1. Working within the University's assessment regulations, the responsibility of the Subject Assessment Board is:
2. to oversee arrangements for marking and moderation in designated programmes and to maintain standards of assessment;
3. to consider and approve the assessment marks achieved by students, including any exceptional adjustments affecting a whole cohort due to mitigating circumstances or issues identified through moderation processes
4. to consider and approve overall module results and the award of associated credit;
5. to determine requirements for deferred or referred students;
6. to note outcomes in respect of students with mitigating circumstances and record grade adjustments;
7. to note outcomes following investigations into academic misconduct and record grade adjustments;
8. to ensure that decisions on module results are accurately recorded and are available to the Progression and Awards Board;
9. to consider any matters raised by External Examiners
10. to ensure compliance with professional, statutory and regulatory body requirements where applicable

### Composition

- Chair: Head of School responsible for the programme(s) under consideration or nominee
- Programme Leader(s) responsible for the programme(s) under consideration
- Module Leader(s) responsible for the module(s) under consideration, or named substitute with authority to speak on behalf of the Module Leader
- Module Leader(s) from partner institutions responsible for the module(s) under consideration
- External Examiner(s) appointed by the Quality and Standards Committee
- A representative from Registry who has been involved in marking administration for the modules under consideration.

The Head of Quality will designate a Secretary for all meetings of the Subject Assessment Board.  
External Examiners appointments will initially be for 3 years

### Quorum

The quorum for meetings of the Subject Assessment Board requires the following to be present:

- The Chair
- At least one External Examiner
- At least 50% of Module Leaders or their named substitutes

### **Frequency of meetings**

Subject Assessment Boards will normally meet quarterly after each assessment period, and not less than once per year.

### **Minutes**

The proceedings of the Subject Assessment Board will be formally minuted. The minutes will include:

- a complete list of agreed marks/grades
- a list of all students considered by the Board showing any decision taken in respect of that student
- details of any deferral or referral arrangements
- details of any mitigating circumstances considered by the Board
- details of any cases of academic misconduct considered by the Board
- comments by external examiners
- comments by internal examiners

**Last approved by Academic Board: September 2021**

## COURSE COMMITTEE – TERMS OF REFERENCE

### Responsibility of the Committee

Course Committees are responsible for monitoring and dealing with all issues associated with programme delivery.

The purpose of Course Committees is to provide a forum for the discussion of all matters, which affect the operation of a course. It should keep under review the academic quality of the course and ensure that the course is delivered in accordance with the aims and objectives defined at validation. It should take appropriate action to ensure that the course is continuing to develop to meet the needs of its students and relevant employer groups and will contribute to the Annual Monitoring process for each programme. In doing so it should monitor:

- Feedback from students, lecturers, employer groups and the operational team.
- Statistics relating to pass rates, progression, retention, employment and recruitment.

The Course Committees membership and terms of reference should be reviewed and approved annually by the Academic Board. It is acceptable for a course committee to have responsibility for more than one programme of study providing the collective membership meets the minimum requirements for each individual course as described below. The operation of Course Committees shall be in accordance with the following:

- All Course Committees shall meet at least four times per year.
- The Chair of the Course Committee shall normally be the Programme Team Leader.
- Minutes should be taken and submitted to the Quality and Standards Committee.
- In between formal meetings an online course committee may take place, which will include discussion threads on key issues and voting where action is required in advance of the next proposed meeting. In such cases where online discussion of an issue is instigated it must be approved and coordinated by the Course Committee Chair and all committee members should be informed by e-mail through Arden University's "iQuality" system. Any interested party, including all students, will be entitled to participate in such online discussion but only Course Committee members will be entitled to cast a vote where this is required. The outcome of all online discussions and voting should be reported to the formal Course Committee meeting.
- The Chair of the Course Committee may decide to substitute a formal meeting with an online meeting subject to agreement from at least 80% of the membership but at least ONE formal Committee meeting must be held annually.
- Course Committees shall have the power to set up sub- committees, panels or working parties as required.

### Composition

- Chair: Programme Leader (if more than one programme is under consideration, the chair will normally be designated by the relevant Head of School)
- Other Programme Leaders (if more than one programme is under consideration)
- Module Leaders and lecturers
- One or two elected student representatives per course/study centre
- External representatives as appropriate (e.g. employers)
- A representative from Distance Learning Student Support
- A representative from Blended Learning Student Support for each campus
- Partnership Link Tutors (where applicable)
- Secretary

### **Quorum**

The quorum for meetings of the Course Committee requires the following to present:

- The Chair
- At least one member of academic staff from the relevant programme(s)
- At least one student support representative for each mode of study

### **Terms of reference**

The Course Committee shall have principal academic responsibility for the course, within the framework and policies formulated by the Academic Board and the external Validating Body (where applicable). This responsibility shall include:

1. Determination and development of the course curriculum.
2. Advising on general course organisation and administration.
3. Review of programme delivery, academic regulations, admissions policy, assessment, and examination methods for the course.
4. Monitoring and evaluation of the academic standards and effectiveness of the course and drawing up necessary action plans as a consequence.
5. Reviewing resources required by the course and making recommendations to the Board of Governors via the Academic Board as appropriate.
6. Identifying needs for staff development required to maintain and enhance the academic standards of the course.
7. Production of annual course monitoring reports and other reports as required by the Academic Board.
8. Collecting feedback from students, lecturers and other stakeholders (e.g. employers).
9. Receiving the minutes of the Staff Student Liaison Committees.
10. Receiving reports on the operation of the course and ensuring that matters relating to the course's effectiveness and student satisfaction are followed up.
11. Considering and implementing at course level, such policies as may be determined by the Academic Board.



**Last approved by Academic Board: September 2021**

## COMMITTEE OF ENQUIRY – TERMS OF REFERENCE

### **Responsibility of the Committee**

The Committee of Enquiry is responsible for investigating suspected cases of academic unfair practice and, in the event that a case is substantiated, to determine the penalty to impose in accordance with QA 23 – Academic Integrity and Misconduct

### **Composition**

The membership of each Committee of Enquiry will be selected from a Standing Panel comprising all Programme Leaders.

Each Committee of Enquiry shall normally consist of:

- 2 academic staff members including at least one Academic Integrity Officer who will act as Chair
- Secretary (Quality Assurance Nominee)

Whenever possible the Committee of Enquiry shall not contain members of staff who lecture on the programme that the student is studying.

### **Terms of reference**

Each meeting of the Committee of Enquiry will be conducted in accordance with QA 23 – Academic Integrity and Misconduct and the outcomes of the Committee will be formally recorded by the Secretary.

**Last approved by Academic Board: September 2021**

## **STUDENT AFFAIRS COMMITTEE – TERMS OF REFERENCE**

### **Responsibility of the Committee**

To consider all claims for mitigation.

### **Composition**

Chair: A Head of School or Programme Leader

Head of Quality or nominee

Secretary

### **Terms of Reference**

To consider all claims for mitigation and to determine the outcome in all cases in accordance with QA 41 – Exceptional Mitigating Circumstances Affecting Student Assessment.

To report outcomes to the relevant Subject Boards.

**Last approved by Academic Board: September 2021**



## ETHICS PANEL – TERMS OF REFERENCE

### Responsibility of the Committee

The Ethics Panel is responsible for considering ethical implications of student research and provide ethical clearance in accordance with the Arden University Ethical Approval Policy and process.

### Composition

Panel Chair appointed by the Academic Board

Three senior members appointed by the Academic Board

Secretary appointed by the Academic Board

### Terms of Reference

1. To review and assess implications of research projects or independent study module where high risk has been identified
2. To review and assess implications of research projects or independent study module where risk is uncertain
3. To approve research projects and independent study modules to be undertaken by undergraduate and postgraduate students
4. To report decisions reached by the Ethics Panel to the Research Committee

### Quorum

The quorum for meetings of the Ethics Panel requires the following to present:

- The Chair
- At least two senior members appointed by the Academic Board

**Last approved by Academic Board: September 2021**

## STAFF STUDENT LIAISON COMMITTEE – TERMS OF REFERENCE

### Responsibility of the Committee

Staff Student Liaison Committee (SSLC) will meet to provide a formal opportunity for students based at a specific blended learning study centre to liaise with staff on all matters relating to course management and overall student experience at that centre. Campus representatives will be elected from amongst the course level student representatives at that centre and will be required to collate feedback from amongst their peers. The SSLC will also provide responses to campus representatives on matters raised at previous committee meetings for communication back to course level student representative and the wider student body at that campus.

The Staff Student Liaison Committee will report up to all relevant course committees for courses delivered at that campus.

### Terms of Reference

1. Receive and discuss feedback reports from campus representatives
2. Receive and discuss matters relating to learning, teaching and assessment of blended learning programmes on campus to help enhance course delivery and curriculum design
3. Receive and discuss matters relating to academic and non-academic student support
4. Receive and discuss matters relating to campus resources and facilities
5. Receive and discuss any relevant diversity and equality matters
6. Receive and discuss feedback received via Unitu, student satisfaction surveys and module surveys, to report on University responses to this feedback and to discuss any follow-up action required
7. Discuss and contribute to the development of action plans on Annual Monitoring Reports and other relevant documentation.

### Composition

- Academic Centre Manager or nominee
- 2 elected campus representatives across all programmes, elected from amongst the course level student representatives at that centre
- Academic lecturers across all programmes at that centre
- Study Centre Student Support Manager or nominee

### Quorum

3 members including at least one student representative and at least one staff member

**Last approved by Academic Board: September 2021**

## HONORARY AWARDS COMMITTEE – TERMS OF REFERENCE

### **Responsibilities of the Committee**

To consider nominations for Honorary Degrees and Honorary Fellowships and to make recommendations to the Academic Board for the approval of conferment of all honorary awards.

To report to the Academic Board all honorary awards that are accepted by the recipient.

### **Composition**

Chair of Academic Board

Two further members of the Academic Board (at least one of which shall be an external member)

Vice Chancellor & CEO

### **Quorum**

3 members including at least one external member of the Academic Board

**Last approved by Academic Board: September 2021**

## PARTNERSHIP COMMITTEE – TERMS OF REFERENCE

### Purpose and scope

The Partnership Committee is a subcommittee of Academic Board with responsibility for assessing and monitoring UK and international partnerships. Depending on the proposal and level of associated risk, the Partnership Committee will either formally note, approve or recommend for approval to Academic Board the following partnership arrangements:

#### Recruitment and marketing-based arrangements

- Representative

#### Progression Agreement and Academic based arrangements

- Articulation Agreement
- Infrastructure Service Provider
- Academic Delivery Partner Recognised Study Centre Partner
- Franchise

### Terms of Reference

1. To note all *representative* approvals and ensure monitoring of existing arrangements for extensions and terminations.
2. To evaluate and approve all *progression agreement* and *articulation agreement* proposals and due diligence for approval. All approved progression agreements and articulation arrangements will be reported to Admissions Committee. The Partnership Committee will also monitor extensions and terminations of existing arrangements.
3. To evaluate proposals, due diligence and site visit (where required) of all *infrastructure service provider* arrangements and recommend for approval to Academic Board. The Partnership Committee will also recommend to Academic Board terminations and extensions via periodic reviews of existing arrangements.
4. To evaluate proposals, due diligence and site visit of all *recognised study centre partner delivery partners* arrangements and recommend for approval to Academic Board. The Partnership Committee will monitor and update agreements in accordance with internal and external requirements, as well as recommend to Academic Board terminations and extensions via periodic reviews of existing arrangements.
5. To evaluate proposals, due diligence and site visits of all *franchise* partnerships and recommend for approval to Academic Board. The Partnership Committee will also monitor and recommend to Academic Board extensions and terminations via periodic reviews of existing arrangements.
6. To undertake oversight of any termination arrangements and ensure minimal impact of exit strategy on students.
7. To report annually to Academic Board on the standards and effectiveness of all partnership arrangements and advise on policy and strategic direction.

8. To develop and manage the Partnership Risk Register, Collaborative and Partnership Register and Representative Register.
9. To ensure appropriate monitoring mechanisms for quality assurance and risk management are undertaken in accordance with the QAA, ESFA, UKVI and any other external requirements.
10. To consider and approve updates to partnership operational manuals and procedures.
11. To safeguard the overall student experience of partnership arrangements and liaise with relevant committees across the University.

### **Composition**

- Academic Registrar (Chair)
- Associate Pro Vice-Chancellor, Partnerships
- Deputy Vice-Chancellor (Academic) (or nominee)
- International Director
- Head of Marketing (or nominee)
- Business Development Director
- General Legal Counsel
- Corporate Development Director
- Head of Quality, international and Access and Participation Senior Quality Manager
- Senior Quality Manager
- Director, Finance
- Secretary

Staff members proposing new partnerships will normally be invited to attend to present their proposal.

The Chair will nominate a Secretary for Partnership Committee.

### **Frequency of Meetings**

Meetings will be held scheduled monthly, in case needed, but will meet a minimum of three times per annum.

### **Quorum**

At least 50% of members.

**Last approved by Academic Board: September 2021**

## DEGREE APPRENTICESHIP AWARDS AND GATEWAY BOARD (EMPLOYER MEETING)

### TERMS OF REFERENCE

#### Responsibility of the Degree Apprenticeship Awards and Gateway Board (Employer Meeting)

The purpose of the meeting is to discuss the apprentice's progress and to confirm that the employer, coach, and apprentice are all satisfied that the apprentice can pass through gateway to the End Point Assessment.

The meeting has specific responsibility for confirming that all parties agree that the apprentice has completed and can evidence completion of all of the Knowledge, Skills, and Behaviours (KSBs) of the apprenticeship standard. Where this is not the case, the parties will agree on a specific action plan with clear timescales for the apprentice to complete any further work or activities necessary to generate evidence of completion of the KSBs.

#### Terms of Reference

The terms of reference of the Degree Apprenticeship Awards and Gateway Board (Employer Meeting) are:

1. To agree and confirm that the apprentice has completed and can evidence all of the Knowledge, Skills, and Behaviours (KSBs) associated with the apprenticeship standard.
2. Where not all KSBs can be sufficiently evidenced, to develop a specific action plan with clear timescales for the apprentice to complete further activities to generate evidence.
3. To ensure that all parties are aware of the requirements of the End Point Assessment, including any employer involvement.
4. To agree a timescale for the End Point Assessment (this should normally be within three months of the award of the degree).
5. To allow the apprentice to raise any concerns about passing through gateway and the End Point Assessment.
6. To agree and confirm if the apprentice is ready to pass through gateway to the End Point Assessment.
7. At the end of the meeting all parties will sign a statement **either** confirming that the apprentice is ready to pass through gateway **or** confirming an action plan and timescales of further activities to generate evidence of completion of the KSBs.

#### Composition

- Employer or representative empowered to confirm that apprentice is ready to pass through gateway
- Degree Apprentice Coach
- Apprentice

#### Quorum

All members must be present.



**Frequency of meetings**

The Degree Apprenticeship Awards and Gateway Board (Employer Meeting) will meet when the apprentice has completed all apprenticeship activities and submitted the final parts of the degree.

**Last approved by Academic Board: September 2021**

## **DEGREE APPRENTICESHIP AWARDS AND GATEWAY BOARD (UNIVERSITY MEETING)**

### **TERMS OF REFERENCE**

#### **Responsibility of the Degree Apprenticeship Awards and Gateway Board (University Meeting)**

The purpose of the meeting is to review the progress of degree apprentices and to confirm decisions regarding level progression, continuation or discontinuation, the conferment of awards, and the completion of Knowledge, Skills, and Behaviours (KSBs).

The board is responsible for formally agreeing the award of the degree component of the degree apprenticeship and for agreeing to pass the apprentices through gateway to the End Point Assessment.

The board is responsible for ensuring that the apprentice has evidence of completion of all of the pre-requisites for the End Point Assessment, including completion of the degree, completion of the KSBS, and evidence of functional skills.

#### **Terms of Reference**

The terms of reference of the Degree Apprenticeship Awards and Gateway Board (University Meeting) are:

1. To receive approved module marks and the award of associated credits for each apprentice presented for an Arden University Degree Apprenticeship award;
2. To examine individual apprentice assessment profiles;
3. To review progress of apprentices who have not yet attempted level completion;
4. To make decisions on level completion and referral in the light of overall performance;
5. To consider and approve formal progression decisions for each apprentice and their continuation or discontinuation on a programme of study;
6. To assess whether apprentices are eligible for an award and to recommend to the Academic Board the conferment of such awards, with the appropriate classifications, if applicable;
7. To review the progress of apprentices in completing the KSBs and agree action plans for those who have not made sufficient progress;
8. To formally agree, based on the recommendation from the Degree Apprenticeship Awards and Gateway Board (Employer Meeting), to pass apprentices through gateway and to the End Point Assessment;
9. To assess, where applicable, whether students have demonstrated competence to practice and to advise whether such students should be recommended to a Professional, Statutory or Regulatory Body (PSRB) for inclusion on the appropriate professional register.
10. To receive and consider overarching cross-programme reports from Subject Board of Examiners activity relating to mitigation outcomes, unfair practice cases, pass rates, performance of groups of students (e.g. those studying through a partner).
11. To consider any other matters referred to the Awards Board by Academic Board or the Pro Vice Chancellor (Academic) or a Programme Director.

#### **Composition**



- Chair: Deputy Vice Chancellor (Academic) or nominee
- Head of School (Psychology, Joints and Graphic Design)
- Programme Leader (Apprenticeships)
- Degree Apprenticeship Coach
- Head of International Students and Apprenticeship Compliance
- Degree Apprenticeship Student Support Officer
- Apprenticeship Manager
- Degree Apprenticeship External Examiner(s) appointed by the Quality and Standards Committee
- A representative from Registry who has been involved in marking administration for the programme(s) under consideration

### **Quorum**

The quorum for meeting is 6 members to include:

- The Chair
- At least one External Examiner
- Degree Apprentice Coach

### **Frequency of meetings**

Awards Boards will normally meet quarterly after each assessment period, and not less than once per year.

**Last approved by Academic Board: September 2021**

## Apprenticeship Course and Management Committee – Terms of Reference

### Responsibility of the Committee

The Apprenticeship Management Committee is responsible for the management, development and delivery of the apprenticeship programmes.

It will provide a forum that has oversight of all aspects involved in the operation and delivery of the apprenticeship programmes. This work will include the review of overall statistics relating to pass rates, progression, and retention and monitor the attainment of the Knowledge, Skills, and Behaviours defined in the relevant apprenticeship standards.

It will consider feedback from students, lecturers, employers, and other interested parties to identify areas for improvement and good practice to be more widely disseminated.

Specifically, the committee will be responsible for the Student Gateway processes and determining the readiness of students for the End Point Assessment; for overseeing all collaborative and partnership arrangements and contracts; and overseeing employer arrangements and contracts.

### Composition

#### *Required*

Head of School (Chair)  
Apprenticeship Manager  
Apprenticeship Programme Leader  
Representative from the Academic Team (Module Leaders/lecturers)  
Academic Registrar  
Senior Quality Officer  
Student Support Officer  
Head of International Students & Apprenticeship Compliance  
Director of Corporate Partnerships  
Secretary (Quality nominee)

#### *To be invited on an as-needed basis*

End-point-assessors, contracted apprenticeship providers, and providers  
Apprenticeship Coaches/Mentors  
External Examiners  
Employers  
Partners  
Student Representatives (must attend 4 or 5 meetings per year)  
Representative from Registry  
Representative from Academic Resources Team  
Representative from Marketing  
Representative from Blended Student Support

### Quorum

At least 50% of required members, including the chair.

### Frequency of Meetings

Meetings will be held on a monthly basis.

#### **Terms of Reference**

**To note: Module results will be ratified at the appropriate Subject Boards. However, Apprenticeship Knowledge, Skills and Behaviour (KSB) attainment will be monitored through this committee.**

#### **Business development, recruitment, admissions and partnerships**

1. Receive reports and updates on development of new leads, potential employers and recruitment.
2. Co-ordinate the successful launch and delivery of apprenticeships.
3. To consider matters relating to apprenticeship provision and planning, in order to monitor and adhere to agreed timings and deliverables and to escalate issues reporting to SMT.
4. To consider and report to SMT decisions regarding changes to timings and priorities, or new risks associated with apprenticeship provision and planning.
5. Maintain oversight of contractual arrangements with sub-contractors, partners and employers involved in the delivery and assessment of apprenticeships.
6. Maintain oversight of statutory returns and compliance with reporting requirements relating to apprenticeship arrangements on behalf of the University.
7. Contribute to the planning and management of External Quality Reviews/Inspections of the University's apprenticeship provision, at all times remaining compliant with relevant Government legislation.
8. Support employer engagement through proposing the creation of new curriculum and teaching approaches to align with employer needs.
9. Propose ideas for new programme creation to be considered through the identification of opportunities with employers. Those programme ideas that are agreed to be favourable will then be taken forward to the Propositions Group.

#### **Course Management tasks**

10. To review the course and module documentation on an annual basis in order to ensure currency and identify and consider any proposed changes.
11. Responsibility for the management of all appropriate action plans relating to Apprenticeships.
12. To consider and approve any proposed academic changes to modules or programmes for submission to the Quality & Standards Committee.
13. To review and approve external examiner nominations for submission to the Quality & Standards Committee.
14. Identify needs for staff development required to maintain and enhance the academic standards of the course and student experience.

#### **Course/Module Monitoring tasks**

15. To receive and approve the Apprenticeship Annual Monitoring Report for submission to the Quality & Standards Committee.
16. To receive reports on student progress and achievement of the Knowledge, Skills, and Behaviours (KSB) requirements for each of the Apprenticeship standards and to identify where further support and development work is required. (This may be considered at course level or for individual students as deemed necessary by the PTL.)
17. To receive reports on student progress and engagement with the coaching / mentoring requirements as required for each of the Apprenticeship standards and to identify where further support and development work is required. (This may be considered at course level or for individual students as deemed necessary by the PTL.)

18. To work with external examiners and identify areas for improvement and further development.
19. To consider statistics relating to pass rates, progression, and retention, to identify areas for development or issues that require escalation to QSC or LTC.
20. To receive and review feedback from students, to identify actions, and to ensure that changes, developments, and improvements are reported back to students.
21. Unfair Practice cases:
  - review aggregate data to identify any specific areas of concern and to contribute to the development of the academic skills units.
  - receive for information the details of individual cases of students being withdrawn.

#### **End Point Assessment (EPA)**

22. Ensure contractual and operational arrangements are in place for EPA.
23. To receive reports on student progress and readiness of students to be put forward for the end-point assessment as per requirements for each of the Apprenticeship standards and to identify where further support and development work is required. (This may be considered at course level or for individual students as deemed necessary by the PTL.)
24. Monitor achievement statistics for EPA outcomes and identify any areas for improvement.

#### **Statutory Requirements**

25. Ensure all statutory requirements and data returns are completed, held and where relevant submitted as identified below:
  - a. Monthly Individual Learner Returns (ILR) to the Education Skills & Funding Agency (ESFA)
  - b. HESA return – Apprenticeship students within the AP Student return
  - c. Record of completion held for each apprentice
  - d. Evidence confirming that each apprentice meets the Gateway requirements for End Point Assessment (EPA)
  - e. Evidence of payments made to the End Point Assessment Organisation (EPAO) for conducting the EPA

#### **General**

26. Considering and implementing at course level such policies as may be determined by the Academic Board.
27. To consider and advise on any other matters as may be referred to it.

**Last approved by Academic Board: September 2021**

## STUDENT EXPERIENCE COMMITTEE – TERMS OF REFERENCE

### Responsibilities of the Committee

The Student Experience Committee is a sub-committee of and reports to the Academic Board. The overall purpose of the committee is to oversee and enhance activity contributing student success.

### Composition

- Chair: Director of Student Experience
- Secretary, nominated by the Chair
- Deputy Vice Chancellor (Academic)
- Registrar (or nominee)
- Head of Student Success
- Head of Quality (or nominee)
- Head of Berlin Campus (or nominee)
- Two elected members of academic staff
- Two elected members of the Student Support team
- One Head of Centre Operations (or nominee)
- One Head of School (or nominee)
- Programme Leader from each faculty (or nominee)
- IT Representative
- Dean of Learning and Teaching
- Director of Academic Resources (or nominee)
- Director of Library Services
- Head of Planning and Reporting (or nominee)
- One International Student Advisor
- President of Students' Association
- Three student representatives (covering part-time, full-time and apprenticeships)
- Student Voice Officer

### Selection process for members

The Student Experience Committee will receive nominations for and elect a Deputy Chair from among its membership.

Elected members will be elected by their peer group.

### Terms of office

Elected members will normally have a maximum term of office of 2 years.

### Quorum

The quorum is 50% of the membership.

Where decisions are taken outside the meeting via iQuality, these must have the support of the majority of respondents.

### **Terms of Reference**

1. To oversee and lead the strategic development of students' engagement with learning opportunities, and with the enhancement of their learning experience in line with the University's Academic Strategy
2. To enable Arden's diverse student body to have a stronger voice and influence on the strategic direction, planning and decision making of the University.
3. To receive, consider and co-ordinate the institutional response to student feedback on their learning experience, including that collected through external and internal surveys; to review student satisfaction data and have oversight of actions to improve, including feedback to students.
4. To advise Academic Board and the Senior Management Team (SMT) on the strategic direction and structures of student support and related activities.
5. Have institutional oversight of student diversity and inclusivity data, and review and advise on the effectiveness of change initiatives
6. To recommend to QSC and Academic Board policy and process changes to the assurance, review and enhancement of all aspects of student learning, experience and engagement
7. To establish relevant time limited working groups and operational oversight of groups as necessary, in order to progress enhancement and to receive and approve reports from relevant committees or working groups
8. To monitor the effectiveness of student representation mechanisms and make an annual report to Academic Board. To consider other matters referred to it by Academic Board, ASEC, QSC, SMT, the Learning Teaching and Assessment Committee, or Course Committees.
9. To receive an Annual Student Report on matters pertaining to student experience

**Last approved by Academic Board: September 2021**