

TERMS OF REFERENCE

1. The Academic Assurance Committee (AAC) is a committee of the Board of Governors.
2. The overall purpose of the AAC is to provide the Board of Governors with independent assurance as to the quality and standards of the University's academic (i.e. taught and research degree) provision.
3. The AAC's specific duties are:
 - i. To advise the Vice Chancellor and Board of Governors on:
 - the University's compliance with external quality assessment operating models and reporting requirements;
 - the continuous improvement of the student academic experience and of student outcomes;
 - the reliability of degree standards;
 - the operation of the Academic Awards Framework, Assessment Regulations and associated policies;
 - the University's engagement with national requirements for standards, quality and learning and teaching;
 - any other matters referred to it by the Board of Governors or the Vice-Chancellor.
 - ii. To recommend to the Board of Governors the Annual Quality Review and Action Plan.
 - iii. To consider any significant changes to the academic activities of the University relating to taught and research degree provision.

Membership

4. There will be at least three lay members of the Board of Governors with a weighting towards those governors with an academic background and relevant experience in the provision of education. One of the external members will be Chair of the AAC.
5. The AAC may also co-opt members drawn from the University's external stakeholders. These members will normally be:
 - i. Working at a senior level in an organisation closely involved with the University and its students (for example collaborative partners, professional or accrediting bodies, providers of sandwich placements or work experience for students etc.)
 - ii. Interested in and knowledgeable of the University and higher education sector.
 - iii. Able to provide an external perspective of the quality of the University's academic provision through their relationship with the University and its students.
6. The maximum total membership will be six, with a quorum of three of whom at least two shall be lay members of the Board.

7. The following people will normally be in attendance at meetings: Deputy Vice-Chancellor (Academic), Pro Vice-Chancellor Teaching and Learning, Head of Academic Quality and Standards and Dean of Students. The President and Education Officer of the Students' Union will also attend.
8. The AAC will normally meet four times per academic year. However additional meetings can be arranged if required.
9. The Chair of the AAC will report to meetings of the Board of Governors on the work of the Committee (as appropriate). The minutes of meetings will be circulated to all members of the Board of Governors.
10. The Clerk to the Board of Governors will be Clerk to the AAC.

CONSTITUTION

Independent member of the Board of Governors (Chair)

Independent member of the Board of Governors x3

Academic Board member of the Board of Governors

External co-opted member

Total Membership 6

Quorum 3 of whom at least 2 should be external members of the Board

Secretary University Secretary and Clerk to the Board of Governors

CURRENT MEMBERSHIP

Professor Jeff Bales	Co-opted Member of the Board of Governors
Elaine Buckley	Academic Board member of the Board of Governors
Angela Foulkes	Co-opted Member of the Board of Governors
Professor Julietta Patnick	Independent Member of the Board of Governors
Professor Paul Wiles	Independent Member of the Board of Governors (Chair)
Vacancy	External co-opted member