

UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION

COMMITTEE STRUCTURE OF THE ACADEMIC BOARD

ACADEMIC STANDARDS AND AUDIT COMMITTEE¹

(Amendments to the version published previously are shown in italics.)

It is implicit that in exercising the powers delegated to it, or discharging the responsibilities assigned to it by the Academic Board, that within the limits of its authority, a committee or board of the Academic Board may require action to be taken by another committee or board of the Academic Board.

A QUORUM: 8

B TERMS OF REFERENCE

B.1 The Academic Standards and Audit Committee is responsible to the Academic Board for the academic quality and academic standards of the University's undergraduate and taught postgraduate provision, including collaborative provision and apprenticeship learners, and for the enhancement of academic quality and academic standards.

B.2 The Research Degrees Board is responsible to the Academic Board for the academic quality and standards of the University's research degrees.

(In cases where it is unclear where principal responsibility for academic quality and standards lies, it will be for the Academic Standards and Audit Committee and the Research Degrees Board to determine this between them and to report their decision in their respective Annual Reports to the Academic Board.)

Terms of reference

B.3 To formulate and make recommendations to the Academic Board concerning University policies, regulations, strategies relating to academic standards.

B.4 To be responsible to the Academic Board for oversight of strategies for the maintenance of academic standards and to ensure the fitness for purpose and effectiveness of University processes and mechanisms for the establishment and maintenance of academic standards.

B.5 To advise, inform and receive feedback from Schools on policies and procedures relating to academic standards.

B.6 To support Deans of School in discharging their responsibilities for the maintenance of academic standards.

B.7 To have oversight of the University's relationships with other educational institutions and organisations in terms of the standards of academic provision leading to awards of the University of Hertfordshire.

B.8 To report concerns relating to academic and institutional reputation to the Vice-Chancellor and the Academic Board.

B.9 To co-ordinate University responses to consultations by external bodies concerning proposals relating to academic standards.

¹ The Academic Standards and Audit Committee was re-constituted with effect from 1 September 2015, as a standing committee of the Academic Board (Minute 513, Academic Board, 24 June 2015, refers).

Academic Standards and Audit Committee

Effective: 23 March 2022

References: Board of Governors: Minute 840, 9 July 2012. **Academic Board:** Minutes 914, 932, 984.1 and 6.2, 12 November 03; 120.1.2 and 127.1, 10 November 04; 184.1, 15 Jun 05; 331.2.3, 8 November 06; 365.1, 7 March 07; 543.2, 12 November 08; 599.1, 10 June 09; 678.3.3, 9 June 10; 158, 20 June 2012, 802.1.1 14 March 2018, 828.1.2, 27 June 2018;

Academic Standards and Audit Committee: Minute 623, 7 June 2016; minute 697.1, 31 January 2017; minute 737, 2 May 2017; minute 781, 3 October 2017; minute 793, 3 October 2017; minute 824.1, 21 November 2017; minute 831.3, 30 January 2018; minute 896.2, 19 June 2018;

- B.10 To exercise such other responsibilities as may be assigned to it from time-to-time by the Academic Board.
- B.11 To audit compliance with University policies, regulations and procedures relating to the University's academic provision (undergraduate, taught postgraduate, apprenticeships and research degrees) and to disseminate findings of good practice.
- B.12 To identify those aspects of University policies, regulations and procedures relating to academic standards that require clarification or amendment and to make recommendations to the Academic Board.
- B.13 To evaluate the effectiveness of academic quality assurance and enhancement procedures and to make recommendations for change.
- B.14 To support the University and its Schools in preparing for external review.
- B.15 To make effective use of audit/review activities carried out within the University for example, those made by Professional, Statutory, or Regulatory Bodies.
- B.16 To identify annual staff development priorities and training needs relating to academic standards.

Apprenticeship learners

- B.17 To ensure appropriate consideration at each meeting of matters relating to the University's apprenticeship provision.
- B.18 To receive reports, including an Annual Report, from the Degree Apprenticeship Compliance and Operational Strategy group (DACOS) concerning matters affecting apprenticeship learners.

Collaborative provision

- B.19 To ensure appropriate consideration at each meeting of matters relating to the University's collaborative provision.
- B.20 To receive regular reports on the academic standards set and maintained in the University's collaborative provision.

Schools

- B.21 To receive the School Annual Report on Academic Standards and Student Experience (or equivalent).

School Academic Committees

- B.22 To refer and receive reports, as necessary, concerning the business conducted by School Academic Committees.
- B.23 To receive Annual Reports from the School Academic Committees.

Academic Standards and Audit Committee

Effective: 23 March 2022

References: Board of Governors: Minute 840, 9 July 2012. **Academic Board:** Minutes 914, 932, 984.1 and 6.2, 12 November 03; 120.1.2 and 127.1, 10 November 04; 184.1, 15 Jun 05; 331.2.3, 8 November 06; 365.1, 7 March 07; 543.2, 12 November 08; 599.1, 10 June 09; 678.3.3, 9 June 10; 158, 20 June 2012, 802.1.1 14 March 2018, 828.1.2, 27 June 2018;

Academic Standards and Audit Committee: Minute 623, 7 June 2016; minute 697.1, 31 January 2017; minute 737, 2 May 2017; minute 781, 3 October 2017; minute 793, 3 October 2017; minute 824.1, 21 November 2017; minute 831.3, 30 January 2018; minute 896.2, 19 June 2018;

Hertfordshire Higher Education Consortium - Consortium Quality and Management Committee

- B.24 To receive reports concerning the business conducted by the Consortium Quality and Management Committee².
- B.25 To receive an Annual Report from the Consortium Quality and Management Committee.

Standing Working Parties

- B.26 To receive reports concerning the business discharged by Standing Working Parties of the Academic Standards and Audit Committee³ and to determine any annually reporting requirements.

Academic Board

- B.27 To make a report to the Academic Board concerning the business discharged by the Committee at each meeting.
- B.28 To prepare and present an Annual Report to the Academic Board.

C COMPOSITION

The Chair of the Committee will be appointed by the Vice-Chancellor.

Category

1	A Chair appointed by the Vice-Chancellor (Director of Academic Quality Assurance)	1
2	Pro Vice-Chancellor (Education and Student Experience)	1
3	Deputy Director of Academic Quality Assurance (Vice-Chair)	1
4	Director of Learning and Teaching (or named alternate)	1
5	Associate Directors of Academic Quality Assurance	5
6	President of the Students' Union or one (1) student nominated by the Trustees of the University of Hertfordshire Students' Union	1
7	Director of the Doctoral College ⁴ (or nominee)	1
8	Academic Registrar (or nominee)	1
9	Associate Deans of School (Academic Quality Assurance) (or named alternate who shall be the relevant Associate Dean of School (Learning and Teaching))	8
10	Chair of the HHEC Consortium Quality and Management Committee	1
11	Chair of the Degree Apprenticeship Compliance and Operational Strategy group (DACOS)	<u>1</u>
		22

Officers in Attendance

Director of Academic Services

Clerk appointed by the Head of Governance Services

Observer

² The Consortium Quality and Management Committee of the Hertfordshire Higher Education Consortium has been formally established as a sub-committee of the Academic Standards and Audit Committee (Minute 513, Academic Board, 24 June 2015, refers)

³ The Student Performance Monitoring Group (Minute 513, Academic Board, 24 June 2015, refers) is classified as a Standing Working Party of the Academic Standards and Audit Committee (Minute 521.1, ASAC, 19 September 2015, refers). The Placement Policy Group was wound up with effect from 3 October 2017 with the consent of the Vice-Chancellor.

⁴ The Director of the Doctoral College is also the Director of Research Degrees

Academic Standards and Audit Committee

Effective: 23 March 2022

References: Board of Governors: Minute 840, 9 July 2012. **Academic Board:** Minutes 914, 932, 984.1 and 6.2, 12 November 03; 120.1.2 and 127.1, 10 November 04; 184.1, 15 Jun 05; 331.2.3, 8 November 06; 365.1, 7 March 07; 543.2, 12 November 08; 599.1, 10 June 09; 678.3.3, 9 June 10; 158, 20 June 2012, 802.1.1 14 March 2018, 828.1.2, 27 June 2018;

Academic Standards and Audit Committee: Minute 623, 7 June 2016; minute 697.1, 31 January 2017; minute 737, 2 May 2017; minute 781, 3 October 2017; minute 793, 3 October 2017; minute 824.1, 21 November 2017; minute 831.3, 30 January 2018; minute 896.2, 19 June 2018;

D GOVERNANCE AND OPERATION OF THE COMMITTEE

D.1 The Academic Standards and Audit Committee:

- i is a committee of the Academic Board;
- ii will conduct its business in accordance with the Standing Orders of the Academic Board;
- iii will note the Standing Orders of the Academic Board at the first meeting of each academic year and any subsequent changes to these;
- iv will meet not less than three (3) times in each academic year (normally once each term) and formal minutes of the Committee's proceedings will be published and circulated by Governance Services;
- v will note its terms of reference, composition and membership at the first meeting of each academic year and any subsequent changes to these.

D.2 Committee records

The primary record of this Committee's business will be the Minute Book which is the structured manual file required by Standing Orders. The Clerk is responsible for the accuracy and completeness of the Minute Book which will conform with the requirements of Standing Orders and will be held by the Head of Governance Services. The Minute Book is part of the permanent record of University business.

In addition, all of the component documents which form the Minute Book will be stored, electronically, on the University's Electronic Document Records Management System in accordance with the protocols determined from time-to-time by the Head of Governance Services.

MEMBERSHIP

Category

- | | | |
|---|---|---|
| 1 | A Chairman appointed by the Vice-Chancellor (Director of Academic Quality Assurance) | Professor Frank Haddleton |
| 2 | Pro Vice-Chancellor (Education and Student Experience) | Dr Mairi Watson |
| 3 | Deputy Director of Academic Quality Assurance | Catherine Rendell |
| 4 | Director of Learning and Teaching (or named alternate) | Karen Barton
(Karen Clark) |
| 5 | Associate Directors of Academic Quality Assurance | Jan Bowyer
Dr Jo Cahill
Liz Gormley-Fleming
Jackie Hulse
Dr Marjolein Groefsema
Dr Barbara Brownie |
| 6 | President of the Students' Union or one (1) student nominated by the Trustees of the University of Hertfordshire Students' Union (or nominee) | Prosasti Ganguly |

Academic Standards and Audit Committee

Effective: 23 March 2022

References: Board of Governors: Minute 840, 9 July 2012. **Academic Board:** Minutes 914, 932, 984.1 and 6.2, 12 November 03; 120.1.2 and 127.1, 10 November 04; 184.1, 15 Jun 05; 331.2.3, 8 November 06; 365.1, 7 March 07; 543.2, 12 November 08; 599.1, 10 June 09; 678.3.3, 9 June 10; 158, 20 June 2012, 802.1.1 14 March 2018, 828.1.2, 27 June 2018;

Academic Standards and Audit Committee: Minute 623, 7 June 2016; minute 697.1, 31 January 2017; minute 737, 2 May 2017; minute 781, 3 October 2017; minute 793, 3 October 2017; minute 824.1, 21 November 2017; minute 831.3, 30 January 2018; minute 896.2, 19 June 2018;

4/5

7	Director of the Doctoral College ⁴ (or nominee)	Dr Susan Grey
8	Academic Registrar (or nominee)	Julie Kelly
9	Associate Deans of School (Academic Quality Assurance) (or named alternate who shall be the relevant Associate Dean of School (Learning and Teaching))	
	Creative Arts – CTA	Tony Rosella (Dr Ivan Phillips)
	Physics, Engineering and Computer Science – PECS	Dr Mariana Lilley (Stephen Kane)
	Education – EDU	Alison McLauchlin (Rosemary Allen)
	Health and Social Work – HSK	Dr Cheryl Holman (Karen Atkinson)
	Hertfordshire Business School – BUS	Veronica Earle (Dr Michaela Cottee)
	Hertfordshire Law School – LAW	Dr Barbara Henry (Neal Geach)
	Humanities – HUM	Peter Thomas (Dr Andrew Maunder)
	Life and Medical Sciences – LMS	Dr Stefanie Schmeer/ Dr Sherael Webley (Dr Phil Porter)
10	Chair of the HHEC Consortium Quality and Management Committee	Scott Isaacs
11	Chair of the Degree Apprenticeship Compliance and Operational Strategy group (DACOS) (or nominee)	[Julie Kelly] [Liz Gormley-Fleming]

Officers in Attendance

<i>Director of Academic Services</i>	Lisa Uttley
Clerk appointed by the Head of Governance Services	Mel Golder
Observers	[Dr Michaela Cottee] Faith Goligher

Members 22
Officers in attendance 2

Academic Standards and Audit Committee

Effective: 23 March 2022

References: Board of Governors: Minute 840, 9 July 2012. **Academic Board:** Minutes 914, 932, 984.1 and 6.2, 12 November 03; 120.1.2 and 127.1, 10 November 04; 184.1, 15 Jun 05; 331.2.3, 8 November 06; 365.1, 7 March 07; 543.2, 12 November 08; 599.1, 10 June 09; 678.3.3, 9 June 10; 158, 20 June 2012, 802.1.1 14 March 2018, 828.1.2, 27 June 2018;

Academic Standards and Audit Committee: Minute 623, 7 June 2016; minute 697.1, 31 January 2017; minute 737, 2 May 2017; minute 781, 3 October 2017; minute 793, 3 October 2017; minute 824.1, 21 November 2017; minute 831.3, 30 January 2018; minute 896.2, 19 June 2018;

5/5