



# University Assessment, Learning, and Teaching Committee

Approved: May 2024

## **A Scope of the committee**

1. The University Assessment, Learning, and Teaching Committee is accountable to the Senate for the oversight of assessment, learning and teaching pursuant to taught provision across the University.

## **B Terms of reference**

2. The delegated powers of the University Assessment, Learning, and Teaching Committee are as follows:
  - a. To oversee compliance with student-related policies (taught provision).
  - b. To maintain oversight of the quality and standards of education, research and scholarship, and the arrangements for their enhancement (taught provision).
  - c. To institute new awards of the University (taught provision).
  - d. To institute a review of each Faculty and School of the University on a periodic basis (taught provision).
  - e. To be responsible for the approval, monitoring, review and discontinuation of all taught courses (academic approval, monitoring and review, and academic discontinuation).
  - f. To regulate and control all teaching, courses of study and the conditions qualifying for admission to various titles, degrees and other distinctions offered and/or validated by the University (taught provision).
  - g. To approve policies and procedures relating to the admission of persons to courses of study in accordance with Statute 18.1 (taught provision).
3. The advisory responsibilities of the University Assessment, Learning and Teaching Committee are as follows:
  - a. To advise the Vice-Chancellor and Senate on making recommendations to Council on any academic matter (taught provision).
  - b. To advise the Vice-Chancellor and Senate on approving any matter of academic policy (taught provision).

- c. To advise Senate on maintaining academic standards by ensuring that the University has an effective quality assurance framework in place through its governance structures (taught provision).
- d. To advise Senate on approving the regulations governing awards and progression (taught provision).
- e. To advise Senate and the Vice-Chancellor on reviewing the assessment, learning and teaching of any Faculty, School or academic department of the University (taught provision).
- f. To advise Senate and the Vice-Chancellor on the use and implementation of technology in assessment, learning and teaching, including the VLE.
- g. To advise the Vice-Chancellor and Senate on approving all academic policies, regulations and procedures (taught provision).
- h. To advise the Vice-Chancellor and Senate on approving all policies, procedures and regulations relating to university examinations.
- i. To advise the Learning and Teaching Champions Group on matters relating to academic policies, regulations and procedures.

4. Other tasks of the University Assessment, Learning and Teaching Committee are as follows:

- a. To confirm that all new and revised courses are aligned with the appropriate descriptor in the QAA Framework for HE Qualifications (FHEQ).
- b. To monitor and review at institutional level policies and procedures for course and module approval, annual monitoring, and quinquennial reviews with reference to the UK Quality Code.
- c. To have oversight of the preparations for and outcomes from external quality assurance review (e.g. from QAA), accreditation by PSRBs, and contractual arrangements with external delivery partners.
- d. To approve membership of External Panels for quinquennial reviews.
- e. To establish Working Parties as appropriate and to make recommendations to Senate where necessary in respect of their activities.

**C Membership**

Chair (elected by Senate)	Mr Graham Jones
Vice-Chair (elected by Senate)	Dr Owain Roberts
Pro Vice-Chancellor Academic and Provost	Prof Harriet Dunbar-Morris
SALT Chairs	

Registrar and Chief Administrative Officer (or Representative)	Mr Chris Payne
Representatives from academic units without SALTs	

A representative from the University Collaborations Committee	
A representative from the Library	
Student representative from the Students' Union	
Deputy Head of Academic Services (Quality) (Secretary)	
Faculty Quality Managers	
Academic Integrity Lead(s)	

Members may be removed from the committee by the Chair if they fail to attend two successive meetings.

**D In attendance**

Curriculum and Quality Officer (Servicing Officer)
A representative from the Inclusion Committee
Chair or Vice-Chair of the Learning and Teaching Champions Group

**E Frequency of meetings**

This committee shall meet four times per year. Meetings will be in person where possible.

**F Quorum**

Not less than one-third of the voting members, including the Chair or Vice-Chair, with a minimum of two voting members to be present.

**G Reporting structure**

This committee reports to the Senate.

**H Servicing and support arrangements**

Servicing will be provided by the central Quality team.