



## **UNIVERSITY QUALITY AND STANDARDS SUB-COMMITTEE**

### **TERMS OF REFERENCE**

#### **Purpose**

The Quality and Standards sub-committee (UQSSC) is accountable to the Learning, Teaching and Student Experience Committee for ensuring that all taught and research programmes leading to UWE Bristol awards, whether delivered in Bristol or elsewhere, are of comparable academic standard and offer an equivalent educational experience through: (i) the development and implementation of institution-wide quality assurance policies and procedures for ensuring high standards of learning and teaching; (ii) the regular review of quality assurance policies and procedures to ensure that they are properly implemented and remain fit for purpose; (iii) ensuring that student progress and success are monitored effectively through agreed procedures and appropriate follow-up action taken.

In fulfilling this purpose, UQSSC delegates aspects of its work to and takes advice from the following committees:

- University Validation Panels
- Faculty Academic Standards and Quality Committees
- Degree Apprenticeship Board
- Graduate Studies sub Committee

#### **Membership**

- Associate Dean (Learning, Teaching & Student Experience) (Chair)
- Senior representation from each Faculty with responsibility for quality and standards (x4)
- Director of Student & Academic Services/Academic Registrar
- Deputy Director of Student & Academic Services (Policy Development & Student Experience)
- Director of the Graduate School
- Director of Apprenticeships
- Representative of Library, Careers and Inclusivity
- One Students' Union elected officers, on the nomination of the Students' Union President.
- Student Representatives (2UG, 1PG)

#### **In attendance:**

Committee Officer

The membership can also include members in attendance, these members do not have voting rights. The Chair has discretion to determine whether and how many postholders or other individuals may attend a meeting in a non-voting capacity.

## **Responsibility**

The sub-Committee is responsible for:

- Recommending for approval to Academic Board, and after appropriate consultation, the University's academic regulations governing all taught and research programmes leading to UWE Bristol awards, whether delivered in Bristol or elsewhere, and ensuring that the approved regulations are applied.
- Considering reports and data from its sub-committees such as reports curriculum changes, annual institutional summaries of external examiners' reports; module and programme feedback and performance data aggregated at departmental and faculty level; and institutional-level student survey results (including NSS, PTES, PRES), relating to the operation of quality assurance and enhancement processes, for all undergraduate and postgraduate provision, whether delivered in Bristol or elsewhere, and to be responsible for identifying appropriate actions.
- Overseeing the University's relationship with external bodies in the area of quality assurance and enhancement, including consideration of reports from external bodies; consideration of relevant external policy developments and making recommendations as appropriate.
- Overseeing the University's approach to assuring the completeness, accuracy, reliability and fitness for purpose of information provided for applicants and students.
- Monitoring institutional level data and information regarding academic misconduct across the University and intervene where appropriate.
- Overseeing the submission of the annual report to the Academic Board on quality and standards
- Responding to any issues identified from a review of institutional level data and information on key quality measures, including scrutiny of degree classification data
- Overseeing preparations for institution-level quality reviews (e.g. by the QAA or Ofsted) and on specified conditions for the University's ongoing registration as a provider with the Office for Students.

## **Accountability**

UQSSC is accountable to LTSEC (and where appropriate RKEC) and reports to it on:

- Developments and progress with all matters relating to quality and standards of the educational provision;
- Progress and associated actions in relation to quality measures and performance indicators;
- Proposals for new regulations, policies and frameworks within its area of competence;
- Proposals for changes to the academic governance structure within its area of competence, including the establishment or closure of sub-committees intended to

support delivery of its terms of reference and changes to terms of reference, priorities and memberships;

- Any matters or priority areas referred to it for action by LTSEC, RKEC or Academic Board.

### **Administration**

UQSSC will normally meet five times a year. Meetings will be scheduled to enable UQSSC to fulfil its accountabilities to LTSEC, supporting timely updates on progress and new developments. The duration of meetings will be approximately 3 hours. The quorum for meetings is one-third of members eligible to attend.

A committee officer will be identified to support the Chair in the effective and efficient conduct of the Committee's business.

### **Review**

The terms of reference for UQSSC will be reviewed annually to ensure they are still relevant, decision-making structures are effective and UQSSC can effectively discharge its duties. As part of the review consideration should be given to how the Committee can improve and better integrate practices which support equality, diversity and inclusivity.