Section 1

Nottingham Trent University

Quality Handbook

Part A: Governance and Approach

Section 1: Academic Quality Governance

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Section 1

1. Overview

The University's framework, procedures and processes for assuring and enhancing the standards and quality of academic provision are designed to ensure an integrated system, which has the student learning experience at its centre.

1.1 The University has a mature and clearly articulated quality management framework, which resides under the authority of Academic Board.

1.2 Proportionate powers for aspects of maintaining standards and enhancing quality of taught courses are delegated to the Academic Standards and Quality Committee (ASQC), Sub-Committees, Schools (and course committees) and to the University's course design and approval process.

1.3 Proportionate powers for aspects of maintaining standards and enhancing quality of research degrees are delegated to the University Research and Innovation Committee (UR&IC), University Research Degrees Committee (URDC), School Research Degrees Committees (SRDCs), course committees and the academic approval sub-committee.

1.4 ASQC and UR&IC have an important role in ensuring that the University's quality management procedures are operating in an appropriate manner, and the committees also seek to identify the need for, and to nurture, new academic development policy and practice.

1.5 Other important features of the University framework include:

a. Bespoke task and finish groups that assist in shaping policy (see para. 15);

b. An Academic Partnerships Sub-Committee which maintains oversight of the University's collaborations and partnerships, including those with Validated Centres (see para. 7 and Quality Handbook (QH) Section 10A and Section 10B);

c. A Cross-School Standards and Quality Sub-Committee that maintains oversight of the standards and quality of all courses that are designed to work across several Schools (see para. 8);

d. A Mansfield Standards and Quality Sub-Committee that has responsibility for oversight of the quality and standards of the provision at the Mansfield HE hub (see para. 9);

e. An Apprenticeship Portfolio Sub-Committee that has responsibility for the oversight of the quality and standards of the University's Apprenticeship provision (see para. 10);

f. A robust process for the approval of new courses and major revisions to courses via the course design and approval process. Each course design and approval membership is tailored to the scale and scope of the specific proposal, and includes peers external to the University (see QH Section 5);

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g. A cycle of Periodic Reviews (PRs) and Periodic Research Degrees Review (PRDR), whereby, every five years, a School's quality assurance and enhancement strategies for its course portfolio are scrutinised by a team of trained internal reviewers and external peers (including a student representative) (see QH Section 7);

h. A cycle of Periodic Course Reviews (PCRs) which ensures the continued quality of the student experience by reflecting on stakeholder feedback and evaluation of course data in relation to appropriate University and sector benchmarks (see QH Section 6);

i. An annual reporting cycle that derives from critical reflections at course and School level, and well as central and local analysis of student data (see QH Section 6);

j. Proportionate delegation of quality management responsibilities to Schools (School Academic Standards and Quality Committees (SASQCs) and SRDCs) and course teams according to clear criteria (see para. 14 and QH Supplement 1A, Supplement 1B and Supplement 1C);

k. The inclusion of the student voice throughout the governance framework through the inclusion of students on key committees;

l. Principles and requirements for learning and teaching, and for enabling student development and achievement (see QH Section 2);

m. A systematic process for the approval and initial briefing of the University's external examiners and independent end point assessors, overseen by the External Examiner Appointments Panel (see para. 12 and QH Section 9) and the Apprenticeship Portfolio Sub-Committee (see para. 11 and QHS AP3);

n. School Standards and Quality Managers (SSQMs) who facilitate standards and quality matters within Schools, and who collectively meet to network on a regular basis.

2. Academic Assurance and Regulation Committee

2.1 Academic Assurance and Regulation Committee (AARC) is responsible to the Board of Governors for receiving and testing assurance that academic governance is robust and effective and for providing assurance to the Board of Governors on academic standards and the integrity of academic qualifications.

2.2 To satisfy itself that satisfactory arrangements are in place to enable the Board of Governors to discharge its duties relating to academic assurance and the Office for Students' Conditions of Registration relating to quality and standards and provide an annual opinion on the same.

2.3 In meeting the obligation set out in section 2.2 above the Committee will receive reports from Academic Board in relation to the following themes:

a. Teaching, Learning and Assessment Quality;

b. Undergraduate Outcomes;

c. Collaborations and Partnerships;

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d. Postgraduate Taught Outcomes; and

e. Standards (including Degree Outcomes Statement).

f. the appointment and removal of internal and external examiners;

2.4 In meeting the obligation set out in section 2.2 above, the Committee will also receive reports in relation to the following matters:

g. an overview report of the academic assurance governance arrangements in place at the University;

h. Apprenticeship Provision;

i. Further Education Provision;

j. Periodic School reviews;

k. Periodic Collaborative Provision reviews;

l. Research Degrees: Annual Report from University Research Degrees Committee; and

m. Annual Reports on Notifications of Extenuating Circumstances, Complaints, Appeals, and Student Conduct and Discipline.

2.5 To receive for information such internal audit reports as may be appropriate relating to academic assurance following consideration of the same by the Audit and Risk Management Committee.

2.6 The Committee is authorised by the Board of Governors to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee, and all employees are directed to co-operate with any request made by the Committee.

Operational Notes

- AARC meetings shall normally be held at least three times each academic year.
- The quorum for meetings of the Committee shall be either three, or one-third (whichever is the greater) of the currently serving members, rounded up to the nearest whole number where the calculation of one-third does not produce a whole number. The quorum should include at minimum the Chair or Deputy Chair and one other independent governor.
- The Deputy Vice-Chancellor & Provost, the Pro Vice-Chancellor (Education) and the Pro Vice-Chancellor (Research and International) shall normally attend meetings; other senior officers within the University may be requested to attend where business relevant to them is to be discussed.
- The minutes (or a report) of the meetings of the Committee will be provided to all members of the Board of Governors.

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- The Committee will prepare an annual report covering the institution's academic year for consideration by the Board of Governors at its meeting in November each year. The annual report will give the Committee's opinion on the adequacy and effectiveness of the institution's compliance with the Office for Students Conditions of Registration relating to Quality and Standards (Conditions B1-B5). This opinion is to be based on the information presented to the Committee in the reports listed in section 2.3 and 2.4 of these Terms of Reference.
- The Committee will report to the Audit and Risk Management Committee any areas of concern that it may raise on the Institution's compliance with the Office for Students Conditions B1-B5 that have not, in its reasonable opinion, been adequately addressed.

AARC membership

2.7 Members of the committee shall be drawn from the Board of Governors.

2.8 The Pro-Chancellor will be an ex-officio member of the Committee.

2.9 The Committee may also choose to appoint a lay (co-opted) member with appropriate experience in higher education academic matters.

2.10 The Chair and Deputy Chair of the Committee shall be Independent Governors unless approved otherwise by the Board of Governors.

2.11 The clerk to the Committee shall be the clerk to the Board of Governors (or other appropriate independent individual).

2.12 Membership of AARC is as follows:

- Ex officio members:

  Vice-Chancellor.
- Independent Governors (to include a Chair and Deputy Chair).
- Committee Clerk (Clerk to the Board of Governors or other appropriate independent individual).

3. Academic Board

3.1 Academic Board has ultimate responsibility for the standards, quality and enhancement of academic provision within the University. It is the senior academic committee of the University, with a range of responsibilities relating to the organisation of learning and teaching, research, scholarship, standards, students and courses, and advising the Vice-Chancellor on academic matters.

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3.2 The principal responsibilities of the Academic Board are drawn from the Instrument and Articles of Government confirmed by the Privy Council in March 1993 and subsequently updated in 2011. Subject to these Articles (and to the overall responsibility of the Board of Governors and to the responsibilities of the Vice-Chancellor), the Academic Board is responsible for:

a. policy issues relating to the research, scholarship, learning, teaching and courses at the University, including criteria for the admission of students;

b. the appointment and removal of internal and external examiners;

c. policies and procedures for assessment and examination of the academic performance of students;

d. the content of the curriculum;

e. academic standards and the approval, monitoring and review of courses;

f. the award of, and the procedures for the award of, qualifications and academic titles, including honorary awards;

g. agreements with other validating and accrediting bodies, including professional institutions and other education providers;

h. the overview of all collaborative provision entered into by the University;

i. the procedures for the expulsion of students for academic reasons

j. considering the development of the academic activities of the University and the resources needed to support them, and for advising the Vice-Chancellor and Board of Governors thereon;

k. advising on such other matters as the Board of Governors or the Vice-Chancellor may refer to the Academic Board.

3.3 The membership of the Academic Board shall comprise the Vice-Chancellor (who shall be the chair) and such other numbers of staff and students as may from time to time be determined by the Academic Board subject to approval by the Board of Governors. The Vice-Chancellor may nominate a Deputy Chair from among the members of the Academic Board to take the chair in his place. The period of appointment of members and the selection or election arrangements shall be subject to the approval of the Board of Governors.

Academic Board membership

- Ex- officio members:

  Vice-Chancellor (Chair);

  Deputy Vice-Chancellor & Provost (Deputy Chair);

  Chief Operating Officer and Registrar;

  Pro Vice-Chancellors;

  Executive Deans of School, including the Chief Executive of Confetti or representative;

  Executive Dean of Learning and Teaching;

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Executive Dean of Research and International Reputation;

Director of Research Strategy and Operations;

Academic Registrar; and

Director of Libraries and Learning Resources (LLR).

- Two student representatives (NTSU President and VP Education).
- One member of the teaching staff of each School elected for three years by the teaching staff of that School.
- Two members of teaching staff elected for three years by the teaching staff of the University.
- One member of the permanent professional services staff elected for three years by the permanent professional services staff as a whole.

3.4 In addition to the membership, the Head of Governance and Legal Services (Secretary to Academic Board) shall attend each meeting. Other staff members may be invited to attend, including, but not limited to, the Director of Student Support Services, the Director of the Mansfield HE hub, and up to two further student representatives (NTSU nominated).

3.5 A delegate with observer status will be appointed formally as an 'alternate' for each elected member and be able to attend meetings in their absence. Such delegates should be in place wherever possible for the whole of the elected member's term of office and be agreed in advance with the respective Executive Dean of School or the Chief Operating Officer and Registrar as appropriate.

3.6 The Academic Board will be serviced by a member of Governance Services who will act as the Officer to the Board.

3.7 Academic Board may establish and disestablish such committees as it considers necessary to enable it to carry out its responsibilities. The number and nature of members of any such committee, the method by which they are to be elected or appointed, and the terms of reference for the same shall be determined by the Academic Board.

3.8 Boards of Examiners (see QH Section 15 and Quality Handbook Supplement 15B) have delegated authority from the Academic Board for determining academic awards and for decisions on the progression of students.

4. The Academic Standards and Quality Committee

4.1 Academic Board delegates powers for setting, maintaining and assuring standards and quality for taught courses to the Academic Standards and Quality Committee (ASQC).

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4.2 The powers delegated to ASQC are defined and exercised according to a set of clear terms of reference, an appropriate constitution and to regular reporting to the Academic Board. The terms of reference are as follows.

The principal functions of ASQC are:

a. To assure the Academic Board of the quality of learning opportunities and standards of awards.

b. To assure the Academic Board of compliance with the OfS B conditions, Framework for Higher Education Qualifications (FHEQ) and other relevant external benchmarks.

c. To advise Academic Board on the strategic and deliberate steps that need to be taken with respect to the enhancement of learning opportunities and quality management processes.

d. To ensure institutional oversight of academic and academic-related functions which are governed, at least in part, by the UK Quality Code.

e. To ensure appropriate quality management mechanisms are in place to support good academic practice.

f. To develop, review and approve academic policy related to student learning opportunities and academic standards.

g. To ensure appropriate oversight of the University's use of student survey data, and other business and quality metrics.

h. To advise Academic Board on the relevance and appropriateness of evidence to support decision-making.

i. To advise the Academic Board on the priorities of development work that needs to be undertaken for the forthcoming period.

Specific functions of ASQC include:

j. To oversee the approval of new courses and major revisions to courses, outcomes of Periodic Review and periodic collaborative reviews.

k. To oversee the deliberate steps taken at institutional level to enhance the quality of student learning opportunities.

l. To oversee the application and enhancement of data for internal monitoring and reporting for quality management and enhancement.

m. To review cross-institutional data to inform the prioritisation of enhancement themes.

n. To ratify the decisions of sub-committees and working groups.

o. To support the appropriate function of School Academic Standards and Quality Committees.

p. To oversee data and actions related to student academic satisfaction.

q. To monitor the standards, quality and ongoing enhancement of courses on an annual basis.

r. To take appropriate actions related to outcomes of interim monitoring of quality, standards and enhancement.

s. To oversee the external examiner system.

Operational Notes

- ASQC meets seven times per year.
- Where ASQC needs to ensure that any decisions made will not compromise quality/standards of a particular discipline, the committee will specifically ask for confirmation from Schools via SASQC and/or Deputy Deans. This route will also be used for consultation purposes.
- The Pro Vice-Chancellor (Education) as Chair and the Executive Dean of Learning and Teaching (Deputy Chair) will review ASQC membership on an annual basis to ensure that it remains appropriate for the conduct of its business and to ensure that the overall membership is refreshed as necessary.
- At least half of the membership must be in attendance for a meeting to be quorate.
- If a core member is unable to attend a meeting, they must seek an alternate.

ASQC Membership

4.3 The membership of ASQC is subject to confirmation by Academic Board.

4.4 Membership is constituted from the range of colleagues who represent areas of work and expertise related to the business of the committee. Across the full membership, all Schools commit to at least one member and normally ASQC membership will not include more than two members from a single School.

4.5 Members are required to attend all meetings and expected to read minutes and papers of all meetings. CADQ will extend appropriate invitations to colleague(s) after agreement of the agenda, should attendance of a non-member be required for a particular item/paper.

4.6 Membership of ASQC is as follows:

- Pro Vice-Chancellor (Education) (Chair).
- Chairs of all School Academic Standards and Quality Committees.
- Chairs of all ASQC sub-committees.
- Nottingham Trent Students' Union (NTSU) President.
- NTSU Vice-President Education.
- NTSU Vice-President Postgraduate.
- Executive Dean of Learning and Teaching (Deputy Chair).
- Head of Academic Quality (CADQ).

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- Academic Registrar (or representative).
- Director of Business Development and Analytics (or representative).
- Director of Employability (or representative).
- Director of Library and Learning Resources (or representative).
- Director of Student Support Services (or representative).
- Director of Student and Community Engagement (or representative).
- Head of School Operations representative.
- Executive Officer (CADQ).
- Servicing Officer (CADQ).

4.7 ASQC has seven sub-committees that carry out specific tasks associated with standards and quality management – the Academic Course Approval Sub-Committee, Academic Partnerships Sub-Committee, the Cross-School Standards and Quality Sub-Committee, the Mansfield Standards and Quality Sub-Committee, the Apprenticeship Portfolio Sub-Committee, the External Examiner Appointments Panel, and the Digital Learning Environment Sub-Committee.

4.8 ASQC commissions expert working groups to undertake development work as necessary.

5. University Research And Innovation Committee

5.1 Academic Board delegates powers for setting, maintaining and assuring standards and quality for research degree courses to the University Research and Innovation Committee.

5.2 The powers delegated to the University Research and Innovation Committee (UR&IC) are defined and exercised according to a set of clear terms of reference, an appropriate constitution and to regular reporting to Academic Board. The terms of reference are as follows:

a. To oversee and support the development of high-quality sustainable research, knowledge exchange and practice related innovation, that delivers societal impact, in accordance with the NTU Strategic Plan.

b. To oversee and support the development of current and future NTU Strategic Research Themes.

c. To monitor and regularly report to Academic Board on research, knowledge exchange and practice activities and achievements associated with the NTU Strategic Plan Valuing Ideas theme.

d. To consider the implications for NTU of any changes in the regional, national and international higher education and research, knowledge exchange and practice innovation policy landscape.

e. To promote and monitor compliance across NTU of external research governance policies including:
   - Open Access and NTU Publication Strategy;
   - Research Ethics and the Research Integrity Concordat;
   - Concordat to Support the Career Development of Researchers;
   - Research Data Management.

f. To receive regular reports from the School Research, Innovation and Practice Committees.

g. To oversee strategic research partnerships.

h. To support the development of a diverse and inclusive research culture.

i. To set, maintain and assure standards and quality for research degree courses.

j. To oversee and support the development of NTU Doctoral School activities.

k. To oversee and support Researcher Development Support across NTU.

l. To consider and, when appropriate, ratify the decision of the University Research Degrees Committee (URDC) and the University's course design and approval process for research awards.

Operational Notes

- The UR&IC meets four times per year.
- The Chair will review UR&IC membership on an annual basis to ensure that it remains appropriate for the conduct of its business and to ensure that the overall membership is refreshed as necessary.
- At least half of the membership must be in attendance for a meeting to be quorate.

UR&IC Membership

5.3 Membership of UR&IC is as follows:

- Pro Vice-Chancellor (Research and International), Chair.
- Associate Deans of Research (ADR).
- NTU Research Theme leads, one per Theme.
- Executive Dean for Research.
- Director of the Doctoral School and Research Operations.
- Representative from the Academic Standards and Quality Committee.
- A member of the Professoriate on the teaching and practice pathway.

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- Representatives from the Technician community.
- Servicing Officer.

6. University Internationalisation Committee

6.1 University Internationalisation Committee's role is to collectively provide advice and guidance to the Pro Vice-Chancellor (International) in the areas noted below in his exercise of these responsibilities (with members undertaking individual responsibility where requested). UIC has the following terms of reference:

a. To provide guidance and leadership of the University's international reputation and research profile.

b. To provide guidance and leadership on policy and procedures relating to internationalisation, including internationalisation of the curriculum, international partnerships and exchange, the international student experience and international student recruitment.

c. To provide guidance and leadership on trends and developments in the internationalisation of higher education and recommend changes to reflect best practices.

d. To promote internationalisation within the University in line with the 'Connecting Globally' theme in the University, reimagined strategy.

e. To maintain oversight of Memorandum of Understandings and other agreements.

f. To maintain oversight of international activity within Schools.

g. To establish as necessary sub-committees and working groups to support the development of internationalisation within the University.

UIC Membership

- Pro Vice-Chancellor (International) (Chair).
- Director, NTU Global.
- Director, International Development Office.
- Associate Directors, NTU Global.
- Executive Deans' nominees (one per School, who will also be a member of the School Executive Team).
- NTSU Representative.
- CADQ Representative.
- Co-opted members (as required by the Committee's business).
- Servicing Officer.

Operational Notes

- UIC will meet eleven times per year.

- Other members may be co-opted for a specific purpose and defined term.
- At least half of the membership must be in attendance for a meeting to be quorate.

7. Success for All Steering Group

7.1 The principal functions of the Success for All (SfA) Steering Group are to:

a. Provide institutional oversight of the:
   - educational and professional service developments addressing the disparities in academic performance between different student groups; and
   - approaches to communicating this agenda to staff and students.

b. Ensure alignment between the Success for All agenda and the University strategic plan.

c. Monitor institutional performance against the Success for All targets which underpin the University's Access and Participation Plan (APP).

d. Provide institutional oversight of the outputs and impact of individual School and Professional Service Success for All plans.

e. Identify and follow through with research, systemic change and initiative developments which address the disparities in student academic performance.

f. Ensure good practice in this area is shared across the University.

g. Ensure the following principles underpin all Success for All work:
   - Use of a mixture of approaches: targeted, indirectly targeted and universal.
   - Design for inclusion: curricula, pedagogies, assessment strategies and services.
   - Invest in developing staff expertise.
   - Involve students and build trust.
   - Consider the wider Success for All environment, as it relates to staff as well as students.

SfA Steering Group Membership

- Pro Vice-Chancellor (Education) (Chair).
- Executive Dean for Equality, Diversity and Inclusion and Multi-Faith Manager.
- Deputy Deans or School representatives.
- CICT representative.

NTSU Executive Officers:

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- NTSU President
- NTSU VP Education
- NTSU VP Postgraduate.

Professional Services representatives:

- Executive Dean of Learning and Teaching.
- Head of Academic Development.
- Director of Student and Community Engagement.
- Head of Research and Insights (Access and Participation), CenSCE.
- Academic Registrar.
- Director of Libraries and Learning Resources.
- Head of Academic Engagement, LLR.
- Director of Employability.
- Director of Student Services.
- Director of NTU Global.
- Servicing Officer (Governance Services).

SfA Steering Group Advisory Membership

- Deputy Vice-Chancellor and Provost

Professional Services representatives:

- Director of NTU Sport.
- Head of Development, Alumni and Supporter Engagement.
- Associate Director of Admissions and Student Recruitment.
- Director of Research Culture and Environment.
- Director of Culture.
- Head of Equality, Diversity and Inclusion.

Operational Notes

- The minutes from the SfA Steering Group are received by UET and Academic Board, the latter for information only. Any proposed changes to academic policy are formally considered by the Academic Standards and Quality Committee.
- Advisory members are invited to attend meetings of the Steering Group where specific agenda items are of direct relevance to them. These members can also propose agenda items and

attend meetings accordingly. Advisory members have access to the papers and meeting notes.

8. The Academic Partnerships Sub-Committee

8.1 AcaPSC has responsibility for comprehensive oversight of all types of academic partnership. It has the following terms of reference:

a. To advise ASQC, the Pro Vice-Chancellor – Education and Schools on the maintenance and enhancement of the standards and quality of collaborative provision and partnerships.

b. To make proposals to ASQC for policy or regulatory changes.

c. To actively develop expertise across the University in collaborative working including areas of specialism for committee members.

d. To understand and monitor compliance with Office for Students ongoing conditions of registration as they apply to students studying through academic partnerships.

e. To monitor the outcomes for students studying through academic partnerships and support partners to better track outcomes from all types of course leading to an NTU qualification.

f. To support partners to ensure that courses delivered in partnership with others reflect the NTU brand and meet expectations with regards to strategic priorities, for example, work-related learning.

g. To be cognisant of changes in UK and international policy for collaborations and partnerships, and to advise ASQC accordingly.

h. To ensure ASQC is provided with appropriate evidence to support its consideration of the standard and quality of collaborative provision in line with external regulatory requirements.

i. To receive and consider the outcomes of approval and review events in order to ensure that the events have been conducted in accordance with the QH and consider any themes or actions arising.

j. To receive and consider the minutes of Nottingham Trent International College's (NTIC) Joint Academic Advisory Board (JAAB) and consider any themes arising.

k. To ratify the decisions of approvals and reviews of partnership arrangements undertaken by SASQCs, including changes to collaborative operational documents.

l. To monitor, in conjunction with CADQ, compliance with conditions of approval.

m. To consider and approve where appropriate, new courses at Validated Centres not requiring a full formal course design and approval process.

n. To approve withdrawal and teach-out arrangements for Validation Service and School-based collaborative provision and partnerships, and to monitor

standards and the quality of student learning opportunities for the duration of the teach-out period.

o. To monitor the requirement for a signed agreement in respect of all collaborative arrangements

p. To ensure that a collaborative register of Validated Centre courses, School-based collaborations and partnerships is maintained.

q. To report to ASQC on any specific issues of good practice or concern.

r. To receive and review risk assessments for collaborative partners, ensure that high risk partnerships are identified and significant academic risks are monitored, escalated and reported appropriately.

s. To consider and report on matters as may be referred from time to time from ASQC.

t. To analyse reporting for annual monitoring at course and Centre-level for Validated Centres.

u. To ensure that University policies and approaches are embedded within academic provision at Validated Centres where appropriate, and to promote to those partners innovative practice in the delivery and support of academic courses and the dissemination of good practice in learning and teaching.

v. To actively engage partners and students in the sharing of good practice in teaching and learning through an annual partnership forum

AcaPSC Membership

- Membership will be limited to 18, comprising three types of member:
- Experienced members (up to 10): experienced members of CPSC and VSSC, with 2 or more years' experience, who will be invited to the new committee in order to retain a core of expertise;
- Specialist members (up to 4): colleagues from Schools and professional services whose experiences and interests will add significant value to the committee;
- Developing members (up to 6): colleagues from across Schools and professional services for whom the committee can provide career development support, for example in teaching and scholarship or teaching and practice pathways. Developing members are members with less than 2 years' experience of CPSC and VSSC.

8.2 Where possible, individuals will be identified by the committee and invited, through their Deputy Dean or Head of Department, to join the Committee. Schools will be

asked to give the member of staff a time allowance to undertake this work. An allocation of approximately 30 hours is suggested.

8.3 Members will be invited for a 3 or 4 year term to ensure that tenures are staggered. This will ensure continuity and ongoing expertise.

8.4 Membership will embed inclusivity and diversity in line with the University's strategic priorities.

Membership Parameters

- No more than 14 members (78%) who identify as white. The committee seeks to increase racial and ethnic diversity. Further, this committee acknowledges that "BAME" (Black, Asian, minority ethnic) is a problematic term and commits to using more specific and appropriate language for discussing race and ethnicity.
- No more than 11 members (61%) of the same gender. This committee acknowledges that there are more than two genders and commits to modelling non-binary and trans-inclusive practice.
- These parameters represent a deliberate intervention to move diversity beyond a deficit model, e.g. a quota system, where the focus is on minoritized characteristics. Instead, the caps aim to shift the focus to the majority or dominant characteristics which are frequently naturalized and rendered invisible through their ubiquity. In this way diversity is framed as an issue of "too many" rather than "too few."

Operational Notes

- The AcaPSC meets a minimum of three and maximum of six times per year depending on operational requirements.
- CADQ supports the sub-committee in setting agendas and preparing covering papers to aid discussion and decision-making; the CADQ Collaborations and Partnerships Team communicates decisions to academic partners.
- CADQ organises appropriate induction and staff development for new sub-committee members.
- CADQ drafts an Overview Report on Collaborations and Partnerships, which is considered by ASQC in the autumn term each year.
- AcaPSC submits all approval decisions to ASQC for formal ratification (via the minutes of the meetings).

- At least half of the membership must be in attendance for a meeting to be quorate.
- If a member is unable to attend a meeting, they must seek an alternate.

9. The Cross-School Standards and Quality Sub-Committee

9.1 X-SASQC has responsibility for oversight of the quality and standards of courses which are designed to work across several Schools. It has the following terms of reference:

Strategy for standards, quality management and enhancement

a. To advise ASQC on the maintenance and enhancement of the standards and the quality of student learning opportunities for courses taught across Schools.

b. To ensure that University policies and approaches are embedded within courses that span across Schools.

c. To assure the University of the currency and health of the provision.

d. To consider and report on matters as may be referred from time to time by the Pro Vice-Chancellor (Education), ASQC and relevant SASQCs.

Course monitoring and annual reporting

e. To take responsibility for the continuing annual monitoring and enhancement of cross-School provision according to the University's requirements.

f. To ensure that review processes are informed by qualitative and quantitative evidence and have an impact on development and enhancement.

g. To monitor the mechanisms for student feedback on courses and teaching, the analysis of feedback received from students and the action taken upon such feedback.

h. To receive and monitor interim course reports and development plans within them in accordance with University requirements.

i. To receive external examiner reports for cross-School provision and ensure that external examiners' recommendations are appropriately considered.

j. To oversee the periodic review of cross-School courses in line with University requirements.

k. To receive reports from NTU Professional Services as appropriate.

Learning, Teaching and Assessment

l. To ensure that the University's requirements and expectations around learning, teaching and assessment are met for all cross-School provision.

m. To make recommendations to the University External Examiner and Assessor Appointments Panel on the appointment of external examiners with sole responsibility for cross-School courses.

Course development

n. To consider and approve proposals for modifications to cross-School courses of study, including new and revised modules.

o. To retain oversight of cumulative changes to courses year-on-year.

p. To ensure that course development is informed by stakeholder engagement.

Professional, Statutory and Regulatory Bodies

q. To monitor the involvement of Professional, Statutory and Regulatory Bodies (PSRBs) with courses, ensuring action is taken on the reports and recommendations from those bodies, and notifying CADQ of changes to NTU's PSRB register on a quarterly basis.

X-SASQC Membership

- A senior member of the University – who is also a member of ASQC (Chair).
- Two academics with cross-School expertise but not directly associated with courses coming under the committee's remit.
- Course leaders for cross-School courses.
- A School Standards and Quality Manager.
- A Deputy Dean.
- A School Employability Manager.
- A student representative.
- LLR representative.
- Academic Registry representative.
- Executive Officer (CADQ).
- Minute Secretary (CADQ).

9.2 The above is subject to a rolling (three-year) term of office.

9.3 The membership is subject to ASQC ratification.

Operational Notes

- The sub-committee meets three times each year.
- CADQ supports the committee in setting agendas, and communicating decisions to Schools.

- CADQ organises appropriate induction and staff development for new committee members.
- The sub-committee submits all approval decisions to ASQC for formal ratification.
- At least half of the membership must be in attendance for a meeting to be quorate.
- If a member is unable to attend a meeting, they must seek an alternate.

10. Mansfield Standards and Quality Sub-Committee

10.1 MSQSC has responsibility for oversight of the quality and standards of the provision as a whole. It has the following terms of reference:

Standards, quality management and enhancement

a. To ensure that University policies and approaches are embedded in all provision delivered in Mansfield.

b. To assure the University of the currency and health of the provision.

c. To consider and report on matters as may be referred from time to time by the Pro Vice-Chancellor (Education), ASQC and relevant SASQCs.

Course monitoring and annual reporting

d. To oversee continuing annual monitoring and enhancement of provision delivered in Mansfield, according to the University's requirements.

e. To monitor the mechanisms for student feedback on courses and teaching, the analysis of feedback received from students and the action taken upon such feedback.

f. To receive the outcomes of annual monitoring from School Academic Standards and Quality Committees for Mansfield and to monitor progress in relation to the Course Development Plans.

g. To receive external examiner reports for provision delivered in Mansfield and ensure that external examiners' recommendations are appropriately considered.

h. To receive reports from NTU Professional Services as appropriate.

Learning, teaching and assessment

i. To ensure that the University's requirements and expectations around learning, teaching and assessment are met for all provision delivered in Mansfield.

j. To receive recommendations made by Schools to the University External Examiner and Assessor Appointments Panel on the appointment of external examiners with responsibility for courses delivered in Mansfield.

Course development

k. To receive and ratify the outcomes of proposals for modifications to courses of study, including new and revised modules, from School Academic Standards and Quality Committees.

l. To retain oversight of cumulative changes to courses year-on-year.

m. To ensure that course development is informed by stakeholder engagement.

Professional, Statutory and Regulatory Bodies

n. To monitor the involvement of Professional, Statutory and Regulatory Bodies (PSRBs) with courses, ensuring action is taken on the reports and recommendations from those bodies, and notifying CADQ of changes to NTU's PSRB register on a quarterly basis.

o. To oversee and monitor the completion of the regulatory requirements stipulated by Pearson's licensing agreement for delivering Higher National awards.

MSQSC Membership

- A senior member of staff from the Mansfield site - who is also a member of ASQC (Chair).
- Deputy Chair
- Academic course representative for all the courses delivered in Mansfield.
- School Standards and Quality Managers with courses delivered at Mansfield or nominated representative (with at least one of the NTU Schools present for quoracy).
- A student representative.
- Employability
- Student Support Services
- Libraries Learning and Resources
- Professional Services representatives required for agenda specific items
- Mansfield Operations
- Educational Developer
- Head of Technical Education
- Executive Officer (CADQ).
- Servicing Officer (CADQ).

10.2 The membership is subject to ASQC ratification.

Operational Notes

- The committee meets at least four times per year.

- CADQ supports the committee in setting agendas, preparing covering papers to aid discussion and decision-making and communicating decisions to Schools.
- CADQ organises appropriate induction and staff development for new committee members.
- The Sub-committee submits all approval decisions to ASQC for formal ratification.
- At least half of the core membership must be in attendance for a meeting to be quorate.
- Principal Lecturers with oversight of Mansfield provision have the responsibility to ensure appropriate academic course representation.
- It is accepted that some members may represent more than one course at the Sub-committee, provided they have appropriate oversight of the provision. The Chair and Executive Officer will assess Sub-committee representation on a case by case basis and ultimately decide if it is suitable for the Sub-committee to go ahead.
- If a member is unable to attend a meeting, they must seek an alternate.

11. Apprenticeship Portfolio Sub-Committee

11.1 The Apprenticeship Portfolio Sub-Committee (ApSC) has the following terms of reference:

Strategy for standards, quality management and enhancement

a. To advise ASQC on the maintenance and enhancement of the standards and quality of apprenticeship provision.

b. To inform School Apprenticeship Sub-Committees of new and/or revised University policies and procedures relating to apprenticeship provision.

c. To ensure that University policies and approaches are fit for purpose for apprenticeship provision and are embedded within apprenticeships.

d. To ensure that all relevant updates from the Department for Education, the Institute for Apprenticeships and Technical Education, Ofsted, Quality Assurance Agency (QAA), Office for Students (OfS), and Education and Skills Funding Agency (ESFA) are reviewed and to advise ASQC and Schools accordingly.

e. To make proposals to ASQC for policy or regulatory changes affecting apprenticeship provision.

f. To receive reports from External Quality Assessors in relation to apprenticeship standards where NTU is the End-Point Assessment Organisation (Integrated Apprenticeships).

g. To assure the University of currency and health of the apprenticeship provision.

h. To monitor the strategic approaches taken by Schools and Professional Services in their management of their apprenticeship portfolio and support for apprentices and employers.

i. To consider and report on matters as may be referred from time to time by the Pro-Vice Chancellor (Education), ASQC and School Academic Standards and Quality Committees (SASQCs).

Course monitoring and annual reporting

j. To take responsibility for the continuing annual monitoring and enhancement of apprenticeship provision according to the University's requirements.

k. To ensure that review processes are informed by qualitative and quantitative evidence and have a positive impact on development and enhancement.

l. To monitor the mechanisms for apprentice and employer feedback, the analysis of feedback received from apprentices and employers, and the action taken upon such feedback.

m. To receive reports from NTU Professional Services as appropriate.

Sub-contracted apprenticeships

n. To monitor, in conjunction with the CADQ Collaborations and Partnerships Team, the requirement for a signed agreement in respect of each School-based collaboration partnership sub-contracted higher/degree apprenticeship.

o. To approve and monitor the register of School-based collaboration partnerships sub-contracted higher/degree apprenticeships.

p. To review and propose updates to the Quality Handbook Supplement: AP2: Apprenticeship Sub-Contracting Requirements for approval by ASQC.

Learning, teaching and assessment

q. To ensure the University's requirements and expectations around learning, teaching and assessment, including end-point assessment, are met for all apprenticeship provision.

r. To consider and approve independent end-point assessor nominations of integrated higher/degree apprenticeships.

s. To submit all approval decisions, and recommendations to terminate a contract of Independent End-Point Assessors to ASQC.

Apprenticeship development

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t. To maintain oversight of the impact of portfolio expansion upon the quality and standards of the University's apprenticeship portfolio.

u. To receive the outcomes of academic approval decisions at University and School-level for Apprenticeship courses.

ApSC Membership

- A senior member of the University – who is also a member of ASQC (Chair).
- A Deputy Chair.
- Deputy Dean from each School or their nominated representative.
- Executive Dean of Learning and Teaching.
- Head of Flexible and Work-Integrated Learning.
- Apprenticeship Manager: Quality and Compliance.
- Apprenticeship Manager: Employer Engagement.
- Apprenticeship Quality Team Leader.
- Executive Officer (CADQ).
- Quality Management Team Leader (CADQ) or their nominated representative.
- Representative from Strategic Planning and Change (when required for portfolio oversight).
- Representative from Digital Technologies.
- Co-opted external member – to be approved by ApSC (by invitation).
- Servicing Officer (CADQ).

Operational Notes

- The ApSC will meet between four and seven times per year to align with ASQC.
- CADQ supports the sub-committee in setting agendas and preparing covering papers to aid discussion and decision-making.
- ApSC submits all approval decisions to ASQC for formal ratification.
- At least half of the membership must be in attendance for a meeting to be quorate.
- If a member is unable to attend, they must seek an alternate. In the case where a School does not have apprenticeship provision, an alternate is not required. It is sufficient for apologies to be sent.
- The co-opted external member will attend two ApSC meetings, to coincide with the committee's

scrutiny of the self-assessment report and quality improvement plan. By attending, the co-opted member will:

a. Provide independent and impartial advice and guidance to the University about the quality and standards of its apprenticeship portfolio.

b. Provide scrutiny and challenge in relation to the apprenticeships Self-Assessment Report (SAR) and Quality Improvement Plan (QIP).

c. Support to specific improvement work as identified by APSC (e.g. working groups).

12. External Examiner Appointments Panel

12.1 External examiner nominations for all taught courses, including apprenticeships, higher technical qualifications, and Validation Service provision, are subject to scrutiny by the External Examiner Appointments Panel (EEAP). Nominations for research degrees, including phase one of professional doctorate courses, are considered for approval by URDC. The panel has the following terms of reference:

a. To consider and approve external examiner nominations for all taught courses.

b. To submit all approval decisions, and recommendations to terminate a contract, to ASQC for formal ratification.

c. To receive an annual External Examiners' Overview Report.

d. To consider changes to the regulatory landscape in the context of the institutional approach to external examiners and make recommendations to ASQC as appropriate.

EEAP Membership

- A senior member of the University – who is also a member of ASQC (Chair).
- Five members of academic staff with appropriate experience.
- A representative from the CADQ Collaborations and Partnerships team.
- Head of Academic Quality (CADQ) (Acts as Deputy Chair, attendance only as required).
- Executive Officer (CADQ).
- Minute Secretary (CADQ).

12.2 The above is subject to a rolling (three-year) term of office.

Operational Notes

- The panel normally meets between four and six times a year.
- The chair may co-opt other members for meetings where there are several apologies in advance.
- At least half of the membership must be in attendance for a meeting to be quorate.
- If a member is unable to attend a meeting, they will be asked to submit written comments.

13. ASQC Academic Course Approval Sub-Committee

13.1 The Academic Course Approval Sub-Committee has responsibility for the oversight of course development and approval for new courses and high impact changes to existing courses. It has the following terms of reference:

a. To consider and approve proposals for new courses and high impact changes to existing courses ensuring that they meet course design requirements at NTU. Where courses are delivered in collaboration with partners, the course will be approved by the sub-committee but approval for the partnership remains with the Academic Partnerships Sub-Committee (AcaPSC).

The sub-committee will consider proposed new course(s) or high impact changes to existing courses based on a summary report from a designated Senior Quality and Standards Advisor at the Centre for Academic Development and Quality (CADQ) which covers the following:

- The course award title/s and interim awards;
- Summary of the proposal;
- Placement arrangements;
- NTIC or Foundation Degree progression arrangements;
- Extent of Stakeholder consultation;
- Confirmation by School leadership that the course is viable and it has resources to deliver and sustain the delivery of the course;
- Confirmation that the course meets NTU course design requirements or where these are not met, a justification has been provided.

b. To submit all approval decisions to ASQC for formal ratification.

c. To consider further enhancements in the course approval process and make recommendations to ASQC as appropriate.

Course Approval Sub-Committee Membership

- Executive Dean of Learning and Teaching (Chair)
- Head of Academic Quality (CADQ)

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- Associate Director, Planning, Portfolio and Insight
- Representative from Academic Registry.
- Deputy Deans.
- Minute Secretary (CADQ).

Operational Notes

- The sub-committee normally meets between four and six times a year, and will consider School portfolio development and marketing frameworks in arranging dates of meetings.
- At least half of the membership must be in attendance for a meeting to be quorate.
- If a member is unable to attend a meeting, they will be asked to provide an alternate to attend on their behalf.

14. Digital Learning Environment Sub-Committee

14.1 The Digital Learning Environment Sub-Committee has cohesive oversight of all technology and software used in Learning and Teaching at Nottingham Trent University, with the exception of the Virtual Learning Environment. The sub-committee has the following terms of reference:

a. To document the Technology and Services deployed at NTU in support of learning and teaching delivery.

b. To review current NTU products and services to identify duplication, potential savings and shortfalls.

c. To develop a framework and process for decision making about future technology and services. This framework will consider:

- The need – does it solve a problem or clearly advance an offering?
- Do we already have this functionality? If so, is this a duplicate or replacement?
- Does it have pedagogical impact/quality and is this measurable?
- Is the product intuitive and user-friendly?
- Does it add to or improve the student experience?
- Does it meet NTU security guidelines, can it be implemented and is it scalable?
- Is it cost effective?
- Is there transparency in the decision making process?

d. To develop clear guidance for colleagues that details:

- Products and services that should be used to support learning and teaching at NTU.

- Products and services that should not be used (due to Computer Use contravention, or legal regulations).

e. To review product support – where will NTU colleagues find guidance and support in the use of products and services?

f. To provide recommendations for the direction of future NTU provision.

g. To review new product and service requests against this framework to provide governance for ASQC, ensuring the quality of the decision making process around Digital Learning Environments at NTU.

h. To raise Digital Technology Demand Requests as required; provide support and expert knowledge to enable the development of Options Papers to be submitted to the Digital Programme Board, as appropriate.

14.2 The scope of products and services falling under the governance of the ASQC Digital Learning Environment Sub-Committee are as follows:

a. Audiovisual (AV) and Classroom Technical equipment deployed into NTU Teaching spaces.

b. PC specification for resource rooms (processor, RAM & storage requirements, not make and model).

c. Centrally managed software and services used in Learning and Teaching delivery that do not fall under the direct remit of the VLE Management Group.

d. Products and services deployed to NTU devices, or that require an NTU account to access them.

e. Adjudicating requests for software titles that are similar to other products in use at the University. This includes requests direct from Schools to this group and those referred to the group via the Digital Technologies (DT) Demand Management process.

14.3 The products and services that are not in scope include:

a. The VLE and products within its ECO system (except when documenting for a complete overview of services).

b. Specialist software titles used by individual Schools, for which there is no similar product available at the University.

c. Student Management and reporting systems e.g. Dashboard and Attendance Monitoring.

Digital Learning Environment Sub-Committee Membership

14.4 Senior direction of the Digital Learning Environment Sub-Committee is provided by:

- Director of Digital Technologies (Chair) (DT)
- Executive Dean of Teaching and Learning (CADQ)
- Director of Libraries and Learning Resources (LLR)

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14.5 Operational Delivery is provided by members of the core group. Membership of the core group is as follows:

- Digital Academic Services Manager (Lead) (DT)
- Teaching Space Designer and Product Owner (DT)
- Interim Head of Learning, Teaching and Student Experience (AAH)
- Learning and Teaching Software Product Owner (DT)
- Head of Discovery and Digital Futures (LLR)
- VLE Manager (CADQ)
- Head of Academic Development and Research (CADQ)
- Product Manager (DT)
- Learning & Teaching Technology Manager – (SOC)
- Principal Lecturer and LTM – Biosciences (LTM Rep)
- Head of Disability and Inclusion Support Services (SSS)
- Lead Digital Experience Analyst (DT)
- Senior Learning Developer (CADQ)
- Head of Flexible and Work-Integrated Learning (CADQ)

14.6 Optional attendees are as follows:

- Timetabling Manager, as required.
- Student Union Representatives, as required.
- Learning and Teaching Managers, as required.
- Deputy Deans, as required.
- Heads of School Operations, as required.
- Head of Operations - Mansfield, as required.

Operational Notes

- The Digital Learning Environment Sub-Committee will initially run for two years and will then be reviewed.
- It is organised and managed by Digital Technologies.
- The group will meet every month, normally online, unless otherwise stated.

- Additional task and finish working groups may be established to address specific tasks or initiatives. These may include a wider selection of colleagues from across the University, as required.
- Key actions will be submitted to ASQC each month.

15. University Research Degrees Committee

15.1 The University Research Degrees Committee (URDC) has delegated responsibility from the University Research and Innovation Committee (UR&IC) to provide academic guidance and strategic oversight for all matters related to doctoral education including quality and standards, research environment, strategic investment and programme and partnership development. It has the following terms of reference:

a. To provide regular monitoring and oversight of PGR dashboard data in order to evaluate success of research degrees.

b. To support the implementation of institutional objectives related to doctoral education.

c. To create task and finish groups on matters related to doctoral education, where appropriate.

d. To champion and promote the work of the Doctoral School within the University and outside.

e. To assure the maintenance and enhancement of the standards and quality of research degrees.

f. To give consideration to the quality of the institutional research environment for postgraduate researchers and the development of the doctoral community.

g. To provide leadership on matters related to equality, diversity and inclusion in doctoral education at NTU in particularly through consideration of equality and diversity monitoring data.

h. To consider data from internal and external surveys (e.g. PRES and Success for All) and to monitor the mechanisms for candidate feedback, the analysis of feedback received, and the actions taken.

i. To consider approval nominations of external examiners for all research degrees.

j. To oversee the appeals and complaints process for all research degrees.

k. To support and ensure the ongoing implementation of concordats relevant to the doctoral community (e.g. Research integrity, career development, engaging the public with research, open research, animal research and knowledge exchange).

l. To give consideration to the annual report produced by the Doctoral School on analysis of feedback provided by doctoral candidates, examiners

and any other key stakeholders (including those offered with collaborative partners).

m. To consider Director of Doctoral Programmes commentary report(s) from the institutional dashboard and receive minutes from School Research Degree Committees (SRDC) meetings.

n. To consider annual reports from NTU Professional Services as appropriate.

o. To consider and approve proposals for modifications to programmes of study for professional doctorates.

p. To monitor the involvement of Professional, Statutory and Regulatory Bodies (PSRBs) with research degree programmes, as appropriate, and ensure action is taken on the reports and recommendations from those bodies.

q. To consider proposals for new research degree award designations and to submit recommendations to UR&IC for final approval by Academic Board.

r. To assure UR&IC of the maintenance and enhancement of the standards and quality of the provision delivered by collaborative provision.

URDC Membership

- Director of Doctoral School and Research Operations (Chair).
- Pro Vice-Chancellor (Research and International) (or nominee).
- Director of Doctoral Programmes (1 per School).
- Postgraduate Researcher Representatives (1 per campus).
- NTU Doctoral Programmes Manager
- NTU Doctoral Training Manager.
- NTU Doctoral School Administration Manager.
- Researcher Development Manager.
- LLR representative.
- Head of NTU Global (or nominee).
- Head of Postgraduate Marketing and Student Recruitment (or nominee).
- Senior Quality and Standards Advisor from CADQ.
- Servicing Officer.

Operational Notes

- URDC meets at least four times per year.
- At least half of the membership must be in attendance for a meeting to be quorate.

15.2 URDC will have the authority to co-opt additional persons either internal or external to the University, with particular expertise or experience, to participate in the work of the Committee, either on an ad hoc basis or as formal members.

15.3 A URDC Complaints and Appeals Sub-Committee considers all formal research degree complaints and appeals.

15.4 URDC will strive to maintain a membership that reflects a rich diversity, taking positive action to achieve this where necessary.

16. School Academic Standards and Quality Committees

16.1 The academic standards and quality of courses within a School are monitored and regularly reported upon by its SASQC (this includes all courses that a School offers in collaboration with an external partner). Each SASQC reports to ASQC and can make recommendations to the Executive Dean and / or School Executive Team for strategic and operational change.

16.2 SASQCs have the following terms of reference:

Strategy for standards, quality management and enhancement

a. To oversee all aspects of the quality management and enhancement of the School's courses, the strategies and policies relating to those courses and the overall student experience.

b. To consider, contextualise, and implement within the School, all University strategies, policies, procedures and regulations relating to quality management, quality enhancement and the student learning experience.

c. To ensure that all courses are subject to Periodic Course Reviews, and to identify any issues or good practice that may arise.

d. To work with the School Executive team in the development and oversight of relevant strategic and operational plans.

e. To oversee the planning, implementation and evaluation of the required assessed work-like experience elements of the School's provision, in line with the University strategy and expectation.

School overview of course monitoring and annual reporting

f. To manage the Interim Course Reporting cycle, ensuring that appropriate School-wide good practice and enhancements arising therefrom are shared.

g. To interrogate all aspects of student data relating to the School's courses and establish any actions for improving any aspects of performance that may be need attention.

h. To oversee the use of external survey (NSS/PTES) data in course planning and provide assurance on the efficacy of course-level actions in response to this data to the Executive Dean and School Executive Team.

i. To ensure that course committee and School arrangements for gaining and responding to student feedback, including via module surveys, are

operating satisfactorily, to monitor outcomes arising and to identify and respond to any emerging School-wide issues.

j. To review attendance and engagement annually and identify areas where further analysis or interventions are required as part of the quality assurance process and annual reporting cycles, in line with the University's Student Engagement and Attendance policy (QH Section 2A).

k. Through its stewardship of f – j above, to ensure that the following are meeting University and school expectations across all of the School's courses:

- the application of assessment regulations;
- Assessment and Feedback plans;
- arrangements for gaining student feedback.

External matters

l. To consider external examiner nominations and to implement arrangements whereby annual reports submitted by external examiners are monitored on a School-wide basis to identify good practice, issues or themes.

m. To consider assessor nominations for integrated higher/degree apprenticeships and to undertake a biennial review to confirm the continued suitability of appointed assessors.

n. To maintain oversight of the involvement of Professional, Statutory and Regulatory Bodies (PSRBs) in the School's courses, and ensure any actions are undertaken at School level.

o. To ensure that courses provided in collaboration with external partners are subject to School policies and procedures in the same manner as non-collaborative courses and to ensure that University requirements in relation to School-based collaborative provision are fulfilled, e.g. the consideration of collaborative academic lead reports by the course committee and SASQC.

Course development and approval

p. To nominate members to participate in the University's course design and approval process.

q. To receive course design and approval outcome reports, ensuring that any transferable themes or good practice are disseminated.

r. To implement arrangements whereby the Committee can effectively consider and approve course changes that do not require the course design and approval process, and keeping track of such changes in order to trigger the course design and approval process if independent scrutiny of the course as a whole is needed.

Registers

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s. To ensure that changes to NTU's centrally held Registers are notified to CADQ as requested.

QAA Subject Benchmarks

t. To receive new and revised QAA Subject Benchmark statements and ensure that they are acted upon by the relevant course committee(s).

SASQC Membership

- Executive Dean of School (Chair) (Chairing can be delegated to a senior colleague in the School).
- School Standards and Quality Manager.
- Deputy Dean.
- Head of School Operations (or nominee).
- Four Heads of Department or their nominees.
- Co-opted members in line with School requirements.
- LLR Learning and Teaching Team representative.
- School Employability Manager.
- School Internationalisation Coordinator or equivalent.
- Representative(s) of other Professional Services as appropriate.
- Two student representatives (to include School officers).
- School Administrator or representative.
- Servicing Officer.

Operational Notes

- A SASQC meets at least six times a year.
- A SASQC may undertake its business, where appropriate, with the help of sub-committees and working groups and will receive timely and regular reports from any such sub-committees and working groups.
- Other staff members may be invited to attend a particular meeting as appropriate, for example, the School Marketing Manager.
- A member of another SASQC may be invited to attend meetings for staff development or other purposes.

- At least half of the membership must be in attendance for a meeting to be quorate.
- If a member is unable to attend a meeting, they must seek an alternate.

17. Task and Finish Groups

17.1 ASQC may establish task and finish groups (T&FGs) to take forward particular quality management and enhancements themes. Such themes will typically require a detailed level of development and drafting that cannot be accommodated within the constraints of standard committee business.

17.2 T&FG themes may be identified at ASQC meetings, may arise from formal monitoring, feedback or reporting processes (at University, School or student level), may be prompted by external shifts in policy, or may stem from executive University decision making.

17.3 T&FG themes may be 'macro' in scope e.g. a complete review of a particular policy (involving consultation and implementation) or may be 'micro' in scope e.g. an update to an aspect of a procedure or process.

17.4 ASQC will establish the terms of reference and membership for each T&FG, which will include the expected outputs.

17.5 On occasion, a theme may be allocated to an existing University forum e.g. School Standards and Quality Managers, whereby that forum becomes, de facto, a T&FG for the purposes of taking forward that theme.

17.6 T&FGs will have a fixed life. Those T&FGs with an extended life will report to ASQC on a regular basis, while short-term T&FGs may simply report to ASQC at the completion of their work.

17.7 ASQC will retain responsibility for approving, or otherwise, the outputs of T&FGs, which will be in the form of recommendations for consideration by ASQC.

17.8 As indicated above, each T&FG will vary in scope and timescale. Accordingly, the constitution and terms of reference for each will be bespoke. The following acts as a guide when formulating the constitution and terms of reference for a T&FG.

T&FG Constitution

- The chair should be a member of ASQC or a CADQ/Professional Service manager.
- There should normally be at least one other member from ASQC.
- For 'macro' themes: a representative from each School or College (as appropriate to the task), a Professional Service representative and a student representative(s).

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- For 'micro' themes – a suitably qualified and experienced member of academic or professional staff (as appropriate to the task).
- CADQ Officer (Servicing Officer).

Terms of Reference

- A T&FG should report to ASQC upon completion of the task (the chair would normally present to ASQC).
- A 'macro'/long term T&FG should establish key milestones and provide a short interim report(s) to ASQC.
- A T&FG should consult with relevant stakeholders appropriately (including externally if the theme necessitates this).
- A T&FG may request an amendment to its terms of reference, or the appointment of additional members or experts, or a time extension for completion of the task (via the T&FG steering group in the first instance).

18. Consultation

18.1 The above committees and agencies conduct regular consultations with staff via task groups and other forums in the development of:

a. standards and quality enhancement policy and procedures; and

b. regulations relating to undergraduate and postgraduate awards and the assessments undertaken by students.

19. Exceptions

19.1 The University may modify its quality assurance framework in respect of courses leading solely to PSRB awards and for non-award bearing short courses.

19.2 The QH contains the policies, procedures and regulations governing all NTU taught and research courses (including those offered at collaborative partners). In exceptional circumstances, the Vice-Chancellor may – in consultation with the University Executive Team (UET) (and acting as Chief Executive and chair of Academic Board) – enact policies, procedures and regulations that fall within the spirit of the Quality Handbook, but outside the formal letter of the regulations. Such policies, procedures and regulations will be designed to ensure that the University operates to the best of its ability to maintain the quality of the student learning experience in such exceptional circumstances, and to seek to ensure that academic awards are conferred on the basis of the most secure data available. Effective communication will take place with staff, students, collaborative partners and external examiners to ensure that the contingency arrangements are

understood by all within the University community. The contingency arrangements will only cover the period in which the exceptional circumstances prevail and the University will return to operate under the full extent of the Quality Handbook thereafter.

20. The Executive

20.1 The Deputy Vice-Chancellor & Provost, supported by the Pro Vice-Chancellor (Education), is responsible for executive oversight of the efficient and effective development of the University's academic portfolio and supporting systems and frameworks, in liaison with the Vice-Chancellor and other members of UET as appropriate. To achieve this, the Deputy Vice-Chancellor & Provost and Pro Vice-Chancellor (Education) work to ensure the continuing development and provision of efficient and effective courses and service, supporting and securing high academic achievement and satisfaction amongst students.

20.2 The key central agency which supports ASQC, and the Deputy Vice-Chancellor & Provost and Pro Vice-Chancellor (Education), is CADQ. CADQ is led by the Executive Dean of Learning and Teaching together with a team of professional officers. CADQ's core function is to lead and support innovation and developments in curriculum design, teaching, assessment and learning, and quality assurance. CADQ administers ASQC, AcaPSC, EEAP, X-SASQC, MSQSC and Task and Finish Groups.

Other NTU agencies provide additional support:

- **Academic Registry**

  focuses on student appeals, awards and titles; award ceremonies; timetabling; examination organisation; student records; and academic calendar.

- **Strategic Planning and Change**

  collates and interrogates national and international data and policy developments to inform NTU-wide academic direction. Academic Planning is also responsible for the coordination and further improvement of NTU Schools' academic planning cycle and identifies challenges and opportunities both in the external environment and within academic plans.

- **Organisational Development**

  provides a responsive staff development service to the University. This includes:

- supporting colleagues in identifying learning and development needs and considering effective means of meeting these;
- formulating and delivering staff development events;

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- creating strategy and policy in support of learning and development.
- **Doctoral School**

  is responsible for students undertaking research degrees and taught doctorates. The School provides services and support that stimulates and secure high quality and successful outcomes (see QH Section 11 for full details).
- **Governance and Legal Services**

  is responsible for servicing the Academic Board and the Success for All Steering Group.
- **Libraries and Learning Resources**

  provides and develops the resources that support learning: it is also responsible for the co-ordination of access to services for students to extend their study skills e.g. digital literacy, dyslexia support and in-sessional English language support.

21. Features of Framework

Features of the University's Framework	
External	Office for Students (OfS) QAA PSRBs Employers External examiners European Union standards and guidelines
University structures and processes	Academic Board/ASQC/URDC/AcaPSC/ EEAP/X-SASQC/MSQSC, Task and Finish Groups The University's course design and approval process CADQ/Academic Registry/Strategic Planning and Change/OD/Doctoral School/LLR/ Student Support Services/Digital Technologies External examiners Periodic Review/Periodic Collaborative Review
School structures processes and roles	SASQCs School Standards and Quality Managers

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	School academic plans External examiners, PSRB, stakeholder inputs Analysis of student feedback Collaborative provision monitoring Data analysis
Course structures and procedures	Student evaluation (surveys) Periodic Course Review Interim course reports and development plans Course committee / team meetings External examiner input
Module analysis and evaluation	Student evaluation (surveys) Module leader analysis Module team review and development
Student involvement	Trained student representatives Staff / student meetings School Forums Course committees Questionnaires / surveys Focus groups Student representation on PR panels (and in the University's course design and approval process)

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Policy owner
CADQ

Change history			
Version:	*Approval date:*	*Implementation date:*	*Nature of significant revisions:*
Sept 2016	30.09.16	01.10.16	Changes to Academic Board and ASQC constitution Addition of Data Sub-committee of ASQC constitution and terms of reference Change of title of the School-based Collaborative Provision Sub-committee to Collaborations and Partnerships Sub-committee Inclusion of Academic Appeals Sub-committee constitution and terms of reference Addition of quorate definition and requirement to nominate an alternate member for ASQC and its sub-committees Revised terms of reference for SASQC
Sept 2017	12.09.17	01.10.17	Changes to Academic Board, Data Sub-committee and URDC terms of reference and inclusion of responsibilities of StEAR Changes to ASQC, Data Sub-committee, URDC, StEAR and X-SASQC membership SASQC terms of reference update to include ensuring University requirements in relation to School-based collaborative provision are fulfilled Removal of College Research Committees from URC terms of reference
Sept 2018	12.09.18	01.10.18	Update to StEAR membership and ASQC terms of reference and membership Addition of School Marketing Manager to membership of SASQC
Sept 2019	11.09.19	01.10.19	Inclusion of requirement for alternates for elected members of Academic Board Addition of University Internationalisation Committee constitution and terms of reference CPSC oversight of sub-contracted degree apprenticeships added. Addition to EEAP and SASQC terms of reference to include governance of assessor nominations for integrated higher/degree apprenticeships. Change of title of the EEAP to External Examiner and Assessor Appointments Panel
Feb 2020	06.02.20	06.02.20	Membership of CPSC expanded to include the Head of Apprenticeships and UK College Partnerships (or nominated deputy) to support the extension of the committee's remit to oversee sub-contracted degree apprenticeships. Inclusion of Success for All Steering Group Terms of Reference and Membership.
Sept 2020	16.09.20	01.10.20	Addition of Mansfield Standards and Quality Sub-Committee constitution and terms of reference Updates to terms of reference and membership for Academic Board, ASQC, URC, UIC, StEAR, X-SASQC and URDC

Section 1

Sept 2020	19.10.20	19.10.20	Minor update to URDC membership/chair
Nov 2020	23.09.20	01.11.20	SASQC ToR expanded to include oversight of NSS in course planning and provision of assurance on the efficacy of resulting course-level actions
Sept 2021	07.09.21	01.10.21	Minor updates to reflect UET changes Addition of the ApSC terms of reference and membership Updates to terms of reference and membership for Committees, Sub-Committees and other groups listed in this Section.
Sept 2022	22.09.2022	01.10.22	URC renamed University Research and Innovation Committee (UR&IC) and membership updated. Updates to terms of reference and membership for Committees, Sub-Committees and other groups listed in this Section. VSSC and CPSC amalgamated to form AcaPSC with new terms of reference and membership requirements.
Oct 2022	6.12.2022	8.12.22	Update to StEAR, MSQSC, AcaPSC and SfA Terms of Reference and membership.
April 2023	31.03.2023	25.04.23	Minor update to URDC membership.
Sept 2023	14.09.2023	01.10.23	Minor update to membership of Academic Board, SfA SG and ApSC, and ToR of ASQC, MSQSC and SASQCs. EEAP and ApSC ToR updated to transfer consideration and approval of assessor nominations for apprenticeships from EEAP to ApSC, and name of EEAP updated to reflect this. Inclusion of AARC and removal of StEAR. Update to ApSC operational notes.
Nov 2023	02.11.2023	01.10.23	Addition of ASQC Academic Approval Sub-Committee. Update to SfA membership and operational notes.
Sept 2024	19.09.24	01.10.24	Minor update to EEAP, MSQSC, ApSC, AcaPSC and SASQC ToR. Refreshed ASQC membership.

Equality Impact Analysis		
Version:	*EIA date:*	*Completed by:*
Sept 2017	01.10.18	CADQ