

Academic Quality Assurance Committee

Terms of Reference

1. The purpose of the AQAC is as follows:

The AQAC is a Standing Committee of the University of London's Academic Board and shall be responsible for advising the Academic Board on academic matters including the maintenance of standards of awards, quality assurance policies and procedures and academic regulations.

The AQAC shall also be responsible for the oversight of matters relating to the student experience.

2. The powers and duties of the AQAC are as follows:

- I. To advise on the University's responses to requirements of external quality assurance bodies and professional bodies.
- II. To maintain operational oversight of academic and student-related policy.
- III. To maintain operational oversight of key student procedures.
- IV. To monitor academic performance, including student outcomes, and to ensure that appropriate action is taken in response to identified quality matters at the relevant level.
- V. To receive summary reports from monitoring activities, including academic programme and portfolio reviews, to assure the quality and enhancement of the student experience.
- VI. To confirm approval of new programmes leading to a University award, and to provide assurance to the Academic Board that due process has been followed.
- VII. To review summary reports on External Examiners' reports on taught programmes.
- VIII. To oversee procedures for the monitoring and measurement of student satisfaction, including review of student feedback to ensure that appropriate action is taken.
- IX. To oversee the University's approach to assuring the completeness, accuracy, reliability and fitness for purpose of information provided for applicants, students and stakeholders.
- X. To establish subcommittees tasked with overseeing specific academic activities, and assisting the AQAC in advising the Academic Board on the maintenance of the University's awarding standards, and alignment with agreed quality assurance policies and procedures.

Constitution

Pro Vice-Chancellor (Education) (Chair) – *Ex Officio*

Pro Vice-Chancellor (Research and Engagement) (Deputy Chair) – *Ex Officio*

Director of Operations, School of Advanced Study (SAS) – *Ex-Officio*

Director of Student Registry Services – *Ex Officio*

One member of academic staff of the University

One member of academic staff from a Federation Member

One member of senior professional staff from a Federation Member

Associate Director: Quality – *Ex-Officio*

Head of Student Resolution and Casework – *Ex-Officio*

One external member with expertise in quality assurance in higher education

Two student members, one undergraduate student and one postgraduate student

The AQAC may also have a co-opted member

Ordinary meetings

The Academic Quality Assurance Committee shall normally meet formally no fewer than four times per year.

Procedures of the Academic Quality Assurance Committee

The committee shall function in line with the procedures for committees of the Board of Trustees as set out in *Ordinance 4* (Section B).

Quoracy

The quorum of the Academic Quality Assurance Committee will be six members.