

# Teaching Centres Committee

## Terms of Reference

### Purpose:

The Teaching Centres Committee (TCC) is responsible for providing oversight and management of the University of London (UoL)'s Recognised Teaching Centre (RTC) activities in accordance with the strategic direction and academic, operational and financial priorities of the Vice-Chancellor's Executive Group (VCEG) and the Academic Board.

### Specific Responsibilities:

The Teaching Centres Committee will:

1. Ensure that the selection of RTCs is in line with University strategy and regional priorities.
2. Recommend to VCEG and Academic Board the criteria, processes and procedures for the approval, success, review, amendment, renewal and removal of Recognised Teaching Centres.
3. Ensure that these criteria, processes and procedures are effective and efficient systems of internal control that align with the University of London's academic and financial regulations, applicable national and international frameworks, regulations and statutory and/or legal requirements.
4. In the context of 2. ensure that all appropriate and robust due diligence is carried out.
5. In the context of 2. ensure that any formal agreements with Recognised Teaching Centres (RTCs) in each case appropriately defines the University's relationship with third party institutions that are granted Recognised Teaching Centre Status.
6. Provide regular assurance (see 8,9,10) to VCEG and Academic Board and, as required, the Audit and Risk Assurance Committee that Recognised Teaching Centres are being approved, amended, reviewed, renewed and removed in accordance with these criteria, processes and procedures.
7. Subject to specified thresholds for escalation have delegated authority for:
  - a. The approval of new RTCs.
  - b. The approval of amendments to a current RTC arrangement.
  - c. The renewal of RTC status.
  - d. The decision to remove RTC status and agree arrangements for student protection.
  - e. The setting of any appropriate conditions in relation to a, b, c and d.
8. Where specified thresholds for escalation have been reached advising and seeking approval from VCEG for the:
  - a. The approval of new RTCs.
  - b. The approval of amendments to a current RTC agreement.
  - c. The renewal of RTC status.
  - d. The decision to remove RTC status and agree arrangements for student protection.
  - e. The setting of any appropriate conditions in relation to a, b, c and d.

9. Receive the outcomes of defined RTC review process and take action under 6 or 7.
10. Provide regular reports to VCEG and Academic Board on all delegated actions.
11. Provide appropriate information and recommendations to VCEG and Academic Board when actions are escalated for approval.
12. Provide an annual summary report to VCEG and Academic Board on the activities of the Committee including all activities undertaken under 6, 7 and 8.

**Constitution:**

Member of senior management at the University (Chair)

Executive Director: Distance and Digital Education – *Ex-Officio*

Chair of the Student Recruitment Working Group – *Ex-Officio*

Associate Director: Quality (or nominee) – *Ex-Officio*

Director of Student Services (Operations) – *Ex-Officio*

A senior representative of the Finance department – *Ex-Officio*

Director of Global Business Development – *Ex-Officio*

Senior staff from Federation Members (one of up to six co-opted members)

**Consultation:**

Where not explicit in process TCC may consult with or seek additional advice from appropriate experts.

**In attendance:**

Associate Director: RTC Network

All other attendance will be by invitation only.

Attendance will be requested in the context of additional advice and expertise required to aid the deliberations on the TCC.

**Mode of Operation:**

- Frequency: Four times a year – usually in October, February, May, July.
- Mode: Normally 2 hours meeting hybrid or in-person.
- Annual Cycle of Business: A full year forward plan.
- Decisions: Will be collective responsibility of the Committee, if there is a split vote then the Chair's decision will take precedence.

- Standing Items: Welcome and apologies, Declarations of interest.
- Reporting: VCEG and Academic Board quarterly or by exception with the final report to be a full annual summary
- Clerk to the Committee: To be appointed from the Quality Assurance Team.