

Faculty Education Committee

Terms of Reference

Purpose	To be responsible within the Faculty for monitoring and enhancing the overall student experience and maintaining sector-recognised standards of awards.
Main responsibilities	1. To approve and monitor plans relating to education and enhancing the student experience, including those supporting access and participation. 2. To monitor and maintain academic standards and the student experience within the faculty, and inform Education Committee of any risks to standards or the student experience; 3. To make recommendations to Education Committee to promote the effectiveness and fair application of Academic Regulations, Policies and Procedures, including policies and procedures for assessment, examination and the award of qualifications; 4. To review and monitor annual and periodic monitoring of all provision (UG, PGT, PGR, apprenticeships, and provision delivered by partners) 5. To monitor and take action to enhance student and graduate outcomes within the Faculty; 6. To oversee, and take action to enhance, the effectiveness of placements and careers support, advice and guidance within the Faculty; 7. To monitor and take action to enhance the effectiveness of academic support and learning resources within the Faculty; 8. To implement and monitor student engagement frameworks to facilitate effective contribution to the student experience within the faculty. 9. Following executive approval, to consider and recommend new and revised programme proposals and to approve modifications 10. Following executive approval, to monitor the Faculty's academic partnerships, and inform Education Committee of any risks relating to academic standards or the student experience; 11. To approve and review recognition, articulation and internal progression arrangements; 12. To maintain Faculty oversight of External Examiner arrangements/appointments and ensure appropriate External Examiner coverage is maintained across the Faculty's provision; 13. To monitor and act upon reports and activity with key external stakeholders such as External Examiners and Professional, Statutory and Regulatory Bodies; 14. To ensure the operation of effective Independent Marking Plans for all credit bearing provision.
Duration	Permanent
Chair	Deputy Dean

Deputy Chair	Associate Dean Student Experience
Management and Support	Secretary: Academic Quality Team Leader Clerk: Representative from the Academic Quality Team
Membership	Core Members 1. Executive Dean (Ex officio) 2. Deputy Dean (Chair) 3. Associate Dean Student Experience (Deputy Chair) 4. Faculty Lead for Internationalisation 5. Partnership Co-ordinator (or Link Tutors if no Partnership Co-ordinator) 6. Faculty Heads of Department 7. Department Deputy Heads (1 per department) 8. One member of the Professoriate (to be nominated by the Executive Dean) 9. Education Service Manager 10. SUVP Education (or nominee) 11. Up to three nominated Faculty student representatives 12. Programme Leaders (minimum 1 to attend each meeting)* Co-opted Members 13. A representative from Marketing & Communications (relevant agenda items only) 14. Representative from Student Services (relevant agenda items only) 15. Representative from the Doctoral College (relevant agenda items only) 16. Faculty Placement Lead It is at the discretion of the Chair to require the presence of particular individuals for any given discussion.
Quorum	50% + 1
Usual Number of Meetings	A minimum of six per year: September, November, January, March, May, June or July
Reporting Line	Education Committee
Minutes	Education Committee (for noting)
Sub-committees	Sub-groups as required (e.g. to consider modifications, AMERs, Recognition/Articulation arrangements)
Publication	Non-confidential confirmed minutes are routinely published
Notes	Where variation in roles and titles exist within Faculties, the Executive Dean of the relevant Faculty should nominate an appropriate person to undertake the membership role. * Faculty should establish the Programme Leaders to attend. Other members of the Faculty may attend.

Policy and Committees use only:

Final approval by:	Education Committee	Version number:	n/a
Approval date:	23 October 2024	Notes:	
Date of last review	September 2023	Due for review:	August 2025