**TERMS OF REFERENCE**

(revised Jan 2015)

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| **Name** | Quality Assurance Standing Group |
| **Purpose** | To discuss and advise ASC on policy, regulations and procedures associated with the quality assurance and enhancement framework and to enable the University to identify and disseminate good practice. |
| **Main responsibilities**  | 1. To review policy and procedures that underpin the academic standards and quality enhancement of the University’s provision and advise the Academic Standards Committee on further development.  2. To identify cross-University issues and themes arising from the monitoring processes, including Faculty Quality Reports and External Examiner Reports, and determine appropriate actions. 3. To identify examples of good practice in implementation of quality assurance and enhancement related policies and procedures for cross-University dissemination.4. To maintain an overview of assessment related issues and progress specific projects as appropriate.5. To periodically review the University’s Assessment Regulations and make recommendations for change where appropriate. 6. To respond to matters remitted to it by Academic Standards Committee and/or other relevant committees.   7. To make recommendations as appropriate to Academic Standards Committee and/or other relevant committees arising from the above activities. |
| **Duration**  | Permanent  |
| **Chair** | Senior member of Educational Development and Quality |
| **Secretary** | Member of Educational Development and Quality |
| **Membership** | * 3 academic representatives from each Faculty (2 of which would normally attend)
* Academic Administration Manager representative
* Programme Administrator representative
* Student Processes representative
* Vice-President (Education) of the Students’ Union
* A permanent staff member of the Students’ Union
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| **Usual Number of Meetings** | Meet as required but typically 3 times a year |
| **Reporting Line** | Academic Standards Committee  |
| **Sub-group/teams/committees/boards** | None |
| **Minutes** | Academic Standards Committee  |