

University Centre
Peterborough



Academic Committee Structure & Terms of Reference

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INTRODUCTION

- 1.1 This handbook relates to University Centre Peterborough’s (UCP) academic committees and illustrates:
 - i. the UCP academic committee structure;
 - ii. how committees operate and how decisions are made;
 - iii. the responsibilities of committee members.
- 1.2 The committee structure is an essential part of UCP’s governance process and has been designed to:
 - i. ensure accountability (as defined under a committee’s Terms of Reference);
 - ii. ensure good decisions are made at the appropriate levels;
 - iii. ensure all pertinent issues are addressed by an appropriate committee;
 - iv. avoid duplication of work;
 - v. reinforce a culture of ‘best-practice’ in committee process and management.
- 1.3 The UCP Council is the Governing body of UCP and has ultimate responsibility for its affairs and, through delegation to the Academic Director, ensures the effective management and control of UCP. UCP Council activity focuses on accountability and high-level strategy, whilst its committees focus on delivery of excellence in services and on efficiency and value for money. Central to its committees, is the Academic Board (whose Chair is the Academic Director) that reports directly to the UCP Council. It is through the Academic Board that the academic committees report their activities.
- 1.4 Reporting directly to the Academic Board, are three committees, the Student Engagement, Learning and Teaching Committee, Academic Standards and Quality Committee and the Research and Scholarly Activity Group, as shown below (Figure 1). These operational committees also co-operate with other committees in the structure and are encouraged to communicate with any committee to discuss matters of mutual interest.
- 1.5 The UCP Committee Structure, accepted by Academic Board on 1st September 2019 and reported to the UCP Council on 29th September 2020 has been revised according to the Articles of Association. The document is reviewed annually by the Academic Office and is approved by the UCP Council. The Articles of Association and Sub-Committee of the board are available from www.ucp.ac.uk/governance
- 1.6 Each academic year, the Academic Office publishes a calendar of meetings for the Academic Board and its standing committees and subcommittees.
- 1.7 Agendas, minutes and papers for meetings of the Academic Board and its standing committees and subcommittees are available for staff and students on the UCP intranet except for committees which administer individual matters such as those involved in the assessment process where such details are confidential).

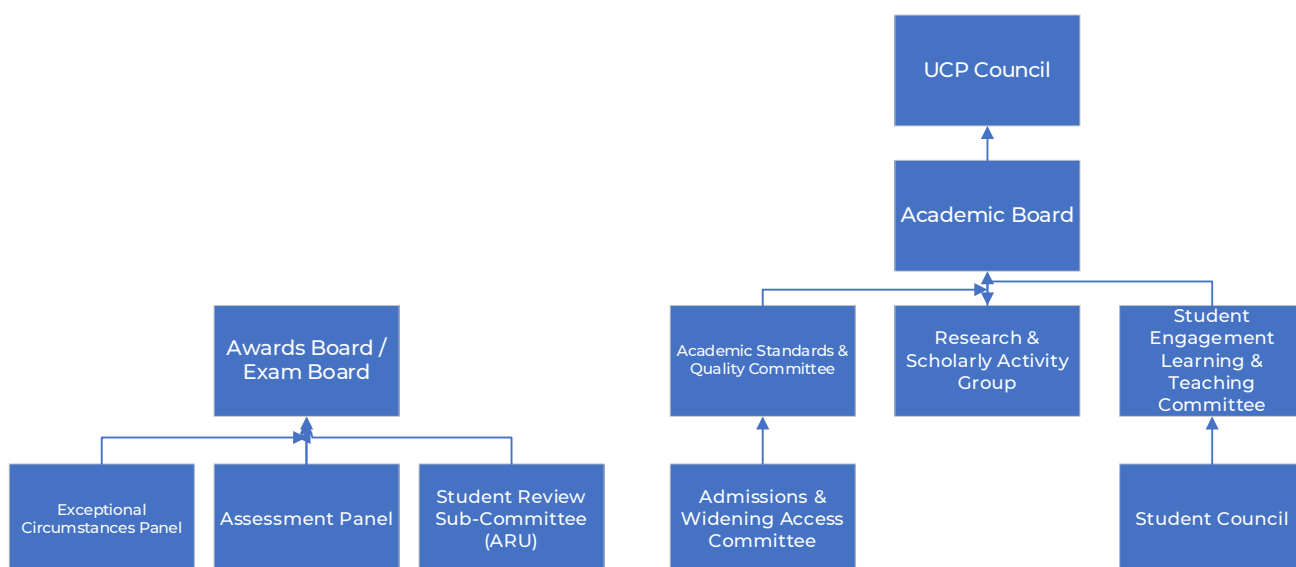


Figure 1: Diagram of Academic Governance Committee Structure

1. ACADEMIC BOARD

Academic Board Terms of Reference	
Responsible to:	UCP Council
Standing Committees:	Academic Standards and Quality Committee Student Engagement, Learning and Teaching Committee Research and Scholarly Activity Group
Chair:	Academic Director (<i>or designated nominee</i>)
Quorum:	50% of membership to ensure representation of all stakeholder groups. Must include at least 5 members of academic staff and 3 student representatives with at least 2 independent members.
Constitution:	<p>CEO / Academic Director (Chair) Vice Principal Quality Franchise / Partnership Manager One Representative from the Academic Office UCP HE Managers x 4 Academic Staff (Course Leaders, Module tutors) One HE Support Staff member Student Officer (student) Student Representatives x 4 Management Information Services Representative Independent members x 2</p> <p><u>Designated Observers</u> Assistant Principal of Quality Partners</p> <p>For training and audit purposes there may be occasions where additional staff will attend the HE Academic Board in the capacity of observers. Opinions may be sought by or from these members although they will not have the right to vote.</p> <p><u>Co-opted members</u></p> <p>On occasion when specific expertise is required, the Board will recommend to the UCP Council that additional co-opted members attend. This will be limited to 4.</p> <p>The Chair of the Academic Board shall be a person of academic standing having knowledge and experience of the standards of degrees awarded in the United Kingdom</p>
Frequency:	At least 3 each academic year
Remit, Responsibilities and Duty	
1.1	The Academic Board is the academic authority and as such operates to promote the academic and professional work of UCP across all of its campuses and partners and safeguards the standards of its awards.
1.2	The purpose of the Academic Board is to provide oversight of academic activity and related activities and the resources needed to support them. It has delegated responsibility from the UCP Council to monitor academic standards and the direction of academic matters in accordance with the UK Higher Education sector regulatory requirements. Validating partners will be assured of maintenance of their academic standards and quality.
1.3	The focus of Academic Board business should be on academic enhancement. Routine monitoring of quality management should be undertaken by the academic administration and reported to Academic Board via its Committees with specified delegated responsibility. Therefore, the

Academic Board:

- receive and approve updates from the following standing committees:
 - Academic Standards and Quality Committee (ASQC)
 - Student Engagement, Learning and Teaching Committee (SELT)
 - Research and Scholarly Activity Group (RSAG)
- receive reports from the Student Council and HE Student Officer to ensure the student voice is heard at all levels and acted upon ensuring student engagement mechanisms are sufficient and effective;
- provide the UCP Council with detailed information on quality assurance, ensuring compliance with the academic standards of awarding bodies and to maintain the quality of the student learning experience;
- undertake enhancements and revisions as endorsed by the UCP Council

1.4 Responsibility for the enactment, implementation and monitoring of operational procedures is delegated by the Academic Board to its Committees. The following responsibilities, however, are retained by the Board and not delegated:

- determination of academic strategy and strategic planning;
- recommendation for the approval of new provision to the UCP Council;
- approval of the Higher Education Teaching, Learning, Assessment and Student Outcomes Strategy and KPIs (Key Performance Indicators) and subsequent HE Strategies monitoring progress against academic key performance indicators;
- approval of policy and policy statements ensuring external reference points (HE Quality Code, Office for Students (OfS), Subject benchmark statements, Office of the Independent Adjudicator (OIA), Competition and Markets Authority (CMA) and Frameworks for HE Qualifications) and updates are complied with, and appropriate policies are developed;
- approval of regulations ensuring that all Higher Education provision is compliant with the baseline regulatory requirements and student protection measures are in place;
- approval of documents prepared for institutional reviews;
- approval of substantial revisions to any of the above;
- approval of changes to terms of reference and composition of the Board's committees;
- exceptional circumstances, reports of complaints and academic appeals if escalation is required from ASQC to inform institutional change.

1.5 The Academic Board shall not normally consider proposals to change its adopted policies or substantially modify them, within two years of their adoption, except where it is demonstrated that:

- significant new matters or circumstances have arisen in relation to the policy;
- exceptional circumstance reports of complaints and academic appeals if escalation is required from ASQC to inform institutional change.

Conduct of Meetings

- 1.6 The Chair or any ten members of the Academic Board may at any time call a special meeting of the Academic Board, stating in writing the specific purpose of the meeting and signing their names on the summons.
- 1.7 A notice to attend, together with the agenda and full supporting information and appropriate documentation of items of business, shall be sent to all members of the Academic Board not less than six working days before an ordinary meeting and in any event not less than three days before a special meeting of the Academic Board.
- 1.8 The Academic Board shall receive at each ordinary meeting, a report from all sub-committees.
- 1.9 The HE Student Officer may submit reports to the Academic Board for its consideration in matters affecting students.
- 1.10 The Chair ensures that the committee acts in accordance with its Terms of Reference and that it

does not make decisions when it is inquorate.

- 1.11 At every meeting attendance shall be recorded, and all proceedings minuted. The minutes, once verified provisionally by the Chair of the Academic Board, are published on the UCP intranet and website.
- 1.12 If the quorum is not achieved within 15 minutes of the formal start time of the meeting as indicated on the agenda, then the meeting can either be dismissed by the Chair or carried out on an informal basis. If a meeting is inquorate, decisions are not valid. Recommendations of inquorate meetings can, however, be ratified at the next quorate meeting.
- 1.13 A report of the proceedings of the Academic Board is sent to the UCP Council and is included within the minutes of the UCP Council which is reported to the IEG Board. Specific quality improvement plans related to IEG Higher Education provision may be subject to additional review / approval by Curriculum and Quality.

Agenda Items

- 1.14 All Academic Boards must include the following agenda items:
 1. Welcome and apologies
 2. Confirmation that the Board is quorate and therefore able to take decisions
 3. Confirmation of the minutes of the previous meeting
 4. Student support update
 5. Report on current curriculum revisions, course revalidations and closures
 6. Policy updates such as:
 - a. approve the Higher Education Teaching, Learning and Assessment and Student Outcomes Strategy
 - b. approve the Student Protection Plan
 - c. approval of policy;
 - d. approval of policy statements;
 - e. approval of regulations;
 - f. approval of substantial revisions to any of the above;
 - g. approval of changes to terms of reference and composition of the Board's committees
 7. Quality update
 - a. reports on module and course performance inc. (Module Evaluation Survey (MES), National Student Survey (NSS), Graduate Outcomes)
 - b. End of academic year/exceptional report on Complaints, Compliments and Positive Comments
 - c. End of academic year/exceptional report on Academic Appeals
 - d. approval of documents prepared for institutional reviews
 8. Update on teaching and learning strategy
 9. Update on scholarship and staff development
 10. Update on franchise and partner engagement
 11. Update on Other Committees*
 - a. ***receive** minutes and action log from the Student Engagement Learning and Teaching Committee
 - b. ***receive** minutes and action log from the Academic Standards and Quality Committee
 - c. ***receive** minutes and action log from the Research and Scholarly Activity Group
 12. Feedback from Student Representatives and the HE Student Officer
 13. Any other business
 14. Date and time of the next meeting

* Starred items will be for information only. Members wishing to discuss a starred item are asked to request that items are 'un-starred' at the beginning of the meeting.

Attendance by Non-Members

- 1.15 The Academic Board may invite or require any person, not being a member of the Academic Board, to attend such parts of meetings when appropriate matters are before the Academic Board. Such persons shall have the right to speak on such matters but shall not have the right to vote.

Students' Representatives

- 1.16 The mechanism for the appointment of student members shall be determined by the student body and Student Council in discussion with the HE Student Officer. Student representatives and/or the HE Student Officer gather students' opinions and concerns and present them at the relevant committees, as well as giving a student perspective on higher education activities and the committee's discussions. They act as the primary link in communication between staff and students and count as full members of the committee; they have the right to vote and count towards the quorum.

Designated Observers

- 1.17 There shall be designated observers who have the right to participate in the deliberations of the Academic Board but not to vote. Designated observers shall be reviewed annually and must be identified as such at each meeting.
- 1.18 Any member of Higher Education staff who is not a member of the Academic Board may attend meetings of the Academic Board or its Subcommittees as an observer. Such an observer does not have a general right of audience or the right to vote but may address the Academic Board or its subcommittees by consent and must therefore identify themselves as observers. The number observing at any one meeting shall normally not exceed one-third of the total Academic Board membership. The Chair of the Academic Board shall have the right to restrict the attendance of observers.

Mechanism for Approval

- 1.19 Every proposition before the Academic Board shall be determined by a majority of the votes of those present and voting on the proposition and where there is an equal division of votes, the Chair of the meeting shall have a second or casting vote.

Chair's Action

- 1.20 The Chair of the HE Academic Board or of a sub-committee of the Academic Board, may take action between meetings on matters of a routine character or which are of special urgency and shall report any such action to the next meeting of the Academic Board or the appropriate sub-committees.

Committees of the Academic Board

- 1.21 The Academic Board shall establish such subcommittees as is necessary to carry out its responsibilities, provided that the establishment of each committee is first approved by the Chair of the UCP Council.
- 1.22 The Chair of the Academic Board and its subcommittees should make every effort to ensure that the membership of their subcommittee is representative of the higher education community. Where necessary, Chairs have the option to appoint co-opted members to a committee to achieve diversity of membership.

Post Committee Processes

- 1.23 Draft minutes must be produced within 5 working days of each meeting and circulated to members, the Academic Office and to the Chair of the UCP Council.
- 1.24 Minutes must be confirmed and approved at each subsequent meeting.
- 1.25 The minutes, once verified provisionally by the Chair, are held by the Academic Office.

2. STUDENT ENGAGEMENT, LEARNING AND TEACHING COMMITTEE

Student Engagement, Learning and Teaching Committee Terms of Reference	
Responsible to:	Academic Board
Standing Committees:	Student Council
Chair:	HE Manager - Faculty of Arts, Humanities and Social Sciences (or designated nominee)
Quorum:	50% of the full membership and must include at least three students
OfS Condition:	A1, B1, B2, B3, B4, B6, B8, E2
Constitution:	UCP HE Managers x 5 Academic staff (Course Leaders, Module tutors) UCP Student Officer Library / Learning Resource Centre Manager (or HE Nominee) UCP HE Student Support Officer Student Course representatives
Frequency:	Once a month from September to June.
Remit, Responsibilities and Duty	
2.1	The Student Engagement, Learning and Teaching Committee (SELT) has delegated responsibility from the Academic Board for the educational oversight of all taught provision. The Committee is responsible for reviewing the quality of learning and teaching strategies which include enhancements to assessment and feedback practices. It monitors and reviews the quality of the academic experience and determines actions as appropriate. A key function is to disseminate good practice ensuring that student engagement is central to the decision-making process.
2.2	The responsibility of the SELT is to: <ul style="list-style-type: none"> – receive and adopt recommendations from the following Student Council – receive and discuss updates from Student Representatives and the Student Officer seeking their views on teaching and learning practices; – disseminate good practice, policies and initiatives from the Academic Standards and Quality Committee and establish cascade mechanisms; – review the effective implementation of the Higher Education Teaching, Learning, Assessment and Student Outcomes Strategy to ensure the delivery of high-quality teaching and learning strategies; – improve assessment and feedback practices by reviewing module and student outcomes, – support and engage students and seek their views on learning and teaching enhancements and strategies adhering to TEF expectations and benchmarks; – monitor and review the quality of the academic experience by receiving reports and action plans from Faculty Meetings (including NSS, Module Evaluation, Student Experience Survey, and Annual Monitoring Reports) and determine action as appropriate; – effective communication of changes to academic regulations from validating partners; share good practice; – embed employability within delivery and enhancement activities; – use technology enhanced learning and share good practice with colleagues and peers; – plan, promote and review scholarly activity and professional development activities, applying research to practice enabling the development and maintenance of a scholarly community of both students and staff; – monitor and evaluate the success and progression of underrepresented groups as identified in the Access and Participation Plan; – monitor and evaluate the success of working groups i.e. employability, digital strategy to

inform student engagement and outcomes.

Conduct of Meetings

- 2.3 SELT shall receive at each ordinary meeting, a report from all sub-committees.
- 2.4 The HE Student Officer may submit reports to the SELT for its consideration in matters affecting students.
- 2.5 The Chair ensures that the committee acts in accordance with its Terms of Reference and that it does not make decisions when it is inquorate.
- 2.6 At every meeting attendance shall be recorded, and all proceedings minuted. The minutes, once verified provisionally by the Chair of the Academic Board, are published on the UCP intranet.
- 2.7 If the quorum is not achieved within 15 minutes of the formal start time of the meeting as indicated on the agenda, then the meeting can either be dismissed by the Chair or carried out on an informal basis. If a meeting is inquorate, decisions are not valid. Recommendations of inquorate meetings can, however, be ratified at the next quorate meeting.
- 2.8 The minutes, once verified provisionally by the Chair of SELT, are published on the UCP intranet.
- 2.9 A report of the proceedings of SELT is sent to the Academic Board.

Agenda Items

- 2.10 All SELT must include the following agenda items:
 - i. Welcome and apologies
 - ii. Confirmation that the Committee is quorate and therefore able to take decisions
 - iii. Confirmation of the Minutes of the previous meeting
 - iv. Student Voice
 - a. Review and comment on new policy/strategy
 - b. Review and receive minutes from the Student Council
 - c. Review results from Module Evaluation Surveys, NSS and Student Experience survey's monitoring effectiveness of action plans
 - d. You said... We did...
 - v. Learning and Teaching Strategy
 - e. Update on progress
 - Ongoing development of learning and teaching practice
 - Inclusive learning and teaching practice
 - Teaching Reviews and interventions
 - Review and receive minutes from the Faculty Meetings
 - f. Reflection on effectiveness of practice by tutors
 - g. Views sought from students in shaping their student experience
 - h. Actions for the next SELT
 - vi. Learning Environment
 - i. Sharing of support service activity which contributes to learning and teaching
 - j. Monitor and review progression of underrepresented groups
 - k. Library provision and support
 - l. Learning and teaching spaces and resources
 - vii. Digital Resource Enhancement
 - m. Update on working group progress linked to use of VLE by student body
 - n. Views sought from students
 - o. Actions for the next SELT
 - viii. Employability and Student Success
 - p. Employability and enhancement activity
 - q. Views sought from students
 - r. Actions for the next SELT
 - ix. CPD and non-academic enhancement

- s. scholarship, research and professional activity
- t. Sharing of good academic practice
- u. Identification of development needs
- x. Update on Other Committees*
 - v. *receive minutes and action log from the Admissions and Widening Access Subcommittee
 - w. *receive minutes and action log from the Academic Standards and Quality Committee
 - x. *receive minutes and action log from the Student Council
- xi. Any other Business
- xii. Date and time of the next meeting

Attendance by Non-Members

2.11 SELT may invite or require any person, not being a member of SELT, to attend such parts of meetings when appropriate matters are before the committee. Such persons shall have the right to speak on such matters but shall not have the right to vote.

Student Representatives

2.12 The mechanism for the appointment of student members shall be determined by the student body and Student Council in discussion with the HE Student Officer.

Mechanism for Approval

2.13 Every proposition before the SELT shall be determined by a majority of the votes of those present and voting on the proposition and where there is an equal division of votes, the Chair of the meeting shall have a second or casting vote.

Chair's Action

2.14 The Chair of SELT, may take action between meetings on matters of a routine character or which are of special urgency and shall report any such action to the next meeting of the SELT.

Post Committee Processes

2.15 Draft SELT Minutes must be produced within 5 working days of each meeting and circulated to members, the Academic Office and the Chair of the Academic Board.

2.16 SELT minutes must be confirmed and approved at each subsequent meeting.

Deferred Decisions

2.17 Where a decision is being deferred the reason must be fully minuted.

2.18 Deferred decisions must be resolved within 30 working days of the SELT committee taking place. A decision must be made based on the information available at that time.

Committees of SELT

2.19 SELT shall establish such subcommittees and working groups as is necessary to carry out its responsibilities, provided that the establishment of each committee is first approved by the Chair of the Academic Board and the UCP Council.

2.20 The Chair of SELT should make every effort to ensure that the membership of their subcommittee is representative of UCP's community. Where necessary, Chairs have the option to appoint co-opted members to a committee to achieve diversity of membership.

3. STUDENT COUNCIL

Student Council Terms of Reference	
Responsible to:	Student Engagement, Learning and Teaching
Subcommittees:	None
Chair:	UCP HE Student Officer
Quorum:	8 Students
OfS Condition:	B1, B2, E2
Constitution:	UCP HE Student Officer / Academic Director (Student, Chair) UCP HE Student Support Officer Student Representatives from each year of study for each University Centre Peterborough Pathway Student Ambassadors *Expert/Representatives may be invited when identified within Student Council agenda
Frequency:	Three meetings each semester, rotated on different days/times to allow most students to attend.
Remit, Responsibilities and Duty	
3.1	The Student Council (SC) is responsible for representing the voice of the students regarding their own learning and student experience together with the wider remit of contributing to the future of UCP by representing the student body on issues relating to education, public relations and policy.
3.2	The following terms of reference define the University Centre Peterborough's minimum expectations for communications between higher education students and staff members by a formal committee at the institution, particularly the requirement that students have the opportunity to comment on curriculum management and delivery.
3.3	The responsibility of the Student Council is to: <ul style="list-style-type: none"> – provide a forum for discussion on issues affecting the student body; – gather student input, views and feedback; – disseminate information from UCP back to student body and facilitate liaison between staff and students; – oversee on behalf of UCP all aspects of the students experience and academic delivery for all higher education pathways; – ensure that the academic standards set by awarding bodies for each of its pathways are being delivered to students and that the quality of academic teaching and wider support enables students to achieve their goals; – engage with students in the development of academic policy and strategy (including the Access and Participation Plan); – ensure that the Academic Regulations of awarding bodies and quality assurance policies and procedures are implemented and known to students; – consider the outcomes of student surveys and evaluations; – approve student led Quality Review submissions and review of the Access and Participation Plan; – ensure that matters raised by student representatives relating to their experience and academic life are thoroughly investigated and transferred to the correct department if needed; – monitor and review the students social and academic experience at UCP.
Conduct of Meetings	

- 3.4 The Chair ensures that the Student Council acts in accordance with its Terms of Reference and that it does not make decisions when it is not quorate.
- 3.5 At every meeting attendance shall be recorded, and all proceedings minuted. If the quorum is not achieved within 15 minutes of the formal start time of the meeting as indicated on the agenda, then the meeting can either be dismissed by the Chair or carried out on an informal basis. If a meeting is inquorate, decisions are not valid. Recommendations of inquorate meetings can, however, be ratified at the next quorate meeting.

Agenda Items

- 3.6 Agenda topics are generated by the student group and sent to the HE Student Officer one week before meeting.

Attendance by Non-Members

- 3.7 The Student Council may invite or require any person, not being a member, to attend such parts of meetings when appropriate matters are before the Student Council. Such persons shall have the right to speak on such matters but shall not have the right to vote.

Post Committee Processes

- 3.8 Student council members are responsible for feeding back to their representatives in an agreed forum e.g. email, face-to-face, or through online media.
- 3.9 Draft minutes must be produced within 5 working days of each meeting and circulated to members, the Academic Office, the Chair of the Academic Standards and Quality Committee and the Chair of the Student Engagement, Learning and Teaching Committee.
- 3.10 Student Council minutes must be confirmed and approved at each subsequent meeting.
- 3.11 Student feedback and engagement will inform decision making at all senior committees through attendance of the HE Student Officer or receipt of reports as agenda items.

4. ACADEMIC STANDARDS AND QUALITY COMMITTEE (ASQC)

Academic Standards and Quality Committee Terms of Reference	
Responsible to:	Academic Board
Standing Committees:	Admissions and Widening Access Subcommittee Awards Board
Chair:	UCP HE Manager - Faculty of Business and Education
Quorum:	50% of the full membership
OfS Condition:	B1, B2, B3, B4, B5, B8, C1, C2, C3, C4
Constitution:	UCP Academic Director Representative from the UCP Academic Office UCP HE Managers x 5 Assistant Principal Quality <u>Designated Observers</u> Assistant Principal Curriculum Heads of Faculty For training and audit purposes there may be occasions where additional staff will attend this committee within the capacity of observers. Opinions may be sought from these members although they will not have the right to vote.
Frequency:	A minimum of 4 meetings a year from September to June.
Remit, Responsibilities and Duty	
4.1	The Academic Standards and Quality Committee (ASQC) has delegated responsibility from the Academic Board for the quality assurance and standard of all provision. The Committee is responsible for the institutional oversight of the operation of strategies, policies, systems, procedures and their enhancement at University Centre Peterborough, ensuring they are consistent with awarding body regulations.
4.2	The Academic Standards and Quality Committee receive and approve updates from the following standing committee: <ul style="list-style-type: none"> • Admissions and Widening Access Subcommittee
4.3	The Academic Standards and Quality Committee has delegated responsibility from the Academic Board to approve and inform the Academic Board of the: <ul style="list-style-type: none"> – the closure of programmes and implementation of the Student Protection Plan when programmes are at risk of closure; – periodic re-validation and re-accreditation of existing courses and review and agree proposals for establishing new collaborative partnerships; – manage the process and provide academic scrutiny of proposals for new curriculum and the revision of existing curriculum in line with validating partner codes of practice, assess impacts before approval ensuring appropriate communication lines are followed; – receive, review and approve requests to add and remove staff to the teaching register; – receive, review and approve requests for appointments and terminations of external examiners, overseeing the operation of the external examiner system in accordance to validating partners procedure and consider any significant or institution wide themes from external examiner feedback and highlight good practice.
4.4	The Academic Standards and Quality Committee has responsibility to oversee the following areas of activity on behalf of the Academic Board and to make recommendations for approval to the Academic Board on: <ul style="list-style-type: none"> – new and significant revisions to processes, procedures, regulation and policy (excluding the Student Protection Plan and Access and Participation Plan which is approved by the UCP Council), as recommended by the Admissions and Widening Access Subcommittee, ensuring that

requirements of quality and standards due diligence are met and new or revised policy is approved by the Academic Board.

- 4.5 The Academic Standards and Quality Committee has responsibility to oversee the following areas of activity on behalf of the Academic Board and to make recommendations for approval to the UCP Council on:
- updating of the Student Protection Plan and Access and Participation Plan requested by the Admissions and Widening Access Committee.
- 4.6 The Academic Standards and Quality Committee has responsibility to oversee the following areas of activity on behalf of the Academic Board:
- oversee preparations for institution-level quality reviews (e.g. Professional, Statutory and Regulatory Bodies, QAA, Office for Students) and on specified conditions for ongoing registration as a provider with the Office for Students in accordance with University Centres strategy and policy;
 - monitor and review the quality of the academic experience and determine action as appropriate to enhance students’ learning opportunities;
 - respond to any issues identified from a review of institutional level data and information on key quality measures including the analysis of student survey outcomes and feedback, and identification of actions to address areas of concern.
 - monitor and review quality assurance and enhancement policies and procedures ensuring they are consistent with awarding body regulations and PSRB accreditations;
 - monitor, receive and review annual monitoring, external examiners and professional, statutory and regulatory body reports and associated action plans;
 - oversee the effective, efficient and consistent management and implementation of validating partner Academic Regulations;
 - review staffing and development in conjunction with outputs and recommendations from Student Engagement, Learning and Teaching Committee;
 - highlight, report and refer any arising issues and areas of good practice with regards to academic standards and, more widely, learning, teaching and assessment;
 - oversee and ensure appropriate action is taken in response to identified quality matters at the relevant level (institution, faculty, course), particularly where there is evidence of risk to quality and standards.

Conduct of Meetings

- 4.7 ASQC shall receive at each ordinary meeting, a report from all sub-committees.
- 4.8 The Chair ensures that the committee acts in accordance with its Terms of Reference and that it does not make decisions when it is inquorate.
- 4.9 At every meeting attendance shall be recorded, and all proceedings minuted. The minutes, once verified provisionally by the Chair of the Academic Board, are published on the UCP intranet.
- 4.10 If the quorum is not achieved within 15 minutes of the formal start time of the meeting as indicated on the agenda, then the meeting can either be dismissed by the Chair or carried out on an informal basis. If a meeting is inquorate, decisions are not valid. Recommendations of inquorate meetings can, however, be ratified at the next quorate meeting.
- 4.11 The minutes, once verified provisionally by the Chair of ASQC, are published on the UCP intranet.
- 4.12 A report of the proceedings of ASQC is sent to the Academic Board.

Agenda Items

4.13 All ASQC must include the following agenda items

- i. Welcome and apologies
- ii. Confirmation that the Committee is quorate and therefore able to take decisions
- iii. Confirmation of the Minutes of the previous meeting
- iv. Recommendations for Curriculum Review and Revision
 - a. Course Review/ Revalidation
 - b. New course proposals
 - c. Course Revision
 - d. Course Closure and the Student Protection Plan
 - e. Module Amendment
- v. Staffing and Staff development
 - a. Approval of Teaching Register Applications/ Amendment
 - b. Staff recruitment requirements
 - c. Review of staff development activities
- vi. External Examiner
 - a. External Examiner appointments
 - b. External Examiner termination of appointment
 - c. Review of External Examiner Reports
- vii. Quality Review
 - a. Institutional quality review updates (PSRB, QSR, Audits)
 - b. Review of procedural or policy recommendations for change from Faculty
 - c. Action Plan monitoring (NSS, MES, Widening Participation Access Plan)
- xi. Update on Other Committees*
 - a. *receive minutes and action log from Student Engagement Learning and Teaching Committee
 - b. *receive minutes and action log from Admissions and Widening Access Committee
- xii. Any other Business
- xiii. Date and time of the next meeting

Designated Observers

- 4.14 There shall be designated observers who have the right to participate in the deliberations of ASQC but not to vote. Designated observers shall be reviewed annually and must be identified as such at each meeting.
- 4.15 Any member of UCP staff who is not a member of the ASQC may attend meetings of the ASQC as an observer. Such an observer does not have a general right of audience or the right to vote but may address ASQC by consent and must therefore identify themselves as observers. The number observing at any one meeting shall normally not exceed one-third of the total ASQC membership. The Chair of the ASQC shall have the right to restrict the attendance of observers.

Mechanism for Approval

- 4.16 Every proposition before ASQC shall be determined by a majority of the votes of those present and voting on the proposition and where there is an equal division of votes, the Chair of the meeting shall have a second or casting vote.

Chair's Action

- 4.17 The Chair of ASQC, may take action between meetings on matters of a routine character or which are of special urgency and shall report any such action to the next meeting of ASQC.

Post Committee Processes

- 4.18 Draft ASQC minutes must be produced within 5 working days of each meeting and circulated to members, the Academic Office and the Chair of the Academic Board.
- 4.19 ASQC Minutes must be confirmed and approved at each subsequent meeting.

Deferred Decisions

4.20 Where a decision is being deferred the reason must be fully minuted.

4.21 Deferred decisions must be resolved within 30 working days of the ASQC committee taking place. A decision must be made based on the information available at that time

Committees of ASQC

4.22 The AQSC shall establish such subcommittees and working groups as is necessary to carry out its responsibilities, provided that the establishment of each committee is first approved by the Chair of the Academic Board and the UCP Council.

5. ADMISSIONS AND WIDENING ACCESS SUBCOMMITTEE

Admissions and Widening Access Subcommittee Terms of Reference	
Responsible to:	Academic Standards and Quality Committee
Subcommittees:	None
Chair:	UCP HE Manager Teacher Training and Partnerships (<i>or designated nominee</i>)
Quorum:	5 members (and must include an Admissions Office Representative and an Academic Office Representative)
OfS Condition:	A1, A2, B2, ,
Constitution:	<p>1 x UCP HE Manager UCP HE Manager - Teacher Training and Partnerships UCP HE Manager – Employability and Resource UCP Admissions Office Representative UCP Academic Office Representative Widening Participation Officer/NEACO representative Marketing Representative Management Information Services Representative UCP Student Support Representative Student Representative/s</p> <p>Observers IEG Wellbeing/Student Services Manager External Advisor/Evaluator for APP</p> <p>For training and audit purposes there may be occasions where additional staff will attend this committee within the capacity of observers. Opinions may be sought by these members although they will not have the right to vote.</p>
Frequency:	The Admissions and Widening Access Subcommittee is held a minimum of four times a year from September to June.
Remit, Responsibilities and Duty	
5.1	The Admissions and Widening Access Subcommittee (AWAS) has delegated responsibility from the Academic Standards and Quality Committee for the development, implementation of and review of widening participation activity across the institution, ensuring this activity is in line with Office for Students (OfS) requirements. This will include the monitoring of admission and enrolment statistics necessary to oversee the development and consistent implementation of policy for student recruitment and matriculation and the agreement and review of marketing, outreach and events to ensure engagement with all student groups.
5.2	<p>AWAS has delegated responsibility from the Academic Standards and Quality Committee to approve and inform the Academic Standards and Quality Committee of:</p> <ul style="list-style-type: none"> – the award of credit for accreditation of prior and experiential learning (APCL and APEL) and encapsulations (and for the allocation of specific credit in such cases) ensuring consistent and objective decision making in accordance with validating partners academic regulations – identify and bring to the attention of the Academic Standards and Quality Committee areas of good practice and any issues arising from the consideration of applications for accreditation of prior learning.
5.3	<p>AWAS has responsibility to oversee the following areas of activity on behalf of the Academic Standards and Quality Committee and to make recommendations for approval to the Academic Standards and Quality Committee on:</p> <ul style="list-style-type: none"> – Terms and Conditions of Admission and Enrolment, ensuring through annual review that it is fair, transparent and fit for purpose and in accordance to regulatory compliance; – admissions policy and procedures, ensuring through annual review that the application, selection and admission of students is fair, transparent and accessible, reducing or removing

unnecessary barriers for prospective students and complying with relevant legislation.

5.4 AWAS has responsibility to oversee the following areas of activity on behalf of the Academic Standards and Quality Committee and to make recommendations for approval to the UCP Council on:

- the Access and Participation Plan ensuring through annual review that it sets out how UCP will improve equality of opportunity for underrepresented groups to access, succeed in and progress from higher education;
- monitor the implementation of the admissions element of the Access and Participation Plans include the monitoring and evaluation of trends, metrics and sector requirements and student feedback in relation to Widening Participation activities across the student lifecycle;
- to identify areas of concern and best practice in Widening Participation activity and recommend improvements.

5.5 AWAS is responsibility to oversee the following areas of activity on behalf of the Academic Standards and Quality Committee:

- ensuring the quality of public information in all marketing materials and admissions processes through compliance with regulatory bodies e.g. Competition and Markets Authority, across the UCP;
- monitor annually the detailed entry requirements and selection criteria for all UCP validated courses specifically focusing on those relating to non-standard entrants;
- ensure staff engaged in the delivery of admissions, recruitment and widening access are appropriately trained and resourced;
- ensure effective and efficient implementation of admissions policy and procedures;
- monitor and review the volume and results of the admissions complaints and appeals procedure and report outcomes to the Academic Standards and Quality Committee and to submit an annual report analysing the outcomes;
- ensure effective IAG processes and produce an annual report highlighting good practice which will include feedback from applicant/student representatives;
- encouraging innovation, flexible learning provisions, interdisciplinary and cross-Faculty collaboration.

Conduct of Meetings

5.6 The Chair ensures that the committee acts in accordance with its Terms of Reference and that it does not make decisions when it is inquorate.

5.7 At every meeting attendance shall be recorded, and all proceedings minuted. The minutes, once verified provisionally by the Chair of the Academic Board, are published on the UCP intranet.

5.8 If the quorum is not achieved within 15 minutes of the formal start time of the meeting as indicated on the agenda, then the meeting can either be dismissed by the Chair or carried out on an informal basis. If a meeting is inquorate, decisions are not valid. Recommendations of inquorate meetings can, however, be ratified at the next quorate meeting.

5.9 The minutes, once verified provisionally by the Chair of AWAS, are held by the Academic Office.

Agenda Items

5.10 Agenda topics are generated by the subcommittee members at least one week before each meeting.

Attendance by Non-Members

5.11 AWAS may invite or require any person, not being a member of AWAS, to attend such parts of meetings when appropriate matters are before the subcommittee. Such persons shall have the right to speak on such matters but shall not have the right to vote.

Post Subcommittee Processes

- 5.12 Draft AWAS minutes must be produced within 5 working days of each meeting and circulated to members, the Academic Office and the Chair of the Academic Standards and Quality Committee.
- 5.13 AWAS minutes must be confirmed and approved at each subsequent meeting.

6. RESEARCH AND SCHOLARLY ACTIVITY COMMITTEE (inc. Stage 1 Ethics Panel)

RESEARCH AND SCHOLARLY ACTIVITY COMMITTEE Terms Of Reference	
Responsible to:	Academic Board
Standing Committees:	None
Chair:	UCP HE Manager – Faculty of Science and Technology
Quorum:	50% of the full membership
OfS Condition:	B1, B2, B3, B4, B5, B8, E1
Constitution:	<p>Research and Scholarly Activity Committee</p> <p>UCP HE Manager – Faculty of Science and Technology (Chair) UCP HE Manager – Faculty of Arts, Humanities and Social Sciences UCP HE Manager – Faculty of Business and Education UCP HE Manager – Employability and Resources UCP HE Manager – Teacher Training and Partnerships One member of academic staff from each Faculty Biological Safety Officer</p> <p>Designated observer (Awarding Body or audit committee member) Additional members may be appointed to fulfil the requirements of a Professional, Statutory or Regulatory Body (PSRB), as appropriate. All members must have undertaken appropriate training in research ethics</p>
Frequency:	RSAC: October, January and July each academic year.
Remit, Responsibilities and Duty	
6.1	The purpose of the Research and Scholarly Activity Committee (RSAC) is to consolidate, champion and support engagement in research activities and ethics procedures. It will also oversee and monitor the activity of the Stage 1 Research Ethics Panel (STEP), taking account of validating partner requirements.
6.2	RSAC will consider all ethics applications from staff.
6.3	<p>The responsibility of the RSAC is to:</p> <ul style="list-style-type: none"> – promote scholarship opportunities for students and staff; – oversee and agree journal papers and articles for dissemination and publication; – offer guidelines on intellectual property; – share good practice and findings from research and scholarship; – work with partners and stakeholders to ensure appropriate ethics processes are adopted when collaborating on research projects; – support the STEP in reviewing and recording decisions on ethics applications and adherence to procedures, and to promote good practice across all undergraduate courses abiding by the ethics requirements outlined by any validating awarding body; – promote and champion innovation and development to enhance the quality and volume of our research and scholarship; – monitor and evaluate the quality and volume of our research and scholarship to highlight areas of good practice for wider dissemination and identify issues that require attention; – offer advice and support to colleagues on all matters relating to the management and development of our research and scholarship; – recommend changes in strategy to the Academic Board in relation to research and scholarship, and submit minutes of meetings;

- inform institutional policy and ensure engagement with national agencies and initiatives such as the Knowledge Exchange Framework (KEF);
- disseminate new information concerning research, ethics and scholarship throughout the institution;
- develop, monitor and review policy and procedure relating to the submission of external research grant applications;
- provide a lead in the preparation of institutional responses to external bodies.

Conduct of Meetings

- 6.4 The Chair ensures that the committee acts in accordance with its Terms of Reference and that it does not make decisions when it is inquorate.
- 6.5 At every meeting attendance shall be recorded, and all proceedings minuted. If the quorum is not achieved within 15 minutes of the formal start time of the meeting as indicated on the agenda, then the meeting can either be dismissed by the Chair or carried out on an informal basis. If a meeting is inquorate, decisions are not valid. Recommendations of inquorate meetings can, however, be ratified at the next quorate meeting.
- 6.6 The minutes, once verified provisionally by the Chair, are held by the Academic Office.

Agenda Items

- 6.7 A RSAC must include the following agenda items:
- I. Welcome and apologies
 - II. Terms of reference and protocols
 - III. Confirmation that the Committee is quorate and therefore able to take decisions
 - IV. Confirmation of the Minutes of the previous meeting
 - V. Matters Arising from the minutes of the previous meeting
 - Part 1:** STEP abiding by the ethics guidance of validating partners
 - VI. STEP student applications
 - Part 2:** Closed meeting for UCP staff only
 - VII. Staff research ethics applications
 - VIII. Update on research and scholarly activity
 - IX. Any other business
 - X. Date and time of the next meeting

Attendance by Non-Members

- 6.8 The committee Chair may invite or require any person, not being a member, to attend such parts of meetings when appropriate matters are before the committee. Such persons shall have the right to speak on such matters but shall not have the right to vote.

Post Committee Processes

- 6.9 Draft RSAC Minutes must be produced within 5 working days of each meeting and circulated to members, the Academic office and to the Chair of the Academic Standards and Quality Committee.
- 6.10 RSAC minutes must be confirmed and approved at each subsequent meeting.

7. EXAM BOARD – The Open University Awards and Pearson Awards

Exam Board Terms of Reference	
Responsible to:	Academic Board
Subcommittees:	Extenuating Circumstance Panel
Chair:	HE Manager (<i>or designated nominee</i>)
Quorum:	The following members must attend for the decisions of an Exam Board to be valid unless unforeseen circumstances exceptionally prevent attendance. In which case appropriate alternative arrangements should be made provided the circumstances arise an enough time in advance of the meeting: <ol style="list-style-type: none"> a) One representative from each Faculty. b) All External Examiners. c) 50% of the Module Leaders (or their named substitute) whose modules are under consideration. d) Awarding body representative.
OfS Condition:	B1, B2, B3, B4, B5, B8
Constitution:	<ol style="list-style-type: none"> a) Chair – HE Manager or nominee, a senior member of staff, someone independent of the programme/subject area being considered b) Secretary to the Board (Academic Officer (or equivalent)) c) Course Leaders d) Module Leaders e) Tutors responsible for teaching or assessing f) External Examiner(s) for each programme being considered at the board g) Quality Manager h) Awarding Body Representative
Frequency:	<p>The date for all formal meetings scheduled at UCP is published 12 calendar months in advance.</p> <p>Panels will meet at appropriate progression points as necessary, e.g. after each assessment period, before the Awards Board.</p> <p>It is the responsibility of the Course Leaders to ensure that all students' unconfirmed marks are recorded and submitted on MarkBook at least 7 days prior to the Exam Board.</p>
Conflict of interest	Members will be asked to declare any interest that could give rise to conflict in relation to any item on the agenda at the beginning of the meeting. All interests disclosed will be recorded in the minutes. If the Chair of the meeting deems it appropriate, the member shall absent himself or herself from all or part of the discussion of the matter.
Remit, Responsibilities and Duty	
7.1	Every programme of study leading to an award must have an Exam Board.
7.2	Exam Boards consider the academic progress of individual based on recommendations from the Extenuating Circumstance Panel The performance of module assessment and teaching is discussed.
7.3	The Exam Boards include representation from the appropriate awarding body.
7.4	Members are responsible for ensuring that appropriate academic standards are set for all assessed work for modules/units within their remit (including consideration of mean marks, standard deviation, and comparisons with student achievement in previous years and/or assessment periods).
7.5	The responsibility of the Exam Board is to: <ol style="list-style-type: none"> a) Review of formal presentation of module mark sheets. b) Ensure that assessment and feedback is purposeful and supports the learning process. c) Consider the appropriateness of mark ranges in the context of anticipated or normative mark standards and to moderate where appropriate.

- d) Consider and approve module/unit results and the award of the associated credit to determine for a student who has failed a module/unit at the first attempt the form and timing of re-assessment on the following basis.
- Either:
- i. The form of re-assessment is normally a resit of the failed elements. Exceptionally, an alternative method of re-assessment is provided e.g., where the original method of assessment can no longer be repeated for an individual student.
- or
- ii. The re-assessment is undertaken after further attendance (where deemed necessary in view of the subject area e.g., laboratory work for a science-based subject).
- e) Identify those modules/unit for which incomplete marks have been submitted for referral to the Panel for action, where appropriate.
- f) Receive reports from the Pre-Student Review Panel (which considers the following)
- i. Extenuating Circumstance Panel
 - ii. Academic Misconduct panel
 - iii. Academic Appeals Information (pertinent to the board)
- g) Confirmation and Recommendations for Progression.
- h) Recommendations of Awards, including Exit Awards

Conduct of Meetings

- 7.6 The Chair ensures that the committee acts in accordance with its Terms of Reference and does not confirm any decisions when it is inquorate.
- 7.7 If the quorum is not achieved within 15 minutes of the formal start time of the meeting as indicated on the agenda, then the meeting can either be dismissed by the Chair or carried out on an informal basis. If a meeting is inquorate, decisions are not valid. Recommendations of inquorate meetings can, however, be ratified at the next quorate meeting.
- 7.8 At every meeting attendance shall be recorded, and all proceedings minuted. The minutes, once verified provisionally by the Chair of the Awards Board, are circulated to members and a copy held by the Academic Office.

Agenda Items

- 7.9 All Exam Board's must include the following standard agenda items:
- a) Welcome and apologies
 - b) Confirmation that the Panel is quorate and therefore able to take decisions
 - c) Declaration of Conflict of Interest
 - d) Confirmation of the minutes of the previous meeting
 - e) Confirmation that students have taken modules/units that lead to the qualifications under the jurisdiction of the Panel
 - f) Matters arising from the minutes of the previous meeting
 - g) Details of any Chair's Actions taken since last meeting
 - h) HE Course Leader/ Module Leader presentation of module mark sheets and report on delivery and assessment of each module to include where appropriate;
 - I. the grades achieved by students on the individual modules/units
 - II. Complaints pertinent to the proceedings of the board
 - i) Comments from External Examiners on the appropriateness of assessment, marks and standard of feedback
 - j) Consideration of any proposed moderation of marks for individual assessment tasks (not individual candidates), based on advice from the relevant External Examiner
 - k) Confirmation from the External Examiners that the standard of any awards to be made is comparable with that of similar awards elsewhere
 - l) Review of recommendation from the Pre-Student Review Panel:
 - I. Academic Misconduct cases

- II. Academic Appeals cases
- III. Referrals and deferrals
- IV. Progression of students on to the next stage of the programme
- m) Review of recommendation from the Exceptional Circumstances Panel
- n) Approval of recommendations for progression
- o) Consideration of Award recommendations
- p) Reminder that discussions and decisions taken at the Panel are confidential
- q) Any other business
- r) Date of next meeting confirmed
- s) Collection of confidential papers by the Secretary to the Board (or information about deleting documents where board held remotely)
- t) Signing of Award Recommendation paperwork – conducted by email for remote meetings

Confidentiality of Assessment Board Deliberations

- 7.10 The proceedings of an Exam Board are strictly confidential. Discussions of individual candidates must not be divulged to candidates. Additionally, marks may not be divulged to persons other than the candidate without the express authority of the Chair.
- 7.11 Students must not be informed of the decisions of Exam Board prior to their formal publication.

Post Panel Processes

- 7.12 The Academic Office keeps a formal record of the attendance at, discussions held, and decisions made at the meeting. Decisions regarding student achievement must be recorded accurately in the minutes of the meeting.
- 7.13 Following an Exam Board all decisions and any mark amendments are updated on ProMonitor by the Academic Office staff.
- 7.14 Draft Exam Board minutes are produced within 5 working days of each meeting and sent to members and the Academic Office.
- 7.15 Exam Board minutes must be confirmed and approved at each subsequent meeting.
- 7.16 Where a decision is being deferred the reason must be fully minuted.
- 7.17 Annual Report to Academic Board on External Examiner activity.

Deferred Decisions

- 7.18 Where a decision is being deferred the reason must be fully minuted.
- 7.19 Deferred decisions must be resolved within 30 working days of the date of the Exam Board. A decision must be made based on the information available at that time

Communication of the outcome of Exam Board Decisions to Students

- 7.20 Module marks and progression decisions will be published by the Academic Office and made available for students to view after the meeting of the Exam Board, at the date set by Academic Office.
- 7.21 Award recommendations and classifications are subject to approval by the OU's Module Results Approval and Qualifications Classification Panel (MRAQCP). For HNC/HND award classifications are subject to approval by Pearson.
- 7.22 Students are informed if they have failed a summative assessment submission on Promonitor. If eligible, they are informed of the deadline date a second submission is due on Promonitor. Assessment tasks are posted on Canvas by the Module Leader. It is the student's responsibility to check their assessment results and read published guidance.

8. EXTENUATING CIRCUMSTANCES PANEL – The Open University & Pearson Awards

Extenuating Circumstances Panel Terms of Reference	
Responsible to:	Exam Board
Subcommittees:	None
Chair:	Academic Office Manager (<i>or designated nominee</i>)
Quorum:	The following members must attend for the decisions of a meeting to be approved: <ul style="list-style-type: none"> – Academic Office Manager (or nominee) (Chair) – UCP HE Managers or designated nominee x 2
OfS Condition:	B2, B4
Constitution:	UCP Academic Office Manager or designated nominee (Chair) UCP HE Managers or designated nominee x 4
Frequency:	Panels will meet once a month. Meetings last a maximum of two hours.
Remit, Responsibilities and Duty	
8.1	UCP recognises that students may suffer from serious, sudden and unforeseen circumstances which were beyond a student control which: <ul style="list-style-type: none"> – prevented them from undertaking an assessment task (e.g. were unable to attend an examination, give a presentation or submit a coursework assignment) OR – adversely impaired their performance when undertaking an assessment task (e.g. they became ill during an examination)
8.2	The Extenuating Circumstances Panel is responsible for: <ul style="list-style-type: none"> – ensuring students are fully aware of the Extenuating Circumstances process and how and when they can request an extension or apply for Extenuating Circumstances; – considering all claims for Extenuating Circumstances and to determine the outcome in all cases; – ensuring that claims are current and that the circumstance is unanticipated and beyond the students control rather than disadvantageous conditions experienced throughout their studies (students with serious, long-term/permanent difficulties should contact Student Support Services); – ensuring that each submission is considered in a fair and equitable manner.
8.3	The Panel members must be provided with a full copy of the student’s Extenuating Circumstances application.
8.4	The Chair must read out the confidentiality and declaration of interest statement, at the start of the Panel.
8.5	The HE Manager will present claims on behalf of the student within their faculty.
8.6	The Panel will determine: <ul style="list-style-type: none"> – whether a student has presented substantiated evidence of circumstances eligible for Extenuating Circumstances; – whether the circumstances could have had an effect on the student’s performance; – how significant the effect of any Exceptional Circumstances would likely have been.
8.7	In exceptional cases a student may request when submitting a claim that the detail of the claim is not disclosed to the Panel which considers the claim. In such cases only the Chair of the Panel has access to the detail of the claim and submits a recommendation to the Panel for consideration.
8.8	The Panel will take the following into account during their deliberations: <ul style="list-style-type: none"> – the nature of the proposed Extenuating Circumstances; – the impact the proposed Extenuating Circumstances may have had on the assessment in question; – the relationship between the proposed Exceptional Circumstances and the assessment;

- what actions the student has taken in an attempt to address the problem.
- 8.9 Decisions will be made by the Panel in the light of the evidence before it and taking into consideration the severity of the problem and the length of time involved, any supporting documentary evidence, whether all work in the same assessment period appears to have been equally affected, whether it is possible to gauge the effect of extenuating circumstances on academic performance, whether achievement is consistent with past performance (as far as is evidenced from the evidence submitted by the student) and the type of assessment affected.
- 8.10 Cases may be adjourned if further information is needed. The Panel Chair must write to the student to request the information, which must be provided by a date agreed by the Panel. If the information is not provided, the application will not be granted. The student must then be informed of the Panel's decision.
- 8.11 The Panel may decide not to uphold a claim on the basis that the student has not made a case, has not provided supporting evidence, that the supporting evidence does not support the claim, or that the student had no good reason for not advising of the circumstances prior to the assignment or examination for which mitigating circumstances are claimed.
- 8.12 The Panel will not recommend that a student should receive additional marks or amend marks from previous academic year of study.
- 8.13 The Panel will not review claims considered and agreed previously, or review claims previously considered and rejected.
- 8.14 The Panel is required to:
- report, by student, to the Exam Board the Extenuating Circumstances considered, accepted or not accepted;
 - on completion of the panel meeting, notify (through Mark Book) students of the outcomes and decisions that affect them.

Conduct of Meetings

- 8.15 The Chair ensures that the committee acts in accordance with its Terms of Reference and that it does not make decisions when it is inquorate.
- 8.16 If the quorum is not achieved within 15 minutes of the formal start time of the meeting as indicated on the agenda, then the meeting can either be dismissed by the Chair or carried out on an informal basis. If a meeting is inquorate, decisions are not valid. Recommendations of inquorate meetings can, however, be ratified at the next quorate meeting.
- 8.17 At every meeting attendance shall be recorded, and all proceedings minuted. The minutes, once verified provisionally by the Chair, are circulated to members, the Chair of the Faculty Student Review and a copy held by the Academic Office.

Agenda Items

- 8.18 All Panel's must include the following standard agenda items:
- i. Welcome and apologies
 - i. Confirmation that the Panel is quorate and therefore able to take decisions
 - ii. Confirmation that students have taken modules/units that lead to the qualifications under the jurisdiction of the Panel
 - iii. Details of any Chair's Actions taken since last meeting
 - iv. **Stage 1: Identifying Claims:**
 - a. Cases received after the published claim date are identified.
 - b. Claims which are not supported by documentary evidence are identified. If there is no credible and compelling explanation for the late claim or lack of evidence, these students must be advised that their claims cannot be considered in writing sent by email.
 - v. **Stage 2: Reviewing in-time Claims:**

- a. The Chair presents Extenuating Circumstance applications on behalf of the student.
- b. Committee members consider the following:
 - the nature of the proposed Extenuating Circumstances;
 - the evidence provided;
 - the impact the proposed Extenuating Circumstances may have had on the assessment in question;
 - the relationship between the proposed Extenuating Circumstances and the assessment;
 - what actions the student has taken in an attempt to address the problem.
- c. Cases may be adjourned if further information is needed. The Panel must contact the student by email to request the information, which must be provided by a date agreed by members. If the information is not provided, the application will not be granted. The student must then be informed of the decision.
- d. Students must be informed of decisions within 10 working days of the Panel meeting. This should be done in writing by email. If the Panel has decided not to grant Extenuating Circumstances the reasons for the decision must be clearly explained in writing.
- e. If an extenuating circumstances application is supported, then the decision of the Extenuating Circumstances Panel is reported for information to the relevant Exam Board (for OU awards) and Assessment Panel (for Pearson awards), where a new assessment submission deadline date will be set.
- vi. Reminder that discussions and decisions taken at the Panel are confidential.
- vii. Any other business and the proposed date and time of the next meeting.

Confidentiality of Panel Deliberations

8.19 Exceptional Circumstances claims received by the Panel are considered in strict confidence. Panel discussions of individual candidates must not be divulged to candidates.

Post Panel Processes

8.20 Decisions regarding student achievement must be recorded accurately in the minutes of the meeting.

8.21 Following a Panel, all decisions must be updated on the Management Information System prior to the Assessment Panel meeting.

8.22 Draft Panel Minutes must be produced within 7 calendar days of each meeting and sent to members and the Academic Office.

8.23 Students must be informed of decisions within 15 working days of the meeting. This should be done in writing by email. If the Panel has decided not to grant Extenuating Circumstances the reasons for the decision must be clearly explained in writing. If the claim is upheld the student is informed and given one of three options:

- I. If the student has already taken the assessment and has achieved a pass mark, the student will be allowed to accept or decline the offer of a further attempt. If the student fails to indicate acceptance of the further attempt by the date agreed, the offer must be withdrawn.
- II. The student will be allowed a further assessment attempt to be determined by the Assessment Board.
- III. Waive late submission penalties.

Deferred Decisions

8.24 Where a decision is being deferred the reason must be fully minuted.

8.25 Deferred decisions must be resolved within 30 working days of the date of the Panel. A decision must be made based on the information available at that time.

9. ASSESSMENT PANEL - Anglia Ruskin University

Assessment Panel Terms of Reference	
Responsible to:	Awarding Body Awards Board
Subcommittees:	Student Review
Chair:	HE Manager (or <i>designated nominee</i>)
Quorum:	<p>50% of the Module Leaders (or their named substitute) whose modules are under consideration</p> <p>The following members must attend for the decisions of a meeting to be valid unless unforeseen circumstances exceptionally prevent attendance. In which case appropriate alternative arrangements should be made provided the circumstances arise an enough time in advance of the meeting:</p> <ul style="list-style-type: none"> – one representative from each Faculty – at least one of the External Examiners(s) <p>Assessment Panels must meet before the Anglia Ruskin Awards Board.</p>
OfS Condition:	B1, B2, B3, B4,B5, B8
Constitution:	<p>UCP HE Manager or designated nominee (Chair)</p> <p>UCP Academic Officer (Executive Secretary)</p> <p>External Examiner(s)</p> <p>HE Course Leads</p> <p>Unit/Module Leader(s)</p> <p>Awarding Body Designated Observer</p> <p>Designated Observer(s): Nominee from Quality</p>
Frequency:	<p>Panels will meet at appropriate progression points as necessary, e.g. after each assessment period, before Student Review Subcommittees and Validating Partner Awards Boards.</p> <p>Meetings last a maximum of two hours.</p> <p>It is the responsibility of the Course Leads to ensure that all students' unconfirmed marks are recorded and submitted on MarkBook at least 7 days prior to the Panel meeting.</p>
Conflict of interest	<p>Members will be asked to declare any interest that could give rise to conflict in relation to any item on the agenda at the beginning of the meeting. All interests disclosed will be recorded in the minutes. If the Chair of the meeting deems it appropriate, the member shall absent himself or herself from all or part of the discussion of the matter.</p>
Remit, Responsibilities and Duty	
9.1	The Assessment Panel is responsible for ensuring that appropriate academic standards are set for all assessed work for modules/units within their remit (including consideration of mean marks, standard deviation, and comparisons with student achievement in previous years and/or assessment periods).
9.2	<p>The responsibility of the Assessment Panel is to:</p> <ul style="list-style-type: none"> – consider and approve assessment marks; – ensure that assessment and feedback is purposeful and supports the learning process; – consider the appropriateness of mark ranges in the context of anticipated or normative mark standards and to moderate where appropriate; – consider and approve module/unit results and the award of the associated credit to determine for a student who has failed a module/unit at the first attempt the form and timing of re-assessment on the following basis: <ul style="list-style-type: none"> either: <ul style="list-style-type: none"> I. the form of re-assessment is normally a resit of the failed elements. Exceptionally, an alternative method of re-assessment is provided e.g. where the original method of

assessment can no longer be repeated for an individual student

or

- II. the re-assessment is undertaken after further attendance (where deemed necessary in view of the subject area e.g. laboratory work for a science-based subject)
- identify those modules/unit for which incomplete marks have been submitted for referral to the Panel for action, where appropriate;
 - ensure that decisions on module/unit results are accurately recorded and are available to the appropriate Faculty Student Review Subcommittee and for UCP Validated courses, to the Anglia Ruskin University Awards Board.

Conduct of Meetings

- 9.3 The Chair ensures that the committee acts in accordance with its Terms of Reference and that it does not make decisions when it is inquorate.
- 9.4 If the quorum is not achieved within 15 minutes of the formal start time of the meeting as indicated on the agenda, then the meeting can either be dismissed by the Chair or carried out on an informal basis. If a meeting is inquorate, decisions are not valid. Recommendations of inquorate meetings can, however, be ratified at the next quorate meeting.
- 9.5 At every meeting attendance shall be recorded, and all proceedings minuted. The minutes, once verified provisionally by the Chair of the Academic Board, are circulated to members and a copy held by the Academic Office.

Agenda Items

- 9.6 All Assessment Panel's must include the following standard agenda items:
 - ii. Welcome and apologies
 - iii. Confirmation that the Panel is quorate and therefore able to take decisions
 - iv. Register of Conflict of Interest
 - v. Confirmation of the Minutes of the previous meeting
 - vi. Matters Arising from the minutes of the previous meeting
 - vii. Details of any Chair's Actions taken since last meeting
 - viii. HE Course Leader/ Module Leader report on delivery and assessment of each module to include where appropriate;
 - a. the grades achieved by students on the individual modules/units
 - b. cases of academic misconduct
 - ix. Comments from External Examiners on the appropriateness of assessment, marks and standard of feedback
 - x. Consideration of any proposed moderation of marks for individual assessment tasks (not individual candidates), based on advice from the relevant External Examiner
 - xi. Confirmation from the External Examiners that the standard of any awards to be made is comparable with that of similar awards elsewhere
 - xii. Reminder that discussions and decisions taken at the Panel are confidential
 - xiii. Any other business
 - xiv. The proposed date and time of the next meeting

Absence of an External Examiner

9.7 At least one External Examiner must be present for an Assessment Panel to be quorate. On the exceptional occasion when no External Examiner is present (usually due to sudden and unforeseen circumstances such as illness), the meeting may still go ahead but, prior to the publication of the outcomes of the Assessment Panel being published, the Chair contacts one (or more) of the External Examiners to discuss the outcomes of the meeting, explaining how any complex decisions have been reached. The outcomes of the meeting are only published once the External Examiner(s) has confirmed in writing that he/she is endorsing the outcomes based on the discussion held with the Chair (an e-mail message is acceptable). Such endorsement is lodged with the Academic Officer.

Confidentiality of Assessment Board Deliberations

9.8 The proceedings of Assessment Panels are strictly confidential. Panel discussions of individual candidates must not be divulged to candidates. Additionally, marks may not be divulged to persons other than the candidate without the express authority of the Panel.

9.9 Students must not be informed of the decisions of Panel's prior to their formal publication.

Post Panel Processes

9.10 Decisions regarding student achievement must be recorded accurately in the minutes of the meeting.

9.11 Following an Assessment Panel, all decisions and any mark amendments must be updated on the Management Information System.

9.12 Draft Assessment Panel Minutes must be produced within 5 working days of each meeting and sent to members and the Academic Office.

9.13 Assessment Panel Minutes must be confirmed and approved at each subsequent meeting.

Deferred Decisions

9.14 Where a decision is being deferred the reason must be fully minuted.

9.15 Deferred decisions must be resolved within 30 working days of the date of the Assessment Panel Board. A decision must be made based on the information available at that time.

10. STUDENT REVIEW SUBCOMMITTEE - Anglia Ruskin University

Student Review Subcommittee Terms of Reference	
Responsible to:	Awarding Body Awards Board
Subcommittees:	None
Chair:	UCP HE Manager (<i>or designated nominee</i>)
Quorum:	<p>The quorum for meetings of Student Review Subcommittees is either one third of the total membership or four members, whichever is the greater. The following members must attend for the decisions of a meeting to be valid unless unforeseen circumstances exceptionally prevent attendance, in which case appropriate alternative arrangements should be made provided the circumstances arise a sufficient time in advance of the meeting:</p> <ul style="list-style-type: none"> • A HE Manager and/or HE Course Lead from the Faculty • An External Examiner(s), if required by a PSRB.
OfS Condition:	B2, B3
Good Practice Guidance:	•
Constitution:	<p>HE Manager or designated nominee (Chair) Course Lead or representative from the course team A UCP Student Support Officer/ Adviser A member of the Academic Office An External Examiner(s), if required by a PSRB.</p>
Frequency:	<p>For each Exam Board/Assessment Panel there will be a Student Review Subcommittee held at UCP with delegated responsibility to review the academic progress and to make recommendations on an individual basis on student continuation or discontinuation, progression and eligibility for the conferment of an award in line with academic regulations.</p> <p>For ARU students, the Student Review Subcommittees meet after the Awarding Body Awards Board, Module Assessment Panels and Extenuating Circumstances Panel. For OU students, the Student Review Subcommittees meet before the Awarding Body Module Results Approval and Qualifications Classification Panel. Meetings last a maximum of one hour per course.</p>
Remit, Responsibilities and Duty	
10.1	To ensure that Academic Regulations, accrediting bodies and QAA Quality Codes are applied.
10.2	To review student academic progress and to make recommendations on an individual basis on student continuation/discontinuation, progression and eligibility for the conferment of an award of all students registered within the Faculty.
10.3	<p>To recommend to the Awards Board (ARU), Exam Board (the OU) a formal progression decision for each student in accordance with the Academic Regulations including;</p> <ul style="list-style-type: none"> – that compensation for a failed module(s) is applied on an individual student basis; – that an individual student who has failed a module at the first attempt should be required to undertake the method of re- assessment, as agreed by the appropriate Assessment Panel, following further tuition. Such decisions are made where, in the opinion of the Subcommittee, the student's performance to date suggests that the likelihood of successful retrieval of first attempt failure in the module(s) concerned without further tuition is low. These recommendations are subject to the limits prescribed in the Academic Regulations; – to identify those students who, having failed a module after re-assessment, are permitted by the Academic Regulations to re-take the same module or take a replacement module within the limits prescribed in the Academic Regulations; – in cases where the total volume of module re-assessment for an individual student (as proposed by each Assessment Panel) is excessive, a revised schedule of (re)assessment in terms of timing, form and attendance requirements, in order to ensure that an individual student's assessment load in

any one assessment period is reasonable and appropriate;

- a formal progression decision for each student where appropriate;
- for those students who are not considered under awarding bodies progression schemes, the discontinuation of students who have exceeded the volume of retake/replacement modules prescribed in the Academic Regulations;
- where a HE Course Leads (or HE Manager) has provisionally approved the transfer of a student’s registration from one course to another course (not necessarily within the Faculty) and for which any conditions of transfer have been met; to recommend the transfer of credit and associated marks or grades and; not to recommend the conferment of any award in such cases, even if the credit requirements of the original intended award (or any associated intermediate award) have been satisfied;
- to identify students who, having failed a unit after reassessment, are permitted under Assessment Regulation to retake the same unit or replace the unit within the limits prescribed in the Academic Regulations;
- the discontinuation of students who have exceeded the volume of retake/replacement units prescribed in the Academic Regulations.

10.4 In making the above recommendations, the Subcommittee takes account of the following:

- all module results;
- cases where a student is eligible for compensation; [NB: Approval of compensation is the responsibility of the Anglia Ruskin Awards Board for UCP students];
- cases where marks have been annulled as a result of a successful Extenuating Circumstances claim;
- cases where, after Extenuating Circumstance and compensation have been considered, a student has too many re-assessments outstanding to proceed immediately to new learning;
- student intermissions;
- the outcome of any disciplinary process on an academic, professional or personal matter;
- student withdrawals;
- cases where a student is likely to withdraw through persistent non-attendance or is required to do so for this reason. Students in this category are not referred to the Awards Board (as withdrawal is not an outcome of the assessment process but the appropriate withdrawal process is completed.

Preparation – Data and Documentation

10.5 The Academic Office publishes the deadline for all internally moderated marks to be entered on to ProMonitor. This is the Monday of week 16 and week 33 and week 43 of the Academic Office Academic Calendar. After this date, results on Promonitor are closed to staff for editing.

10.6 The Academic Office staff exports the student profiles from ProMonitor. This is done from the Promonitor reporting screen and provides the Panel with student’s progression details based on the awarding body regulations. This is shared in the panel meeting directly from ProMonitor. No documentation is printed or copied to other drives/systems. This ensures data integrity.

Conduct of Meetings

10.7 The Chair ensures that the committee acts in accordance with its Terms of Reference and that it does not make decisions when it is inquorate.

10.8 If the quorum is not achieved within 15 minutes of the formal start time of the meeting as indicated on the agenda, then the meeting can either be dismissed by the Chair or carried out on an informal basis. If a meeting is inquorate, decisions are not valid. Recommendations of inquorate meetings can, however, be ratified at the next quorate meeting.

10.9 At every meeting attendance shall be recorded, and all proceedings minuted. The minutes, once

verified provisionally by the Chair of the Academic Board, are circulated to members and a copy held by the Academic Office.

Confidentiality of Student Review Subcommittee Deliberations

10.10 The proceedings of a Student Review Subcommittee are strictly confidential. Subcommittee discussions of individual candidates must not be divulged to persons other than the candidate without the express authority of the subcommittee.

10.11 Students must not be informed of the decisions of Panel's prior to their formal publication.

Agenda Items

10.12 All Faculty Student Review Subcommittee's must include the following agenda items identifying those students whose academic standing requires a decision.

- I. Welcome and apologies
- II. Confirmation that the Panel is quorate and therefore able to take decisions
- III. Confirmation of the Minutes of the previous meeting
- IV. Matters Arising from the minutes of the previous meeting
- V. Details of any Chair's Actions taken since last meeting
Presentation of student profiles to date, including any recent mitigation decisions. Schedules are grouped according to category as identified in Academic Regulations and presented together with student profiles showing the individual progress to date
- VI. Specifically, decisions to be taken at Student Review include:
 - a) Resit module with attendance
 - b) Replace a designated module
 - c) Transfer to a lower award
 - d) Transfer to another pathway
 - e) Transfer to a Framework Award
 - f) Vary form or timing of re-assessment
 - g) Alleged assessment offences (for decision by Awards Board)
 - h) Placement Hours (if applicable)
- VII. recommendation to the Awards Board for decision are:
 - i) Compensation
 - j) Continuation & Discontinuation
 - k) Transferred Credit
- VIII. Reminder that discussions and decisions taken at the subcommittee are confidential
- IX. Any other business
- X. The proposed date and time of the next meeting

Post Subcommittee Processes

10.13 Student progression outcomes must be recorded accurately in the minutes of the meeting.

10.14 Outcomes must be notified to students and their HE Course Lead through publication on student's individual Mark Book record to the timescales set out in the Academic Regulations.

Deferred Decisions

10.15 Where a decision is being deferred the reason must be fully minuted.

10.16 Deferred decisions must be resolved within 10 working days of the date of Student Review Subcommittee and before the Awards Board Panel where any decision on the student's award is being made.

10.17 A decision must be made based on the information available at that time.