



ACADEMIC BOARD – TERMS OF REFERENCE

Responsibility of the Committee

To ensure the delivery of higher education within Arden University in accordance with the requirements of partner awarding bodies, relevant legislation and external benchmarks relating to the delivery of Higher Education within the UK, including the UK Quality Code and associated guidance as defined by the Quality Assurance Agency for Higher Education (QAA).

Composition

- Chair: Academic Director
- Secretary, nominated by the Chair
- Registrar
- Director of Student Achievement
- Head of Admissions
- Academic Programme Directors
- Director of Learning and Teaching
- Deputy CEO
- External Quality Advisor
- Three External Members with experience of the UK higher education sector
- Two elected members of academic staff
- One elected member of non-academic staff (excludes members of the Senior Management Team)
- President of the Arden University Student Association
- One other student representative
- Up to three other members as co-opted by the Board

Selection process for members

The Academic Board will receive nominations for and elect a Deputy Chair from among its membership.

The Academic Board will receive nominations for External members for approval in advance of appointment.

Elected members will be elected by their peer group.

Terms of office

External members will normally have a maximum term of office of 4 years.

Elected members will normally have a maximum term of office of 2 years.

Quorum

The quorum is 50% of the membership to include at least one external member.

Where decisions are taken via iQuality, these must have the support of the majority of respondents to include at least one external member.

Terms of Reference

1. To promote and enhance effective student learning, teaching, scholarship and research in relation to all Higher Education programmes delivered by Arden University.
2. To advise the Chief Executive of Arden University and Board of Directors on the development of Arden University's academic activities and the resources needed to support these activities.
3. To develop, approve and keep under review a framework of principles and regulations to be complied with by all of the programmes of study delivered by Arden University.
4. To determine conditions and procedures, and the requirements by students for the granting, conferment, assessment and evidencing of attainment of all Arden University academic awards and to ensure compliance with other partner validating and awarding bodies.
5. To confer all Arden University awards, including honorary awards on the recommendation of the Boards of Examiners
6. To establish and keep under review policies and procedures on matters relating to the admission of students, teaching, curriculum content, assessment and examination of the academic performance of students, subject to the requirements of Arden University's authority and that of any external bodies.
7. To appoint and, if necessary, to remove internal and external examiners or, where appropriate, recommend the appointment of examiners to external validating bodies.
8. To determine, and to keep under review, procedures whereby students may appeal against decisions made by a Board of Examiners.
9. To determine, and to keep under review, procedures whereby students may complain about matters which they feel affect the quality of their learning opportunities
10. To determine, and keep under review, procedures for the expulsion of students for academic reasons, after having consulted with the Board of Directors.
11. To establish policies for the management of risk to academic standards and quality, and to receive regular reports on academic standards and quality
12. To establish and maintain a Learning and Teaching Committee as a sub-committee of the Academic Board
13. To establish and maintain such other sub- Committees as it deems appropriate
14. To establish regular arrangements for the review of the Board's terms of reference and composition and effectiveness
15. To advise on such other matters as the Board of Directors of Arden University may refer to the Academic Board.

Last approved by Academic Board: 14th December 2017

LEARNING AND TEACHING COMMITTEE – TERMS OF REFERENCE

Responsibility of the Committee

The Learning and Teaching Committee is a sub-committee of Academic Board responsible for:

1. Developing for approval by Academic Board the Arden University Learning, Teaching and Assessment Strategy.
2. Implementing and ensuring the currency of the Arden University Learning and Teaching Strategy; Learning, Teaching and Assessment Strategy.
3. Advising Academic Board on the regulatory infrastructure as it relates to learning teaching and assessment.
4. Identifying staff development needs to enhance the quality of learning, teaching and assessment, academic guidance and learner support.
5. Promoting innovation in learning, teaching and assessment and the dissemination of good practice.
6. Monitoring the process by which learning material is developed and maintained.
7. Making recommendations to the Quality and Standards Committee in respect of the approval of minor changes to modules and programmes.
8. Making suggestions to SMT or any other operational boards based on decisions reached.

Composition

- Chair (appointed by Chair of Academic Board from existing Academic Board members)
- Academic Programme Directors
- Director of Learning and Teaching
- Director of Academic Resources or nominee
- At least one Programme Leader from each subject area and delivery mode (minimum six in total)
- Two other members of academic staff appointed by Chair of Academic Board
- Registrar or nominee
- Head of Quality or nominee
- Director of Student Achievement or nominee
- Head of IT or nominee
- Elected student representative appointed from programme representatives

The Committee will appoint one of its members as Deputy Chair.

The Chair will be appointed for two years which may be renewed.

Co-opted staff members will be appointed for two years which may be renewed.

Frequency of Meetings

Meetings will be held four times per year to coincide with Assessment Boards. Where decisions are required between meetings then the business will normally be transacted on line.



Quorum

The quorum will be a minimum of six attendees.

Last approved by Academic Board: 14th December 2017

QUALITY AND STANDARDS COMMITTEE –TERMS OF REFERENCE

Responsibility of the Committee

The Quality and Standards Committee is a sub-committee of and reports to the Academic Board.

The Quality and Standards Committee is responsible for:

- Developing, monitoring and evaluating the implementation of Arden University's Regulatory Framework and its constituent regulations, policies and quality assurance and enhancement procedures and advising Academic Board on recommended changes to regulations and quality process.
- Managing on behalf of Academic Board the approval of new and changes to existing programmes, reporting outcomes and making recommendations to Academic Board.
- Maintaining oversight of the health of programmes, considering outcomes of programme monitoring and review, student engagement and external examination mechanisms and advising Academic Board on the outcomes of this activity.

Composition

- Chair: Registrar
- Academic Director
- Head of Quality
- Quality Manager (Partnerships)
- Director of Student Achievement or nominee
- Academic Programme Director(s)
- Two Programme Leaders, nominated by Academic Director
- Elected student representative appointed from programme representatives

Other members may be co-opted by the Committee.

Nominated membership will be reviewed periodically by the Academic Director.

Quorum

The quorum is 50% of the membership.

Where decisions are taken via iQuality, these must have the support of the majority of respondents.

Terms of Reference

1. To review Arden University's Regulatory Framework and its constituent regulations, policies and procedures on an annual basis.
2. To recommend changes to the Regulatory Framework and its constituent regulations, policies and procedures to Academic Board.
3. To consider proposals for changes to regulations, policies and procedures.
4. To maintain oversight on behalf of Academic Board of course annual monitoring activity, including the receipt, monitoring and review of annual reports and associated action plans.
5. To receive and consider Course Committee minutes and make an annual report to Academic Board on the effectiveness of the Course Committee process.



6. To monitor the effectiveness of student representation mechanisms and make an annual report to Academic Board.
7. On behalf of Academic Board, to oversee the validation process.
8. On behalf of Academic Board, to consider the approval of new programmes and revalidation of existing programmes based on the outcome of the validation process.
9. On behalf of Academic Board, to consider approval of major and minor modifications to programmes and modules.
10. To undertake an annual review of the validation processes and outcomes, and make an annual report to Academic Board.
11. To commission thematic reviews on an ad hoc basis.
12. To oversee the appointment of External Examiners.
13. To maintain oversight of External Examiner reports and associated responses by Course Committees and/or Programme Leaders and make an annual report to Academic Board.

Last approved by Academic Board: 14th December 2017

ADMISSIONS COMMITTEE– TERMS OF REFERENCE AND COMPOSITION

Responsibility of the Committee

The Admissions Group is a sub-committee of the Academic Board and is responsible for:

1. Reviewing and developing admissions policy and practice.
2. Setting benchmark admissions criteria and requirements, including the documentary evidence required to evidence fulfilment of those criteria.
3. Overseeing the implementation of procedures for the accreditation of prior learning.
4. Providing advice to the Quality and Standards Committee regarding the approval of articulation agreements.
5. Monitoring and reporting to the Quality and Standards Committee on the operation of approved articulation agreements.
6. Promoting fairness and consistency in admissions policy and reviewing implementation.

Composition

- Chair: Head of Admissions or nominee
- Two representatives from Admissions
- Two Programme Leaders and/or Admissions Tutors
- A representative from Student Support
- Head of Quality or nominee
- Other members as co-opted by the Committee

The meetings will normally be chaired by the Head of Admissions or nominee.

Quorum

4 members

Frequency

Quarterly meetings. Where timely decisions are needed outside of the quarterly meetings, iQuality will be used to enable the group to reach decisions.

Last approved by Academic Board: 14th December 2017

RESEARCH COMMITTEE - TERMS OF REFERENCE

Terms of Reference

The Research Committee is a sub-committee of Academic Board and has the following responsibilities:

1. Developing Arden University's research strategy.
2. Identifying and approving partners for the delivery Research Degree qualifications.
3. Developing internal strategies and policies to ensure that any research degree qualifications are delivered in accordance with awarding body requirements and recommendations.
4. Ensuring that relevant regulations and codes of practice (in particular the QAA Quality Code and the awarding body regulations and codes of practice for research degrees) are fully considered in the development of Research Degree Programmes.
5. Setting standards for entry requirements to research degrees offered by Arden University in accordance with awarding body requirements.
6. Examining recommendations for research degree registration and transfer and making recommendations to awarding bodies.
7. Receiving and considering monitoring reports from Directors of Studies on the progress of registered candidates, and reporting such progress to the relevant awarding body.
8. Overseeing the running of; research methodology training programmes for new research degree candidates and others; transferable skills development programmes and processes for all research degree candidates, and establishing and overseeing training for new research degree supervisors.
9. Monitoring the overall performance of Arden University's provision in terms of the enrolment, progression, withdrawal and completion of candidates.
10. Encouraging research degree activity within Arden University, (including the registration of academics, for part-time research degrees).
11. Encouraging and assisting academic tutors and candidates/potential candidates to take advantage of any opportunities for internal studentships or other internal funding for research degree study, and act as a quality check stage in respect of such applications prior to submission.
12. Ensuring that progress and reporting to external research degree sponsoring establishments is both accurate and timely.
13. Providing a formal annual review and report to Arden University's Academic Board:
 - a) any substantive changes to the provision for research degree candidates;
 - b) a summary of the performance of candidates' through the year in terms of enrolment, progression, withdrawal and completions;
 - c) a synopsis of Examining Board reports for examinations held through the year, and any consideration of the reports by the awarding bodies.
14. Monitoring, making recommendations, and receiving reports from any research centres which exist within Arden University.
15. To monitor review cases of plagiarism in respect of any publications approved by the Research Committee.
16. Devising and overseeing a publications policy for academic tutors and students designated as research active within Arden University.



17. Providing reports on research degrees activity and related developments within Arden University as required by Arden University's Academic Board and Senior Management & Planning Team.
18. To receive reports from the Ethics Committee on the outcomes of ethics committee meetings
19. To report as required to the Academic Board a review of ethical approval policy and processes

Composition

- Chair: Arden University's Research Co-ordinator
- Academic Board Nominee
- One Academic Programme Director
- Research active academic tutor (Business & Management)
- Research active academic tutor (Finance & Law)
- Research active academic tutor (Computing & Media)
- Research active academic tutor (Health & Psychology)

Quorum

At least 50% of members.

Last approved by Academic Board: 14th December 2017

AWARDS BOARD – TERMS OF REFERENCE

Terms of Reference

The terms of reference of the Awards Board are:

1. To receive approved module marks and the award of associated credits for each student presented for an Arden University award.
2. To examine individual student assessment profiles;
3. To review progress of students who have not yet attempted level completion;
4. To make decisions on level completion and referral in the light of overall performance;
5. To consider and approve formal progression decisions for each student and their continuation or discontinuation on a programme of study;
6. To assess whether students are eligible for an award and to recommend to the Academic Board the conferment of such awards, with the appropriate classifications, if applicable.
7. To assess, where applicable, whether students have demonstrated competence to practice and to advise whether such students should be recommended to a Professional, Statutory or Regulatory Body (PSRB) for inclusion on the appropriate professional register.
8. To receive and consider overarching cross-programme reports from Examination Board activity relating to mitigation outcomes, unfair practice cases, pass rates, performance of groups of students (e.g. those studying through a partner).
9. To consider any other matters referred to the Awards Board by Academic Board or the Academic Director.

Composition

- Chair: Academic Director or nominee
- Academic Programme Directors(s) and other representatives from the Academic Team ensuring all programmes under consideration are represented
- External Examiner(s) appointed by the Quality and Standards Committee
- A representative from Registry who has been involved in marking administration for the programme(s) under consideration.

Quorum

The quorum for meeting is 6 members to include:

- The Chair
- At least one External Examiner
- Academic representatives from all programmes under consideration

Frequency of meetings

Awards Boards will normally meet quarterly after each assessment period, and not less than once per year.

Last approved by Academic Board: 14th December 2017

SUBJECT BOARD OF EXAMINERS – TERMS OF REFERENCE

Terms of Reference

The terms of reference of the Subject Board are:

1. to oversee assessment procedures in designated programmes and to maintain standards of assessment;
2. to apply the assessment regulations for the programme;
3. to moderate the module marks achieved by students;
4. to consider and approve the assessment marks achieved by students;
5. to consider and approve module results and the award of associated credit;
6. to determine requirements for deferred or referred students;
7. to consider recommendations in respect of students with mitigating circumstances;
8. to consider recommendations following investigations into academic unfair practice;
9. to ensure that decisions on module results are accurately recorded and are available to the Awards Board;
10. actions arising.

Composition

- Chair: Academic Programme Director responsible for the programme(s) under consideration or nominee
- Programme Leader(s) responsible for the programme(s) under consideration
- Module Leader(s) responsible for the module(s) under consideration, or named substitute with authority to speak on behalf of the Module Leader
- External Examiner(s) appointed by the Quality and Standards Committee
- A representative from Registry who has been involved in marking administration for the modules under consideration.

The Head of Quality will designate a Secretary for all meetings of the Examination Board.

External Examiners appointments will initially be for 3 years

Quorum

The quorum for meetings of the Examination Board requires the following to present:

- The Chair
- At least one External Examiner
- At least 50% of Module Leaders or their named substitutes

Frequency of meetings

Examination Boards will normally meet quarterly after each assessment period, and not less than once per year.

Minutes

The proceedings of the Examination Board will be formally minuted. The minutes will include:



- a complete list of agreed marks/grades
- a list of all students considered by the Board showing any decision taken in respect of that student
- details of any deferral or referral arrangements
- details of any mitigating circumstances considered by the Board
- details of any cases of academic misconduct considered by the Board
- comments by external examiners
- comments by internal examiners

Last approved by Academic Board: 14th December 2017

COURSE COMMITTEE – TERMS OF REFERENCE

Responsibility of the Committee

Course Committees are responsible for monitoring and dealing with all issues associated with programme delivery.

The purpose of Course Committees is to provide a forum for the discussion of all matters, which affect the operation of a course. It should keep under review the academic quality of the course and ensure that the course is delivered in accordance with the aims and objectives defined at validation. It should also ensure that the course is continuing to develop to meet the needs of its students and relevant employer groups. In doing so it should monitor:

- Feedback from students, tutors, employer groups and the operational team.
- Statistics relating to pass rates, progression, retention, employment and recruitment.

The Course Committees membership and terms of reference should be reviewed and approved annually by the Academic Board. It is acceptable for a course committee to have responsibility for more than one programme of study providing the collective membership meets the minimum requirements for each individual course as described below. The operation of Course Committees shall be in accordance with the following:

- All Course Committees shall meet at least four times per year.
- The Chair of the Course Committee shall normally be the Programme Leader.
- Minutes should be taken and submitted to the Quality and Standards Committee.
- In between formal meetings an online course committee may take place, which will include discussion threads on key issues and voting where action is required in advance of the next proposed meeting. In such cases where online discussion of an issue is instigated it must be approved and coordinated by the Course Committee Chair and all committee members should be informed by e-mail through Arden University's "iQuality" system. Any interested party, including all students, will be entitled to participate in such online discussion but only Course Committee members will be entitled to cast a vote where this is required. The outcome of all online discussions and voting should be reported to the formal Course Committee meeting.
- The Chair of the Course Committee may decide to substitute a formal meeting with an online meeting subject to agreement from at least 80% of the membership but at least ONE formal Committee meeting must be held annually.
- Course Committees shall have the power to set up sub- committees, panels or working parties as required.

Composition

- Chair: Programme Leader (if more than one programme is under consideration, the chair will be designated by the relevant Academic Programme Director)
- Other Programme Leaders (if more than one programme is under consideration)

- Module Leaders and tutors
- One or two elected student representatives per course/study centre
- External representatives as appropriate (e.g. employers)
- A representative from Distance Learning Student Support
- A representative from Blended Learning Student Support for each campus
- A member of the Arden University Quality Team – to take minutes

Quorum

The quorum for meetings of the Course Committee requires the following to present:

- The Chair
- At least one member of academic staff from the relevant programme(s)
- At least one student support representative for each mode of study

Terms of reference

The Course Committee shall have principal academic responsibility for the course, within the framework and policies formulated by the Academic Board and the external Validating Body (where applicable). This responsibility shall include:

1. Determination and development of the course curriculum.
2. Advising on general course organisation and administration.
3. Review of programme delivery, academic regulations, admissions policy, assessment, and examination methods for the course.
4. Monitoring and evaluation of the academic standards and effectiveness of the course and drawing up necessary action plans as a consequence.
5. Reviewing resources required by the course and making recommendations to the Board of Directors via the Academic Board as appropriate.
6. Identifying needs for staff development required to maintain and enhance the academic standards of the course.
7. Production of annual course monitoring reports and other reports as required by the Academic Board.
8. Collecting feedback from students, tutors and other stakeholders (e.g. employers).
9. Receiving the minutes of the Staff Student Liaison Committees.
10. Receiving reports on the operation of the course and ensuring that matters relating to the course's effectiveness and student satisfaction are followed up.
11. Considering and implementing at course level, such policies as may be determined by the Academic Board.

Last approved by Academic Board: 14th December 2017



COMMITTEE OF ENQUIRY – TERMS OF REFERENCE

Responsibility of the Committee

The Committee of Enquiry is responsible for investigating suspected cases of academic unfair practice and, in the event that a case is substantiated, to determine the penalty to impose in accordance with QA 23 – Unfair Practice in Assessment.

Composition

The membership of each Committee of Enquiry will be selected from a Standing Panel comprising all Programme Leaders.

Each Committee of Enquiry shall normally consist of:

- 2 members selected by the Registrar (or nominee) from the Standing Panel, one of which will act as Chair
- Secretary nominated by the Head of Quality

Whenever possible the Committee of Enquiry shall not contain members of staff who tutor on the programme that the student is studying.

Terms of reference

Each meeting of the Committee of Enquiry will be conducted in accordance with QA 23 – Unfair Practice in Assessment and the outcomes of the Committee will be formally recorded by the Secretary.

Last approved by Academic Board: 14th December 2017



STUDENT AFFAIRS COMMITTEE – TERMS OF REFERENCE

Responsibility of the Committee

To consider all claims for mitigation.

Composition

Chair: An Academic Programme Director or Programme Leader

Head of Quality or nominee

Secretary

Terms of Reference

To consider all claims for mitigation and to determine the outcome in all cases in accordance with QA 41 – Exceptional Mitigating Circumstances Affecting Student Assessment.

To report outcomes to the relevant Subject Boards.

Last approved by Academic Board: 14th December 2017



ETHICS PANEL – TERMS OF REFERENCE

Responsibility of the Committee

The Ethics Panel is responsible for considering ethical implications of student research and provide ethical clearance in accordance with the Arden University Ethical Approval Policy and process.

Constitution

Panel Chair appointed by the Academic Board

2 senior members appointed by the Academic Board

Secretary appointed by the Academic Board

Terms of Reference

1. To review and assess implications of research projects or independent study module where high risk has been identified
2. To review and assess implications of research projects or independent study module where risk is uncertain
3. To approve research projects and independent study modules to be undertaken by undergraduate and postgraduate students
4. To report decisions reached by the Ethics Panel to the Research Committee

Last approved by Academic Board: 14th December 2017

STAFF STUDENT LIAISON COMMITTEE – TERMS OF REFERENCE

Responsibility of the Committee

Staff Student Liaison Committee (SSLC) will meet to provide a formal opportunity for students based at a specific blended learning study centre to liaise with staff on all matters relating to course management and overall student experience at that centre. Campus representatives will be elected from amongst the course level student representatives at that centre and will be required to collate feedback from amongst their peers. The SSLC will also provide responses to campus representatives on matters raised at previous committee meetings for communication back to course level student representative and the wider student body at that campus.

The Staff Student Liaison Committee will report up to all relevant course committees for courses delivered at that campus.

Terms of Reference

1. Receive and discuss feedback reports from campus representatives
2. Receive and discuss matters relating to learning, teaching and assessment of blended learning programmes on campus to help enhance course delivery and curriculum design
3. Receive and discuss matters relating to academic and non-academic student support
4. Receive and discuss matters relating to campus resources and facilities
5. Receive and discuss any relevant diversity and equality matters
6. Receive and discuss feedback received via Unitu, student satisfaction surveys and module surveys, to report on University responses to this feedback and to discuss any follow-up action required
7. Discuss and contribute to the development of action plans on Annual Monitoring Reports and other relevant documentation.

Composition

- Academic Centre Manager or nominee
- 2 elected campus representatives across all programmes, elected from amongst the course level student representatives at that centre
- Academic tutors across all programmes at that centre
- Study Centre Student Support Manager or nominee

Quorum

3 members including at least one student representative and at least one staff member

Approved by Academic Board: 14th December 2017