

Academic Assurance Committee

Terms of Reference

Version: 18.0
Status: Final
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Approval History

Version	Date	Comments	Approver
0.01	12/02/2015	First draft of AAC for review by Academic Board	Academic Board
0.02	16/03/2015	Final document incorporating amendments from Academic Board	Academic Board
1.00	26/03/2015	Approved	Board of Trustees
2.00	02/02/2016	Revised to UCEM branding and wording and member names included	Academic Audit Committee
3.00	23/02/2017	Updated membership	Academic Audit Committee
4.00	28/06/2017	Updated name of Committee (pre-approved by Nominations & Governance on 6/6/17)	Board of Trustees
5.00	08/03/2018	Updated membership (external member)	Chair, Academic Review (Mar 2018)
6.00	07/06/2018	Minor edits and updated membership in anticipation of appointment on 28/6/18. Annual reapproval	Nominations and Governance Committee
7.00	21/05/2019	Minor edit and job title amendment, annual reapproval	Academic Review Committee
8.00	22/01/2020	Minor amendments	Nominations & Governance Committee
9.00	26/02/2020	Minor amendments and membership update	Academic Review Committee
10.00	14/10/2020	Minor amendment and updated membership	Academic Review Committee
10.00	28/01/2020	Annual Re-Approval – no changes	Nominations & Governance Committee
11.00	29/04/2021	Minor edit of External Representative from L3 to apprenticeships generally	Academic Review Committee
12.00	21/10/2021	Updated membership	Academic Review Committee
13.00	19/07/2022	Updated membership	Academic Review Committee
14.00	19/01/2023	Updated Membership	Academic Review Committee

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15.00	06/09/2023	Updated Membership	Nominations & Governance Committee
16.00	22/02/2024	Updates to membership and nomenclature	Nominations & Governance Committee
17.00	20/06/2024	Updates to membership	Academic Review Committee
17.01	14/11/2024	Comprehensive update and proposed change of name	Comments made and approval deferred to Nominations & Governance Committee in February 2025
18.00	27/02/2025	Further updates following ARC Committee discussion in November 2024	Nominations & Governance Committee

1. Key Purpose

The Academic Assurance Committee is an independent subcommittee of the Board of Trustees, and its purpose is to provide assurance to the Board of Trustees that there is effective oversight of the quality and standards of UCEM's taught awards, and of the quality and continuous improvement of the student experience. As part of this, its role is to oversee and challenge UCEM's arrangements for academic governance and academic risk and to assure itself that UCEM's academic governance and processes are fit for purpose. Its responsibility will be to alert the Board of Trustees in any instance where it may not be satisfactorily assured.

2. Terms of Reference

- a. To review and evaluate an annual report on quality and standards from the Academic Board, such reports are to include a summary of comments made by external examiners, in order to assure itself and the Board of Trustees of UCEM's quality of provision.
- b. To ensure UCEM is taking appropriate steps to maintain compliance with the Ofsted Education Inspection Framework.
- c. To consider UCEM's annual Self-Assessment Report (SAR) and any associated quality improvement plans in relation to UCEM's apprenticeship provision.
- d. To ensure that UCEM's is taking appropriate steps to maintain compliance with the Office for Students Conditions of Registration A: Access and Participation and B: Quality, Standards and Student Outcomes.
- e. To ensure that UCEM is taking appropriate steps to fulfil the obligations set out in its Access and Participation Plan.
- f. To consider the annual Degree Outcomes Statement as required by the Office for Students as part of continued assurance of the quality and standards of UCEM awards.
- g. To review and evaluate copies of all external reports, including those from PSRB's on the quality and standards of University programmes, in order to assure itself and the Board of Trustees of UCEM's quality of provision.
- h. To receive copies of all relevant internal and audit reports and external effectiveness reviews.
- i. To receive the minutes of preceding meetings of the Academic Board. Independent trustee members of the Committee should also observe one meeting of the Academic Board a year to assure themselves of the oversight provided.
- j. To provide an annual report each academic year to the Board of Trustees to provide assurance on arrangements for academic governance and management of academic risk.
- k. To advise the Board of Trustees on any academic matter as required.

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3. Reporting

The Committee reports to the Board of Trustees after each meeting in relation to its terms of reference.

4. Membership of the Academic Assurance Committee

Name (and appointment date)	Title	Ex officio/appointed ¹
Prof. Nick Braisby	Independent Trustee (Chair of Academic Assurance Committee)	Appointed
Helen Edwards	Director of Academic Quality	Appointed
Jyotveer Gill	Independent Trustee ²	Appointed
Ben McManus	Student Trustee	Appointed
Dr Liz Marr	Independent Trustee (Vice Chair of Academic Assurance Committee)	Appointed
Ashley Wheaton	Vice Chancellor and Chair of Academic Board	Ex-officio
Dr. Wendy Finlay	Pro Vice Chancellor Education	Ex-officio
Jon Hubert	Staff Trustee	Appointed
Hazel Lobo	Member of Academic Board ³	Appointed (Dec 2019)
Professor Alison Cotgrave, Academic Registrar, Liverpool John Moores University	External representative ⁴	Appointed (May 2024)
Paula Shaw, previously of University of Derby Online, now Associate Consultant at Advance HE	External representative ⁵	Appointed (Nov 2022)
Susan Dawson, Northumbria University	Apprenticeships External representative	Appointed (Oct 2021)

² The Chair should be a Trustee with high academic standing

³ Appointed from UCEM academic team / from the UCEM tutor membership of the Academic Board

⁴ External representatives should have high academic standing and be drawn from the construction and real estate sector or from a related sector.

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Non-attendees either may be represented by an appropriate nominee or must provide written comments on relevant agenda items to the secretary in advance of the meeting.

Other participants may attend at the request or invitation of the Chair, but they will not be entitled to participate in any vote when any such activity takes place.

5. Attending As Observer/Invitee

Name	Title
Jane Fawkes	Deputy Vice Chancellor and University Secretary
Lyndsay Hughes	Clerk to the Board of Trustees (note taker)
TBC	Periodic invitations will be issued to Trustees, University College Staff and/or advisers where relevant for a specific agenda item

6. Quorum/Decision Making

For the Academic Assurance Committee to be quorate, at least 50% of current (voting) members should be in attendance. This excludes the secretary, invitees and membership vacancies from the calculation. Board members in attendance who are acting as alternates for absent members are only counted once. When the application of this formula results in a fraction, this figure is rounded down to the nearest whole number.

7. Frequency of Meetings

The Committee will meet a minimum of once per year but normally twice.