University of Aberdeen

Remit and Composition of the Sub-Committees of the University Committee on Teaching & Learning

QUALITY ASSURANCE COMMITTEE

Remit

To be responsible to the UCTL for the assurance of quality and maintenance of standards across all undergraduate, postgraduate taught and postgraduate taught elements of research provision.

Specifically, the Quality Assurance Committee shall:

- In consultation with College Teaching & Learning Committees, Graduate Schools or College Postgraduate Committees, as appropriate, review proposals for:
  - (a) the introduction of new courses and programmes of study
  - (b) amendments to existing courses and programmes, and
  - (c) the withdrawal of existing courses and programmes, and make appropriate recommendations;
- Recommend to the UCTL changes in the General and Supplementary Regulations;
- oversee the quality control of taught courses and programmes through scrutiny of reports from the Student Course Evaluation Exercise, External Examiner Reports, Internal Teaching Review Reports and Reports from Professional & Statutory Bodies, as applicable; and refer policy issues to the University Committee on Teaching and Learning, as appropriate;
- Be responsible, on behalf of the UCTL, for coordinating a regular programme of Internal Teaching Reviews for monitoring and reviewing courses and programmes of study and consider and recommend to UCTL revisions to the procedures for Internal Teaching Review, as necessary;
- Be responsible, on behalf of the UCTL, for regularly reviewing alignment of University policies with the QAA Codes of Practice, the wider Academic Infrastructure and external reference points and for recommending revisions to policies, as appropriate.
- Monitor the quality of provision provided by collaborative partners through the scrutiny of annual reports and recommend to UCTL revisions to the procedures for the approval and oversight of collaborative provision, as necessary;
- Oversee issues relating to student progress, including the establishment of Student Progress Committees and Fitness to Practise Committees, as appropriate, and make recommendations to the Senate for the discontinuation of attendance, as appropriate.
- Undertake such other functions as may be referred to the Committee by the UCTL.

Composition

The Committee will be convened by a senior member of academic staff to be appointed by the Senate Business Committee.

6 Members - 2 nominees from each College
Two representatives nominated by the President of the Students’ Association

In attendance:
Director of Academic Affairs (or nominee)
Head of the Centre for Learning & Teaching (or nominee)

Operation

The Committee will meet three times per year preceding each meeting of the UCTL.

Members’ Responsibilities:

Each member of the Quality Assurance Committee shall have extensive delegated authority to undertake
the following duties on behalf of the Quality Assurance Committee for their area of responsibility:

- To serve as members of the Quality Assurance Committee (QAC), and play an institutional role in matters relating to the quality assurance of learning and teaching.
- To serve as members of Senate, *ex officio*.
- To review, as delegated by the Quality Assurance Committee (QAC) proposals for (a) the introduction of new courses and programmes of study, (b) amendments to existing courses and programmes and (c) the withdrawal of existing course and programmes, and make appropriate recommendations to the QAC;
- To draft, as delegated by QAC, the Committee’s responses to the School reports on the Student Course Evaluation Form Exercise;
- To review, as delegated by QAC, the reports of External Examiners for taught courses;
- To scrutinise and approve the appointment of examiners for research degrees on the nomination of Heads of School;
- To consider the reports of examiners for research degrees;
- To approve degree results in light of examiners’ reports and recommending to the Senate the conferral of research awards as appropriate;
- To serve as members of Internal Teaching Review Panels as required;
- To undertake such other functions as QAC may determine.
Postgraduate Committee

Remit

To be responsible to the UCTL for postgraduate degree training of all postgraduate programmes of study (taught and research). The Committee provides an inter-college forum to facilitate and encourage the development of appropriate strategy and also discusses and promotes relevant developments, whether internally driven or externally indicated.

Specifically the Postgraduate Committee will:

- Maintain an appropriate system of student academic and pastoral support.
- Support the creation and development of a high level skills and employability training framework.
- Develop and promote specific innovations, embracing new pedagogies and technologies, in support of the enhancement of the postgraduate experience.
- Consider and recommend approval for any specific developments or initiatives which could have substantial implications for University strategy or policy or for University level services and/or operations.
- Proactively engage with any high level issues or themes arising from the Postgraduate Taught and Research Experience Survey, the International Student Barometer, the Careers in Research Online Survey and other relevant internal and external satisfaction surveys.
- Engage in horizon scanning to anticipate and prepare for new opportunities and likely future developments in postgraduate student education.
- Proactively and positively respond to any changes, initiatives and developments in the external environment which relate to postgraduate research student education and/or the training of early career researchers.
- Undertake such other functions as may be referred to the Committee by the UCTL.

Composition

The Committee will be convened by a senior member of academic staff to be appointed by the Senate Business Committee.

Heads of Graduate Schools Representative from each School with responsibility for postgraduate matters
Convener of the UCTL
Convener of the Committee on Research, Income Generation and Commercialisation
Two representatives nominated by the President of the Students’ Association

In attendance (these staff will be sent a copy of the agenda and will be invited to attend where there are agenda items which relate to their area of responsibility): Director of Academic Affairs (or nominee) Head of the Student Centre Representative from the Postgraduate Transferable Skills Unit Head of the Careers Service (or nominee) Head of the Centre for Learning & Teaching (or nominee) Assistant College Registrars from each College with responsibility for post-graduate matters.

Operation

The Committee will meet at least four times per year in advance of meetings of the UCTL. Additional meetings may be arranged, as required.
Undergraduate Committee

Remit

To be responsible to the UCTL for oversight of the undergraduate student experience. The Committee provides an inter-college forum to facilitate and encourage the development of appropriate strategy and also discusses and promotes relevant developments, whether internally driven or externally indicated.

Specifically the Undergraduate Committee will:

- Maintain an appropriate system of student academic and pastoral support.
- Maintain strategic oversight of the arrangements for the induction and transition of new entrants to the University.
- Support the work of the Careers Service in promoting activities to support employability and provide co-curricular opportunities for students.
- Develop and promote specific innovations, embracing new pedagogies and technologies, in support of the enhancement of the undergraduate experience.
- Consider and recommend approval for any specific developments or initiatives which could have substantial implications for University strategy or policy or for University level services and/or operations.
- Proactively engage with any high level issues or themes arising from the National Student Survey, the International Student Barometer, and other relevant internal and external satisfaction surveys.
- Engage in horizon scanning to anticipate and prepare for new opportunities and likely future developments in undergraduate student education.
- Proactively monitor data in regard to student retention and recommend actions to be taken to enhance student retention.
- Undertake such other functions as may be referred to the Committee by the UCTL.

Composition

The Committee will be convened by a senior member of academic staff to be appointed by the Senate Business Committee.
Director of Teaching from each School
College Directors of Teaching & Learning
Convener of the UCTL
Two representatives nominated by the President of the Students’ Association

In attendance (these staff will be sent a copy of the agenda and will be invited to attend where there are agenda items which relate to their area of responsibility):
Director of Academic Affairs (or nominee)
Head of the Student Centre
Head of the Careers Service (or nominee)
Head of the Centre for Learning & Teaching (or nominee)

Operation

The Committee will meet at least three times per year in advance of meetings of the UCTL. Additional meetings may be arranged, as required.