

UNIVERSITY OF ABERDEEN

**QUALITY ASSURANCE COMMITTEE**

A meeting of the Quality Assurance Committee will be held on **Wednesday 11 December 2019** at **2.00pm** in the **Committee Room 2, University Office**.

Mrs Morag MacRae, Administrative Officer  
(extn. 4075; e-mail [morag.macrae@abdn.ac.uk](mailto:morag.macrae@abdn.ac.uk))

**AGENDA**

**FOR DISCUSSION**

1. **Approval of the minute of the meeting held on 23 October 2019** *(QAC/111219/001)*
2. **Matters Arising** *(Oral Item)*
3. **Quality Assurance Role Descriptors 2019/20** *(QAC/111219/002)*

Members of the Committee are invited to **discuss** the Quality Assurance Role Descriptors, outlining the role and responsibilities of QAC members and administrative staff with responsibility for Quality Assurance.

4. **Undergraduate Annual Programme Reviews (APRs) and External Examiners Reports (EERs)** *(Oral item)*

Members of the Committee are invited to **discuss** the undergraduate APRs and EERs uploaded to [SharePoint](#) by School and considered by QAC members, according to their areas of responsibility. Following the meeting, the feedback provided to the Clerk by QAC members (the deadline for which is Wednesday 18 December 2019) will be issued to Schools and External Examiners, as appropriate.

5. **Quality Assurance Annual School Fora 2019/20** *(Oral item)*
6. **Curriculum Management 2019/20** *(Oral item)*

The Committee will receive an oral update from the Chair on the process for approval of course/programme changes during the 2019/20 academic year.

7. **PhD Thesis Format** *(Oral item)*

Members of the Committee are invited to **discuss** the appropriateness of a non-traditional thesis format, which comprises a collation of journal articles to which the candidate has contributed.

8. **Persona Revalidation Report** *(QAC/111219/003)*

Members of the Committee are invited to **discuss** and **approve** the report on the validated provision delivered in partnership by the School of Education and Persona Training and Development Ltd.

**9. Internal Teaching Review Report for School of Engineering** (to follow, QAC/111219/004)

Members of the Committee are invited to **consider** and **provide a response to** the report on the recent Internal Teaching Review of the School of Engineering.

**10. Late Submission Paper** (Oral item)

The Committee will receive an oral update from the Chair on the Late Submission Paper as discussed at the Senate meeting on Monday 9 December.

**11. Date of Next Meeting**

The next meeting of the Committee will be held on Monday 3 February 2020 at 2pm, in Committee Room 2, University Office.

**Items for Information– see below**

Any member of the Committee wishing an item for routine approval or for information to be brought forward for discussion may ask at the meeting for that to be done. Any such item will be taken after item 1.

Declaration of interests: Any member and individual in attendance (including Officers) who has a clear interest in a matter on the agenda should declare that interest at the relevant meeting, whether or not that interest is already recorded in the Registry of Member's interests.

**12. FOR INFORMATION**

**12.1 Hofstra Law School** (QAC/111219/005)

Members of the Committee are invited to note the partnership proposal document for collaboration with Hofstra Law School, which was approved in principle by way of Chair's action.