

UNIVERSITY OF ABERDEEN

QUALITY ASSURANCE COMMITTEE (QAC)

A meeting of the Quality Assurance Committee will be held on **Wednesday 7 November 2018** at **2.00 pm** in **Committee Room 2, University Office**.

Miss Emma Hay, Acting Assistant Registrar
(extn. 3610; e-mail e.hay@abdn.ac.uk)

AGENDA

FOR DISCUSSION

1. **Approval of the minute of the meeting held on 12 September 2018** (QAC/071118/001)
2. **Matters Arising** (Oral Item)
3. **Quality Assurance Role Descriptors and Calendar of Activity**
(QAC/071118/002a)
(QAC/071118/002b)
(QAC/071118/002c)

Members of the Committee are invited to **approve** the Quality Assurance Role Descriptors, outlining the role and responsibilities of QAC members and administrative staff with responsibility for Quality Assurance. The Calendar of Activity is provided for information.

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

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 was 31 October 2018) will be issued to Schools and External Examiners, as appropriate.

5. **Learning Analytics Policy** (QAC/071118/003)

Members of the Committee are invited to **discuss** the draft Learning Analytics Policy.

6. **Enhancement Led Institutional Review (ELIR) Update** (QAC/071118/004)

The Committee is invited to **receive** an oral update on the Planning Visit held on 10 October 2018. The Committee is also asked to **note** the attached draft review programme, themes to explore and list of requested documentation/additional information provided by the reviewing panel.

7. **Research Examiners Recommending a Higher Award** (QAC/071118/005)

The Committee is invited to **discuss** what process should follow if examiners for a research Masters student (including MPhil) agree that a thesis has potential to be submitted for a higher degree. The Committee is asked **consider** to whether the suggested procedure would be appropriate.

8. Date of Next Meeting

The next meeting of the Committee will be held on Wednesday 6 February 2018 at 2pm, in Committee Room 2, University Office.

9. Items for Routine Approval – see below

10. 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.

10. FOR ROUTINE APPROVAL

9.1 Students' Progress Committee (Medicine & Dentistry) (QAC/071118/006)

The Committee is invited to **approve** the remit and composition of the Students' Progress Committee for Medicine and Dentistry.

11. FOR INFORMATION

10.1 Changes in Regulations for Various Degrees (QAC/071118/007)

Members of the Committee are asked to **note** the changes to the General Regulations for First Degrees approved by the UCTL and recommend to the Senate and the Court for immediate use.

10.2 Course and Programme Proposals

A list of all Undergraduate and Postgraduate courses and programmes approved since the September 2018 meeting of the Quality Assurance Committee can be found on the Curriculum Management System (CMS).