

UNIVERSITY OF ABERDEEN

**QUALITY ASSURANCE COMMITTEE (QAC)**

A meeting of the Quality Assurance Committee will be held on **Thursday 16 May 2019 at 2pm** in the **Court Room, University Office**.

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

**AGENDA**

**FOR DISCUSSION**

1. **Approval of the minute of the meeting held on 6 March 2019** *(QAC/160519/001)*
2. **Matters Arising** *(Oral Item)*
3. **Annual Course Review (ACR) First Half Session 2018/19** *(Oral Item)*

Members of the Committee are asked to **discuss** the sampling of Annual Course Review submissions for the First Half Session of 2018/19.

4. **Internal Teaching Review (ITR) of the School of Biological Sciences** *(QAC/160519/002a)*  
*(QAC/160519/002b)*

Members of the Committee are asked to **consider** and **provide a response to** the report prepared by the Internal Teaching Review (ITR) panel following the ITR of the School of Biological Sciences.

5. **Collaborative Provision**
  - (i) **Annual Report from the University of the Highlands and Islands (UHI)** *(QAC/160519/003a)*
  - (ii) **Annual Report from Trinity College-Bristol Baptist College** *(QAC/160519/003b)*

Members of the Committee are asked to **review** and **provide a response to**, the annual reports provided by the University of the Highlands and Islands (UHI) and Trinity College-Bristol Baptist College.

6. **Forward Planning 2019/20**

Members of the Committee are invited to discuss items to be included on agendas in the forthcoming 2019/20 academic year.

7. **Date of Next Meeting**

The next meeting of the Committee will be held on Wednesday 23 October 2019 at 2pm, in Committee Room 2, University Office.

8. **Items for Information– see overleaf**

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.

## **8. FOR INFORMATION**

### **8.1 Course and Programme Proposals**

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

### **8.2 Assessment and Feedback**

*(QAC/160519/004a)*  
*(QAC/160519/004b)*

Members of the Committee are invited to **note** the papers on (i) the weighting of years 3, 4 (and 5, where applicable) and (ii) updates to the Code of Practice on Assessment for academic years 2018/19 and 2019/20 in degree classification, as approved by the Committee by way of circulation and as to be considered by the Senate at their meeting on 15 May 2019.

### **8.3 Review of the Student Course Evaluation Process**

*(QAC/160519/005)*

Members of the Committee are invited to **note** the paper from the Student Course Evaluation Form (SCEF) Working Group and its proposals with regards to the SCEF and the wider Student Course Evaluation process, as approved by the Committee by way of circulation and as to be considered by the Senate at their meeting on 15 May 2019.

### **8.4 Code of Practice on Student Discipline (Academic)**

*(QAC/160519/006)*

Members of the Committee are invited to **note** the revised Code of Practice on Student Discipline (Academic) as approved by the Committee by way of circulation and as to be considered by the Senate at their meeting on 15 May 2019.