Academic Standards and Quality Committee

Terms of Reference

Purpose

The purpose of the Academic Standards and Quality Committee is to secure the standards, and enable the academic quality of The London Institute of Banking & Finance's higher education awards. The Academic Standards and Quality Committee achieves this by managing the framework of LIBF's regulations and code of practice, and reviewing the effectiveness of the appropriate strategies, policies and procedures.

These duties are delegated to it by the Academic Board.

Status

The Academic Standards and Quality Committee is a sub-committee of the Academic Board and acts under delegated authority from the Academic Board. It delegates duties to a series of sub-committees as determined by LIBF's Academic Governance Structure and may advise and be advised by, where appropriate, other sub-committees of the Academic Board.

The proceedings of the Academic Standards and Quality Committee are conducted in accordance with the 'Standing Orders of the Academic Sub-Committees of the Board of Governors'.

Meetings

The Academic Standards and Quality Committee meets a minimum of two times a year.

Reporting

The Academic Standards and Quality Committee reports to the Academic Board after each meeting and contributes to the academic standards and quality annual report which is presented by the Academic Board to the Board of Governors.

Sub-committees provide updates to the Academic Standards and Quality Committee when and where appropriate.

Terms of reference

The Academic Standards and Quality Committee will manage and transact the following business:

1. Regulatory alignment

   Develop and implement policy in relation to external quality assurance operations including consideration of reports by the Quality Assurance Agency.

2. Academic framework

   a. Maintain and review, subject to the approval of the Academic Board where applicable, LIBF's regulatory framework (including the General and Academic Regulations for Students and Code of Practice for Quality Assurance) for all higher education awards;

   b. Regularly review the framework to take due account of legislation, external reference points (including the QAA's UK Quality Code and Credit framework for higher education qualifications), sharing of good practice and student feedback.

3. Strategy and policies

   Regularly monitor and review the strategies, policies and other documents which support the academic framework relating to academic standards to ensure they are fit for purpose, up to date and align with legislation and external reference points.

4. External examining

   a. Appoint external examiners to all higher education programmes based on the criteria and terms of appointment set by the Academic Board;

5. Assessment Boards

   a. Ensure Assessment Boards are run in accordance with their principles and procedures;

   b. On behalf of the Assessment Boards, manage the Concessionary Board and Malpractice Committee.

6. Programme validation and review

   a. Consider and make recommendations to the Academic Board for the approval of new awards and review of existing awards;

   b. Consider and make recommendations to the Academic Board for the suspension or withdrawal of a higher education award.

7. Collaborative provision

   Via delegation to the Academic Partnership Risk Advisory Group:

   a. Monitor and review the collaborative provision strategy;

   b. Consider new and review existing collaborative arrangements and make recommendations to the Academic Board on their approval;

c. Ensure all forms of collaborative provision in the UK and overseas align to the academic framework;

d. Oversee the collaborative provision register.

8. Public Information

   Ensure LIBF meets the expectation relating to information about higher education provision.

9. Student complaints and appeals

   Oversee student complaints and academic appeals via the Complaints and Appeals Review Group.

Membership

Ex officio:

Registrar, Quality, Policy and Regulation (Chair)

Academic Assurance and Enhancement

Head of Apprenticeships

Heads of HE Programmes

Head of Quality, External Regulatory Compliance

Head of Quality, Internal Assurance

Quality Coordinator

Committee Officer, Quality, Policy and Regulation (Secretary)

By invitation:

Up to six members representative of Faculty and external personnel

In attendance:

Other members from staff when applicable

By election:

A minimum of two student representatives

Updated January 2021