3 ACADEMIC COMMITTEES

3.1 ACADEMIC COUNCIL

3.1.1 Academic Council (AC) is the highest academic authority in the university. Its authority is delegated to it by the University Court, to whom it sends reports.

3.1.2 Academic Council has ultimate responsibility for the operation of its subcommittees and faculties. Academic Council oversees the operation of these subcommittees, receives reports, and undertakes final scrutiny and approval of policy. It is responsible for ensuring that the university meets the expectations of the UK Quality Code for the assurance of academic quality and standards in higher education (www.qaa.ac.uk) and of validating and accrediting bodies.

Academic Council has executive responsibility for:

a. general issues relating to the research, scholarship, teaching and courses of the university, including criteria for the admission of students studying for an award; the appointment and removal of internal and external examiners; policies and procedures for assessment and examination of the academic performance of students studying for an award; the curriculum; academic standards and the validation and review of courses; and the procedures for the award of qualifications
b. consideration of the development of the academic activities of the university and the provision of advice thereon to the Principal and to the Court
c. provision of advice on such other matters as the Court or the Principal may refer to the Academic Council.

Academic Council devolves responsibilities to its committees to undertake the detailed consideration and development of policies and strategies in relation to:

- Academic titles
- Ghàidhlig
- External partnerships
- Quality assurance and enhancement
- Research
- Research degrees

It receives reports from Faculty Boards:

- Arts, Humanities and Business
- Science, Health and Engineering

3.1.3 The membership of Academic Council is:

a. Chair: Principal and Vice-Chancellor, *ex officio*
b. Secretary and other such members of the senior management of the university as the Court shall designate, *ex officio*
c. President of the students' association, *ex officio*

d. Three members appointed by the Sponsor University Members as members of the Title Management Group pursuant to Article 26.2 (one of whom shall be appointed by each of University of Aberdeen, University of Edinburgh and University of Strathclyde and each of whom may be removed and replaced by the Sponsor University Member appointing him or her pursuant to Article 26.2), *ex officiis*
e. Up to four members nominated by the students' association from the students studying for an award
f. Such number of professorial members of staff as are appointed by the Court, nominated from and by all the professorial members of staff of the university
g. Up to four such other persons as nominated by the Court to be required by the Academic Council to fulfil its remit
h. Such other number of teaching, research and / or academic support members of staff, excluding the Principal and Vice-Chancellor and principals of academic partners, as are deemed necessary and appointed by the Court so that they shall be at least equal to the number of members appointed under categories a, b and i of this Article 22.1, and
i. Such numbers of academic partner principals appointed by the Court as the Court deems necessary to enable the Academic Council to fulfil its remit.

3.1.4 Terms of office

Of the members of the Academic Council those persons appointed *ex officiis* under sub-paragraphs a, b, c and d shall hold appointment during their tenure of office; the persons nominated under sub-paragraph e shall hold appointment for one year; the persons nominated under sub-paragraphs f and g shall hold appointment for four years with the possibility of further nomination for one further period of four years; the persons appointed under sub-paragraphs h and i shall hold appointment for four years with the possibility of re-appointment for one further period of four years. Casual vacancies occurring within a term of appointment may be filled by appointment or nomination, as appropriate for the balance of the period and thereafter the person nominated or appointed may hold appointment for up to two further terms as herein provided for.

A member of Academic Council shall cease to be a member of Academic Council if:

a. their term of office expires without re-appointment
b. they cease to be eligible for such appointment
c. they have acted in a manner which is deemed by the Court to bring the university into disrepute, on written notice of removal by the Court
d. they resign by written notice to Academic Council; or he or she is removed under Article 22.1d.

3.1.5 Frequency of meetings

The Academic Council shall meet no fewer than four times a year.

3.2 ACADEMIC TITLES REVIEW BOARD

3.2.1 The Academic Titles Review Board (ATRB) is responsible to Academic Council for the award of academic titles.

3.2.2 Remit:

1. To determine the criteria for conferment of academic titles
2. To establish the procedures, processes, guidelines and timetable associated with nominations for titles
3. To consider all applications for award of academic titles
4. To forward its recommendations to Academic Council for ratification.

3.2.3 The membership of Academic Titles Review Board is:

a. Chair: Principal and Vice-Chancellor, *ex officio*
b. Vice-Chair: Deputy Principal, *ex officio*
c. Vice-Principal (Research), *ex officio*
d. Deans of Faculty, *ex officiis*
e. Two members appointed by Academic Council, such that one is from each faculty and both are from different academic partners
f. A member appointed by the professoriate from amongst their numbers provided that they come from an academic partner not already having a member appointed by Academic Council
g. A member appointed by the Sponsor University Members.

The members appointed by Academic Council and by the professoriate must be appointed so that appointees come from different academic partners.

Other individuals, as appropriate and necessary, may also be invited to attend the Academic Titles Review Board.

3.2.4 Frequency of meetings

The Academic Titles Review Board shall meet not less than twice a year.

3.2.5 Terms of office

All appointed members shall hold membership for three years in the first instance. Appointments may be renewed for a further three-year period. No appointed member shall be appointed to periods of office which amount to continuous office for a period of seven or more years. Terms of office will be by rolling demission to avoid all members retiring at the same time.

3.2.6 Conflict of interest

The Conflict of Interest Policy will be strictly adhered to by ATRB members in the conduct of the Board's business.

3.3 COMATAIDH GHÀIDHLIG

3.3.1 The Comataidh Ghàidhlig (Gaelic Committee) is responsible to Academic Council for the development and enhancement of the Gaelic language, culture and heritage within the university.

3.3.2 Remit:

1. To ensure the implementation of the strategic objective that the university will be a centre of excellence for the development and enhancement of the Gaelic language, culture and heritage
2. To implement, monitor and review Gaelic Strategy and Gaelic Strategy Enabling Plan (GSEP) in line with its commitment. The GSEP includes the present Gaelic Language Plan as well as future Gaelic Language Plans as they are produced
3. To monitor and advise on the Gaelic Language Plan developments of the academic partners and respond to consultations on other Gaelic Language Plans which may impact on the university
4. To liaise closely with the appropriate Faculty Board, other relevant academic structures and the student body pertaining to Gaelic.

Reporting structure of Comataidh Ghàidhlig:

1. The Comataidh Ghàidhlig will report to Academic Council (AC) which will forward any items to Higher Education Partnership Policy and Resources Committee (HEPPRC) when appropriate. The Comataidh minutes will be forwarded to AC. AC and HEPPRC will escalate any issues as necessary to the University Court
2. Directors, heads of departments and other senior managers with responsibility for delivering aspects of the Gaelic Language Plans will report directly to the Comataidh Ghàidhlig when required by the Comataidh
3. The Comataidh Ghàidhlig will receive reports from the Strategic Delivery Body (SDB) / Gaelic language act implementation fund (GLAIF) project board.

3.3.3 The Comataidh Ghàidhlig itself will be constituted by staff/governors internal to the partnership. The membership of the Committee is:

a. Chair: elected by the Comataidh Ghàidhlig
b. Deputy Principal, *ex officio*
c. Dean of Faculty of Arts, Humanities and Business, or appointed nominee, *ex officio*
d. One senior member of staff to represent Sabhal Mòr Ostaig UHI
e. One senior member of staff to represent Lews Castle College UHI
f. The scheme leader for the Gaelic and Related Studies Scheme, *ex officio*
g. The Director of Marketing, Communications and Planning, or a senior member of the team nominated by the Director, *ex officio*
h. One member of the University Court
i. One student member from among the registered students, elected by the Students' Association
j. One member of staff from each of the academic partners, other than Lews Castle College UHI and Sabhal Mòr Ostaig UHI, where the Principal wishes to nominate a member.

At the discretion of the Comataidh Ghàidhlig, practitioner sub-groups may be formed to progress business between meetings. These sub-groups will focus on operational activities and will meet at a minimum of three times a year. External specialists may be invited to join sub-groups on a temporary basis to provide input and advice on specific issues.

3.3.4 Frequency of meetings

The Comataidh Ghàidhlig shall meet no fewer than three times a year.

3.3.5 Terms of office

All appointed members, including the chair, shall be appointed in the first instance for a period of two years. Appointments may be renewed for a further two-year period.

3.4 EXTERNAL PARTNERSHIPS STEERING COMMITTEE

3.4.1 The External Partnerships Steering Committee (EPSC) advises Academic Council on collaborative activity. It is responsible for formulating policy and practice in relation to collaborative provision and partnerships with external institutions, agents and other bodies both in the UK and overseas in accordance with agreed university strategies. It is responsible for monitoring the quality assurance and enhancement of collaborative arrangements.

3.4.2 Reporting

To reflect the importance to the university of establishing sound policy and practice in a developing area where there is limited previous experience within the partnership, EPSC will report directly to Academic Council but with additional reporting lines as appropriate to the Higher Education Partnership Policy and Resources Committee (HEPPRC). The longer term remit, composition and position of EPSC within the university's committee structure will be kept under review by Academic Council.

3.4.3 Terms of reference:

1. advise Academic Council on all aspects of external collaborative partnerships and provision both within the UK and overseas
2. develop, monitor and evaluate policies and processes for external collaborative and partnership arrangements feeding in sector-wide developments and best practice, and making recommendations to Academic Council as appropriate
3. make recommendations to Academic Council on the procedures and processes for the approval, monitoring, withdrawal from and review of external partnerships and related collaborative provision
4. assess and approve proposed external partners through the conduct of due diligence enquiries, determining the nature and duration of institutional approval in each case
5. review collaborative proposals which include joint developments and / or delivery with an external partner, and approve the strategic fit and financial sustainability of associated business cases
6. receive reports of all approvals, re-approvals, annual quality monitoring and periodic reviews of external partners and collaborative programmes in order to identify areas that need to be addressed at university, faculty and / or academic partner level or disseminated more widely as good practice
7. ensure that appropriate scrutiny takes place in the monitoring and review of all collaborative provision in order to maintain academic standards and to assure and enhance the quality of learning opportunities
8. identify, evaluate and disseminate statistical and other information relating to external partnerships that will aid effective management of quality and standards
9. review collaborative provision and external partnerships periodically in the light of agreed university strategies and objectives
10. review annually its role, terms of reference and membership and make recommendations for changes when appropriate.

3.4.4 Scope

The scope of the External Partnerships Steering Committee will cover any collaborative partnership or contractual activity relating to the management and / or delivery of higher education learning opportunities. Types of activity include:

- Joint and dual awards
- External validation
- Franchising
- Joint delivery arrangements
- Joint studentships
- Articulation and progression agreements
- Study abroad agreements, including ERASMUS
- Student exchange agreements
- Credit rating at SCQF Level 7 and above
- Training and / or skills development activities at higher education level delivered on a non-credit bearing, commercial basis

Where a collaborative partnership or contractual activity does not relate to higher education provision, but there is potential reputational and / or regulatory risk for the university and / or academic partners, the role of External Partnerships Steering Committee will be advisory and will require information to be provided in the interests of transparency within the partnership and in order to evaluate the cumulative and collective risk.

EPSC's scope does not include collaborative partnerships or contractual activity which deal solely with research, consultancy or knowledge exchange / transfer activities.

3.4.5 Confidentiality

The External Partnerships Steering Committee acknowledges that it will consider, on occasion, issues of commercial or other sensitivity, and will observe due confidentiality in conducting its business, with designation of 'reserved business' where appropriate. Non-members shall attend for relevant items only.

3.4.6 The membership of External Partnerships Steering Committee is:

a. Chair: Deputy Principal, *ex officio*
b. Deans of Faculty, *ex officiis*
c. Principals of three academic partners with experience of collaborative provision arrangements (or nominee)
d. Director of Marketing, Communications and Planning (or nominee), *ex officio*

In attendance
e. Academic Registrar
f. Director of UHI World
g. Chair of Link Tutors Forum (when established)
h. Committee Secretary.

Others as appropriate to the business of the Committee.

3.5 QUALITY ASSURANCE AND ENHANCEMENT COMMITTEE

3.5.1 The Quality Assurance and Enhancement Committee (QAEC) is responsible to Academic Council for monitoring all activity being reported to Academic Council through the subcommittee / faculty / practitioner group structures.

3.5.2 Remit:

1. To monitor and ensure compliance with/coordination of all formal quality assurance and regulatory requirements, and including institutional audit (Enhancement led institutional review and such other forms of higher education institutional audit as may be imposed upon the university regional model)
2. To ensure that key initiatives/projects agreed by Academic Council are progressed as required
3. To make proposals to Academic Council in relation to emerging priorities and opportunities (identified through the activities listed below) which cannot be dealt with through and/or with the authority of existing groups
4. To develop and monitor Learning and Teaching and Student Experience Strategies
5. To ensure (through key performance indicators and outcomes of specific projects or interventions) progress against relevant targets within the higher education outcome agreement
6. To promote quality assurance and quality enhancement as key features of the university's operation and to ensure that academic quality and standards inform relevant areas of institutional development
7. To maintain oversight (through monitoring of key performance indicators and outcomes of internal reviews, annual monitoring, validations, student surveys etc) of quality enhancement requirements and ensure that these are addressed by appropriate groups and processes
8. To ensure that all significant quality issues or concerns relating to student experience or curriculum are appropriately resolved
9. To coordinate engagement with relevant stakeholder groups, agencies, sectoral initiatives and fora, and to ensure that the university strategically places itself to best effect to address any developing regional or national developments relating to higher education quality assurance and/or enhancement.

3.5.3 The membership of Quality Assurance and Enhancement Committee is:

a. Chair: Deputy Principal, *ex officio*
b. Academic Registrar, *ex officio*
c. Institutional representative on current Enhancement Theme committee
d. Vice-Principal (FE), *ex officio*
e. Vice-Principal (Research), *ex officio*
f. Deans of Faculty, *ex officiis*
g. Dean of Research, *ex officio*
h. Dean of Students, *ex officio*
i. Head of SQA Strategic Development, *ex officio*
j. Two further academic partner representatives from senior/middle management staff nominated by/drawn from Academic Council
k. Two Quality Managers nominated by Quality Forum

l. President of the students' association or nominee, *ex officio*
m. Quality Monitoring Officer (clerk).

In addition, other staff may be invited to join the group on a temporary basis where relevant to significant time-limited agendas.

3.5.4 Frequency of meetings

The Quality Assurance and Enhancement Committee shall meet no fewer than six times a year.

3.5.5 Terms of office

Elected members and external members shall be appointed, in the first instance, for a period of three years. Appointments may be renewed for a further three-year period. No appointed member shall be appointed to periods of office which amount to continuous office for a period of seven or more years. Student representatives shall hold membership for one year, which may be renewed for a further year.

3.6 RESEARCH COMMITTEE

3.6.1 The Research Committee (RC) shall, subject to the overall authority of Academic Council and within the budgetary framework set by Higher Education Partnership Policy and Resources Committee (HEPPRC) and approved by the Finance and General Purposes Committee of the University Court, formulate a research development plan.

3.6.2 The Research Committee develops and promotes the university's strategy for research, knowledge transfer and commercialisation. It also audits and monitors the quality and compliance of research.

3.6.3 Terms of reference:

1. To maintain a research strategy for the university, within parameters set by Academic Council, and to advise on relevant issues as they arise during implementation of the strategy
2. To take measures to raise research awareness and creativity, including possibilities for collaborative research
3. To promote innovation and the dissemination and exploitation of research and interdisciplinary activity where appropriate
4. To develop a strategy to improve links with research funders, across the range of research activities
5. To advise Academic Council on the selective distribution of resources within the university for research purposes
6. To review research and development in all areas of the university
7. To monitor national trends in funding, recruitment and completion of research programmes.

3.6.4 The membership of Research Committee is:

a. Chair: Vice-Principal (Research), *ex officio*
b. Three external members, one from each of the sponsor universities, appointed by the universities
c. Principal and Vice-Chancellor, *ex officio*
d. Vice-Principal (Enterprise), *ex officio*
e. Chair of Research Degrees Committee, *ex officio*
f. Chair of Research Practitioners Group, *ex officio*
g. Dean of Research, *ex officio*
h. Postgraduate research student member
i. Head of Knowledge Exchange, *ex officio*
j. A representative from each 'academic unit' (including executive office), elected by the 'academic unit'
k. Three principals from the academic partners, one being the partner with the highest level of research activity, and two nominated by Academic Council on an annual basis.

Other staff, as appropriate or necessary, may also attend Research Committee as deemed appropriate by the Chair.

3.6.5 Frequency of meetings

The Research Committee shall meet no fewer than three times a year.

3.6.6 Terms of office

The Vice-Principal (Research) shall be *ex officio* Chair of the Research Committee. The Committee shall appoint a deputy chair. Members appointed shall be appointed in the first instance for a period of four years unless otherwise stated. Appointments may be renewed for a further four-year period. No appointed member shall be appointed to periods of office which amount to continuous office for a period of eight or more years. Renewal of appointment should, in the first instance, be made with a view to establishing a ‘rolling’ membership.

3.7 RESEARCH DEGREES COMMITTEE

3.7.1 The Research Degrees Committee is responsible to Academic Council for overseeing the admission, registration, support, progression, examination and awards in respect of research students.

3.7.2 Remit:

1. To oversee the admission, registration, progression, examination, and awards in respect of research students, including:
   a. to approve research student applications
   b. to consider reports relating to progress monitoring of research students
   c. to approve requests relating to changes in terms of study (eg extensions and suspensions)
   d. to approve membership of examination panels
   e. to approve recommendations of examination panels for the award of research degrees
2. To oversee support of research students and supervisors, including:
   a. to monitor and review policies and procedures relating to research students
   b. to monitor and review research student support issues
   c. to maintain oversight of skills training for research students and training for staff in research supervision
   d. to maintain oversight of research students' complaints and appeals
3. To oversee the approval and re-approval of academic research areas and to monitor and report on the meeting of any established conditions
4. To oversee the monitoring of quality assurance and enhancement and to take appropriate action on related issues as required
5. To consider and review strategies for recruiting and retaining research students with high potential.

3.7.3 The Membership of Research Degrees Committee is:

a. Chair: Dean of Research, *ex officio*
b. At least five active, or recently active, research supervisors
c. One external representative from a HEI
d. Up to two postgraduate research student representatives
e Chair of the Graduate School Committee
f, Graduate School Manager, *ex officio*
g. Vice-Principal (Research), *ex officio*
h. Academic Registrar, *ex officio*

In attendance:
i Graduate School Registry Officer (Committee Secretary), *ex officio*

A meeting will be declared quorate with the attendance of one third of the membership, but this also requires at least two members from the following to be present: Dean of Research, research supervisors, external representative, Chair of the Graduate School Committee.

3.7.4 Frequency of Meetings

The Research Degrees Committee meets formally approximately every six weeks. However, as business dictates, the Committee also meets virtually (by electronic means) out with the cycle of formal meetings, as required.

3.7.5 Terms of office

a. The Dean of Research will act as Chair of the RDC for whatever period they hold the role of Dean
b. The academic members will hold office for three years, with the possibility of a three year extension, following which they must stand down from office for a period of not less than one year
c. The Chair of the Graduate School Committee will remain in membership for whatever period they hold this position
d. The PGR student representatives shall normally hold their membership for eighteen months – two years (up to a maximum of two years)
e. The Graduate School Manager (or equivalent by a different title) will remain in membership for whatever period they hold this position
f. The external academic representative shall hold office for three years in the first instance, with the possibility of a three year extension, following which they will be required to stand down from membership
g. All members (as defined in section 3.7.3) are entitled to vote on matters requiring the Committee's decision. The Chair retains the casting vote, if required.

3.7.6 Reserved Business

Where the work of the committee concerns the progress of individual students, this will be classed as 'reserved business'. Students will be asked to leave the committee at this point. Issues of general concern to research students will form the first part of each meeting of the committee.

3.8 FACULTY BOARDS OF STUDY

3.8.1 The university has two Faculty Boards of Study (FBoS):

- Arts, Humanities and Business
- Science, Health and Engineering

3.8.2 Remit:

1. To inform the university's strategic development and curriculum planning, to assist in the development of academic policies and strategies, and to support the planning of student numbers
2. To oversee the approval of new academic provision and to monitor and report on the meeting of any established conditions
3. To monitor and take appropriate action on quality assurance and enhancement issues
4. To ensure that recommendations of subject reviews are carried out satisfactorily
5. To approve recommendations for the appointment of suitable external examiners
6. To co-ordinate, inform, promote and support scholarship and research within the faculty and to facilitate the linking of scholarship and research with teaching
7. To approve the membership of relevant Boards of Examiners
8. To identify, disseminate and share best practice in academic and support matters
9. To maintain oversight of the Faculty Executive and ratify its decisions.

3.8.3 The membership of each Faculty Board of Study is:

a. Chair: Dean of Faculty, *ex officio*
b. Subject Network Leaders, *ex officio*
c. A representative from each academic partner as appropriate, nominated by the academic partner
d. One quality manager representative
e. One research active member of staff within the faculty
f. Up to two student members.

Nominations for membership shall be made to the dean. Other individuals, as appropriate or necessary, may also attend Faculty Board of Study, at the invitation of the chair.

3.8.4 In attendance at Faculty Board of Study, but without voting rights:

a. External academic or industry advisers
b. Faculty Officer, *ex officio*
c. Academic Registrar, *ex officio.*

3.8.5 Frequency of meetings

The Faculty Boards of Study shall meet no fewer than three times a year.

3.8.6 Terms of office

All members, except *ex officio* members and student members, shall normally hold membership for three years.

3.9 TITLE MANAGEMENT GROUP

3.9.1 The Title Management Group (TMG) is set up to provide oversight of the sponsorship model, under the terms of the Articles of Association and in terms of an Agreement between the university and the three sponsor universities – Aberdeen, Edinburgh and Strathclyde. TMG is not subject to any committee – it reports to the University Court.

3.9.2 Remit:

1. To ensure the production and execution of:
   a. a Research Framework equivalent to a Research Development Plan designed to create the research degree awarding powers
   b. a Quality Framework which has, as its principal aim, the implementation by the university of an improved quality monitoring system, encompassing both quality assurance and quality enhancement, which will have at its heart the demonstrable use of student management information to secure improvements in the student experience
   c. a Staff Development Framework which has, as its principal aim, to evidence and promote a university culture for academic staff, as defined in the Framework in terms appropriate to the university's tertiary character and mission
2. To receive and approve as fit for purpose implementation plans against which delivery of the objectives of the Frameworks can be monitored
3. To receive such reports and information in assisting TMG to ensure delivery of the implementation plans
4. To receive reports from collaborative activities with the sponsor universities where such activities assisted in the delivery and implementation of the frameworks
5. To receive reports from the accreditation activities carried out by the University of Aberdeen, and an annual report from the Research Degrees Committee to ensure that the university is maintaining the accreditation arrangements with University of Aberdeen in respect of students registered for research degrees
6. To review the Research Development Plan to be formulated for the university and submitted to it for approval such that, after a period of time, the university will achieve the research characteristics necessary for the acquisition of research degree awarding powers
7. The research capability and standards required for it to apply for research degree awarding powers pursuant to the Further and Higher Education Acts
8. To require such reports from the Academic Council, the University Court, the Research Committee and the Research Degrees Committee as it shall, at its sole discretion, determine and by which it can be assured that the Research Committee has developed, and is implementing to a reasonable timetable, the Research Development Plan and that the university is operating to such standards as are appropriate for a university.

3.9.3 The membership of the Title Management Group is:

a. Chair, elected by and from those of its members who are appointed by the Universities of Aberdeen, Edinburgh and Strathclyde
b. Three persons appointed by the university members
c. Principal and Vice-Chancellor, *ex officio*
d. Chair of the Research Committee, *ex officio*

e. Deputy Principal, in attendance.

3.9.4 Frequency of meetings

The Title Management Group shall meet not less than twice a year.

3.9.5 Terms of office

Members shall be appointed for such periods as are deemed by the three sponsor universities.

3.9.6 Quorum

The quorum for all meetings of the Title Management Group shall be four, comprising the three persons appointed by the university members and one of the two other members.

3.10 SUBJECT NETWORK COMMITTEES

3.10.1 Subject Network Committees report to their respective faculty board. Subject network leaders are responsible for setting the committee agenda and schedule of meetings.

3.10.2 Remit:

1. To act as the formal body for communication and decision-making for staff and students in the curriculum area
2. To co-ordinate and plan curriculum development and delivery within the curriculum area across the partnership
3. To discuss and endorse proposals for new curriculum or major modifications to existing curriculum
4. To approve annual action plan and targets for the subject network and review progress on an annual basis.

3.10.3 The membership of each Subject Network Committee is:

a. Chair: Subject Network Leader, *ex officio*
b. Programme leaders (degree) representing programmes within the subject network
c. Programme leaders or other representatives for HN frameworks within the subject network
d. Curriculum manager (or equivalent) from all relevant academic partners, *ex officio*
e. Up to two student members
f. Subject Network Student Officer (where appointed)
g. External member (optional)
h. Faculty Officer, *ex officio.*

In attendance: Clerk

The Subject Network Committee may decide to augment its membership by co-opting additional members, who would thus have voting rights.

Other academic or support staff may attend Subject Network Committees as appropriate or necessary, at the discretion of the Chair.

3.10.4 Frequency of meetings

The Subject Network Committees shall meet no fewer than three times a year. In addition, subject networks may organise development events for their subject network, or for groups within it.

3.11 ACADEMIC PARTNER QUALITY COMMITTEE

3.11.1 Each academic partner shall establish an Academic Partner Quality Committee (APQC) with responsibility for monitoring the academic standards and the quality of academic provision and SQA higher education programmes, modules and units delivered by the academic partner.

3.11.2 Remit to include:

1. To implement the procedures and maintain the academic standards and quality of programmes, modules and units delivered within the academic partner and in any location where the academic partner delivers any part of the university curriculum
2. To engage with the faculties, subject networks and other partnership bodies in the management and further development of higher education curriculum, learner experience and staff development
3. To submit annual reports and other relevant materials to the Quality Monitoring Group, prior to engaging with them in annual dialogue, target and objective setting relating to the quality assurance and enhancement of curriculum and learner experience
4. To receive reports on approval, review and monitoring of higher education provision and to ensure that appropriate action is taken
5. To promote good practice in quality assurance and enhancement within the academic partner.

3.11.3 The membership of the Academic Partner Quality Committee shall include:

a. The member of the academic partner’s senior management responsible for quality matters
b. Representative of each academic unit within the academic partner
c. Representative from student learning support
d. At least one student representative.

3.11.4 Frequency of meetings

The Academic Partner Quality Committees shall meet no fewer than three times a year.

3.12 PROGRAMME (AND SCHEME) COMMITTEES

3.12.1 A Programme Committee shall be established for each programme offered by the university. Schemes may, with the approval of Academic Council, establish a single Scheme Committee. The responsible academic partner is responsible for co-ordinating committee meetings.

3.12.2 Remit:

1. To oversee the development, promotion and management of the programme
2. To ensure that the programme is delivered within the approved requirements
3. To monitor the programme in accordance with university criteria and report, normally annually, to the appropriate quality committee
4. To consider and report on the reports of external examiners / verifiers
5. To conduct a review of the programme as and when required by the relevant Faculty Board
6. To recommend any significant modifications to the programme to the appropriate quality committee
7. To recommend nominations of external examiners to the relevant faculty.

3.12.3 The membership of a Programme Committee is:

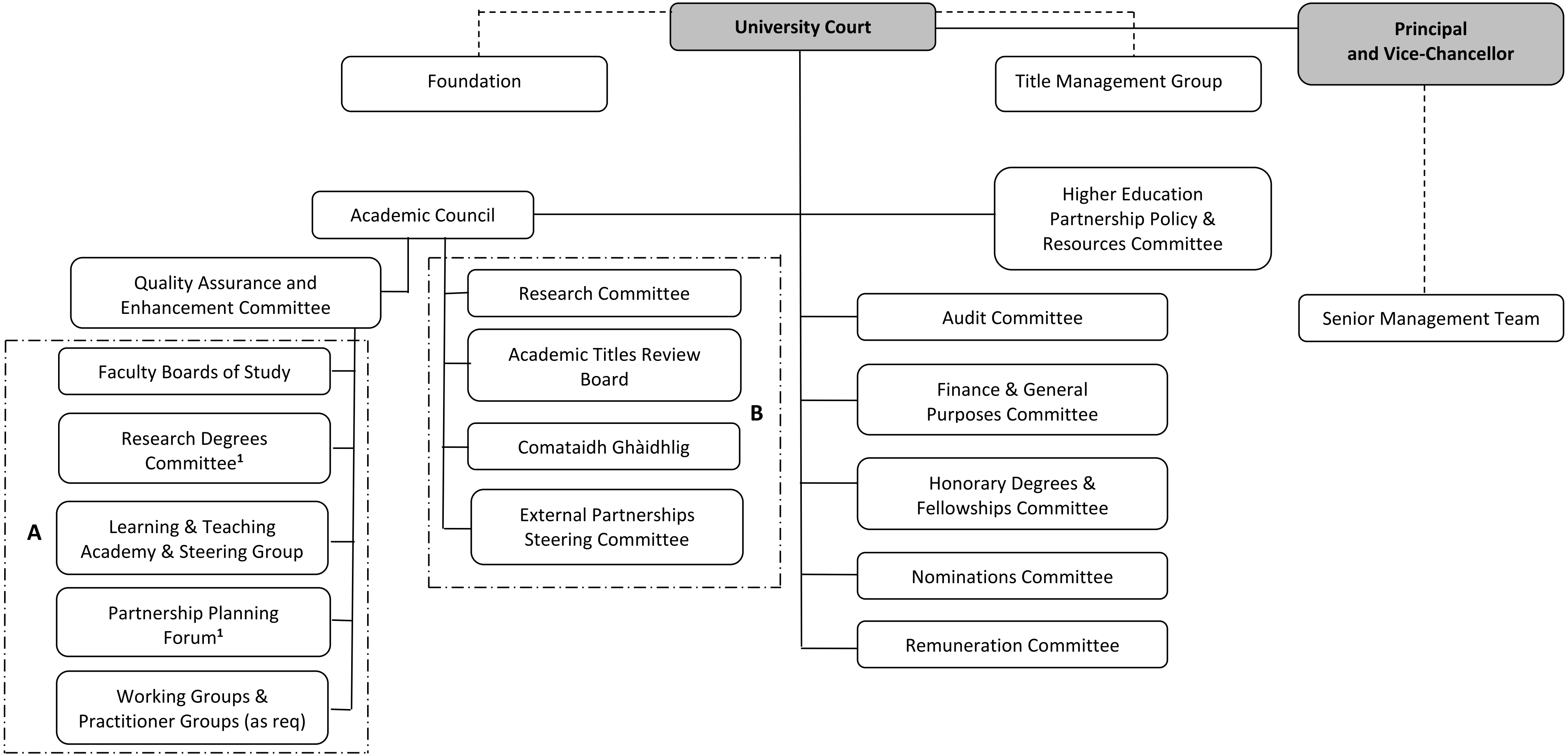
a. Chair: Programme Leader
b. All staff teaching on the programme or a representative group as agreed by the appropriate quality committee
c. At least one student representative from each level of the programme.

3.12.4 Frequency of meetings

The Programme Committees shall meet no fewer than three times a year.

3.12.5 Terms of office

Student representatives shall hold membership for one year, which may be renewed for a further year.



Footnotes

1 Also reports to other committees. Research Degrees Committee to Research Committee, and Partnership Planning Forum to Higher Education Partnership Policy and Resources Committee.

A Primarily reports to Academic Council through Quality Assurance and Enhancement Committee.

B Primarily reports to direct to Academic Council.