

Assessment and Quality Assurance and Standards Committee

Purpose	Oversight of and responsibility for the quality assurance and enhancement of academic provision, and to oversee all assessment related matters in the University
Reports to	Academic Board
Sub-committees	Department Assessment Boards School Progression and Awards Boards Extenuating Circumstances Committee Periodic Department Review Panels Regulations Working Group
Devolved powers	Approves taught course Annual Review Reports from Schools Approves Periodic Departmental Review reports
Frequency of meetings	2 x Autumn term (1 to be scheduled in early autumn to review NSS results) 2 x Spring term 2 x Summer term (1 to be scheduled in late June to review Suspensions of Regulation requests and issues arising from Undergraduate examination boards)

Terms of Reference

The primary duties of the committee are as follows:

Quality Assurance and Standards

1. To oversee the delivery of the University's Quality Assurance Framework
2. To oversee strategic enhancement relating to the Quality Assurance Framework
3. To receive annual review and enhancement reports from Schools with regards to taught provision and ensure that quality assurance procedures meet the needs of the University
4. To review and monitor performance on collaborative courses with respect to the quality assurance of academic provision
5. To ensure the effectiveness of arrangements for the representation of the individual and collective student voice in the University's quality framework.
6. To oversee and monitor the effective implementation of review recommendations and the dissemination of enhancements identified in reviews regarding academic or student support provision
7. To review internally and externally derived information and data, including feedback from students (National Student Survey (NSS), Year One and Penultimate Year Survey (PYS), Postgraduate Taught Experience Survey (PTES))

8. To monitor the register of university courses registered with a Professional Statutory and Regulatory Bodies (PSRBs) and receive reports from PSRB visits
9. To oversee periodic internal subject reviews and disseminating any recommendations
10. To provide reports to Academic Board on the operation of academic quality assurance processes

Assessment

11. To annually monitor degree outcomes for undergraduate and postgraduate taught courses
12. To annually review all regulations, academic policies and guidance related to assessment including, but not limited to, the Undergraduate and Postgraduate Taught Regulations, Regulations on academic misconduct, Regulations on the conduct of assessment, the Regulations on access arrangements for assessment, the Guidelines for Examiners and Assessors, Extenuating Circumstances Guidance, Assessments Guidance for Students and the Extensions Policy
13. To consider recommendations for the suspension of academic regulations and to regularly monitor these requests
14. To approve guidelines for standard requests from individual students with special circumstances for the provision of exam access arrangements, to approve any exceptional requests not covered by such guidelines and to annually monitor this provision
15. To annually monitor the appointment of External Examiners across undergraduate and postgraduate taught courses of study
16. To annually receive a report on University staff who have external examining roles at other HEIs
17. To annually approve the examination schedule including dates of the University's examination periods and the schedule for the release of results
18. To review and provide advice on matters relating to academic misconduct in relation to assessment including approving tariffs
19. To annually convene Department Assessment Boards
20. To annually note and monitor the appointment of Chairs and Deputy Chairs of Department Assessment Boards and School Progression and Awards Boards
21. To annually award University Prizes to students
22. To review annually its own activity and institutional assessment processes more generally, having particular regard to comparability of standards and process across the University and across the sector, and to report to the Academic Board on the outcomes of the review as appropriate

External regulation

23. To ensure university compliance with initial and ongoing conditions of Office for Students registration pertaining to quality, standards and positive outcomes for students' conditions of registration and ongoing mapping of relevant internal activities as required.
24. To support the University's response to consultations, initiatives and requirements of relevant external bodies pertaining to quality, standards and positive outcomes for students, including the Office for Students

Membership

Role	Constituency	Appointed by	Name
Chair	Associate-Pro-Vice-Chancellor Quality and Standards	Ex Officio	Professor Matthew Humphreys
Deputy Chair	Director of Education	Ex Officio	Professor Gill Knight
Secretary	Senior member of Academic Quality and Policy Office	Head of AQPO	Noreen Naughton
Members	Pro-Vice-Chancellor Education	Ex Officio	Professor Zainab Khan
	Vice Deans Education and Student Experience	Ex Officio	Professor Nuno Barreiro (Engineering, Physical and Mathematical Sciences)
			Professor Ian Candy (Life Sciences and the Environment)
			Dr Lucy Gill-Simmen (Business and Management)
			Dr Vicky Greenaway (Humanities)
			Professor Rob Jago (Law and Social Sciences)
Dr Will Shüler (Performing and Digital Arts)			
Directors of PGT Education (by invitation)	Ex Officio	Professor Domenico Chiarella (LSE) Dr Vinay Nundlall (LSS)	
Students' Union Vice President Education	Ex Officio	Sharanya Sivarajah	
Head of Academic Quality and Policy Office	Ex Officio	Noreen Naughton	
Deputy Director of Student Administration	Ex Officio	Sarah Smart	

	Chairs of UG and PGT Progression and Awards Boards (where these roles are not filled by a Vice Dean Ed or PGT DofEd) by invitation	Ex Officio	UG: Dr Derrick Chong (SBM) Dr Markus Daechsel (Hums) Dr Shobana Dissanayeke (LSE) Professor Elizabeth Scott (EPMS) Professor Jonathan Seglow (LSS) PGT: Dr Matthew Li (SBM)
	Director of Strategic Planning (or nominee)	Ex Officio By invitation	Tasha Jones
	Principal External Examiner	Ex Officio By invitation	Professor Gavin Brooks

Terms of Reference

Doctoral School Committee



Membership	15	Quorum	8
Chair	Associate Pro-Vice Chancellor (PGR)		
Deputy Chair	School Director of PGR Education (School of EPMS)		
Other Members	Doctoral School Manager Doctoral School Training & Development Manager School Directors of PGR Education Students' Union Vice President (Education) Two nominated PGR student representatives Senior Academic Quality Manager (AQPO) Library Services representative		
Co-option			
In Attendance			
Secretary	Doctoral School Operations Manager		
Meetings per year	Three times per year		

Purpose

The Doctoral School Committee is designed to provide integrated oversight of postgraduate research students and their programmes.

Terms of reference

1. To set strategy relating to the experiences of research students and their supervisors.
2. To encourage and promote good practice in research degree supervision and other aspects of research degree programmes.
3. To set the vision for the Doctoral School and the services it offers to support postgraduate research students.
4. To consider and if necessary, make recommendations on, academic regulations, processes and procedures in postgraduate research degree programmes, including professional doctorates.
5. To receive and approve the outcomes of all doctoral, MPhil and Masters by Research awards and the outcomes of Professional Doctorate Programmes (taught elements); to receive the outcomes of Professional Doctorate Programmes (thesis elements).
6. To review data on interruptions, extension requests (to submissions and resubmissions) and completion rates for PGR students and make any policy or process recommendations as necessary.
7. To scrutinise an annual overview of examiners reports for Postgraduate Research (PGR) students prepared by the Doctoral School
8. To receive and consider School annual review reports and plans on research degree programmes
9. To receive and consider an annual report from the Doctoral School Training & Development Manager and to make recommendations on, research student generic and subject specific research methods training.
10. To receive annual reports from any doctoral training collaborations or centres involving the college and/or other institutions.
11. To receive and consider the results of any internal or external survey of research student opinion and make recommendations on any actions then required.

12. To receive reports which relate to research student and research degree programme matters from School Research and Knowledge Exchange Committee (School Research Student Committee)
13. To review and make recommendations on administrative support for PGR students.
14. To periodically review postgraduate research student handbooks.
15. To periodically review the College web pages for research students.
16. To receive and consider research student recruitment data.
17. To review the employment destinations of research students.
18. To respond to external consultations on postgraduate research degree programmes.

Devolved Powers

Reports to

- Academic Board
- College Research and Knowledge Exchange Committee

Committees reporting to this Committee

- School Research and Knowledge Exchange Committee

Effectiveness Review

- None currently in place

***Notes**

Approved by:	Name of Committee
Date	

Research and Knowledge Exchange Committee – Terms of Reference

Committee Terms of Reference

Research and Knowledge Exchange Committee

Purpose	To further the goals of: <ol style="list-style-type: none"> 1. building research excellence 2. increasing challenge-led research 3. developing and disseminating research impact 4. developing relationships with outside bodies and agencies, such as Research Councils, and other major research and impact stakeholders and partners in the public, private and third sectors. 5. ensuring the College has an outstanding and vibrant postgraduate research community.
Reports to	Academic Board
Sub-committees	College REF Steering Group School Research and Knowledge Exchange Committees Research Ethics Committee (annual report) Doctoral School Committee
Regular meetings per year	4
Quorum	8

Terms of Reference

The primary duties of the committee are as follows:

1. To develop research, knowledge exchange and enterprise strategy and policy, having regard to best practice in the Sector and with regard to the College's Strategic Plan
2. To advise Academic Board on the development of research and knowledge exchange policy and strategy of key national and international agencies.
3. To monitor the implementation of policies concerning development of research e.g. Research Data Management Policy and Service.
4. To set up a REF Steering Group and to monitor its activities in appropriately supporting the College's REF submission.
5. To monitor and oversee the College's KEF submission.
6. To respond to national & international research initiatives, in particular encouraging cross-discipline collaborations.
7. To promote research of high social, economic and cultural impact.
8. To support College in its key external stakeholders relating to research and knowledge exchange, including business, industry, the government and funding agencies.
9. To develop strategy and policy to support research postgraduate training and approve recommendations on resource allocation.
10. To allocate the strategic internal pump priming funding and in-year block grant funding in accordance with procedures approved by Academic Board
11. To monitor College Research Institutes and Centre status and their annual progress.
12. To monitor College Catalysts and their annual progress.

13. To liaise with School Research and Knowledge Exchange Committees and to co-ordinate research matters where appropriate.
14. To receive an annual report from the Research Ethics Committee.
15. To ensure that reportable events are notified to the *Office for Students*.

Membership

Role	Constituency	Appointed by	Name
Chair	Associate Pro-Vice-Chancellor (Research and Innovation)	Ex officio	Professor Ruth Livesey
Secretary and Member	Director of Research and Innovation	Ex officio	Sue Starbuck
Members	Associate Pro-Vice-Chancellor (Postgraduate Research) Doctoral School Manager Directors of Research nominated by: (Business and Management (Eng, Phy & Maths Sciences (Humanities (Law and Social Sciences (Life Sciences & Environment (Performing & Digital Arts Head of Strategic Grants Head of KE and Enterprise Head of Policy and Integrity Director of Library, Learning Support & Culture Head of Organisational Dev. & Diversity Finance Finance	Ex officio Ex officio Head of School Head of School Head of School Head of School Head of School Head of School Ex Officio Ex Officio Ex Officio Ex Officio Ex Officio Ex Officio Ex Officio	Dawn Watling Nisha Patel Mark Lycett TBC Bob Eaglestone Juan Pablo Rudd Martin King Peter Richardson Hilary Lynch Mark Pearson Peter Argust Christopher Cipkin Ellie Rayner Ross Wilson James Wilshire
Other Members	SU President Postgraduate research student Postgraduate research student	Ex officio Students' Union Students' Union	Hannah Hockin Shupin Liu Taylor Robinson
Co-option	The Committee may also invite appropriately qualified professionals to meetings to act in an advisory capacity when necessary.		
Minutes*	Research Policy & Excellence Manager	Director R&I	Katherine Poole

* In attendance

Devolved Powers

Allocation of HEIF, QR Enhancing Research Culture Fund and in-year block grant funding in accordance with procedures approved by Academic Board devolved to Research and Knowledge Exchange Committee.

Circulation of Papers

The full set of committee papers will be circulated to members in advance of a meeting.

Arrangements for Publication of Minutes

Minutes of meetings of the R&KE Committee are circulated to R&KE Committee members with the papers for R&KE Committee meetings

Effectiveness review

3-yearly, to review business covered and consider its performance in achieving its purposes and the state of research and Knowledge Exchange within the College and income generated from research grants and QR from REF.

Research Advisory Group Terms of Reference

Committee Terms of Reference

Research Advisory Group



Purpose	To formulate ideas to advance the College's research agenda and to coordinate research organisation across the College.
Reports to	Research and Knowledge Exchange Committee
Sub-committees	None
Regular meetings per year	Monthly
Quorum	6

Terms of Reference

The primary duties of the committee are as follows.

- To formulate the ideas to deliver the Research and Knowledge Exchange agenda of the College
- To coordinate between the Academic Schools and the professional services on the delivery of the Research and Knowledge Exchange plans of the College
- To initiate the development of policies for consideration by the Research and Knowledge Exchange committee
- To identify resource questions for consideration by Academic Board and the School Executives
- To formulate ambitious collaborative opportunities within and outside the College for further consideration.

Membership

Role	Constituency	Appointed by	Name
Chair	Associate Pro-Vice-Chancellor (Research and Innovation)	Ex officio	Professor Ruth Livesey
Secretary and Member	Director of Research and Innovation	Ex officio	Sue Starbuck
Members	Associate Pro-Vice-Chancellor (Postgraduate Research)	Ex officio	Dawn Watling
	Business and Management	Head of School	Mark Lycett
	Eng, Physical & Math. Sciences	Head of School	TBC
	Humanities	Head of School	Bob Eaglestone
	Law and Social Sciences	Head of School	Juan Pablo Rudd
	Life Sciences & Environment	Head of School	Martin King
	Performing & Digital Arts	Head of School	Peter Richardson
	Director of Library, Learning Support & Culture	Ex officio	Christopher Cipkin

Role	Constituency	Appointed by	Name
Other Members	By invitation for specific topics		
Co-option	The Committee may also invite appropriately qualified professionals to meetings to act in an advisory capacity when necessary.		
Minutes*			

Devolved Powers

None

Circulation of Papers

The full set of committee papers will be circulated to members in advance of a meeting.

Arrangements for Publication of Minutes

N/A

Effectiveness review

3-yearly, to review business covered and consider its performance in achieving its purposes and the state of Research and Knowledge Exchange within the College and income generated from research grants and QR from REF.

Purpose	<ul style="list-style-type: none"> - To be responsible for the strategic oversight and management of the University's portfolio of taught academic provision - Develop and maintain an overall academic plan for collaborative provision for the University - Promote innovation to enhance learning, teaching
Reports to	Academic Board
Sub-committees	<ul style="list-style-type: none"> - Curriculum Development Committee - Partnerships Working Group will review proposals for new collaborative partnerships and make recommendations to University Education Committee (matters relating to the resourcing of new collaborative should be referred to Executive Board) - School Education Committees
Regular meetings per year	<ul style="list-style-type: none"> - Autumn term x 2 - Spring term x 1 - Summer term x 1
Quorum	10
Route for submission of business	Academic-quality-and-policy@rhul.ac.uk
Agenda and papers	Circulated one week in advance of the meeting
Approved by/on	

Terms of Reference

The primary duties of the committee are as follows:

Strategy

1. To approve and monitor the Education Strategy and action plan and to monitor the delivery of both through setting annual goals and prioritising initiatives which enhance the student experience as it relates to teaching, learning and assessment, and which contributes to, and supports attainment of Royal Holloway's objectives
2. To promote and embed specific innovations in learning, teaching and assessment, embracing new pedagogies and technologies in support of the enhancement of the student experience
3. To engage in horizon scanning to anticipate and prepare for new opportunities and likely future developments in learning and teaching or specific curriculum areas, and to receive reports from School UG and PGT Education Committees
4. To consider and recommend to Academic Board the approval of education related policies
5. To approve training initiatives to ensure that teaching staff are qualified and undergo continuous professional development

Curriculum Development

6. To make decisions, based on recommendations from the Curriculum Development Committee, for the approval of new courses
7. Based on advice from the Curriculum Development Committee, to consider proposals for changes to the academic course profile of the University, withdrawal from or entry into new degree course areas, and to recommend actions to Academic Board, Executive Board (resources) and other committees as appropriate to the proposal
8. To maintain a course closure policy and system and oversee it
9. To prioritise approved validations against Academic Quality and Policy Office capacity
10. To recommend Course entry grades to Academic Board for approval

Collaborative Provision

11. To develop and maintain an overall academic plan for collaborative provision for the University
12. To consider and approve proposals for collaborative provision with other institutions or organisations involving an academic award from the University and make appropriate resource recommendations to Executive Board
13. To review and monitor performance with respect to collaborative partnerships, including student numbers and financial targets, as well as wider strategic goals

External Environment

14. To oversee responses to consultations on teaching and learning matters, including the Teaching Excellence Framework
15. To support the preparation for Teaching Excellence Framework at an institutional level and implement institutional actions to improve the metrics associated with it
16. To support the development of the Access and Participation Plan

Membership

Role	Constituency	Appointed by	Name
Chair	Pro-Vice-Chancellor Education and Student Experience	Ex Officio	Professor Zainab Khan
Secretary	Member of AQPO	Head of AQPO	Christine Cartwright
Members	Provost and Pro-Vice-Chancellor (Global)	Ex Officio	Professor Tracy Bhamra
	Associate-Pro-Vice-Chancellor Quality and Standards	Ex Officio	Professor Matthew Humphreys
	Students' Union President	Ex Officio	Hannah Hockin
	Chair of the Curriculum Development Committee	Ex Officio	Professor Gill Knight
	Chair of the Academic Partnerships Working Group	Ex Officio	TBC

Role	Constituency	Appointed by	Name
	Executive Director of Student Journey	Ex Officio	Dr Nick Barratt
	Executive Dean (School of Life Sciences and the Environment)	Ex Officio	Professor Klaus Dodds
	Deputy Executive Dean (School of Law and Social Sciences)	Ex Officio	Professor Anna Gupta
	Executive Dean (School of Performing and Digital Arts)	Ex Officio	Professor Roberta Mock
	Executive Dean (Humanities)	Ex Officio	Professor Giuliana Pieri
	Executive Dean (Engineering, Mathematical and Physical Sciences)	Ex Officio	Professor Gavin Shaddick
	Executive Dean (Business and Management)	Ex Officio	Professor Christos Tsinopoulos
	Head of AQPO	Ex Officio	Noreen Naughton
	Director of Student Administration or nominee	Ex Officio	Caroline Beck (or nominee, tbc)
	Head of Educational Development	Ex Officio	Dr Mark Crompton
	Head of Library, Learning Support and Culture	Ex Officio	Christopher Cipkin
	Head of Careers	Ex Officio	Phil Simcock (interim)
	Director of Strategic Planning	Ex Officio	Alison Wallis
Minutes*	Member of AQPO	Chair	

* In attendance

Devolved Powers

TBC

Circulation of Papers

The full set of committee papers will be circulated to members in advance of a meeting.

Relevant papers will be circulated to those in attendance.

Arrangements for Publication of Minutes

TBC

Effectiveness review

TBC