

TEDI-LONDON

ACADEMIC COMMITTEE REGULATIONS

Summary	This document outlines the Terms of Reference, membership, and arrangements for TEDI-London Academic Committees.		
Policy Owner	Registrar		
Policy Sponsor	Academic Board		
Policy applies to	TEDI-London staff and students involved in Academic Committees		
Equality impact assessment completed	September 2020		
Version	6		
Date of implementation	September 2021	Date of next formal review	September 2022

DOCUMENT CONTROL

Date	Version	Action	Amendments
09/2019	1	Document issued	
05/2020	1	Approved by Academic Board	
09/2020	2	Document updated for September 2021 steady state.	Update of pre-operational information. Inclusion of Programme Approval and Review Committee.
01/2021	3	Document updated	Updated to reflect revised committee structure
05/2021	4	Document Updated	Minor updates to reflect changes to the programme amendment process and addition of student representation at PARC

08/2021	5	Document updated to reflect changes to assessment processes	Updates made to replace Module and Programme Boards with Assessment Boards and Assessment Review Panels
10/2021	6	Document updated to reflect changes agreed at October 2021 Academic Board and discussions with Academic Director	Updates made to clarify student attendance with regards to quoracy and to clarify membership for the Student Experience Committee, Assessment Boards and Assessment Review Panels

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1. ACADEMIC COMMITTEE REPORTING ARRANGEMENTS

- 1.1. Article 28 of the TEDI-London [Articles of Association](#) states the responsibilities of the Academic Board:

the directors shall, using their powers under the Companies Act, establish and thereafter maintain an academic board (the "Academic Board") to act as the charity's academic authority which shall take such measures and act in such manner as shall best promote the academic and professional work of the charity and safeguard the standards of its awards.

- 1.2. The Academic Board reports to the Board of Trustee Directors. It acts as the academic authority for TEDI-London, focusing on the academic standards and quality of the programmes offered by TEDI-London. It is responsible for the oversight and development of all academic activities including admissions, teaching, assessment, academic standards and awards.
- 1.3. Academic Board and its committees place specific emphasis on the quality of the student experience and on the enhancement of academic quality and standards through continual improvement and the sharing of good practice. The emphasis is on high level policy and academic oversight rather than detailed processing work.
- 1.4. The Academic Board will establish sub committees and standing committees or working groups as it requires and shall determine the membership and functions of these committees. Such committees or groups can include student representatives and/or persons who are not members of the Academic Board where appropriate.
- 1.5. All standing committees will report formally to the Academic Board on their work and submit reports as required. The Academic Board and its standing committees will prepare such reports as the Academic Board requires or on any matter that the Board of Trustee Directors may refer.
- 1.6. The Board of Trustee Directors may accept, reject or refer back to the Academic Board any recommendations made to it by the Academic Board. However, it shall give its reasons for any such rejections or reference back and shall afford the Academic Board the opportunity to make representations to the Board of Trustee Directors in this respect.

- 1.7. Elected membership of the Academic Board and any of its standing committees will be for a period of one or two year. Elected members may not normally hold office for more than two consecutive terms (i.e. two or four years). The Chair may co-opt members as deemed necessary on an annual basis and who then may be re-appointed. The Registrar, or nominated Deputy, shall service the Academic Board and its standing committees and record the proceedings. In principle, any staff or student may observe the Board, its standing committees (and sub-committees) by prior arrangement, one week in advance, with the Registrar or nominated Deputy. The press may not observe.

2. REPORTING RELATIONSHIPS

<p>STANDING COMMITTEES</p>	<p>Formal academic committees reporting directly to Academic Board.</p> <p>The following Standing Committees shall report to the Academic Board:</p> <ul style="list-style-type: none"> - Student Experience Committee - Programme Approval and Review Committee - Assessment Board - Assessment review Panel - Learning, Teaching and Quality Committee
<p>SUB-COMMITTEES</p>	<p>Sub-committees are normally only chaired by ex-officio members of the Board.</p> <p>Report only to the parent Standing Committee and carry out a detailed function.</p>
<p>GROUPS AND PANELS</p>	<p>Permanent or temporary working groups, working parties, forums and networks created and deleted on a needs basis by Standing Committees and Sub-committees. May or may not report formally to the parent Standing Committee or Sub-committee.</p>
<p>MINUTES</p>	<p>The Academic Board shall receive the Minutes of each Standing Committee. The Minutes of Subcommittees, Working Groups and Panels will be received by the relevant Standing Committee.</p>
<p>REVISIONS</p>	<p>The Academic Board may revise the Terms of Reference and/or Membership of any of its Standing Committees, Subcommittees, Working Groups or Panels.</p> <p>The Academic Board may create new Standing Committees, Subcommittees, Working Groups or Panels, or abolish existing ones.</p>

3. RULES OF PROCEDURE AND CONDUCT

3.1. APPLICABILITY OF THESE RULES

3.1.1. These Rules shall apply to the Academic Board and all Standing Committees, Subcommittees, Working Groups and Panels.

3.2. EQUALITY AND DIVERSITY STATEMENT

3.2.1. TEDI-London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other distinction.

3.2.2. Diverse membership of all committees is expected. Wherever possible membership will consist of at least 30% women and 30% men and representation of other protected groups will be actively considered. Where this has not been met committees should be able to demonstrate what action has been taken to achieve this target.

3.3. ROLE OF THE CHAIR

3.3.1. The Chair will be responsible for approving the agenda of each meeting, chairing each meeting and overseeing the production of the draft Minutes of the meeting, prior to confirmation by the Committee.

3.3.2. The Chair shall conduct business according to the normal conventions of committee and debating procedure, and in accordance with these rules. In order to ensure that consistent and high-quality debate and discussion takes place, Chairs are asked to observe and enforce the following procedures:

- All present should be given an equal opportunity to speak
- Inclusive language should always be used
- Respect should always be shown to colleagues, even where disagreements occur
- Confidentiality should be observed when requested and expected (i.e. members should only
 - disclose details of the decision/s reached rather than the discussions that took place and the
 - opinions that were expressed in them)

- All comments should be addressed through the Chair
- Collective responsibility should be observed once decisions are taken
- The decision as to whether or not a proposed item of business falls within the terms of reference of the Academic Board, or Standing Committee (or Subcommittee) shall lie with the appropriate Chair, and be subject to an appeal supported by not less than two-thirds of those present at the meeting and voting
- The Chair shall have a vote and a casting vote
- A Deputy Chair should be appointed to chair meetings in the absence of the Chair, and act as Chair for items of business in which the Chair declares an interest
- Members of each Committee will be asked to declare any interest that could give rise to conflict in relation to any item on the agenda at the beginning of the item in question. All interests so disclosed will be recorded in the minutes of the Committee. If the Chair of the meeting deems it appropriate, the member shall absent him/herself from all or part of the Committee's discussion of the matter.

3.4. CHAIR'S ACTIONS

- 3.4.1. Depending on the nature of the committee, there may be a need for the Chair to consider items between meetings on the committee's behalf. This has the benefit of expediting business where a committee does not meet frequently.
- 3.4.2. Normally only minor and non-controversial items should be considered in this way. If the need for urgent consideration of major and/or controversial items between planned items is foreseen, the committee may consider explicitly delegating the matter to its Chair at the previous meeting or alternately a special meeting might be called.
- 3.4.3. Where Chair's action on significant items does take place, it is helpful for the Chair to consult the views of members by email before taking his/her decision ('by circulation').
- 3.4.4. All decisions taken by Chair's Action should be clearly reported to the Committee at its next meeting for information, using the standard template. However, the Chair may on occasion have to use his/her discretion on whether to take Chair's Action, advised if appropriate by the Secretary and relevant officers.

3.5. ROLE OF THE SECRETARY

3.5.1. The Secretary shall be nominated from within the TEDI-London Registry Team.

3.5.2. The Secretary shall be responsible for:

- Liaising with the Registrar regarding any changes to membership
- Ensuring that an agenda for each meeting is drawn up in consultation with the Chair and circulated with the relevant papers
- Keeping concise minutes, to include the names of members present at meetings (and any apologies received) and a complete record of all decisions reached
- Ensuring that Minutes of meetings are made available as appropriate to TEDI-London staff and students.

3.6. ROLE OF MEMBERS

3.6.1. All members should act in the best interests of the Board or Committee and not their own personal or professional interest.

3.6.2. All members have equal say in the decision making of the committee and are encouraged to take an active part in the debate and challenge of items of business.

3.6.3. Members are expected to attend meetings or if unavoidable, send apologies for absence in advance of the meeting. It may be acceptable for a nominated deputy to attend a meeting, if approved in advance by the Chair.

3.6.4. Members of each Committee will be asked to declare any interest that could give rise to conflict in relation to any item on the agenda at the beginning of the item in question. All disclosed interests will be recorded in the minutes of the Committee.

3.7. CONDUCT OF BUSINESS

3.7.1. The Registry will set all meeting dates in advance of the academic year commencing. It shall, however, be within the discretion of the Chair to cancel a meeting if, in his or her opinion, there is insufficient business to warrant it. The Secretary shall give at least three working days' notice of any such cancellation.

- 3.7.2. The Secretary may also call extraordinary meetings at the request of the Chair. The Secretary shall give at least three working days' notice of any such meeting.
- 3.7.3. The agenda of every meeting, together with the accompanying papers, shall be published and circulated to all members no less than a week before the meeting. Late items may only be added to the agenda (including under 'any other business') after publication subject to the agreement of the Chair and will be discussed unless at least one-third of members vote against doing so.
- 3.7.4. All agenda items will normally be supported by written papers unless agreed beforehand by the Chair. All agenda items will be grouped into the following categories:
1. FOR REPORT/UPDATE – questions allowed for clarification purposes only
 2. FOR APPROVAL – normally only permitted if accompanied by a written proposal and written supportive material and circulated with the agenda. Tabled motions are only exceptionally permitted at the discretion of the Chair
 3. FOR DISCUSSION – normally only permitted if accompanied by written supportive material and circulated with the agenda
 4. FOR CONSIDERATION AND RECOMMENDATION – normally only permitted if accompanied by a written proposal, written supportive material and circulated with the agenda. Used when a committee considers an item but cannot approve it within its terms of reference, and therefore recommends to a higher committee
 5. FOR NOTE – questions allowed for clarification purposes only but no debate or discussion
 6. REPORTS FROM COMMITTEES

4. ELECTION OF MEMBERS

4.1. ELECTED POSITIONS

- 4.1.1. Elected members shall serve for one or two years, normally from the start of an academic session, and be eligible for re-election on one further occasion.
- 4.1.2. Elected members are expected to act as a conduit between their constituencies and the committees to which they are elected, consulting their constituencies regarding their business where practicable and relaying decisions back to them. However, members shall always act in the best interest of the Board / Committee on which they are serving.

4.2. PROCEDURES FOR ELECTIONS

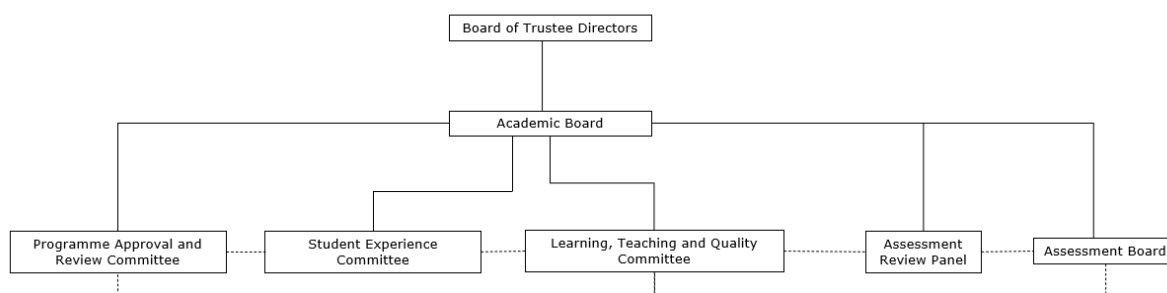
- 4.2.1. All procedures will be conducted by the Registrar (or nominated Deputy). The Registrar will keep a record of Membership of the Academic Board and its Standing Committees (and Subcommittees) and terms of office. The Registrar (or nominated Deputy) will instigate the procedure for election (or re- election) as appropriate, and a member of the Registry will act in the capacity of Returning Officer.
- 4.2.2. Nominations shall be sought from all constituents. Normally, the nomination period should not be less than ten working days, although a reduced period can be set, in exceptional circumstances, with the agreement of the Dean. Candidates must indicate their willingness to stand.
- 4.2.3. Where the number of candidates is less than the number of vacancies, the candidates shall be duly elected.
- 4.2.4. Where the number of candidates is equal to the number of vacancies, the candidates shall be duly elected.
- 4.2.5. Where the number of candidates exceeds the number of vacancies, the following regulations shall apply:
- 4.2.6. Elections shall be by secret ballot. The Returning Officer will organise for the secret ballot to be undertaken via electronic means. The voting period will not be less than five working days.

- 4.2.7. Where the number of candidates exceeds the number of vacancies by one, constituents will be entitled to a single vote for each vacancy.
- 4.2.8. The candidate receiving the fewest number of votes will be eliminated from the contest, and the remaining candidates elected.
- 4.2.9. Where the number of candidates exceeds the number of vacancies by more than one, constituents will be asked to rank the candidates in order of preference.
- 4.2.10. The candidate receiving the fewest number of first-place votes will be eliminated from the contest and their second-place votes re-distributed.
- 4.2.11. This process will be repeated until the number of remaining candidates is equal to the number of vacancies, at which point the remaining candidates shall be elected.
- 4.2.12. In the event of a tie, the Dean shall have the casting vote.

4.3. CHALLENGES TO THE CONDUCT OF ELECTIONS

- 4.3.1. Any challenge to the conduct of an election must be made in writing to the Dean. The Dean's response shall be communicated, along with the challenge itself, to all constituents where a fresh election is called in response to such a petition, the nominations process will re-commence as if for the first time.

5. TEDI-LONDON ACADEMIC COMMITTEE STRUCTURE



6. TERMS OF REFERENCE: ACADEMIC BOARD

COMPOSITION		MEMBERSHIP
Dean (Chair)		Ex-officio
Deputy Dean (Deputy Chair)		Ex-officio
Head of Student Recruitment and Admissions		Ex-officio
Registrar		Appointed
Academic Director	BEng and MEng Global Design Engineering	Ex-officio
Staff Representatives	Staff member (academic or professional)	Elected
	Staff member (academic or professional)	Elected
Student Representatives	BEng Global Design Engineering	Elected
	MEng Global Design Engineering	Elected
Academic co-optees	Staff member (academic)	Co-opted
	Staff member (academic) ¹	Co-opted
Independent Representatives	Academic member	Appointed
	Industry member	Appointed
Assistant Registrar – Education (Secretary)		In attendance

REPORTS TO	Board of Trustee Directors
SUB-COMMITTEES	Student Experience Committee Programme Approval and Review Committee Assessment Board Assessment Review Panel Learning, Teaching and Quality Committee
MEETING SCHEDULE	At least three times per year

¹ Most of the staff membership will normally be academic

QUORUM	50% of all voting members. Must include either the Chair or Deputy Chair, one ex-officio member and one elected or appointed member.
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PURPOSE

The Academic Board is the academic authority of TEDI-London. It plays a fundamental role in assuring the academic standards of TEDI-London's awards and the high quality of learning opportunities provided to students. It is responsible for the planning, co-ordination, development and supervision of the academic work of TEDI-London within the overall framework of corporate strategy and policy approved by the Board of Trustee Directors.

The Academic Board oversees the academic quality and standards of TEDI-London to ensure that its academic activities, including mutually beneficial collaborations, flourish, develop and are innovative and enterprising in all aspects. It has oversight of the framework and operation of academic regulation, policy and practices concerning the quality and standards of TEDI-London awards.

The Academic Board supports the enhancement of the quality of the educational offer and the dissemination of good practice. Additionally, it is responsible for ensuring that the framework and practices are aligned with external regulatory requirements and expectations.

TERMS OF REFERENCE

1. To develop and have oversight of the academic strategic direction of TEDI-London and contribute as appropriate to its strategic plan.
2. To have oversight of the planning, development, and implementation of all academic work in TEDI-London consistent with its mission and strategic plan including:
 - a. academic standards and quality enhancement
 - b. new programmes and programme amendments
 - c. programme approval and (periodic and annual) reviews of programmes
 - d. accreditation by professional regulatory statutory bodies (PRSBs)
 - e. external audits and inspections
 - f. closure of programmes
 - g. procedures for internal progression of students and award of qualifications.

3. To have oversight of the approval of new programmes and amendments to existing programmes by the Learning, Teaching and Quality Committee and the Programme Approval and Review Committee.
4. To have oversight of the external examiner system, including approval of External Examiner appointments.
5. To determine policy governing the admission of students, including general entry requirements and the recognition of prior learning.
6. To oversee the approach to assuring the completeness, accuracy and reliability of information provided for applicants and students.
7. To oversee TEDI-London's work in supporting access and participation.
8. To provide a forum for discussion and guidance on all academic plans, targets and activities, and to advise the Board of Trustee Directors on the resources required to support these.
9. To have oversight of the operation of TEDI-London's teaching and learning provision aligned to internal and external quality benchmarks and strategic objectives and targets.
10. To approve recommendations from the Learning, Teaching and Quality Committee and Student Experience Committee on approaches to enhance the quality of teaching and learning, including:
 - a. delivery and assessment models
 - b. methods and procedures for student feedback
 - c. opportunities implementation of developments in learning technology
 - d. acquisition, distribution and allocation of teaching and learning resources
 - e. Student administration processes.
11. To receive, consider and respond as appropriate to Minutes from Sub- or Standing Committees of the Academic Board, and to formally report its proceedings, recommendations and matters of concern to the Board of Trustee Directors.
12. To establish committees and working groups as necessary for the effective execution of Academic Board responsibilities.

13. To oversee progress on achieving actions within Annual Programme Monitoring and Periodic Review action plans.
14. To review recommendations from Sub-Committees on proposals for change to the Academic Regulations, having regard to the maintenance of academic standards and the fulfilment of national sector and professional expectations.
15. To safeguard the quality of the student experience and maintain appropriate student support procedures.
16. To determine and oversee arrangements for the assessment of students, including Assessment Boards, External Examining, and moderation.
17. To delegate authority to the Assessment Board in making decisions on individual students regarding module marks, progression and the award of qualification.
18. To receive updates on the outcomes of academic appeals and complaints, and student academic and disciplinary offences. To receive updates on the effectiveness of these policies by monitoring relevant data and outcomes.

7. TERMS OF REFERENCE: STUDENT EXPERIENCE COMMITTEE

COMPOSITION		MEMBERSHIP
Assistant Registrar – Student Experience (Co-Chair)		Ex-officio
Student (Co-Chair)		Elected
Head of Student Recruitment and Admissions		Ex-officio
Facilities staff member		Appointed
Engineering Technician		Appointed
IT/ Learning Resources staff member		Appointed
Head of External Engagement		Appointed
Academic Programme Representatives	BEng Global Design Engineering	Elected
	MEng Global Design Engineering	Elected
Student Representatives	At least one representative for each year group	Elected
		Elected
		Elected
		Elected
Registry staff member (Secretary)		In attendance

REPORTS TO	Academic Board
SUB-COMMITTEES	n/a
MEETING SCHEDULE	Once per term, with an additional briefing/training session to be held at the start of the autumn term once student reps have been elected.
QUORUM	Must include either the Chair or Deputy Chair, two of the appointed staff members and 50% of the student representatives.

PURPOSE

The Student Experience Committee is a forum for students to discuss their experiences with staff across TEDI-London functions and for students to provide advice on current and planned TEDI-London processes and initiatives. It encourages open dialogue and discussion of issues, and the ability to propose mitigating actions.

The Committee is responsible for scrutinising relevant strategic plans and policy relating to the student experience. The Committee also considers formal and informal feedback from numerous sources and can recommend relevant enhancements.

TERMS OF REFERENCE

1. To support and help deliver overall improvements in student satisfaction, as measured by the NSS and other surveys and indicators.
2. To keep under review the student charter, and other student enhancement and engagement policies and procedures and recommend changes and/or modifications for approval by Academic Board.
3. To monitor the results of student feedback mechanisms and to agree necessary actions as a result of these. Reporting the actions to the Academic Board.
4. To monitor and make recommendations about services related to the student experience.
5. To review the access and participation plan and recommend changes as necessary.
6. To receive and discuss students' views on curriculum and non-curriculum-based aspects of their experience, including the learning environment and student support.
7. To provide a forum for students to identify and discuss overarching issues of concern with members of staff from across the institute, particularly in support and operational areas.
8. To facilitate greater communication and dialogue between students and staff outside the students' courses to ensure their overall experience is considered by the institute.

9. To identify, share and build on good practice to further enhance the student experience.
10. To input into the annual priorities relating to services provided for students.
11. To monitor the performance and effectiveness of all student-facing services against their strategies.
12. To monitor the effectiveness of all student feedback mechanisms.
13. To identify the needs of specific groups of students (e.g. overseas, mature, visiting, students with disabilities, BAME students) and ensure that these are addressed.
14. To report and make recommendations to TEDI-London Committees and Boards as required.

8. TERMS OF REFERENCE: PROGRAMME APPROVAL AND REVIEW COMMITTEE

COMPOSITION	MEMBERSHIP
Assistant Registrar - Education (Chair)	Appointed
Deputy Dean	Ex-officio
TEDI-London staff member not involved with the programme	Appointed
External Adviser – academic	Appointed
External Adviser – industry	Appointed
Student Representative	Elected
Quality Assurance and Compliance Officer (Secretary)	In attendance

REPORTS TO	Academic Board Learning, Teaching and Quality Committee
SUB-COMMITTEES	n/a
MEETING SCHEDULE	As required, when new programmes are proposed. The committee will also meet to conduct periodic reviews as required.
QUORUM	All members must be in attendance

PURPOSE

The Programme Approval and Review Committee has delegated authority from the Academic Board, to which it reports, to scrutinise new programmes or re-approvals of existing programmes and complete periodic reviews of existing programmes. It makes recommendations to Academic Board about whether programmes should be approved (or re-approved) and whether existing programmes continue to meet the required quality and standards. It can also apply conditions or recommendations to be met. Its conclusions are also reported to the Learning, Teaching and Quality Committee.

The Programme Approval and Review Committee is made up of TEDI-London staff, and External Advisers from other Higher Education Institutions and from industry, who are appointed via the External Advisers Policy. Its remit is to ensure the programme has a coherent structure which is appropriate to the name of the award, the level of the award and the subject to be approved, that the requirements for students to achieve the programme learning outcomes are clear and that the assessment is designed to rigorously test the learning outcomes.

They should take a view on whether the programme is in line with the standards outlined in TEDI-London’s Academic Award Framework, and assure Academic Board that the

programme is able to operate at or above a threshold quality standard in comparison to other awards offered by TEDI-London and at national and international level.

TERMS OF REFERENCE

1. To receive applications for new programmes or the re-approval of current programmes, and to recommend to Academic Board whether they should be approved.
2. To consider whether the programmes are (or remain) in line with TEDI-London's regulations and policies and external reference points including relevant subject benchmark statements, qualification characteristics, the Framework for Higher Education Qualifications (FHEQ), competence standard and any professional body requirements.
3. To consider whether the programmes are (or remain) in line with TEDI-London's programme requirements as outlined below and in the Quality Manual:
 - a. Learning Outcomes:**
 - i. To consider whether the proposed learning outcomes are appropriate to the programme's aims.
 - ii. To consider whether there an appropriate number of learning outcomes.
 - iii. To consider whether the proposed assessment framework will enable all learners to demonstrate achievement of the intended outcomes.
 - iv. To consider whether the curriculum enables students to achieve the intended learning outcomes.
 - b. Resources:**
 - i. To consider whether and how technology has been used to support learning.
 - ii. To determine whether there are criteria which enable examiners to distinguish between different categories of achievement.
 - iii. To consider whether there are enough appropriately qualified staff to support the expected number of students to be recruited.
 - iv. To consider whether there are adequate learning resources and access to those resources to meet the needs of the anticipated number of students to be recruited.
 - c. Assessment:**

- i. To consider whether the assessment methods chosen are appropriate, inclusive and effective.
 - ii. To consider whether there are an appropriate number of summative assessments and how formative assessment used to facilitate learning.
- d. Skills development:**
- i. To determine whether there is evidence of progression in skills development and knowledge acquisition.
 - ii. To consider whether the learning and teaching activities proposed are appropriate in terms to enable learners to develop skills.
 - iii. To consider whether there is evidence of activities that will help students to develop their employability.
- e. Equality and diversity:**
- i. To consider whether proposed learning and teaching activities are inclusive of all learners, considering all dimensions of diversity, and appropriate in terms of the intended learning outcomes.
 - ii. To determine whether there is evidence that the Programme Team will be supportive of the needs of students with differing needs and that there are suitable anticipatory arrangements to support and advise students e.g. for induction, progression, placements, periods abroad, disability and/or learning difficulties, academic difficulties and personal problems.

9. TERMS OF REFERENCE: LEARNING, TEACHING AND QUALITY COMMITTEE

COMPOSITION		MEMBERSHIP
Academic Director (Chair)		Ex-officio
Assistant Registrar - Education		Ex-officio
Assistant Registrar – Student Experience		Ex-officio
Learning Technologist		Ex-officio
Staff Representatives	Staff member (Academic)	Ex-officio
	Staff member (Academic)	Ex-officio
	Staff member (Professional)	Elected
Student Representatives	BEng or MEng Global Design Engineering	Elected
	MEng Global Design Engineering	Elected
Registry Staff Member (Secretary)		In attendance

REPORTS TO	Academic Board
SUB-COMMITTEES	
MEETING SCHEDULE	At least four times per year
QUORUM	50% of all voting members

PURPOSE

The Learning, Teaching and Quality Committee plays a fundamental role in assuring the academic standards of TEDI-London’s awards and the high quality of learning opportunities provided to students. The Committee is responsible for the academic quality and standards of TEDI-London to ensure that its academic activities, including mutually beneficial collaborations, flourish, develop and are innovative and enterprising in all aspects. It has responsibility of the framework and operation of academic regulation, policy and practices concerning the quality and standards of TEDI-London awards.

The Learning, Teaching and Quality Committee is responsible for the enhancement of the quality of the educational offer and the dissemination of good practice. It is also responsible for ensuring that the framework and practices are aligned with external regulatory requirements and expectations.

TERMS OF REFERENCE

1. To have management of the planning, development and implementation of all academic standards and quality enhancement activity in TEDI-London consistent with its mission and strategic plan including:
 - a. the external examiner system; including the consideration and approval of appointments and review of all external examiner reports
 - b. programme approval and reviews (periodic and annual) of programmes in line with the criteria set out in the Quality Manual; including the monitoring of action plans (with delegated responsibility given to the Programme Approval and Review Committee for periodic reviews and programme approvals/re-approvals)
 - c. approval of programme amendments in line with the criteria set out in the Quality Manual and reporting these to the Academic Board on an annual basis
 - d. accreditation by professional regulatory statutory bodies (PRSBs)
 - e. external consultations, audits and inspections
 - f. closure of programmes
 - g. procedures for internal progression of students and award of qualifications
 - h. alignment of teaching and learning provision to internal and external quality benchmarks and strategic objectives and targets
 - i. the use of student feedback data for enhancement activity
2. To debate, review and agree approaches to enhance the quality of teaching and learning, including:
 - a. delivery and assessment models
 - b. opportunities for the implementation of developments in learning technology
 - c. acquisition, distribution and allocation of teaching and learning resources
 - d. student administration processes
3. To receive, consider and respond as appropriate to Minutes from Sub-Committees.
4. To establish committees and working groups as necessary for the effective execution of responsibilities.
5. To formally report its proceedings, recommendations and matters of concern to the Academic Board, having regard to the maintenance of academic standards and the fulfilment of national sector and professional expectations.

6. To review the outcomes of academic appeals, complaints, student academic and disciplinary offences and ensure the effectiveness of these policies by monitoring relevant data and outcomes.
7. To report and make recommendations to TEDI-London Committees and Boards as required.
8. To receive updates and recommendations from TEDI-London Committees and Boards as appropriate.

10. TERMS OF REFERENCE: ASSESSMENT BOARD

Composition		Membership
Deputy Dean (Chair)		Ex-officio
Academic Director (Deputy Chair)		Appointed
External Examiner		Appointed
BEng Global Design Engineering	Relevant Module Leaders	Ex-officio
MEng Global Design Engineering	Relevant Module Leaders	Ex-officio
Assistant Registrar - Education		Ex-officio
Education Officer (Secretary)		In attendance

REPORTS TO Academic Board

SUB-COMMITTEES n/a

MEETING Twice a year:

SCHEDULE

- June
- August for Resit Period modules

QUORUM Chair or Deputy Chair, External Examiner and 50% of the membership entitled to vote.

PURPOSE

The Assessment Board is responsible for ensuring that the examination and assessment procedures for TEDI-London awards are carried out in accordance with the regulations governing the programmes in a fair and impartial manner.

TERMS OF REFERENCE

The Assessment Board will consider results anonymously.

1. Consider and agree marks achieved by each student for assessment components, the overall module mark and credit to be awarded
2. Consider recommendations from Mitigating Circumstances Panels, Academic Dishonesty Panels, and other advisory panels as applicable
3. Receive any declarations of interests not dealt with prior to the Board and ensure that any examiners declaring conflicts are not present for discussions about those students in which they have an interest.
4. Make and approve decisions relating to students who:
 - a. meet all requirements to pass and may progress from one stage of a programme to another
 - b. meet all requirements to pass and be awarded, and the classification where appropriate
 - c. fail to meet requirements and are eligible for resit assessments or partial repeats
 - d. have approved Mitigating Circumstances and may be permitted an additional attempt at the assessment(s) and/or, where appropriate, an opportunity to repeat
 - e. fail to meet requirements and are to be withdrawn from the programme
 - f. are permitted to transfer to another programme of study
 - g. will receive a lower award than the one for which they are registered and assessed (exit award).
5. Apply any relevant PSRB requirements in accordance with approved regulations.
6. Agree the application of compensation where applicable.
7. Consider the final classification for eligible students.
8. Consider initial comments from External Examiners in advance of their written report.

9. Report any matters about the content, operation and assessment of a programme to the Academic Board and/or any matters of significant risk as appropriate.

11. TERMS OF REFERENCE: ASSESSMENT REVIEW PANEL

ASSESSMENT REVIEW PANEL TERMS OF REFERENCE

COMPOSITION AND MEMBERSHIP

Composition		Membership
Academic Director (Chair)		Ex-officio
TEDI-London senior academic staff member (Deputy Chair)		Appointed
BEng Global Design Engineering	Relevant Module Leaders	Ex-officio
MEng Global Design Engineering	Relevant Module Leaders	Ex-officio
Assistant Registrar - Education		Ex-officio
Education Officer (Secretary)		In attendance

REPORTS TO	Academic Board
SUB-COMMITTEES	n/a
MEETING SCHEDULE	Four times a year (after each Teaching Block and the Resit Period): <ul style="list-style-type: none">• January• March• June• August for Resit Period modules
QUORUM	Chair or Deputy Chair and 50% of the membership

PURPOSE

The Assessment Review Panel is responsible for reviewing the examination and assessment procedures carried out for the teaching block immediately preceding the Panel meeting.

TERMS OF REFERENCE

The Assessment Board will consider results anonymously.

1. Consider the operation of assessment process, including but not limited to:
 - a. Administration of the assessment process
 - b. Marking practices (including moderation processes)
 - c. Suitability of assessment briefs
 - d. Suitability of marking rubrics
 - e. Accuracy of marks to be presented to the Assessment Board
 - f. Operation of mitigating circumstances and Academic Integrity Policies
 - g. Effectiveness of inclusive practice
 - h. Student feedback
 - i. Informal External Examiner feedback
2. Confirm that all declarations of interests have been presented to the Chair of the Assessment Board and ensure those not yet declared are provided to the Chair of the Assessment Board.
3. Report any relevant matters to the Academic Board and/or its Sub-Committees.