

**Academic Standards and Quality Committee**  
**(a sub-committee of the Education Committee)**

**Terms of reference**

- (i) To be responsible, on behalf of the Education Committee for ensuring that all taught and research programmes leading to Lancaster University awards, whether delivered in Lancaster or elsewhere, are of comparable academic standard and offer an equivalent, inclusive educational experience, through:
- the development and implementation of institution-wide quality assurance policies and procedures for ensuring high standards of learning and teaching;
  - the regular review of quality assurance policies and procedures to ensure that they are properly implemented and remain fit for purpose;
  - promoting excellence and innovation, and the encouragement of quality enhancement practices in learning, teaching and assessment and to disseminate equitable, effective practice;
  - compliance with regulatory frameworks and requirements, and ongoing engagement with the higher education sector in quality assurance and enhancement activities;
  - ensuring that student progress and academic welfare are monitored effectively through agreed procedures and appropriate follow-up action taken.
- (ii) To provide advice, where necessary, to committees responsible for approving programme and module proposals (faculty and joint-faculty committees responsible for teaching, learning and assessment, and the Regional Teaching Partnerships Committee).
- (iii) To consider reports and data from:
- faculty and joint-faculty committees responsible for teaching, learning and assessment;
  - Regional Teaching Partnerships Committee;
  - annual institutional summaries of external examiners reports;
  - module and programme feedback data aggregated at departmental and faculty level;
  - faculty and institutional summaries of Annual Programme Review (APR) and Strategic Teaching and Learning Review (STLR) reports and individual STLR reports;
  - institutional-level student survey results (including NSS, PTES, PRES) as embedded in annual programme reports, relating to the operation of quality assurance and enhancement processes, for all undergraduate and postgraduate provision, whether delivered in Lancaster or elsewhere, and to be responsible for identifying appropriate actions.

- (iv) To approve, on behalf of Senate and after appropriate consultation, the University's academic regulations governing all taught and research programmes leading to Lancaster University awards, whether delivered in Lancaster or elsewhere, and to ensure that the approved regulations are applied and observed.
- (v) To oversee the University's relationship with external bodies in the area of quality assurance and enhancement, including:
  - consideration of reports from external bodies;
  - consideration of relevant external policy developments;
  - making recommendations as appropriate.
- (vi) To commission time-limited project groups addressing learning, teaching and assessment issues to make recommendations as appropriate.
- (vii) To ensure that full consideration is given to the equality and diversity implications of the implementation of procedures and regulations relating to admissions, teaching, learning and assessment procedures.

## **Membership**

*(ex officio)*

Vice-Chancellor

University Academic Dean (in the Chair)

University Associate Academic Dean for Students (Deputy Chair)

Vice-President Education, Students' Union

Associate Dean Education, Faculty of Arts and Social Sciences

Associate Dean Education (Undergraduate), Faculty of Health and Medicine

Associate Dean Education (Postgraduate) Faculty of Health and Medicine

Associate Dean Undergraduate Education, Management School

Associate Dean Postgraduate Education, Management School

Associate Dean Teaching (Undergraduate), Faculty of Science and Technology

Associate Dean Teaching (Postgraduate), Faculty of Science and Technology

Director of Library Services and Learning Development

Director of the Doctoral Academy

Head of Academic Quality, Standards and Conduct

Head of Student and Programme Administration

*Members may send delegates*

The following personnel will be in attendance as required for individual meetings where there are postgraduate research items of business on the agenda:

Director of Studies, Postgraduate Research, Management School

Director of Studies, Postgraduate Research, Faculty of Arts and Social Sciences

*(in attendance)*

Dean for Equality, Diversity and Inclusion

Academic Registrar

Head of Educational Development

Quality Assurance and Enhancement Manager, Faculty of Arts and Social Sciences

Quality Assurance and Enhancement Manager, Faculty of Health and Medicine

Quality Assurance and Enhancement Manager, Management School

Quality Assurance and Enhancement Manager, Faculty of Science and Technology

Advocacy and Governance Manager, Students' Union

### Procedures

The Committee will meet at least four times a year and the schedule of meetings will be organised to coordinate with the schedule of quality assurance processes.

In accordance with the agreed schedule of delegations the Committee will:

- (i) take decisions on behalf of the Education Committee and/or Senate;
- (ii) make recommendations for Education Committee's and/or Senate's consideration and approval.

An annual report will be made to the Education Committee on academic quality and standards.

The Committee will bring to the attention of the Education Committee any major issues relating to the academic quality and standards of Lancaster programmes and Lancaster awards.

The Secretary of the Committee will be a member of staff from Academic Quality, Standards and Conduct.

The Standing Orders set out a standardised approach to committee procedural arrangements, including membership terms, quoracy and declaring interests. All members are encouraged to read the Standing Orders available on the [Governance website](#).