******

**ACMET LONDON COLLEGE**

**Academic Standards Board**

**Terms of reference, constitution and reporting lines**

**1. Purpose**

1.1 The Academic Standards Board is responsible for the oversight of all academic work at Acmet London College.

**2. Terms of reference**

2.1 To advise the Principal and Executive Board on academic standards and enhancing the quality of learning opportunities for students.

2.2 To debate and make policy and procedural decisions about academic matters concerned with:

* Course review, monitoring and annual reporting
* Quality enhancement of the student learning experience
* Student academic misconduct
* Student admissions and registration
* Student complaints and student academic appeals
* Teaching, learning and assessment

2.3 To consider and approve reports and responses to awarding bodies and other external agencies, including the QAA, Pearson and the Office for Students, related to academic programmes at the College

2.4 To approve academic strategies of Acmet London College, for example, teaching and learning enhancement strategy, resources strategy.

2.5 To discuss and approve Annual Quality Monitoring reports for internal actions and awarding bodies, including recruitment, retention and achievement of students

2.6 To oversee, approve and advise about policies, procedures and processes related to the Quality Assurance Agency’s Quality Code for Higher Education

2.7 To discuss and advise on actions in relation to reports from external bodies, for example, collaborative partners, external examiners, standards verifiers and other external academic reports

2.8 To be up-dated on changing requirements of awarding bodies, the Quality Assurance Agency for Higher Education, Office for Students, Pearson and other external bodies

2.9 To approve arrangements for the student representation at Acmet London College

2.10 To consider and recommend appropriate action for any issues raised by students or resulting from student feedback (for example, the student survey)

2.11 To advise the Principal and Executive Board on rules concerning the conduct of students, including procedures for suspension and expulsion

2.12 To establish such committees and boards as it considers necessary for purposes enabling it to carry out its responsibilities providing that each establishment is first approved by the Executive Board

2.13 To set up such working groups as it considers necessary to advise on matters within its purview

2.14 To consider equality and diversity issues, access and participation issues arising from the remit of the Board

2.15 To consider and advise the Principal and Executive Board on information about higher education published by the College (for example, the website, Student Handbook)

2.16 To advise on such matters as the Executive Board or the Principal may refer to the Academic Standards Board

**3. Constitution**

3.1 The constitution of the Academic Standards Board is:

 Principal

 HND Programme Leader

 Director of Quality Assurance (Chair)

 Student Services Officer

 Up to two members of lecturing staff

 Three Student Representatives (at least one from each student cohort)

3.2 Total membership 9

**4. Administrative matters**

4.1 Meetings are normally expected to be held at least twice a year, in accordance with the committee calendar

4.2 The Secretary is designated by the Chair

4.3 Circulation of papers: all members of Academic Standards Board, the Principal and Head of Administration, student representatives

4.4 Minutes of meetings to be made available to all staff and students through an e- medium

**5. Reporting arrangements**

5.1 The Academic Standards Board reports to the Principal and Executive Board of Acmet London College

**6. Typical agenda**

 (a) Apologies for absence

 (b) Minutes of the last meeting

 (c) Progress on actions from previous meeting

 (d) Reports or matters from external bodies (QAA, Pearson, Office for Students, etc.

 (e) Student feedback

 (f) Report from the HND Academic Programme Leader

 (g) Report from the Student Services Officer

 (h) Teaching, learning and assessment matters

 (i) Pearson and QAA reports

 (j) DfE/OfS/ Office for Students matters

 (k) Quality enhancement initiatives

 (l) Information about higher education