

# The University of Edinburgh

## Senate Quality Assurance Committee Terms of Reference

### 1. Purpose and Role

- 1.1 The Quality Assurance Committee is responsible, on behalf of Senate, for the framework which assures standards and enhances the quality of the student learning experience.

### 2. Remit

- 2.1 Oversee the delivery and enhancement of the University's quality assurance framework, ensuring that it meets external requirements.
- 2.2 In partnership with Edinburgh University Students' Association, ensure effective student engagement and representation of student voices in the University's quality framework.
- 2.3 Maintain oversight of the outcomes of the quality assurance framework, ensuring that actions are addressed, and support the sharing of good practice.
- 2.4 Promote the quality assurance framework as an important part of the University's activities and ensure that the outcomes inform relevant University business.
- 2.5 Support the University's engagement with external quality requirements and activities, including: Enhancement-Led Institutional Review, the UK Quality Code, and responses to consultations and initiatives.
- 2.6 Identify areas for innovation and enhancement of the student experience and ensure that these inform Senate Education Committee's policy development.
- 2.7 Consider the implications of the Committee's work and its decisions in the context of external initiatives and compliance and legal frameworks, particularly in relation to equality and diversity.
- 2.8 In relation to academic collaborations with partner institutions: maintain oversight of development, approval, monitoring and review / renewal processes; receive annual reports on activity and identify any areas where action is required to maintain academic standards and the quality of the student experience.

### 3. Operation

- 3.1 The Committee reports to Senate, acting with delegated authority to take decisions in the area of quality assurance and academic standards.
- 3.2 The Committee may bring matters to the attention of the University Executive as required.
- 3.3 The Committee has the following sub-committees:
- Student Support Service Sub-Committee - with delegated authority for monitoring the quality assurance of student support services in relation to the student learning experience
  - School Annual Quality Report Sub Group - with delegated authority to review reports and prepare recommendations for consideration by the Committee
- 3.4 The Committee will meet at least four times each academic year and will interact electronically as necessary.
- 3.5 The Committee will follow a schedule of business set prior to the start of the academic year which is agreed through consultation with Senate, the Conveners of the other Senate Committees, and other

relevant members of the community.

3.6 From time to time, the Committee will establish working groups or commission individuals to carry out detailed work under the Committee's oversight.

#### 4. Composition

Role	Term
Assistant Principal Academic Standards and Quality Assurance	
An external member from within the Scottish Higher Education sector with experience in quality assurance	3 years (with no reappointment until 4 years has elapsed)
College Deans of Quality (or equivalent)	
1 x member of staff from each College with experience of and an interest in quality assurance at a School level	
3 x elected member of Senate	
1 x Edinburgh University Students' Association sabbatical officer	Ex Officio
1 x member of the Edinburgh University Students' Association permanent staff	
1 x member of staff from the Institute for Academic Development	
1 x member of staff from the Doctoral College	
1 x member of staff from Academic Services	
Up to 3 co-options chosen by the Convenor	Up to 3 years

4.1 The Convenor can invite individuals for specific meetings or agenda items.

4.2 Substitutions of members (i.e. due to inability to attend) will be at the discretion of the Convenor of the Committee.

#### 5. Responsibilities and Expectations of Committee Members

5.1 Be collegial and constructive in approach.

5.2 Attend regularly and participate fully in the work of the Committee and its task / working groups. This will involve looking ahead and consulting / gathering input in order to provide the broad spectrum of thoughts and opinions which are necessary for proper consideration of the area being discussed.

5.3 Take collective and individual ownership for the issues under the Committee's remit and for the discussion and resolution of these issues. In taking ownership of the work of the Committee, members must take steps to ensure that they are empowered to take decisions on behalf of academic and managerial colleagues.

5.4 Be committed to communicating the work of the Committee to the wider University community.

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