

LTC16D111

Title: UEA Joint Boards of Study with Partner Institutions: Updated Terms of Reference

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Issue

Attached at Appendix 1 are the updated Terms of Reference for Joint Boards of Study with UEA Partner Institutions. The Boards have joint membership between UEA and each partner institution and their role is to monitor the quality assurance arrangements of the institutional agreement between UEA and the partner. Policies and procedures have developed over time and the Terms of Reference attached have been updated to reflect current practice.

Recommendation

The Learning and Teaching Committee is invited to approve the updated Terms of Reference

Resource Implications

None identified.

Risk Implications

None identified.

Equality and Diversity

Not applicable.

Further Information

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Attachments

Appendix 1 – Updated Terms of Reference, UEA Joint Boards of Study.

Template for UEA Joint Boards of Study for Partner Institutions

Joint Membership

UEA

- Chair (a senior member of UEA staff approved by the UEA PVC (Academic))
- Academic Links for the courses leading to a UEA award
- Partnerships Office representative(s)

Partner Institution

- An appropriate senior member of the Partner Institution staff
- Head of HE, Quality Lead or equivalent
- Course Leaders or Programme Managers of the courses leading to a UEA award
- Heads of the School/Faculty/Department or equivalent in which the courses are located
- Student representative(s)

Terms of Reference

The Joint Board of Study (JBOS) is a sub-committee of, and represents, the University's Learning and Teaching Committee (LTC). LTC is a committee of UEA Senate.

JBOS is charged by LTC with oversight of the Quality Assurance arrangements of the Institutional Agreement between UEA and the Partner. This includes assuring that the standards of awards for which the University is responsible have been appropriately set and maintained and there is continuous improvement of the student academic experience and of student outcomes.

- (1) To approve in principle (and for publicity purposes), on behalf of LTC, proposals for new courses delivered by the Partner that lead to a UEA award.
- (2) To authorise, on behalf of LTC, the convening of Validation/Revalidation Panels for the approval of new/continuing courses, delivered by the Partner, which lead to a UEA award. Such Panels act with the delegated authority of LTC.
- (3) To ensure that Conditions and Requirements of Validation/Revalidation Panels and Institutional Approval/Review Panels have been met by the times agreed and their Recommendations responded to.
- (4) To consider the Programme Area Reports and an annual monitoring and review report for each course leading to a UEA award.
- (5) To consider the annual report of the UEA Academic Link(s).
- (6) To consider preparations for, and the outcomes of, external reviews of provision at the Partner.
- (7) To consider relevant strategy documents produced by the Partner.
- (8) To keep under review teaching and academic facilities for the courses at the Partner through annual monitoring, validation reports, strategic plans, etc.
- (9) To consider matters raised by Course Committees, Examination Boards and External Examiners.

- (10) To monitor student feedback received by the Partner institution and any related action plans and responses.
- (11) To monitor public information produced by the partner including student handbooks and websites.
- (12) To receive management information relating to student recruitment, retention, achievement and student experience on courses leading to a UEA award.
- (13) To monitor the Partner's academic staff recruitment and development policies and activity, for staff delivering courses leading to a UEA award.
- (14) To act as a forum for debate about teaching and learning and the implications for student experience and engagement and other institutional processes such as research and staff development.
- (15) To share information on new course proposals from UEA.
- (16) To consider and advise UEA LTC and the Partner's equivalent body on issues relating to courses leading to a UEA award.