

Quality and Standards Committee (QSC)

Terms of Reference

Purpose

The Quality and Standards Committee has six principal purposes:

- To monitor and maintain the assessment regulations and all matters relating to the assessment of learning
- To consider strategic proposals for the development of the curriculum portfolio such as the addition of further fields of study
- To consider and make decisions on proposals from Faculties for new programmes of study within existing fields of study and for the approval of major or substantive changes to approved programmes
- To oversee robust processes for the annual monitoring and periodic review of programmes of study
- To consider proposed collaborative partnerships for the delivery of taught academic provision¹ and
- To monitor and maintain a comprehensive and coherent framework of internal quality assurance and enhancement policies and procedures, ensuring that the approach to internal quality assurance and assessment remains fully in line with the ESG and any other framing requirements.

Remit

1. To oversee on behalf of Senate all matters relating to the quality and standards of taught award and credit-bearing provision relating to:
 - a. The strategic development of the portfolio of taught provision
 - b. Proposals for new programmes of study
 - c. Substantive changes to existing programmes of study
 - d. University award and credit-bearing provision delivered in partnership
 - e. Collaborative partnerships that extend the study opportunities for enrolled University students
2. To develop and monitor the effectiveness of policies, procedures and practices relating to:
 - a. Proposals for new programmes of study
 - b. Substantive changes to existing programmes of study
 - c. Award and credit-bearing provision delivered in partnership
3. To ensure that external quality and standards requirements are met across the committee's areas of responsibility, liaising with other university committees as necessary
4. To maintain a strategic overview of the university's portfolio of award and credit-bearing provision.

Assessment Regulations and assessment practices

5. To develop, manage and review the effectiveness of the University's assessment regulations so that these provide a robust, valid and reliable framework to ensure that all awards meet the relevant standards and requirements and the University's regulatory principles.

6. To set the rules for the conduct of Boards of Examiners/Assessment Boards, the regulation of the conduct of assessment, and calculation of marks and awards and the rules of progression.
7. To consider matters arising from assessment processes and assessment boards or raised by School committees to propose revisions or adjustments to the Assessment Regulations.
8. To oversee the analysis of assessment results to identify any matters arising that require investigation or other action (to include analysis of differential performance by different groups of students or on particular modules or programmes)
9. To keep ways to ensure the integrity of online assessment submissions and assessment processes under review and to seek to ensure that the University works in line with optimum and best practice.
10. To oversee the operation of the examining system including the appointment and training of all examiners.

New fields and programmes of study

11. To receive and consider proposals from Schools for new fields of study and make recommendations to Senate based on the strategic and business case
12. To receive and consider proposals from Schools for new programmes of study; where approval to proceed is given, to consider the subsequent report of the approval event and confirm whether to recommend to Senate that the programme is submitted for accreditation.
13. To oversee the operation of all external accreditation and approval activity relating to taught award and credit bearing provision and the production of a summary report on lessons learned from such engagements, and areas for action.

Substantive changes to existing programmes of study

14. To oversee the operation of processes for the modification of approved programmes of study and to make recommendations on major modifications.
15. To receive and consider proposals from Faculties for substantive changes to programmes of study; where approval to proceed is given, to consider the subsequent report from the Faculty.
16. To oversee the production of a summary report on the nature and pattern of programme modifications to identify areas for wider action, be it areas for enhancement or examples good or innovative practice, strengths and achievements worthy of dissemination.

Annual monitoring and periodic review of taught provision

17. To oversee the operation of all internal annual monitoring and periodic review activity relating to taught award and credit bearing provision.

18. To oversee the production of a summary report on the effectiveness of the annual monitoring and periodic review of provision to identify areas for wider action, be it areas for enhancement or examples good or innovative practice, strengths and achievements worthy of dissemination.
19. To oversee the operation of any external monitoring and review activities relating to taught award and credit bearing provision.
20. To oversee the production of a summary report on all external monitoring and review activities on lessons learned from such engagements, and areas for action.

Collaborative partnerships and provision

21. To ensure that a definitive register of all academic and collaborative partnerships for award and credit-bearing provision is maintained and supported by current signed collaborative agreements and that records of due diligence are in place.
22. To make recommendations to Senate on proposed new partnerships for its consideration and approval once appropriate due diligence has been undertaken and considered on the proposed partnerships in terms of reputational risk, academic quality and the student experience
23. Once Senate has confirmed its approval of a collaborative partner, to oversee the academic scrutiny and approval of all proposals to deliver award or credit-bearing provision by or in conjunctions with the partner ensuring alignment with university assessment regulations, its policies and procedures and expectations for the quality of the learning experience provided for students
24. To ensure that partnerships are reviewed at agreed intervals of no more than five years and that the review covers academic standards, the quality of the student learning experience and updates the due diligence record
25. To oversee the quality assurance of partnerships that support student exchange opportunities and/or extend the study opportunities for REU students.
26. To oversee the quality of the learning experience for students who have taken up student exchange opportunities and/or options to extend the study opportunities through collaborative arrangements.

Quality Assurance and Enhancement framework (QAEF)

27. To monitor and maintain a comprehensive and coherent framework of internal quality assurance and enhancement policies and procedures, ensuring that the approach to quality assurance and assessment remains fully in line with the ESG, laws and decrees of San Marino and any other framing requirements
28. To develop, manage and review the effectiveness of the University's Quality Assurance and Enhancement Framework in ensuring the standards and quality of all provision and the quality of the student learning experience.

29. To commission thematic quality audits, making recommendations on any matters that may arise.

Annual report

30. To produce a report for Senate each year on the operation of the QAEF and of all internal and external accreditation or approval, and of monitoring and review activities, making any recommendations that may arise.

Constitution

Pro Rector with responsibility for Students (Chair)
Head of Quality
Staff nominee from each School
Student representative from each School
Up to two co-opted members
Secretary to the committee (in attendance)

Quorum

One third of membership to include the Chair (excluding co-opted members)

Frequency of meetings

As required and at least twice per academic year

Reporting and Minutes

Routine reporting is through the Chair and minutes to Senate; the minutes of all meetings are submitted to the next meeting of Senate. The minutes will detail all minor updates to policies, procedures and other materials within the remit of QSC; recommendations on changes to regulations, policies and procedures will be referred to Senate for discussion and approval. The minutes of all meetings are submitted to the next meeting of QSC for formal approval. Minutes are stored on the Governance SharePoint site.

In addition, the Chair makes an annual report to Senate on the effectiveness of the committee's exercise of its responsibilities, making recommendations as appropriate and provides a summary of the work of the committee over the previous operational year.

Approval and modification

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- **Distribution:** All staff and students via university website
- **Related Legislation:** Higher Education Act, Copyright Act, Data Protection legislation
- **Related Standards:** QAA UK Quality Code, European Standards and Guidelines (ESG)