University Committee for Quality and Standards

2019/20 Handbook
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1. **Introduction to the University Committee for Quality and Standards and its Handbook**

The University Committee for Quality and Standards (UCQS) is established as a Committee of the Senate. Its main purpose is to be responsible, on behalf of the Senate, for all aspects of academic quality assurance: progressing or engaging with institutional policy development; monitoring and review; oversight of the Quality Assurance Framework.

The Handbook, will be updated as required but particularly where major changes have taken place in the remit or the operation of the Committee. The Handbook aims to provide a comprehensive overview of all aspects of the University Committee for Quality and Standards and is intended to inform both members and their substitutes in executing their roles on the Committee. It is hoped that, in addition, external parties (such as the QAA ELIR Team) and other staff members (such as members of the Committees of the Senate) will find the Handbook useful.

2. **The University Committee for Quality and Standards**

2.1. **Terms of Reference**

The Terms of Reference, setting out the remit and composition of the Committee are published on the University’s website.

2.1.1. **Constitution and purpose**

The University Committee for Quality and Standards is constituted as one of the Committees of Senate, and reports directly to the Senate, which is "the governing body and executive body responsible for the academic work and standards of the University, both in teaching and in research, and for the regulation and superintendence of the education and discipline of the students of the University" ([HWU Charter, Clause 9 (1)](https://example.com/)).

The purpose of the University Committee for Quality and Standards is to be responsible, on behalf of the Senate, for all aspects of academic quality assurance: progressing or engaging with institutional policy development; monitoring and review; oversight of the Quality Assurance Framework.

2.2. **Formulation of Membership**

As a standing committee of the Senate, the membership of the University Committee for Quality and Standards is prescribed in [Ordinance C4: Standing Committees of the Senate](https://example.com/).

2.3. **Composition and Membership of the University Committee for Quality and Standards**

2.3.1. **Composition**

The composition of the University Committee for Quality and Standards is as follows:

- Principal, ex officio
- Deputy Principal (Learning and Teaching), ex officio
- Deans of the University, ex officio
- Secretary of the University, ex officio
- Head of Academic Quality, ex officio
- Three members of the Senate, appointed by the Senate
- The Directors of Academic Quality of each of the Schools
- A representative of the Academic Council (Dubai) nominated by the Academic Council
- A representative of the Academic Council (Malaysia) nominated by the Academic Council
- Student representative nominated by the Students Union
- An external member appointed from within the Scottish Higher Education system with experience in quality assurance matters
- Chair - appointed by the Senate

The Committee may co-opt persons to provide specialist input. The Terms of Reference and membership of the Committee are provided for information at the first meeting of each session.
2.3.2. Term of Office
Members of the Committee, other than ex officio, are appointed for three years, from 1 August to
31 July. Members are eligible for re-appointment but are not permitted to serve more than two
consecutive terms of three years. Any extension of the number of consecutive terms of three
years requires approval from the Senate.

2.3.3. Casual Vacancy
A casual vacancy on the Committee will be filled as soon as possible by the Senate through the
Clerk of the Nominating Working Group (Senate). An individual appointed to fill a casual
vacancy will hold office for the unexpired period of office of his or her predecessor plus one
further full academic session. Such individuals will be eligible for re-appointment.

2.3.4. Chair
The Chair of the Committee is appointed by the Senate

2.4. Roles of Members of the Committee

As a standing committee of the Senate, the role of the members of the University Committee for Quality
and Standards is prescribed in Ordinance C4: Standing Committees of the Senate.

All members of the Committee have a multi-layered representative function. Directors of Academic
Quality represent not only the views of their own School, but also the University as a whole. Members
appointed by the Senate are responsible for ensuring that the recommendations of the Senate are taken
account of.

In February 2010, the Senate approved new arrangements for the operation of the University Committee
for Quality and Standards. It was agreed that role of the Chair to UCQS (responsible for overseeing
quality assurance) should operate separately to the role of the Deputy Principal (responsible for
academic development).

The roles and responsibilities of the Deputy Principal (Learning and Teaching), the Chair and other
categories of membership are as follows:

2.4.1. Deputy Principal (Learning and Teaching)
The responsibilities of the Deputy Principal (Learning and Teaching) with regard to the
Committee are:
• developing the Quality Assurance Framework to ensure that it remains fit for purpose as the
  environment and risks change;
• providing specialist knowledge regarding quality assurance and enhancement;
• ensuring that reports are submitted to the Committee in accordance with an agreed
timetable;
• advising on the committee’s agenda;
• in conjunction with the Chair of the Committee, being responsible for:
  o briefing new members of the Committee on its remit;
  o ensuring that appropriate papers and information are provided to enable members to
    make an informed contribution to discussions.

2.4.2. Chair
The responsibilities of the Chair with regard to the Committee are:
• providing leadership to move forward the institutional priorities related to quality and
  standards and ensure that the Committee achieves its overall objectives;
• chairing meetings and ensuring that meetings run efficiently and effectively;
• presenting the Committee’s views to the Senate and other committees as appropriate and to
  provide feedback from such to the Committee;
• providing specialist knowledge regarding quality assurance and enhancement;
• scheduling items across meetings so as to ensure that everyone has the opportunity to bring
  forward items for consideration and that items are not repeatedly dropped from the agenda;
• being responsible for agreeing the Committee’s agenda;
• in conjunction with the Deputy Principal (Learning and Teaching) being responsible for:
  o briefing new members of the Committee on its remit;
ensuring that appropriate papers and information are provided to enable members to make an informed contribution to discussions.

2.4.3. Ex-officio Members
The responsibilities of the ex-officio members are to:
  • to represent particular areas of expertise;
  • to ensure the consideration of operational and strategic objectives in the context of quality and standards.

2.4.4. School Directors of Academic Quality
The responsibilities of the School nominees are to:
  • review quality assurance reports, policies and procedures presented to the Committee for consideration and approval;
  • discuss issues in Schools as appropriate and to bring to the Committee the considered views of Schools;
  • contribute towards discussions that lead to the Committee reaching an informed decision;
  • review and revise School policies in light of recommendations from the Committee;
  • bring items to the attention of the senior management of Schools;
  • implement agreed policies and procedures;
  • identify policy and procedure items for consideration by the Committee.

2.4.5. Representatives of Academic Councils
The responsibilities of the nominees (Dubai and Malaysia) are to:
  • review quality assurance reports, policies and procedures presented to the Committee for consideration and approval;
  • discuss issues with the Academic Council as appropriate and bring to the Committee the considered views of the Council;
  • contribute towards discussions that lead to the Committee reaching an informed decision;
  • bring items to the attention of the Chair of the Academic Council;
  • ensure that the recommendations of the Academic Council are taken into consideration, as appropriate, by the Committee.

2.4.6. External Representative
In order to fulfil the role of the external member which is to enhance the externality in the University’s academic approval and assurance processes, and to ensure that the University is compliant with the UK Quality Code and is in line with practices at peer institutions, their responsibilities are to:
  • review quality assurance reports, policies and procedures presented to the Committee for consideration and approval;
  • contribute towards discussions that lead to the Committee reaching an informed decision;
  • bring to the Committee’s deliberations relevant external skills, knowledge, expertise and judgement;
  • provide an external and independent viewpoint and comment upon comparability with practices within the Scottish Higher Education Sector.

2.4.7. Senate Appointees
Although the Senate appointees are members of academic staff in particular Schools, their role is not to represent their School, but rather to:
  • ensure that the recommendations of the Senate are taken into consideration, as appropriate, by the Committee;
  • provide verbal reports, if required, at meetings of the Senate in order to supplement the report given by the Chair.

2.4.8. Clerk
The role of the Clerk is to:
  • provide administrative support for the Committee and relevant sub-committees or working groups;
  • draft proposed policies and procedures for consideration;
  • provide specialist input to discussions;
  • ensure relevant individuals in the Professional Services are properly informed of the Committee’s discussions and decisions;
liaise directly with Committee members regarding information to be communicated more widely across the University;
advise on the scheduling of agenda items within and across meetings;
keep track of and report on progress of actions and matters arising from Committee business.

2.5. Contribution of Members

The success of the Committee in fulfilling its Terms of Reference and its responsibilities to the Senate and the University is dependent on the active engagement of its members both during and outwith meetings.

2.5.1. Preparation for Meetings

For the Committee’s meetings to be efficient and effective, members must be well-prepared and informed regarding the issues to be discussed. Such preparation includes reporting on the collective views of colleagues in response to consultations as well as reading the papers circulated in advance of the meeting, and being familiar with the key issues and proposals.

Coversheets for each agenda item will highlight key points for consideration and action required of the Committee, thereby enabling members to focus their preparation.

The allocation of specific agenda items to individuals or groups requires members to undertake a review of reports, regulations, policies or procedures and present a comprehensive report to the Committee, leading consequent discussions at the meeting.

2.5.2. At Meetings

Irrespective of their position, the contribution and views of all members are regarded as equally valid. To that end, the Chair will ensure that representatives from the different sections of the University have an opportunity, particularly during meetings, to contribute to issues under consideration. As the situation demands, the Chair will actively invite all members (or particular categories of members) to contribute in order to ensure that the views of each person in attendance are heard during meetings.

2.5.3. Outwith Meetings

In addition to preparation for, and contribution to, meetings of the Committee, members will also be involved in additional Committee-related activities such as briefing or training events (e.g. on the University's annual monitoring and review process).

Other activities involving Committee members outwith meetings are outlined in previous sections of this Handbook and include: reporting to colleagues; disseminating and co-ordinating responses to consultations; participating in working groups, etc. (see sections 3.10-3.12).

2.6. Webpage of the University Committee for Quality and Standards

The Committee has a webpage at: https://www.hw.ac.uk/services/academic-registry/quality/qa/quality-standards-committee.htm, which features the Terms of Reference, a link to the Committee's Sharepoint site (which contains the agendas, papers and minutes of current and past meetings) and a document detailing meeting dates.

2.7. Matters delegated by the University Committee for Quality and Standards

In order to maximise time available at meetings and allow consideration of more complex items, routine matters of business have been delegated to the Chair by the University Committee for Quality and Standards.

- Approving nominations for the appointments of Chairs to Examination Boards
- Approval of the membership of various sub-committees, working groups, quality assurance teams etc.
3. Operation of the University Committee for Quality and Standards

3.1. Standing Agenda Items

Agenda items considered by the Committee relate to quality assurance policies, procedures and guidelines. Annual agenda items are detailed in the table below. Schools and Professional Services may at times submit non-standing items to the Committee for consideration.

<table>
<thead>
<tr>
<th>Standing Items of Business</th>
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<tbody>
<tr>
<td><strong>October</strong></td>
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<tr>
<td>UCQS Terms of Reference</td>
</tr>
<tr>
<td>Annual Monitoring and Review of SCHOLAR</td>
</tr>
<tr>
<td>University Annual Monitoring and Review (Annual Summary)</td>
</tr>
<tr>
<td>Review of Academic Authorisation by KHDA</td>
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<tr>
<td>Quality Code Mapping Document</td>
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<tr>
<td><strong>February/March</strong></td>
</tr>
<tr>
<td>Annual Report of Exchange Activities</td>
</tr>
<tr>
<td>Annual Report on Examinations (on and off-campus, including approval of examination centres) <em>(note: this may go to the January meeting)</em></td>
</tr>
<tr>
<td>Review of Academic Authorisation by KHDA</td>
</tr>
<tr>
<td>Quality Code Mapping Document</td>
</tr>
<tr>
<td><strong>June</strong></td>
</tr>
<tr>
<td>Annual Summary of Academic Reviews</td>
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<tr>
<td>Annual Summary of Internal Audits</td>
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<tr>
<td>University Annual Monitoring and Review</td>
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<tr>
<td>Annual Summary of External Examiner Reports</td>
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<tr>
<td>Report on Accreditations by Professional, Statutory and Regulatory Bodies</td>
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<td>Annual Institutional Statement on Quality Assurance and Internal Subject Review</td>
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<tr>
<td>Annual Report: Deans’ Representatives at Examination Boards</td>
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<tr>
<td>Interim Visit Reports (Approved Learning Partners)</td>
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<tr>
<td>Revisions to exchange agreement processes and handbook</td>
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<tr>
<td><strong>Oct – Jun</strong></td>
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<tr>
<td>Exchange partner approvals</td>
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<tr>
<td>External partner closures</td>
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<tr>
<td>External Examiner Approvals (taught programmes)</td>
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<tr>
<td>School Studies Committee Minutes</td>
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<td>Studies Committee Minutes</td>
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<tr>
<th>Periodical Items of Business</th>
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</thead>
<tbody>
<tr>
<td><strong>Internal</strong></td>
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<tr>
<td>Academic Review: Reports; Action Plans; Progress Reports</td>
</tr>
<tr>
<td>Internal Audit: Reports; Action Plans; Progress Reports</td>
</tr>
<tr>
<td><strong>External</strong></td>
</tr>
<tr>
<td>QAA ELIR Report and Action Plan;</td>
</tr>
<tr>
<td>Reviews, Audits, Accreditations of Overseas Provision (including other campuses): Reports, Action Plans</td>
</tr>
<tr>
<td>Other Items of Business</td>
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<td>-------------------------</td>
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<tr>
<td>New and revised quality assurance policies and procedures, including (but not exclusively):</td>
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<tr>
<td>Academic Review</td>
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<tr>
<td>Annual Monitoring and Review</td>
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<tr>
<td>Approved Tutors and Teachers</td>
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<tr>
<td>Examinations</td>
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</tbody>
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3.2. Schedule of Meetings

The Committee usually meets six times per academic session, although additional meetings may be scheduled for more detailed consideration of particular items or for the consideration of items that require immediate consideration.

A schedule of meetings for each academic session is issued prior to the start of each session; each schedule lists the meetings for two academic sessions. Meetings are arranged to coincide with meetings of the Senate and usually take place on Wednesdays. The start time is typically 9.15 am, with an expected duration of approximately two hours, which may be extended if more detailed discussion of particular items is required.

Cancellation, rescheduling or inclusion of additional meetings will be notified to members by the Clerk as soon as possible, and normally within not less than five working days.

3.3. Typical Meeting Structure

The order of business at each of the Committee’s meetings typically proceeds as follows:
- Welcome and Apologies
- Minutes of Previous Meeting
- Matters Arising
- Chair’s Business
- Major discussion items
- Items of Strategy
- Items of Policy
- Formal reports
- Reports, from Fora, Working Groups etc
- Papers for Information
- Any Other Competent Business
- Next Meeting: Date and Key Items

3.4. Agenda and Papers

Agenda items considered by the Committee are primarily University-specific items but also include items submitted by Schools, Professional Services and the Student Union. In addition, the Committee may generate its own agenda items, identifying areas of policy or procedure related to quality and standards.

3.4.1. Notifying agenda items

The agenda is typically set two weeks in advance of each meeting; possible items should be notified to the Clerk of the Committee by no later than 10 days before the meeting. Items notified to the Clerk after this date will be included on the agenda only with the prior agreement of the Chair otherwise, they will be held over until the next meeting. Tabled papers will not normally be considered, as there is insufficient time for consideration and informed discussion.

The Chair and the Clerk will determine whether notified items are matters for the Committee or for another of the University’s Committees.

Members are requested to identify all matters to the Clerk in advance of the meeting, including any urgent, last minute issues, in preference to tabling papers or raising matters not previously notified to the Clerk under the ‘Any Other Competent Business’ item.
3.4.2. Preparation of Papers
Papers are prepared by the Chair, Deputy Principal (Learning and Teaching) and the Clerk in conjunction with other individuals such as staff in Academic Registry or academic staff in Schools.

3.4.3. Circulation of agenda and papers
The agenda and papers are circulated a week in advance of each meeting. These are issued electronically, by email and via Sharepoint. Notification about the meeting and the distribution of papers will be emailed to members. The meeting date, time and location are confirmed in this email. Unapproved minutes of the previous meeting are included in the main circulation; a version will have been already issued approximately two weeks after the relevant meeting.

Additional circulations, typically including ‘to follow’ papers, are kept to a minimum, but on some occasions are unavoidable (e.g. if papers are being provided by other Committees). Every effort will be made to ensure that all such papers are issued electronically before the meeting, so that members have sufficient opportunity to consider them in advance.

3.5. Decision-Making

The Committee’s remit allows it to make decisions on policies, regulations, guidelines and processes that underpin the quality assurance framework, and assure the quality of academic standards and the student learning experience. All decisions are reported to the Senate for information. On policy or procedural matters which require approval from the Senate or input from other Committees, the University Committee for Quality and Standards will convey its decisions in the form of recommendations.

Voting rights are specified in Ordinance C4: Standing Committees of the Senate. All full members are entitled to vote, as required, at meetings of the Committee, although only those who are Senate members are eligible to vote on issues involving functions delegated by the Senate. Co-opted persons who are not full members and individuals invited to attend meetings are not eligible to vote. The Chair has a deliberative and a casting vote.

3.6. Non-Attendance

In order to fulfil its responsibilities effectively the Committee is reliant on its membership maintaining a high level of attendance at meetings. If members are absent from three consecutive meetings without good reason, this may result in the recommendation that the membership is revoked and the Senate or the School appoints a replacement member.

Anyone unable to attend a meeting should notify the Clerk in advance. In the event that a member is unable to attend a meeting, the Chair may approve an alternate.

If a member is unable to attend a meeting where decisions on policy or procedure are expected to be taken, then he or she is invited to submit views (either as an individual or on behalf of the School, depending on the nature of the consultation) in writing prior to the meeting.

The Committee will maintain a record of attendance at each of its meetings and will include this within the final report of the session to the Senate.

In the absence of the Chair, the Committee can appoint a Deputy Chair from amongst its members. The role of Deputy Chair should normally be undertaken by one of the Deans of the University. In the absence of the Clerk, the Academic Registrar will provide a substitute Clerk.

3.7. Quorum

The quorum necessary to transact business is five full members of the Committee; two must be members of Senate and three must be School staff (Senate appointed or School nominated). Substitutes and co-opted members are not included in the quorum.

In accordance with Ordinance C4: Standing Committees of the Senate, in the absence of a quorum, no business will be transacted other than the adjournment of the meeting. Notice of the adjourned meeting
will be sent to all members of the standing committee at least seven days before the date of the adjourned meeting. At the adjourned meeting, the business for which the original meeting was called may be completed in the absence of a quorum.

3.8. Minutes and Action Points

The minutes of each meeting are produced by the Clerk and signed off by the Chair. Minutes are circulated electronically to Committee members usually within two weeks of the meeting. Members are invited to notify any factual errors in the minutes to the Clerk before the next meeting; these will be announced by the Chair at the next meeting prior to the Committee being invited to accept the minutes as an accurate record.

The Clerk is responsible for circulating action points to designated individuals within one week of the meeting so that such individuals have ample time to progress and complete any actions against them. The Clerk will follow up on actions no later than 10 days prior to the next meeting in order to receive a progress report.

Routine ‘Matters Arising’ from the Minutes are reported to the Committee though a separate information sheet, which is issued with the agenda and papers for each meeting. The ‘Matters Arising Information Sheet’ aims to minimise reporting on routine matters from the previous meeting and increase time for considering scheduled items of business.

3.9. Reporting to the Senate

As a standing committee of the Senate, the University Committee for Quality and Standards is required to report at least once per session to the Senate. In practice, a report from UCQS is presented at every meeting of the Senate. The report to the Senate is produced by the Clerk, in conjunction with the Chair, and adheres to the format set out in the ‘Senate Report Guidelines’.

The report represents a summary of key points from the meeting (without the detail of the Minutes), categorised according to matters for approval or for information. The Clerk of the Senate will inform the Clerk of UCQS of the outcome of the Senate’s consideration of items highlighted for approval, identifying actions to be undertaken.

The Committee brings relevant matters, either for consideration or information, to the attention of the other Committees of the Senate, particularly the Studies Committee and the University Committee for Learning and Teaching.

3.10. Reporting to Schools and Professional Services

As part of its ethos of engagement across the institution, discussions and decisions related to the Committee must be reported to Schools and Professional Services. Such reporting is the responsibility of the representative on the Committee. All UCQS decisions and discussions should be communicated widely; paperwork and outcomes of debates are very rarely identified as confidential.

In the case of Schools, each Director of Academic Quality should ensure that, where appropriate, his or her Director of Learning and Teaching (DLT) and/or where appropriate Head of School, is informed of pertinent issues and decisions. Directors of Academic Quality should also ensure that staff, and students where appropriate, are properly informed and that individuals who may be directly affected are fully briefed.

The Clerk is responsible for ensuring that relevant Heads of the Professional Services (most usually Academic Registry but others as relevant) are properly informed of the Committee’s discussions and decisions and that Heads of Sections are aware of their role in further dissemination where appropriate.

The Clerk will liaise directly with Committee members regarding information to be communicated more widely across the University, and will provide summaries to assist representatives in this process, and will post relevant papers on the web. Such communication is particularly fundamental in the case of policy initiatives and is necessary to ensure the effective engagement of all relevant staff in such activities.
3.11. Transacting Committee Business

3.11.1. Reports from Consultations
As the Committee is responsible for institutional matters related to quality and standards, it will frequently require the views of staff and students across the institution on proposed strategy and policy developments (internal and external). The Clerk will provide Committee members with discussions papers, questions for consideration and details of format and timescales for responses for all such consultations.

Members are responsible for circulating consultation papers within their Schools, Professional Services and the Student Union, as appropriate, and unless an ‘official’ unit management view is required, for determining the most appropriate means of gaining the collective view of their colleagues (e.g. through a local committee). Responses returned to the Clerk must be representative of the shared views of those consulted, not the personal opinion of the individual Committee member. Members should highlight in their responses whether the views expressed are collective or individual.

3.11.2. Papers for the Committee
Members of the Committee, or other individuals outwith the Committee, who would like to present a paper to the Committee for consideration should contact the Clerk in the first instance. The Clerk will liaise with the Chair to determine whether or not the paper should be forwarded to the Committee for consideration. If the paper is accepted, the Clerk will advise the sponsor of details such as the meeting at which the paper will be considered and of the format of the paper.

Non-members are encouraged to communicate with the Committee via the Clerk, rather than emailing the Committee directly. In this way, there is a consistent line of communication and a means of ensuring that only matters of relevance are circulated to the Committee.

3.11.3. Business by Correspondence
At times it is necessary to complete some of the Committee’s business by correspondence, for example if there is urgency to have a certain policy considered and approved within a set time period, it may be necessary for this to take place by correspondence rather than at a scheduled Committee meeting. More permanently, some processes are too time-consuming to be conducted during Committee meetings and therefore take place outside meetings and in line with procedures that have been approved by the Committee; such processes include, for example, Annual Programme Monitoring and the consideration of External Examiner reports.

3.12. Devolved Activities and Participating in Working Groups, Projects and Fora
At times the Committee may establish working groups to review reports submitted to the Committee or to take forward the development of policies or procedures. All members are expected to participate in such groups to ensure that the work of the group is continually influenced by the Committee’s objectives and to facilitate reporting to and from the Committee. Members are encouraged to invite their colleagues to participate in the Committee’s various activities, thereby providing a wider spectrum of views and experiences.

The Clerk will provide support and guidance to members of a short-term working group, for example, clarification of the group’s remit (as endorsed by the Committee), and reporting requirements.

Members may also be allocated specific agenda items for which they will review reports and lead consequent discussions at the Committee meeting.

4. Regulations, Codes of Practice, Policies and Procedures
The University Regulations are available on the website (https://www.hw.ac.uk/documents/regulations.pdf). An extensive series of policies, procedures, guidelines and codes of practice is available on the Academic Registry website (https://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/policy-bank.htm). Relevant information includes annual monitoring and review, academic review, internal audit and external examiners.
5. **Other Committees**

The University Committee for Quality and Standards engages with other University Committees and primarily the Studies Committee University Committee for Learning and Teaching.

5.1. **Studies Committees**

The Studies Committee is responsible for all academic aspects pertaining to undergraduate and taught postgraduate programmes of study. The policies, procedures and guidelines for the management and operation of all academic matters form part of the University’s quality assurance framework which is the responsibility of the University Committee for Quality and Standards. The Studies Committees will contribute directly to the development and implementation of many of the policies and procedures approved by the University Committee for Quality and Standards.

5.2. **University Committee for Learning and Teaching**

The University Committee for Learning and Teaching (UCLT) is responsible for developing and implementing the University’s Learning and Teaching Strategy in consultation with Schools, Professional Services and the Students Union, and for monitoring, evaluating and reviewing the strategy and its implementation. The policies, procedures and guidelines for the management and operation of learning and teaching activities form part of the University’s quality assurance framework which is the responsibility of the University Committee for Quality and Standards. UCLT will contribute directly to the development and implementation of many of the policies and procedures approved by the University Committee for Quality and Standards.

6. **Useful contacts in the University (for quality assurance matters)**

6.1. **University Committee for Quality and Standards**

Current Committee membership can be found in the Terms of Reference, on the UCQS website: [https://www.hw.ac.uk/services/academic-registry/quality/qa/quality-standards-committee.htm](https://www.hw.ac.uk/services/academic-registry/quality/qa/quality-standards-committee.htm). Communications with the Committee as a whole should be channelled via the Clerk rather than individual members.

6.1.1. **Key Committee Contacts:**

- **Chair:** Prof Fiona Waldron, Head of the School of Textiles and Design
  ext 2121 email: F.S.Waldron@hw.ac.uk
- **Clerk:** David Meighan, Quality Enhancement Officer, Academic Quality
  ext 3665; email: d.meighan@hw.ac.uk

6.2. **Strategic and Operational Management of Quality Assurance**

The strategic and operational aspects of quality assurance are the ultimate responsibility of the Deputy Principal (Learning and Teaching) and are managed primarily by the Academic Quality team within Academic Registry.

- **Deputy Principal (Learning and Teaching):** Prof John Sawkins
  ext 3611; email: J.W.Sawkins@hw.ac.uk

- **Academic Quality:** [https://www.hw.ac.uk/services/academic-registry/quality-external-partnerships.htm](https://www.hw.ac.uk/services/academic-registry/quality-external-partnerships.htm)

- **Quality Assurance:** Qualityassurance@hw.ac.uk

7. **External Information: Scottish Funding Council, Quality Assurance Agency, Universities Scotland**
A range of useful information on sector-wide developments related to undergraduate provision, particularly learning and teaching, can be found on the following websites:

- **Scottish Funding Council (SFC):** [http://www.sfc.ac.uk/](http://www.sfc.ac.uk/); for sections related to learning and teaching, see tabs on the SFC home page

  **Areas of interest:**
  - Annual Teaching Grant and Funding Mechanisms
  - Condition of Learning and Teaching Grant
  - Employability and Skills
  - Access, Inclusion and Progression
  - Quality Assurance and Quality Enhancement
  - Performance Indicators

- **Quality Assurance Agency (QAA):** [http://www.qaa.ac.uk/](http://www.qaa.ac.uk/); for the Scottish section of the website, see [http://www.qaa.ac.uk/about-us/scotland](http://www.qaa.ac.uk/about-us/scotland)

  **Areas of interest:**
  - Enhancement-Led Institutional Review (ELIR)
  - UK Quality Code of Higher Education
  - Events for the Scottish HE sector

- **Enhancement Themes (Scottish sector):** [http://www.enhancementthemes.ac.uk/](http://www.enhancementthemes.ac.uk/)

  **Areas of interest**
  - Current theme:
    - Student Transitions
  - Completed themes
    - Developing and Supporting the Curriculum (2011-14)
    - Research-Teaching Linkages: enhancing graduate attributes (2006-08)
    - The First Year: Engagement and Empowerment (2005-08)
    - Integrative Assessment (2005-06)
    - Flexible Delivery (2004-06)
    - Employability (2004-06)
    - Responding to Student Needs (2003-04)
    - Assessment (2003-04)

- **Focus On:** [http://www.enhancementthemes.ac.uk/focus-on](http://www.enhancementthemes.ac.uk/focus-on)

  - Projects
    - Assessment and Feedback (2014-15)
    - Managing Collaborative Activity (2015-16)

- **Universities Scotland:** [http://www.universities-scotland.ac.uk/](http://www.universities-scotland.ac.uk/)

  **Areas of interest:**
  - Social inclusion and wider access
  - Learning and teaching
  - Academic Quality and Standards
  - Internationalisation

- **Scottish Government: Universities**

  [http://www.scotland.gov.uk/Topics/Education/UniversitiesColleges/16640](http://www.scotland.gov.uk/Topics/Education/UniversitiesColleges/16640)

  **Areas of interest:**
  - International activity
  - Academic Quality
  - Graduate Destinations
  - Review of HE Governance

- **Scottish Credit & Qualifications Framework (SCQF):** [http://www.scqf.org.uk/](http://www.scqf.org.uk/)
Areas of interest:
- Level Descriptors
- Recognition of Prior Learning
- FE-HE Transition


Areas of interest:
- TEF updates
- Consultations
- Links to relevant Government documents

- Advance HE: http://www.heacademy.ac.uk

Areas of interest:
- Academy Update
- Events and Resources
- Networking and funding opportunities, incl. national Subject Centres
- Academy in Scotland: http://www.heacademy.ac.uk/scotland/home

- Higher Education Statistics Agency (HESA): http://www.hesa.ac.uk/

Areas of interest:
- National Performance Indicators (incl. Student Numbers, Progression, Degree, Employability)
- Longitudinal Survey of Graduate Destinations (DLHE)

- Unistats - the UK FE and HE comparison site: http://unistats.direct.gov.uk/

Areas of interest:
- UCAS entry scores
- National Performance Indicators (incl. Teaching Quality & Graduate Destinations)
- Results of National Student Survey (see also http://www.thestudentsurvey.com)


Areas of interest:
- Overview of the Bologna Process
- European Credit and Transfer (ECTS) framework
- European Diploma Supplement