

HE Structure and Communication Lines

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Revision History

Version	Purpose/Change	Date
5.0	Inclusion of Charts; Details of roles and responsibilities of individuals and committees; Full Terms of Reference. Review and reapproval by HE Strategy Group.	September 2021
5.1.	Links to revised related policies: HE Assessment Procedures	March 2022
5.2.	Terms of reference amended for HE Strategy Group to include student representation. Review of role & responsibilities following appointment of Director of Academic Studies & HE. Amendment to Chair/Deputy Chair of HE Strategy Group and to Data and Information Subgroup. 5.1 & 5.3 Amendment to structure of roles.	September 2022

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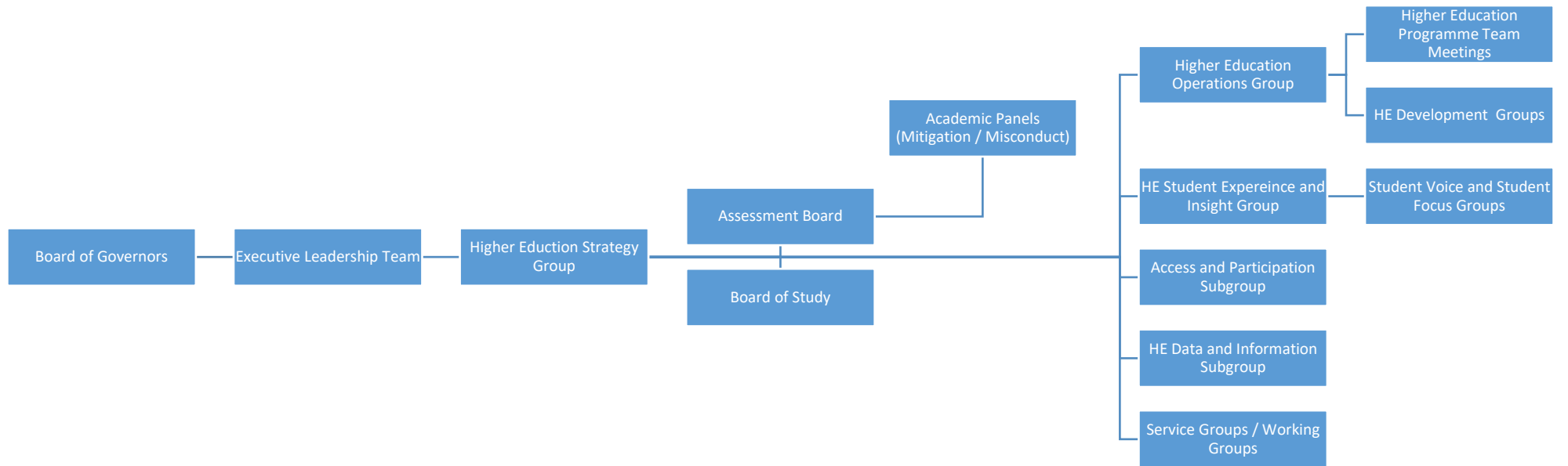
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This policy is written in line with the Expectations and Core practices of the UK Quality Code for Higher Education (Quality Code), which are a key reference point for higher education providers in all parts of the UK.

1. Introduction

- 1.1. The City of Liverpool College University Centre's Academic Structure and Communication lines are integrated within the existing College structure. This document identifies distinctive, additional roles and responsibilities created to ensure that all Higher Education (HE) programmes that are offered at the University Centre are compliant with the regulatory framework of the Office for Students (OfS) and align with the UK Quality Code for Higher Education set by the Quality Assurance Agency (www.qaa.ac.uk).
- 1.2. The Academic Structure supports decision making processes by setting communication lines that are clear and inclusive of all the relevant stakeholders, ensuring that the academic standards are embedded, communicated, monitored and reviewed.
- 1.3. This document does not incorporate the management and corporate governance of the City of Liverpool College. It also does not incorporate additional working groups, which may be established periodically and on a fixed-term basis to consider individual issues. The purpose and communication lines of these groups are defined by their focus, remit and intended outputs.
- 1.4. Individuals and committees at all levels within this document have a critical role to play in the strategic and day-to-day management of the College's Higher Education provision, this includes enhancing teaching and learning, the quality assurance processes, the student experience and responses to the student voice.

2. Higher Education Committee Structure Diagram



3. Committee Roles and Responsibilities

Higher Education Strategy Group	
Delegated Authority and Purpose	<p>The HE Strategy Group has a strategic role and provides strategic direction relating to the College's HE provision offer; it also holds the overall responsibility over the safeguarding of the relevant academic standards and quality of the HE provision.</p> <p>The HE Strategy Group reports to the Executive Leadership Team (ELT) and Board of Governors. The HE Strategy Group will meet once per half-term in each academic year. It is chaired by the Vice Principal.</p>
Terms of Reference	<p>The HE Strategy Group holds the overall and final responsibility for:</p> <ul style="list-style-type: none"> • implementation and review of the agreed strategic direction relating to HE provision offer; • consistent and full implementation of the relevant HE academic standards and approval of policies; • the consistent quality of learning opportunities offered to students that meet all the expectations of the quality code; • setting and overseeing implementation of the agreed processes for promoting continuous and systematic improvement of the higher education provision; • ensuring that relevant information in relation to HE provision is publicly available, accurate, up to date and transparent; • overseeing the effective operation of regulatory activity relating to OfS conditions, including access and participation. <p>The HE Strategy Group has overall responsibility to ensure that the College's Higher Education provision and services operate in line with the following overarching key values of the Quality Code:</p> <ul style="list-style-type: none"> • every student is treated fairly and with dignity, courtesy and respect; • every student has the opportunity to contribute to the shaping of their learning experience; • every student is properly and actively informed at appropriate times of matters relevant to their programmes of study; • all policies and processes relating to study and programmes are clearly explained and transparent; • all policies and processes are regularly and effectively monitored, reviewed and improved; • sufficient and appropriate external involvement exists for the maintenance of academic standards and the quality of learning opportunities • all staff are supported, enabling them in turn to support students' learning experiences.

Duration	Permanent
Chair	Director of Academic Studies and Higher Education
Deputy Chair	Vice Principal Curriculum and Innovation
Membership	<ul style="list-style-type: none"> • Dean of University Centre • HE Quality and Registrar Officer • Dean of Academic Studies • Heads of Schools • Heads of Faculty • Head of Student Services • Head of Pedagogy and Insight • Director of Student Support Services and Wellbeing • Director of Social and Cultural Curriculum • Head of Apprenticeships • HE Student Officer (SU)
Associate Members (with attendance as appropriate to the items under discussion)	<ul style="list-style-type: none"> • Director of Personal Development and Progression • Head of Student Experience • Head of Finance • Director of IT • Director of Funding and MIS • Head of Student Recruitment and Marketing • Head of Communications, • Director of Workforce Skills • Director of Education (14-19)
Quorum	<ul style="list-style-type: none"> • Chair or Deputy Chair • Representative from each Faculty area (Head of School or Head of Faculty) • Representative from HE Team (Dean of HE or HE Quality and Registrar Officer) • Administrator
Usual Number of Meetings	Once per half-term.
Reporting Line	Reporting to the Executive Leadership Team and Board of Governors
Minutes	HE Administrator. Saved in the appropriate OneDrive file for higher Education.

Higher Education Student Experience and Insight Group	
Delegated Authority and Purpose	The HE Student Experience and Insight Group is established in support of an excellent student experience, with a particular emphasis on enhancing the quality of student engagement, learning environments and teaching, learning and assessment. The group reviews and monitors HE student

	satisfaction and feedback through insight gathered across the College's HE provision.
Terms of Reference	<ul style="list-style-type: none"> • develop and articulate the University Centre's vision for student experience and drive a programme of insight and student experience activity • consider and respond to the outcomes of internal and external student surveys and evaluations • consider key measures of the student experience and to lead necessary actions to improve and enhance these • assure the effectiveness of the student representation system • formally report its proceedings and recommendations to the HE Strategy Group
Duration	Permanent
Chair	Dean of University Centre
Deputy Chair	Head of Student Experience
Membership	<ul style="list-style-type: none"> • Student Engagement Officer • Head of Pedagogy • HE Quality and Registrar Officer • Learning Resource Centre representative • Other curriculum, student representatives and support staff are invited to attend the Group as appropriate to the agenda and items for discussion.
Quorum	<ul style="list-style-type: none"> • Chair or Deputy Chair • Two other group members or their nominees.
Usual Number of Meetings	Once per half-term.
Reporting Line	Higher Education Strategy Group
Minutes	HE Administrator.

Higher Education Operations Group	
Delegated Authority and Purpose	HE Operations Group is responsible for the cross-college standardisation and enhancement of the HE curriculum and monitoring of the implementation of the standards. HE Operations Group is chaired by the Dean of University Centre.
Terms of Reference	<p>HE Operations Group's remit is to:</p> <ul style="list-style-type: none"> • Oversee all HE operational tasks related to implementation of the academic standards • Oversee support for students • Discuss enhancement of learning opportunities • Oversee quality • Oversee public information
Duration	Permanent
Chair	Dean of University Centre

Deputy Chair	HE Quality and Registrar Officer
Membership	<ul style="list-style-type: none"> • Dean of University Centre • HE Quality and Registrar Officer • HE Programme Leaders • Other support staff are invited to attend the HE Operations Group meetings as appropriate, including: Learning Resource Centre Staff, HE Achievement Coach, HE Admission Officer.
Quorum	<ul style="list-style-type: none"> • Dean of University Centre • HE Quality and Registrar Officer • HE Programme Leader from each School or appropriate nominee
Usual Number of Meetings	Once per half-term following the HE Strategy Group.
Reporting Line	Reporting to the HE Strategy Group and HE Academic Board
Minutes	HE Administrator. Saved in the appropriate OneDrive file for higher Education.

Access and Participation Subgroup	
Delegated Authority and Purpose	To oversee the development, implementation and review of the College's Access and Participation Plan (APP) and widening participation strategies to ensure the achievement of targets
Terms of Reference	<ul style="list-style-type: none"> • To direct the translation of the APP and widening participation objectives into clear operational plans • To monitor and evaluate the success of activities intended to deliver the targets included in the APP to ensure these are impactful • To monitor and evaluate expenditure on activities outlined in the APP to ensure they meet expectations set by the OfS and have a positive impact on student outcomes • To monitor and evaluate the progress being made towards specific targets through the analysis of data pertaining to target groups • To ensure appropriate and research-informed measures are taken in response to data and evaluation reports to support in meeting or exceeding specific targets • To support the preparation of annual reports to the OfS which will be recommended to the Higher Education Strategy Group for approval
Duration	For the duration of the current APP (until 2024/25)
Chair	Dean of University Centre
Deputy Chair	Director of Social and Cultural Curriculum
Membership	<ul style="list-style-type: none"> • Head of Additional Learning Support • Safeguarding Manager • CAG Manager • E-learning and Accessibility Officer

	<ul style="list-style-type: none"> • LRC Services Manager / Paula Kidd – LRC Officer • Widening Participation Coordinator • School Liaison Manager • Teaching staff/Programme Leader • HE Administrator (Minutes) • Senior Progress Leader • Work Placement Manager • HE Achievement Coach
Quorum	<ul style="list-style-type: none"> • Chair or Deputy Chair • Three other group members.
Usual Number of Meetings	Once per half-term.
Reporting Line	Reporting to the HE Strategy Group and CoLC Equality, Diversity and Inclusion Group
Minutes	HE Administrator

HE Data and Information Subgroup	
Delegated Authority and Purpose	To direct Higher Education information and data related activities and output, including the collection and analysis of data relevant to the evaluation of access and participation activities.
Terms of Reference	<ul style="list-style-type: none"> • To ensure the accurate and comprehensive collection and management of College Higher Education information and data on students • To determine and respond to the information and data requirements of external bodies, such as the Office for Students, the Quality Assurance Agency • To regulate and act on information, data and statistics relating to the continuation, completion and destinations of HE students • To regulate and act on information, data and statistics relating to the access, success and progression of students from underrepresented groups • To facilitate access to Higher Education information and data and promote understanding of this among Higher Education staff and stakeholders
Duration	For the duration of the current APP (until 2024/25)
Chair	Director of Academic Studies and Higher Education
Deputy Chair	Dean of University Centre
Membership	<ul style="list-style-type: none"> • Director of Education (14-19) • Vice Principal Curriculum Development and Innovation • Higher Education Quality and Registrar Officer • Head of Student Experience

	<ul style="list-style-type: none"> • Director of MIS • Director of Personal Development and Progression • Director of Student Support Services • Director of Social and Cultural Curriculum • HE Administrator (Minutes) <p><i>Associate Members</i></p> <ul style="list-style-type: none"> • Senior Progress Leader • Head of Student Marketing and Recruitment
Quorum	Chair or Deputy Chair; Three other group members.
Usual Number of Meetings	Once per half-term.
Reporting Line	Reporting to the HE Strategy Group
Minutes	HE Administrator

Higher Education Development Groups	
Delegated Authority and Purpose	All teaching staff involved with the delivery of HE programmes are members of the HE Development Group. They also form individual HE course team groups. The HE Development Group meets at least three times/year. Agenda for the meeting varies but it is primarily focusing on sharing of good practice, updating knowledge and information to support enhancement of students' learning opportunities and enhancement of the quality standards. HE Development Group is chaired and organised by the Dean of University Centre.
Reporting Line	Higher Education Strategy Group
Minutes	HE Administrator

Higher Education Service Groups	
Delegated Authority and Purpose	<p>HE Service Groups will meet when required during the year. Meetings will be initiated by the Dean of University Centre and may be led by them or another nominated lead.</p> <p>Example HE Service Groups: Admissions - HE, Quality – HE , Research- HE, Teaching and Learning – HE, Student Finance- HE, HE Data, Employability and Enterprise - HE, HE Graduation, HE Marketing and others.</p>
Reporting Line	Higher Strategy Group

Higher Education Programme Teams	
Delegated Authority and Purpose	All teaching staff involved in delivering a HE programme form a programme team. The programme team is coordinated by the Programme

	Leader. Programme team will meet at least once every term or more often when required to discuss programme specific operational matters. HE programme team minutes are provided by the Programme Leader and shared with the relevant Head of School, Head of Faculty and Dean of University Centre. Any outstanding action is reviewed by the Head of School.
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4. Board of Study and Assessment Board

4.1. Overview

The City of Liverpool College University Centre adopts an academic structure that includes an Higher Education Board of Study and Higher Education Assessment Board for each awarding body, with programmes separated by Faculty.

- HE Board: Culture and Visitor Economy (Performing Arts & Music; Art & Design; Hospitality, Travel & Leisure)
- HE Board: Academic Studies (Business; Teacher Education)
- HE Board: Technology and Life Sciences (Construction & Engineering; Digital; Sport, Healthcare Practice & Early Years/Childhood)

The Dean of University Centre, assisted by the Heads of Faculty, chair the Academic Board meetings, and report on the key decisions and actions from the Academic Boards to the HE Strategy Group. The minutes of the HE Boards are submitted to the CoLC HE Strategy Group.

4.2. Professional, Statutory and Regulatory Bodies (PSRBs)

The University Centre recognises that where programmes are linked to any Professional, Statutory and Regulatory Body (PSRB), that the PSRB will be notified of the following occurrences following meetings of the relevant Academic Boards:

- Changes to key staff involved with programme delivery, to include long-term absence or leaving the University Centre.
- Any significant changes to programme delivery / curriculum structure, to include change of premises.
- Any risk factors that may jeopardise the registration of current / future students on programme.
- Any serious instances of malpractice and / or whistleblowing in relation to the University Centre and / or the workplace.

4.3. Role of the Chair

- The Chair of the Board meetings is responsible for approving the agenda of each meeting, chairing each meeting and overseeing the production of draft minutes prior to confirmation by the Board.
- Depending on the nature of the Board meeting, there may be a need for the Chair to consider items between meetings on the committee's behalf and this has the benefit of expediting business where a committee does not meet frequently. Only minor and non-controversial items shall be considered in this way. All items will be clearly reported to the

Board at its next meeting. For OU programmes, an OU representative will be consulted on these decisions.

- For the urgent consideration of major and/or controversial issues, an extraordinary meeting of the Board may be called.

4.4. Role of the Administrator

- The HE Administrator is responsible for recording proceedings of the meetings with the endorsement of the Chair. The Administrator will liaise with the Chair and the HE Quality and Registrar Officer regarding any changes to membership.
- The HE Administrator ensures that an agenda for each meeting is drawn up in consultation with the chair and is circulated with any relevant papers.
- The HE Administrator monitors written apologies and considered is a nominated deputy should attend in their place (for agreement with the Chair).
- The HE Administrator shall keep concise minutes of the meetings that record the names of members present at the meetings, any apologies received and a complete record of all decisions reached.
- The HE Administrator will ensure that minutes of meetings are made available to the members and ensure that a copy is provided for confirmation by the member at each meeting. For student committees, minutes will be shared with the student representatives and on the Virtual Learning Environment.

Higher Education Assessment Board	
Delegated Authority and Purpose	<p>The Assessment Board is responsible for overseeing implementation of the relevant assessment regulations and processes for the range of HE programmes offered within each Faculty. The Assessment Board will meet at the end of each assessment cycle to confirm the validity of the assessment processes and internal and external validation processes and to confirm the final assessment grades for all the students on the set of HE programmes within each School and overarching Faculty and with each awarding body.</p> <p>The overall operation of the HE Assessment Boards will be led by the Dean of University Centre assisted by the Head of Faculty with responsibility for the programmes under consideration. The Assessment Board reports to the HE Strategy Group to make decisions on the progression of and academic award to individual students.</p> <p>For the HE programmes that are delivered within the collaborative partnership arrangements, where the assessment boards are organised by the universities, assessment and progression decisions will be noted by the relevant College curriculum/school HE Assessment Board. In preparation for the Assessment Boards held by the university, the College's Assessment Board will record applications and outcomes of those applications for extensions and mitigating circumstances.</p>

Terms of Reference	<p>The Assessment Board will approve and record all moderation, assessment, progressions and certification decisions. The main responsibilities of the Assessment Board are:</p> <ul style="list-style-type: none"> • Confirming whether the students have met course learning outcomes and have achieved a standard concurrent with national standards of awards • Confirming whether students have satisfied any additional requirements as specified for awards, including requirements for professional recognition or accreditation where appropriate • Confirming assessment and progressions decisions and awards • Confirming decisions regarding resubmissions, mitigation and outcomes of the academic practice panels • Consideration of external examiner reports and appropriate responses <p>A standard agenda for the meetings, informed by the terms of reference, is established to ensure the Assessment Board is fulfilling its role.</p>
Duration	Permanent
Chair	Dean of University Centre
Deputy Chair	Head of Faculty
Membership	<ul style="list-style-type: none"> • HE Quality and Registrar Officer • Heads of School responsible for the programmes • Programme Leader responsible for the awards • Representative from teaching staff from each HE programme presented • Representatives from the Collaborative University (link tutor/academic reviewers) • External Examiner
Quorum	<ul style="list-style-type: none"> • Chair or Deputy Chair • HE Quality and Registrar Officer (or equivalent nominee) • Academic member of staff from each programme represented • Representative from the Collaborative University (Open University programmes) • External Examiners for programmes under consideration (Open University)
Usual Number of Meetings	Minimum 2 per academic year for all Higher Education programmes
Reporting Line	Reports to HE Strategy Group and collaborative partner institutions/awarding bodies.
Minutes	HE Administrator. Saved in the appropriate OneDrive file for higher Education.

Higher Education Board of Study	
Delegated Authority and Purpose	<p>HE BoS is responsible for overseeing the quality of the HE provision and implementation of the HE standards including all the relevant academic policies and procedures for the range of HE programmes offered within the Faculty. BoS will oversee the setting and delivery of the HE programmes processes ensuring that the required academic standards and quality assurance requirements are in line with the Higher Education Strategy and the UK QAA Quality Code for Higher Education.</p> <p>HE BoS will report to the HE Strategy Group. It is chaired by the Dean of University Centre, with the head of Faculty acting as the Deputy Chair.</p> <p>Where BoS meetings, or their equivalent, are organised and held by the collaborative university partners, relevant minutes, action and feedback from the BoS meetings will be presented at the College, within relevant curriculum/school BoS meeting.</p> <p>BoS should promote inclusiveness of staff and students and an ethos of shared contributions in the development and improvement of standards and quality of the programmes under consideration.</p>
Terms of Reference	<p><i>Terms of reference</i></p> <p>HE Board of Study has the responsibility to ensure that HE Programmes are set and deliver required academic standards. It will oversee the following activities:</p> <ul style="list-style-type: none"> • The submission for the new HE programme designs, planning and specifications • Monitoring, evaluation and review of academic programmes • Monitoring of student recruitment, achievement and retention across the programmes • Proposing closure of the academic programmes • Consideration of student feedback, including outcomes from formal surveys as appropriate • Formally approving the annual monitoring report and monitoring the action plans arising from annual review activity • Consideration of proposed module and programme developments and amendments, for approval • Consideration of regular reports from staff/student liaison groups; • Communication between teaching staff and students on matters relating to the programme(s), including the provision of feedback from strategic and HE management meetings • Consideration of regular feedback from student representatives from all levels of the programme(s)

	<ul style="list-style-type: none"> PSRB updates in relation to Learning Outcomes and quality standards. <p>A standard agenda for the meetings, informed by the terms of reference is established to ensure the Board of Study is fulfilling its role.</p>
Duration	Permanent
Chair	Dean of University Centre
Deputy Chair	Head of Faculty
Membership	<ul style="list-style-type: none"> HE Quality and Registrar Officer Heads of School responsible for the programmes Programme Leader responsible for the awards At least one student representative from each year/award (or <i>appropriate evidence that students have been consulted and have had the opportunity to provide input for the meeting</i>) Representatives from admission, marketing, Learning Resource Centre, pedagogy and insight, IT; as appropriate to the courses under consideration HE teaching staff on the programmes/modules under consideration A representative from the industry may attend A representative from the collaborative university (e.g. link tutor) may attend (where Board of Study for a HE programme is established with collaborative university lead tutor's attendance is considered as good practice and is encouraged but is not mandatory)
Quorum	<ul style="list-style-type: none"> Chair or Deputy Chair 1 academic member of staff from each programme represented 1 student representative from each programme (or <i>appropriate evidence that students have been consulted and have had opportunity to provide input for the meeting</i>) Administrator
Usual Number of Meetings	Twice per year (in November & February/March)
Reporting Line	Reporting to the Higher Education Strategy Group
Minutes	HE Administrator. Saved in the appropriate OneDrive file for higher Education.

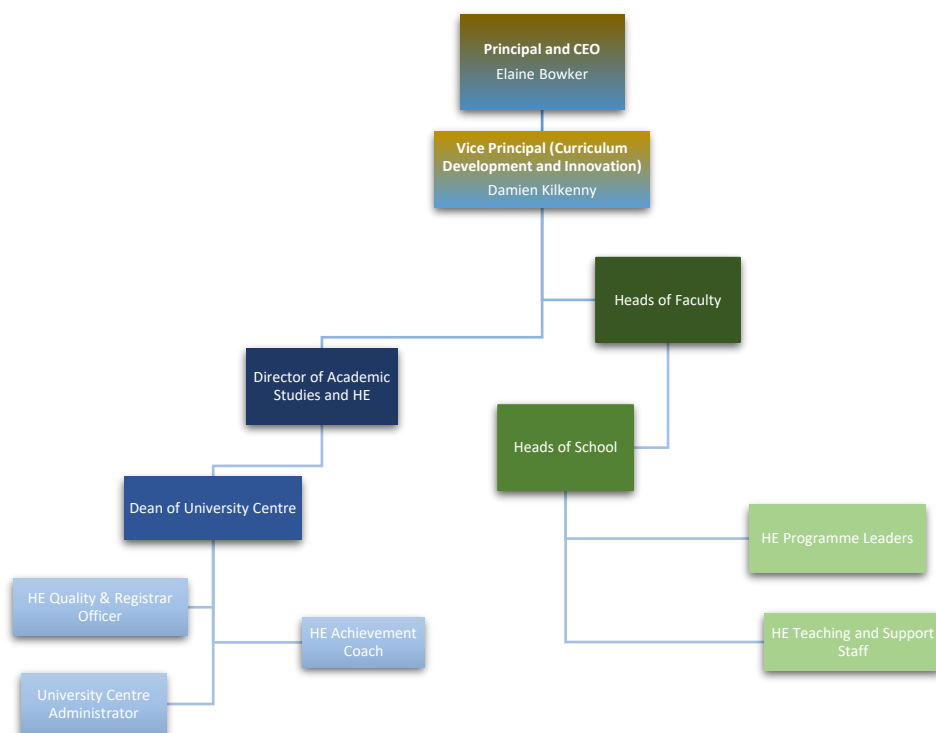
Higher Education Academic Integrity Panel	
Delegated Authority and Purpose	<p>The HE Academic Integrity Panel is responsible for dealing with suspected academic misconduct. It is chaired by the relevant HE manager: Dean of University Centre or Head of Faculty or curriculum Head of School.</p> <p>Procedures and documentation for this panel are noted in a separate set of documents and policy relating to Academic Misconduct: <i>HE Academic Integrity Policy and Procedure</i>.</p>

Reporting Line	Higher Education Academic Board
Minutes	HE Administrator

Higher Education Mitigating Circumstances Panel	
Delegated Authority and Purpose	The HE Academic Mitigating Circumstances Panel is responsible for reviewing applications for mitigating circumstances. The Panel involves to Dean of University Centre, HE Quality and Registrar Officer and Programme Leader or Head of School for the HE programme. Procedures and documentation for this panel are noted in a separate set of documents and policy relating to Extensions and Mitigating Circumstances: <i>HE Policy on Assessment Extensions and Mitigating Circumstances</i> .
Reporting Line	Higher Education Academic Board
Minutes	HE Administrator

5. Individual Higher Education Roles and Responsibilities

5.1. Structure Diagram



5.2. Vice Principal of Curriculum is the nominated representative of the Executive Leadership Team with overall responsibility for the implementation of the quality standards and requirements relating to the higher education provision. The Vice Principal of Curriculum is the deputy chair of the HE Strategy Group meetings and reports proceedings to the Executive Leadership Team and the Board of Governors.

5.3. Director of Academic Studies and Higher Education is the nominated representative of the Strategic Leadership Team with responsibility for Higher Education. The Director works closely with the Dean of University Centre in strategic planning and the implementation of quality and standards. The Director of Academic Studies and HE is the chair of the HE Strategy Group meetings and reports proceedings to the Senior Leadership team.

5.4. Dean of University Centre is responsible for:

- Chairing and organising the HE Operations Group
- Chairing and organising HE Development Group meetings
- Initiating development, approval and review of the HE policies, procedures and related HE documents
- Overseeing and, where required, chairing and organising Academic Misconduct Panel

- Chairing and organising HE service and support groups meetings at the operational level with the representatives from: Quality, Admissions, Research, Marketing, E-learning, Student finance, HE data, Employability and Enterprise, HE Graduation
- Liaising with external HEIs:
 - Collaborative university partners and awarding bodies
 - OfS
 - UCAS
 - QAA
 - OIAHE
 - Other HEIs: AoC, Advance-HE, HESA
- Liaising with the North West Regional Forum of further education colleges offering Higher Education provision.

5.5. Heads of Faculty hold responsibility for the Curriculum Schools in the Faculty area and work closely with the Dean of the University Centre to maintain academic quality and standards, including through supporting and deputising as Chair of the Academic Boards. Heads of Faculty oversee curriculum Heads of School and ensure the implementation of academic standards for each School.

5.6. Curriculum Head of School (HoS) holds overall responsibility for the delivery of the HE programme and for providing adequate and full support for implementation of the academic standards for the individual HE programme. Curriculum HoS will allocate suitable staffing and other required resources, set the course table and ensure that the timetable and support for students, allocation of teaching and learning resources and support for staff are in place.

5.7. HE Programme Leader (HE PL) is responsible for individual HE programmes and coordinates the delivery of the provision. A separate Role of the HE Programme Leader policy is available: *HE Programme Leaders Role*.

5.8. HE Quality and Registrar Officer is responsible to the Dean of University Centre and will contribute to achieving excellence in all aspects of quality relating to Higher Education provision. Registrar aspect of the role will include recording, confirming and communicating all assessment related outcomes, module and qualification achievement outcomes in line with relevant awarding bodies assessment regulations.

5.9. HE Administrator

HE Administrator supports all administrative and communication activities relating to the Higher Education provision as specified in the relevant job specification.

6. Related Policies

Related policies and procedures are available on the College's website here: <https://www.liv-coll.ac.uk/study-at-the-college/higher-education/he-policies-and-procedures/> and, internally, on the HE Student Handbook VLE page here: <https://my.liv-stu.co.uk/vle/course/view.php?id=309> These include:

HE Assessment Board Procedure

HE Policy on Assessment Extensions and Mitigating Circumstances

HE Academic Integrity Policy

Appendix 1 – Example Agendas

HE Assessment Board standard agenda:

1. Minutes of the previous meeting
2. Students' profile reports:
 - a. Noting progressions/completion of target awards
 - b. Confirming reassessment requirements, extensions with mitigating circumstances, and resubmissions
 - c. Academic misconduct report
 - d. Exit awards
3. External examiner's report and action plan
4. Report on intended destinations (by PL)
5. Release of completion and progressions letters
6. AOB

HE Board of Study – Agenda (November)

1. Welcome and apologies
2. Minutes of the previous meeting/matters arising
3. Annual Programme Monitoring and Action Plan updates
4. Academic standards
 - *E.g. programme design and approval, annual monitoring report validation, externalities, module evaluations, External Examiner's report action, link tutor's reports and validations and learning gain*
5. Teaching, learning, assessment and support
 - *E.g. resources and enhancement opportunities (including employability and enterprise)*
6. Public Information
 - *E.g. Website, prospectus, publicity, course and module handbooks, VLE*
7. Students' input and views
8. Stakeholders input (where appropriate)
9. AOB

HE Board of Study – Agenda (February/March)

1. Welcome and apologies
2. Minutes of the previous meeting/matters arising
3. Annual Programme Monitoring and Action Plan updates
4. Module Evaluations
5. Course Offer
 - *E.g. Module and Programme amendments, new programme proposals.*
6. Students' input and views
 - *Including in-house feedback and focus group.*
7. Stakeholder input (where appropriate)
8. AOB