Academic Review Committee

Terms of Reference

Version: 9.00
Status: Final
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Approval History

Version	Date	Comments	Approver
0.01	12/02/2015	First draft of AAC for review by Academic Board	Academic Board
0.02	16/03/2015	Final document incorporating amendments from Academic Board	Academic Board
1.00	26/03/2015	Approved	Board of Trustees
2.00	02/02/2016	Revised to UCEM branding and wording and member names included	Academic Audit Committee
3.00	23/02/2017	Updated membership	Academic Audit Committee
4.00	28/06/2017	Updated name of Committee (pre-approved by Nominations & Governance on 6/6/17	Board of Trustees
5.00	08/03/2018	Updated membership (external member)	Chair, Academic Review (Mar 2018)
6.00	07/06/2018	Minor edits and updated membership in anticipation of appointment on 28/6/18. Annual reapproval	Nominations and Governance Committee
7.00	21/05/2019	Minor edit and job title amendment, annual reapproval	Academic Review Committee
8.00	22/01/2020	Minor amendments	Nominations & Governance Committee
9.00	26/02/2020	Minor amendments and membership update	Academic Review Committee

1. Key Purpose

Academic Review Committee is an independent subcommittee of the Board of Trustees and its purpose is to act as the advisory body for all aspects of UCEM's academic delivery. Its primary responsibility is to be the final auditor of all UCEM's academic review processes and performance data.

2. Terms of Reference

1.   To keep under review the quality of the education (at Level 3 and FHEQ Levels 4-7) provided by University College of Estate Management.

2.   To keep under review the standard of the degrees and other qualifications awarded by University College of Estate Management, pursuant to its Taught Degree Awarding Powers and its authority to award qualifications on behalf of third parties.

3.   To ensure UCEM's compliance with the Office for Students Conditions of Registration A: Access and Participation and B: Quality, Standards and Student Outcomes.

4.   To ensure compliance with the Ofsted Education Inspection Framework.

5.   To advise the Board of Trustees, Senior Leadership Team and other senior management committees on any academic matter as required.

6.   To receive copies of all external reports on the quality and standards of University College programmes.

7.   To receive, at its discretion, any internal reports concerning the academic performance of University College of Estate Management, the School of the Built Environment, its departments and teams, and its programmes of study. This may include but is not limited to:

    a. cohort performance analysis by progression, award, gender, ethnicity, country of residence, disability etc.

    b. report on rates of academic misconduct.

    c. Comparative and benchmarking studies

8.   To receive an annual report on quality and standards from the Academic Board, such report to include a summary of comments made by external examiners.

9.   To commission reports, or to request further data, when required, on any aspect of academic work of University College of Estate Management. (However, it may not incur expenditure in this respect in excess of £5,000 without prior approval of the Finance Committee.)

10.   To keep under review the arrangements made by the Quality Standards and Enhancement Committee for the appointment of external examiners for programmes leading to degrees awarded by University College of Estate Management and external members of any programme approval or review panel.

11.   To advise upon the appointment of the external members of the Academic Board.

This Committee reports to the Board of Trustees after each meeting.

3. Reporting

The Committee reports to the Board of Trustees after each meeting in relation to its terms of reference.

4. Membership of the Academic Review Committee

Name (and appointment date)	Title	Ex officio/appointed[1]
Professor Kenneth Miller (Chair)	Trustee[2]	Appointed
Helen Edwards (date appointed Jan 2017)	Director of Academic Quality	Appointed
Stephen Jackson (date Jan 2017)	Trustee	Appointed
Phoebe Farrell	Lead Student representative	Appointed
Ashley Wheaton	Principal and Chair of Academic Board	Ex-officio
Wendy Finlay	Vice Principal, Learning and Teaching and Apprenticeships	Ex-officio
Hazel Lobo (date appointed Dec 2019)	Member of Academic Board[3]	Appointed
Prof. Nick Morton, Birmingham City University	External representative[4]	Appointed (March 2018)
	Level 3 Representative	Vacant
	External representative	Vacant

Non-attendees either may be represented by an appropriate nominee or must provide written comments on relevant agenda items to the secretary in advance of the meeting.

Other participants may attend at the request or invitation of the Chair, but they will not be entitled to participate in any vote when any such activity takes place.

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[1] Appointment normally for three years (renewable to a maximum of 6 years)
[2] The Chair should be a Trustee with high academic standing
[3] appointed from UCEM academic community or from the UCEM tutor membership of the Academic Board
[4] One External representative should have high academic standing and be drawn from the construction and real estate sector or from a related sector.

5. Attending As Observer/Invitee

Name	Title
Jane Fawkes	Deputy Principal and University College Secretary
TBC	Periodic invitations will be issued to Trustees, University College Staff and/or advisers where relevant for a specific agenda item

6. Quorum/Decision Making

For the Academic Review Committee to be quorate, at least 50% of current (voting) members should be in attendance. This excludes the secretary, invitees and membership vacancies from the calculation. Board members in attendance who are acting as alternates for absent members are only counted once. When the application of this formula results in a fraction, this figure is rounded down to the nearest whole number.

7. Frequency of Meetings

The Committee will meet a minimum of once per year.