Quality Assurance Committee Terms of Reference and Membership

Scope

The Quality Assurance Committee's remit is to ensure that NMITE's academic standards reflect the expectations of regulators, industry and professional bodies, and to provide an auditable system for demonstrating this is achieved both internally and externally to NMITE. It has the status of a standing committee of Academic Council, and as such any changes to its Terms of reference of membership are subject to approval by Academic Council. (The academic staff representation on the committee will reflect the breadth of the NMITE academic portfolio.)

Reports to	Academic Council
Minutes	Available internally
Frequency of meetings	Minimum of 4 meetings per year

Membership

Members	
Senior Quality Assurance Officer (Chair)	Emma Lewis
Chief Academic Officer	Professor David Oloke
Quality Assurance Manager (Secretary)	Lucy Stonehouse
Director of Student Lifecycle	Mary Kenyon-James
Academic Director	Professor Gary Wood
Academic Rep 1	Dr Peter Broks
Academic Rep 2	Bertie Knight
Academic Rep 3	Vacancy

Quorum

The quorum for the Quality Assurance Committee (QuAC) shall be 50% of the committee membership.

Terms of Reference:

Drawing on authority delegated by Academic Council the Quality Assurance Committee is responsible for:

a)   gathering data relevant to QA process from sources such as module and award results, student surveys, and External Examiners reports.

b)   analysing this data and identifying areas of interest/concern and making recommendations to the Academic Affairs Committee.

c)   producing timely reports on the data received and the consequent recommendations made for external audit, the Office for Students, and Professional Engineering Institutions.

d)   producing an annual Quality Assurance report for consideration by the Academic Council and to inform onward reporting to the Board.

e)   overseeing Quality Assurance procedures and practices, adherence to these and the effectiveness of these, including assessment verification, student engagement and programme monitoring.

Policy Owner	Quality Assurance Committee	
Version Number	N/A	
Date Policy (Re)Approved	November 2023	
Approval authority	Academic Council	
Date of Commencement	November 2023	
Equality Impact Assessment (EIA) completed	N/A	
Amendment History	Date	Reason for Update
	August 23 November 23 February 24	Update to membership
Summary of changes made to this version	Nov 23 - Change to Chair, addition of 3rd academic representative and minor change to terminology under (d) of QuAC's list of responsibilities. Feb 24- Update to reflect new CAO	
Date for next review	01/08/2025	
Related Policies, Procedures, Guidance, Forms or Templates	Academic Council Terms of Reference Academic Affairs Committee Terms of Reference	
Policies superseded by this Policy	This will replace previous terms of Reference that existed as a Validated Institution.	