Al-Maktoum College Academic Quality Framework

Introduction and principles

Al-Maktoum College's quality systems are based on a sensible and evidence-based approach to quality management, compliance, effective student engagement and the quality of teaching and learning.

The Al-Maktoum College is responsible to its students and stakeholders for the quality and standards of its academic provision. Expectations are that the College's academic standards must meet or exceed UK threshold academic standards and offer high quality learning opportunities to students.

Our Quality Assurance Framework (the Framework) sets the structure within which we manage our continuing assurance and enhancement of the academic quality of our higher education provision.

The Framework is intended to act as a convenient reference point providing an accessible structure for dealing with quality assurance matters and supporting the sharing of good practice. It forms part of our Academic Governance and directly reflects our General and Academic Regulations for Students.

Our approach to quality and standards has been developed with reference to national benchmarks, frameworks and educational policy, e.g. QAA, SQA, Advance HE, IHE and other professional bodies. It is based on established differentiation between academic quality and academic standards.

We use the following definitions:

Academic quality describes how well the learning opportunities available to students help them to achieve their award. It is a way of defining the overall student learning experience.

Academic standards are a way of describing the level of achievement a student has to reach to gain an academic award (e.g. a degree).

Enhancement is the systematic approach to enhancing the student learning experience by improving the quality of provision and personal and professional development opportunities.
It involves a systematic process for:

- Identifying areas of concern and areas of good practice.
- Analysing how processes and procedures can be developed or improved to address the concerns or disseminate the good practice.
- Implementing the resultant changes to the procedures; and
- Monitoring the effectiveness of those changes.

The Framework is tailored to reflect the nature of our awards and positioning, as a provider of higher education offered through various modes of study. It makes direct reference to the QAA's UK Quality Code for Higher Education (**the Quality Code**), and other external reference points.

The Framework is based on the principle that procedures should be:

- Simple, effective, and measurable.
- Drawn on best practice from across the sector.
- Integrated into the routine management of teaching, learning and assessment; and
- Derived from external procedures and expectations to ensure consistency with national requirements.

SCOPE OF THE QUALITY FRAMEWORK

The Quality Framework incorporates all the main features of quality and standards management at the College, with reference to the relevant frameworks, policies, and processes where appropriate. The Quality Framework has been approved by the College's Academic Council to provide a reference point for all aspects of the management of quality and standards in the College. This document provides an overview of all the main processes encompassed by the Quality Framework.

The Quality Framework applies to all provision and engagement delivered by the College and partners. The College acknowledges that it has responsibility for the academic standards of all awards offered on behalf of awarding bodies and in partnership with collaborating partners and will continue to develop and improve robust quality systems to ensure all regulatory and compliance responsibilities are met and exceeded.

The Quality Framework is overseen and reviewed annually by the College's Academic Council to ensure a continual process of review and enhancement of the College's approach to managing quality and standards.

RESPONSIBILITIES

The Academic Council is responsible for maintaining and updating the Quality Framework and associated policies in association with the appropriate boards as detailed in the academic governance structure.

Whilst the Academic Council is overseen by the Board of Directors, the Academic Council operates with autonomy in relation to academic matters.

HIGHER EDUCATION PROVISION ARRANGEMENTS

The Scottish Qualifications Authority (SQA) is the College's main accrediting body providing SCQF accreditation to our suite of customised awards as well as SQA HNC/HND qualifications. SQA regulations and frameworks for the approval and re-approval of programmes and quality assurance are followed by the College. The SQA's Systems Verification process ensures the College complies with the quality assurance criteria and has internal quality assurance systems appropriately documented. The recent Systems Verification Reports highlighted the robust continued monitoring of the College systems and procedures to ensure compliance with recommended best practice, latest policies, and regulations and to enhance the academic provision.

The College has an agreement with the University of Dundee (the University) through which it contributes to the delivery of three MSc programmes in Islamic Finance. The University is responsible for the academic standards and quality of student learning opportunities on these programmes.

The Quality Assurance Agency (QAA) The mission of QAA is to safeguard standards and improve the quality of UK higher education wherever it is delivered around the world. In furtherance of this mission, QAA undertakes reviews of higher education offered by universities, colleges, and alternative providers.

Higher Education Review (Alternative Providers) is the QAA's principal review method for alternative providers in Scotland. The review of quality assurance arrangements is guided by a set of UK Expectations and associated Core practices and Common practices about the provision of higher education contained in the revised UK Quality Code for Higher Education (**the Quality Code**).

The most recent Higher Education Review (AP) by the QAA (2021), the QAA review team formed the following judgements about the higher education provision at the Al-Maktoum College.

- The maintenance of the academic standards of awards offered on behalf of degree-awarding bodies and/or other awarding organisations **meets** UK expectations.

- The quality of student learning opportunities **meets** UK expectations.

The latest Higher Education Review (Alternative Providers) report of Al-Maktoum College of Higher Education can be accessed here.

ACADEMIC GOVERNANCE: COMMITTEE STRUCTURE AND ITS RELATIONSHIP TO THE MANAGEMENT OF QUALITY AND STANDARDS
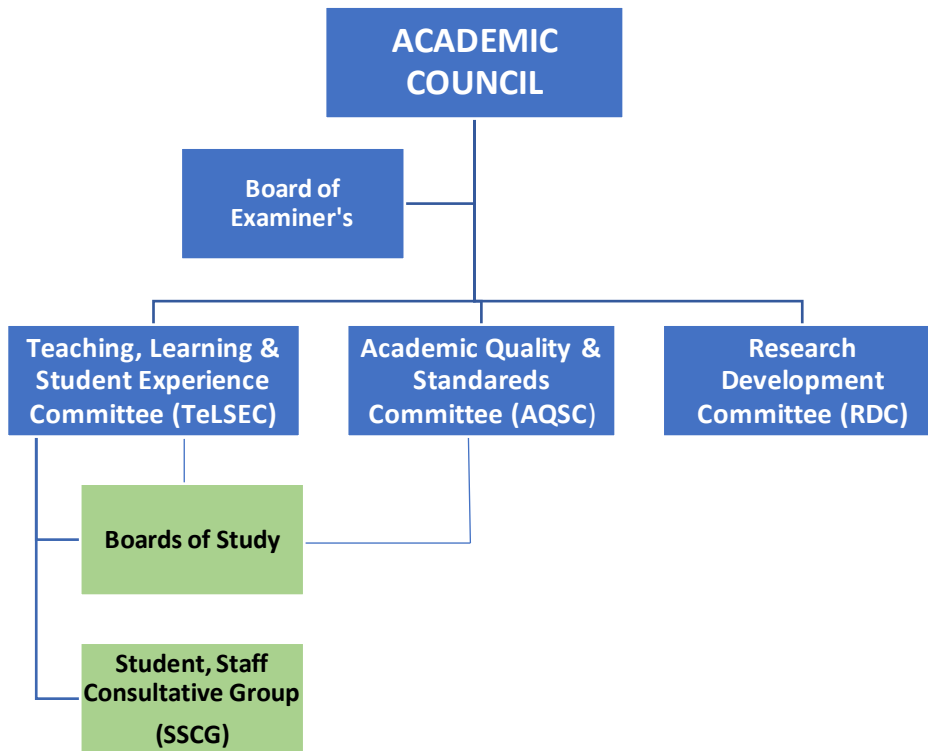
The College's Teaching and Learning Strategy articulates the College's approach to strategic enhancement of our approach to teaching and support for learning considering the current UK Quality Code for Higher Education. The aim is to provide high-quality teaching and learning enriched by a multi-cultural environment that inspires successful, confident, independent learners. This is delivered through the College's Academic Governance Structure as manifested by the Academic Council and its committees, Teaching, Learning and Student Experience Committee (TeLSEC) and the Academic Quality and Standards Committee (AQSC). The Student-Staff Consultative Group (SSCG) provides opportunity for constant dialogue between staff and students which is constructive, open and focused on enhancing the student experience. SSCG acts as an advisory group and reports to the Teaching, Learning and Student Experience Committee of Academic Council.

The academic governance structure was further revised to enhance academic management through the introduction of Boards of Study streamlining our processes and improving academic decision making and ensuring engagement with the Quality Code for Higher Education.

The governance structure should serve to ensure:

- the Expectations of the Quality Assurance Agency (QAA) UK Quality Code for Higher Education are met.
- that our academic and non-academic regulations, policies, and procedures and those of our awarding bodies are appropriately reflected in the organisation and delivery of programmes.

ACADEMIC GOVERNANCE STRUCTURE

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│ Student        │ │ Standareds     │ │ Committee (RDC)│
│ Experience     │ │ Committee      │ │                │
│ Committee      │ │ (AQSC)         │ │                │
│ (TeLSEC)       │ │                │ │                │
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    │  │ Boards of Study  │─┘
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    └──│ Student, Staff   │
       │ Consultative     │
       │ Group (SSCG)     │
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ACADEMIC COUNCIL

Purpose
Academic Council (AC), as the senior academic body of the College, is responsible for teaching, research, quality assurance and enhancement, academic standards, and the broader student experience. AC provides assurance to the collaborating partners, College Council, and the Board of Directors on the quality of the College's academic governance and strategy and derives its authority and responsibilities from the College's Memorandum of Association.

Composition
Maximum number: 20. The general principle is there should be a majority of appointed members. The Academic Council may invite persons or advisors to attend for timed business as appropriate to contribute to the issues under consideration.

Ex officio members	Appointed members
Vice-Chancellor and Principal (Chair)	All permanent academic staff employed by the College
Director of Academic Programmes (Vice-Chair)	Representatives from collaborating bodies with teaching and/or academic quality responsibilities
Academic Registrar	Student representatives (up to 2)
Directors of Research Centre(s)	External quality advisor (1)
Librarian	External members with experience of higher education (up to 2)
Up to 3 members of the College Council	

Terms of Reference
Subject to the authority of the Board of Directors and Principal and Vice-Chancellor, and to the requirements of external validating/collaborating and accrediting bodies, the Academic Council will, either directly or through its committees, fulfil the following responsibilities:

1. Ensure a shared understanding and approach to the academic work of the College.

2. Approve the College's Teaching and Learning Strategy and Research Strategy.

3. Ensure the College's academic taught portfolio is continually developed and enhanced in line with the College's overall strategy, in response to outcomes from internal and external review processes, student feedback and changes in external market forces.

4. Approve new programmes and confirm the withdrawal of existing programmes, supported by appropriate evidence and within the context of the development of the academic portfolio.

5. Oversee all external review, collaboration, validation, and accreditation exercises relating to teaching activities within the College.

6. Determine the policies and procedures for the assessment and examination of the academic performance of students.

7. Oversee the external examining process for taught schemes and research degrees, including the appointment and removal of external examiners where appropriate (or make recommendations thereof to external validating bodies), ensuring compliance with the requirements of external validating bodies.

8. Review and enhance the quality and standards of learning opportunities and teaching practices.

9. Oversee the quality and academic standards of the educational provision, with due reference to validating bodies, external reference points and expectations.

10. Implement and monitor mechanisms to facilitate the student voice and secure and act upon students' views and feedback.

11. Determine and review policies and procedures used to recruit and admit students.

12. Monitor arrangements and resources for students in the areas of student support, learning resources, wellbeing and careers information, advice, and guidance. This includes non-academic aspects of the broader student experience.

13. Approve procedures for student conduct and discipline, including those relating to the exclusion of students for academic reasons.

14. Determine and review the student appeals and complaints procedures.

15. Ensure research degrees are awarded in a research environment that provides secure academic standards.

16. Advise the Senior Management Team on the procedures and criteria for the appointment and promotion of members of teaching and research staff.

17. Confirm the Lecturer of the Year and the Researcher of the Year.

Quorum
One third of the members eligible to attend (rounded to the nearest whole number).

Secretary to Academic Council
The College Secretary and Registrar will act as Secretary to Academic Council. In the absence of the College Secretary and Registrar position the Director of Operations will act as Secretary.

Frequency of Meetings
At least three times per academic year on such dates as the Chair shall agree. The Chair may call a special meeting of the Academic Council at any time.

Reserved business
Any matter relating to a named employee or student (or prospective employee or student) or other specified individual (including their personal affairs), procedures for academic promotions and any other matter decided upon by the Academic Council is an item of Reserved Business for the Academic Council; Student members would be excluded from such business.

Communication and Dissemination
Academic Council shall:
- via the Chair, provide a report to each scheduled meeting of the College Council and Board of Directors that summaries the business conducted at its meetings and any issues of importance that it wishes to raise for discussion or note.
- ensure the effective communication and dissemination within the College of its decisions and the identification and sharing of good practice.

Academic Council Committees
Academic Council may establish such standing or advisory Committees, for such purposes and with such powers as the Academic Council considers fit in order to perform or assist and advise Academic Council in the discharge of, any of its functions and responsibilities.

TEACHING, LEARNING AND STUDENT EXPERIENCE COMMITTEE

Purpose

The Teaching, Learning and Student Experience Committee (TeLSEC) is responsible to Academic Council for the development of the College Teaching and Learning Strategy, and for advising on the resources required to implement the strategy as well as on matters relating to the broader student experience. TeLSEC shall have such subcommittees or advisory groups as will enable it to undertake its duties.

Composition

Ex officio members	Appointed members
Director of Academic Programmes (Chair)	A senior academic member (proposed by the Director of Academic Programmes and approved by the Principal and Vice-Chancellor) (Vice-Chair)
Coordinator of Quality Assurance	All permanent and part-time lecturers
Student Administration Officer	Student representative (1)
Principal and Vice-Chancellor	External advisor (1)
	Representatives from the collaborating partners

Terms of Reference

1. Develop the College's Teaching and Learning Strategy for approval by Academic Council, in consultation with College Council and the Board of Directors as appropriate, and lead implementation of the strategy.

2. Monitor and promote innovation and good practice in learning, teaching and assessment.

3. Identify and ensure the availability and take-up of training and development activities by staff to improve professional practice, support and develop the curriculum, and enhance the quality of the student learning experience.

4. Formulate new policies and initiatives in response to national and international developments in learning, teaching, assessment, and student engagements for approval by Academic Council.

5. Review the provision of resources, including the library, to enhance learning.

6. Receiving reports from the SQA and our university partner(s) and other external quality assurance organisations such as the QAA.

7. Determine matters relating to careers and the employability of students, including provision for placement learning and work-based learning.

8. Advise Academic Council on non-academic aspects of the broader student experience, including student wellbeing, and the performance and resourcing of student services.

9. Consider data on student progression and academic achievement, and on appeals and complaints in terms of their impact on the student experience.

10. Oversee community education issues, in particular the regular scrutiny and evaluation of community classes.

11. Develop and approve the dates and contents of the College's all extra-curricular provisions, including Academic Training Programmes and Summer Schools.

12. Receive reports from SSCG and those elements as relevant from the Boards of Study.

13. In consultation with Academic Quality and Standard Committee (AQSC), consider, discuss, and recommend the Lecturer of the Year to the Academic Council.

14. Promote equal opportunity, diversity, and inclusion in relation to all of the above.

Quorum
One third of the members eligible to attend (rounded to the nearest whole number).

Secretary to Learning, Teaching and Quality Committee
The College Secretary and Registrar, or their nominee, shall act as Secretary to TeLSEC.

Frequency of meetings
At least five per academic year.

Communication and dissemination
- Submission of minutes of TeLSEC meetings for information to Academic Council, supported by a verbal briefing from the TeLSEC Chair to Academic Council and other committees as required.
- Effectively communicate TeLSEC decisions to college staff and students as appropriate and promote best practice.

ACADEMIC QUALITY AND STANDARDS COMMITTEE

Purpose
The Academic Quality and Standards Committee (AQSC) is responsible to Academic Council for the quality assurance of the College's approval and review processes, including validation, annual and periodic review processes. AQSC shall have such subcommittees or advisory groups as will enable it to undertake its duties.

Composition

Ex officio members	Appointed members
Coordinator of Quality Assurance (Chair)	Programme coordinators
Academic Registrar	Student representative (up to 2)
Student Administration Officer	External advisor (1)
Principal and Vice-Chancellor	Representatives from the collaborating partners
Director of Academic Programmes	

Terms of Reference

1. Advise Academic Council on all aspects of policies, procedures, and regulations in respect of academic quality assurance within the College and between the College and its validating, accrediting and collaborating bodies.

2. Formulate new policies and initiatives in response to national and international developments in academic quality, standards, and enhancement, for approval by Academic Council.

3. Identify, monitor, and advise outputs and areas for the continuity and enhancement in the College's programmes in terms of design, delivery, assessment, and information in accordance with the QAA's Quality Code and the academic requirements of the College's existing and future collaborative partners to ensure compliance with relevant requirements.

4. Develop and monitor the College's process for approval of new programmes and changes to its taught programme provision, in liaison with validating bodies as required, and recommend new or removal of existing programmes to Academic Council for approval.

5. To oversee the College's relationship with external bodies in the area of quality assurance and enhancement, including consideration of reports from external bodies such as the Quality Assurance Agency (QAA), the Scottish Qualifications Authority (SQA), and our university partner(s); and making recommendations as appropriate.

6. Identify and respond to areas of concern/good practice arising from the quality and standards procedures (e.g. external examiners reports, annual reviews and periodic reviews) or issues raised/identified through internal and external student engagement mechanisms, to enhance provision and the quality of student learning opportunities.

7. Receiving External Examiner Reports and to provide an oversight of the completion of any actions and to monitor the responses to these reports by, inter alia, the Boards of Study.

8. Consider and recommend changes to external examining procedures as necessary, in liaison with validating bodies as required.

9. Develop and review policies relating to the admittance, conduct, discipline, and expulsion of students, for approval by Academic Council.

10. Promote student engagement on matters relating to the standards and quality of taught programmes and the academic experience of students on those programmes.

11. Promote equal opportunity, diversity, and inclusion in relation to all of the above.

Quorum
One third of the members eligible to attend (rounded to the nearest whole number).

Secretary to Academic Quality and Standards Committee
The College Secretary and Registrar, or their nominee, shall act as Secretary to AQSC.

Frequency of meetings
At least four per academic year.

Communication and dissemination
- Submission of minutes of AQSC meetings for information to Academic Council, supported by a verbal briefing from the AQSC Chair to Academic Council and other committees as required.
- Effectively communicate AQSC decisions to college staff and students as appropriate and promote best practice.

RESEARCH DEVELOPMENT COMMITTEE

Purpose
The Research Committee (RDC) advises Academic Council on the College's research strategy and resources required to support its implementation. RDC shall have such subcommittees or advisory groups as will enable it to undertake its duties.

Composition

Ex officio members	Appointed members
Directors of Research Centres (one appointed as Chair by Academic Council)	A permanent academic staff
Academic Registrar	External prominent scholars (3)
Research Administration Manager	Student representative (1)
Principal and Vice-Chancellor	

Terms of Reference

1. Develop, implement, and monitor, on approval from Academic Council, the College's research strategy and related policies/procedures.

2. Oversee and monitor the performance of College Research Centres and recommend to the Academic Council the establishment and disestablishment of such Centres in line with the College's research strategy.

3. Advise Academic Council on the resources (e.g. Library) required to support the College's research strategy, including the suitability of the environment offered by the College for undertaking research and for learning about research methods, procedures and protocols.

4. Approve and maintain oversight of structures, policies, and procedures to ensure compliance with good practice in research ethics and relevant codes of practice for research.

5. Consider applications for and monitor the progress of research students, ensuring high quality supervision of postgraduate research programmes, their assessment and administration.

6. Consider and approve/reject applications to the College's research funds.

7. Advise on and monitor the effective publication, dissemination, and communication of research activity, internally and externally.

8. Consider, discuss, and recommend the Researcher of the Year to the Academic Council.

9. Promote equal opportunity, diversity, and inclusion in relation to all the above.

Quorum
One third of the members eligible to attend (rounded to the nearest whole number).

Secretary to Research Committee
The Academic Registrar, or their nominee, shall act as Secretary to RDC.

Frequency of meetings
At least twice per academic year.

Communication and dissemination
- Submission of minutes of RDC meetings for information to Academic Council, supported by a verbal briefing from the RDC Chair to Academic Council and other committees as required.
- Effectively communicate RDC decisions to college staff and students as appropriate and promote the College's research culture.

BOARDS OF STUDY

There are two area Boards of Study covering College Programmes.

BOARD OF STUDY (A) - **PROGRAMME AREA: ARABIC LANGUAGE AND MIDDLE EASTERN CULTURE**

Programmes covered:
- Introductory Certificate, Certificate, Diploma & Advanced Diploma in Arabic Language
- Advanced Diploma in Islamic Studies
- Scotland Cultural Summer School

BOARD OF STUDY (B) - **PROGRAMME AREA: FINANCE, BUSINESS AND MANAGEMENT**

Programmes covered:
- HNC/HND in Business
- HNC/Diploma in Management & Leadership
- Professional Diploma in Islamic Economics & Finance
- MSc Islamic Finance in collaboration with University of Dundee: Islamic Finance, Islamic Banking and Finance, Islamic Banking, Finance and International Business.
- Academic Training Programme in Multiculturalism and Leadership

Purpose:
1. The Board of Studies is responsible to the Academic Quality and Standards Committee for the design, development, regulation, quality and for overseeing the delivery of programmes and modules falling within the programme area.
2. The Board is responsible to the Teaching, Learning and Student Experience Committee for monitoring the overall performance of students registered to these programmes and ensuring their academic welfare.
3. The Board will make recommendations on the structure and content of these programmes, and any regulations or policy which govern them, and make decisions or recommendations regarding the admission, progression, continuation, and graduation of the students registered to these programmes.
4. The Board will consider within the academic year, two QAA UK Quality Code Themes, namely (a) Enabling Student Achievement; (b) Course Design and Development.

Membership:
1. Chair/Convenor: Nominee of the Chair of the Academic Council (maybe deputised by member from 3a below)
2. Secretary: Administrator appointed by the Head of College
3. Internal Academic Members: (a) Permanent staff teaching in the programme area; (b) Adjunct staff teaching in the current semester/year
4. Student Member: Student representatives elected for the programmes covered
5. External Academic Members: (a) College teaching staff not teaching in the programme area; (b) Any member of staff from a relevant academic institution or the regulatory bodies involved with the teaching activities.

Quorum: One from each category (1 – 4) above.

Frequency: The Boards should meet a minimum of 3 times per semester.

Terms of Reference:

1. Promote excellence in education by articulating the aims and outcomes of the programmes and agree a strategy and academic plan for the programmes.

2. Ensure that the modules contributing to the programme support the academic coherence of the programme and the quality of the graduate output.

3. Oversee and enhance the academic quality of programmes and the student learning experience.

4. Admit students to the programme in accordance with the College's regulations and policies.

5. Adjudicate on student applications for leave of absence from and transfer between programmes, in accordance with the College's regulations and policies.

6. Establish mechanisms to assure and enhance the quality of the programme and participate fully in the quality assurance/quality enhancement processes of the College.

7. Receiving reports from the SQA and our university partner(s) and other external quality assurance organisations such as the QAA. Working with AQSC and TeLSEC to address any recommendations.

8. Monitor student progress and make recommendations regarding continuation where a student's progress is deemed unacceptable.

9. Ensure appropriate student support.

10. Undertaking an annual review to consider the strategic direction of the programmes. The focus should be on the enhancement of the student experience and the quality of the programme. The board will have ownership of the Annual Programme Review report. The Board should review the following:

    - Feedback from Module tutors' reports.
    - Key issues which have arisen through the year as development points or problems.
    - The academic direction of the programme in the light of changes in the subject area or in staffing or research developments.
    - Graduate employability.
    - Learning resources.

11. To review and report to the Academic Council annually on the Board's structure, work and effectiveness.

Notes:
- The Chair has the right and duty to refer any matter directly to the Academic Council and/or the Head of College.
- Minutes of the board meetings will be required as well as the production of a relevant Action List for actions to be taken directly and/or for referrals to the Executive or the Academic Council's Committees.

A standard Agenda for the Boards of Study should include the following:
a) Programme (as it stands)
b) Admission
c) Modules
d) Learning (and Learners)
e) Assessment
f) Progression
g) Overall Programme Factors
h) Any other issues (e.g. Unforecastable disruptions, motivation factors etc.)

STUDENT-STAFF CONSULTATIVE GROUP

Purpose
The Student-Staff Consultative Group (SSCG) provides opportunity for constant dialogue between staff and students which is constructive, open and focused on enhancing the student experience. SSCG acts as an advisory group and reports to the Teaching, Learning and Student Experience Committee of Academic Council. As the College grows, there will be one Student-Staff Consultative Group for each academic department.

Composition

Members
President of the Student Society (Chair)
Director of Academic Programmes
Programme Coordinators
Student representatives from each programme

Note: An open invitation will be extended to all students to attend the meetings should they wish.

Terms of Reference

The Student-Staff Consultative Group will:

1. Provide opportunity for students to give their views on what is working well with regards their experience of teaching and learning to highlight and share good practice.

2. Provide an opportunity for students to discuss any concerns relating to their course in an informal setting.

3. Discuss proposed changes and enhancements to course content or delivery.

4. Ensure that students are informed, in a timely manner, of action taken in response to their raising of issues and good practice/innovation.

5. Consider all requests with the shared understanding that not all requests can necessarily be implemented but an explanation would be provided in such circumstances.

6. Work in partnership with students to enhance their learning experience.

7. Consider feedback on other such other matters of relevance to students' wellbeing.

In the event that there is no active Student Society, or no active President of the Student Society, the Head of Department will assume the role of Chair.

Consultation
The College will utilise the Student-Staff Consultative Group as one of the mechanisms for consulting with students on any major changes to the Colleges academic provision or student support services.

Secretary to the Student-Staff Consultative Group
A member of the Student Administration team will act as Secretary to the Group.

Frequency of Meetings
At least twice per semester. The Chair or students may call a special meeting of the Student-Staff Consultative Group at any time.

Communication and Dissemination
The Student-Staff Consultative Group shall report on its considerations at each meeting of TeLSEC. It shall also clearly and actively demonstrate to students how their feedback has been considered/addressed (e.g. 'you said, we did').

BOARD OF EXAMINERS

The Board of Examiners is a committee which reports to the Academic Council. The Board is guided by discussions and interactions with the Boards of Study and the Academic Quality and Standards Committee.

Membership
The Board of Examiners is made up of:

- The Principal, (Chair)
- Academic Registrar, currently also the SQA Coordinator
- Academic Staff who have acted as first Assessors and Internal Verifiers
- Programme and unit co-ordinators are expected to attend where the result of their programmes/units are being considered.

Under SQA-Al-Maktoum College agreement, no External Examiner is required. Therefore, no external examiner is included in the membership of the Board of Examiners. However, as part of SQA's quality assurance processes, a qualification verification visit usually take place annually to review candidate material and meet assessors and internal verifiers.

Meetings
The Board of Examiners meets each semester when all assessments are concluded, and students' grades are available for review. In cases of student's failure to pass any assessment component, and because of a re-submission or a resit taking place, a short meeting may also be held to ratify the results. The proceedings of the Board of Examiners will remain confidential. Those attending the Board of Examiners are obliged to declare any conflict of interest, personal involvement or relationship with students being assessed.

Terms of Reference
The main responsibility of the Board of Examiners is to ensure the proper conduct of assessments and examination activities at the College. Its main areas of concern are:

1. To approve and finalise on the recommendation of the BS and AQSC the outcomes and grades of assessments.

2. To approve and finalise on the recommendation of the BS and AQSC programme awards.

3. To identify and introduce on the recommendation of the BS and AQSC candidates for the award of any prizes.

4. On the recommendation of the BS and AQSC, the Board of Examiners may decide to provide external support for students to aid their progress. In such cases the decision of the Board of Examiners will be confidentially communicated to the relevant student.

5. Through consideration of adequate evidence, the Board may decide to prevent under-achieving students from continuing their programme of study. In such cases the decision of the Board of Examiners will be confidentially communicated to the relevant student and other parties to act.

6. The Board may recommend changes to the assessment processes, such as changes in the grading scale, etc. This should be referred for discussion through the College's academic governance structure leading to a recommendation to the Academic Council for approval.

ACADEMIC POLICIES AND PROCEDURES

1. Academic Evaluations Policy
2. Assessment Code of Practice, Verification and Monitoring
3. Complaints and Appeals Process for Applicants
4. Conflict of Interest Guidance and Policy
5. Disabled Student Provision Form
6. Equality and Diversity Policy
7. Malpractice Policy and Procedures
8. Peer Review Policy
9. Roles and Responsibilities of SQA Coordinator
10. Special Assessment Arrangements Procedure
11. Student Appeals Procedures
12. Student Attendance and Progress Policy
13. Student Complaints Procedures
14. Summative Assessment Policy
15. Annual Programme Review Procedures
16. Periodic Programme Review Procedures
17. Terms and Conditions Governing Offers
18. Student Recruitment and Admissions Policy