Academic Governance

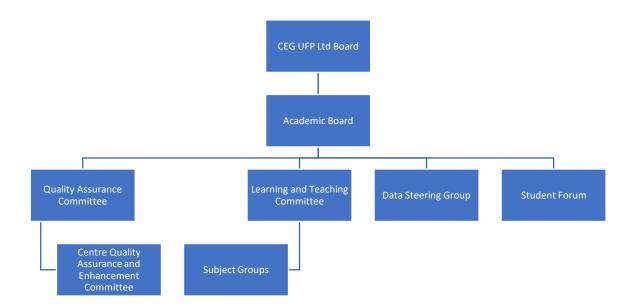# Terms of Reference (February 2023)

Contents

Overall Structure

- **CEG UFP Ltd Board** is the Governing Body of ONCAMPUS and its governors include the Chief Academic Officer, the joint CEOs, and the Group Chief Operating Officer. The Chief Academic Officer is also the Accountable Officer for Office for Students purposes.

- **Academic Board** has ultimate responsibility for the quality and standards of academic provision within ONCAMPUS.

- The **Learning and Teaching Committee** has responsibility for the development and progress of the Learning, Teaching and Assessment Strategy.

- The **Quality Assurance Committee** has responsibility for ensuring the AMR and audit process is properly carried out, as well as operationalising key policies such as programme development. In addition, this committee is responsible for providing a forum for discussion of programme and module delivery, including enhancement of the curriculum deriving from subject group meetings.

- The **ONCAMPUS Student Forum** is a body of students, representing every centre, formed to promote the interests of all students in the operations and quality of their education at **ON**CAMPUS.

- Each ONCAMPUS centre holds a **Centre Quality Assurance and Enhancement Committee** which has responsibility for maintaining the academic standards and teaching quality of all programmes of study delivered in centre according to the ONCAMPUS quality assurance framework.

- The **Subject Groups** are responsible for providing a forum in which ONCAMPUS teaching staff can express their views about the management of the programme, and implementation of content in order to identify appropriate actions to be taken in response to the issues raised and to ensure that the implementation of these actions is tracked.

ONCAMPUS Academic Board

Chief Academic Officer (Chair)
Deputy Chief Academic Officer (Deputy Chair)
Head of English Language and Academic Integrity
Head of Curriculum and Student Engagement
Global Director of Study Centres, ONCAMPUS (representing all UK/EU centres)
Director of Sales, OC
Head of Admissions, OC
Director of Marketing, OC
External Adviser
Student Forum President
In attendance: such staff as necessary in order to ensure better integration of strategies

- To act as a proactive and strategic body for teaching, learning and curricular matters, including quality enhancement and the sharing of good practice, within CEG, working with Departments and other areas of CEG as necessary to avoid duplication of effort, and advising, as appropriate, CEG UFP Ltd Board and Executive Committee on all teaching-related matters including CPD.

- To establish and have overall responsibility for the quality assurance policies and procedures necessary to maintain and enhance the academic standards and teaching quality of all programmes of study (including CPD where appropriate), according to the QAA Quality Code and relevant EU codes of practice, wherever they are delivered, taking account of international, national and regional developments.

- To monitor and evaluate associated strategies, including strategies for student recruitment and e-learning and forward planning for estates requirements in relation to teaching and learning.

- To approve on behalf of the CEG UFP Ltd Board and to report to the CEG UFP Ltd Board:

  - proposals (and associated regulations) for the introduction of new programmes;

  - proposals for amendments to existing programmes of study;

  - proposals for the re-approval of programmes;

  - proposals for the withdrawal of programmes of study;

  - proposals to establish partnerships with other institutions for the delivery of collaborative provision.

- To oversee the monitoring of OC programmes via the consideration of Annual Monitoring Reports for each programme.

- To monitor action taken following receipt of reports from partner Universities, Professional or Statutory Bodies.

- To have responsibility for monitoring the information to be published in relation to the quality and standards of OC's programmes.

- To act on recommendations from CEG UFP Ltd Board and Executive Committee that relate to teaching and learning matters.

- To report termly to Executive Committee on issues which require resourcing or further strategic planning at CEG level.

- To submit an annual report to the CEG UFP Ltd Board.

- To receive minutes and recommendations from OC Quality Assurance and Learning and Teaching Committee.

- The Academic Board shall meet once per term.

- The Academic Board will report to the CEG UFP Ltd Board.

ONCAMPUS Quality Assurance Committee

Deputy Chief Academic Officer (Chair)
Chief Academic Officer
Head of English Language and Academic Integrity, ONCAMPUS
Head of Curriculum and Student Engagement
Global Director of Study Centres, ONCAMPUS
All ONCAMPUS Centre Directors
In attendance: such staff as necessary in order to ensure better integration of strategies

- The Quality Assurance Committee is responsible, on behalf of Academic Board, for the academic quality assurance framework as it relates to all types and levels of study within ONCAMPUS UK/EU.

- To establish and have overall responsibility for the quality assurance policies and procedures necessary to maintain and enhance the academic standards and teaching quality of all programmes of study (including CPD where appropriate), according to the QAA Quality Code and other related EU quality codes, wherever they are delivered, taking account of international, national and regional developments.

- Oversee the delivery and enhancement of the ONCAMPUS quality assurance framework, including:

1. Periodic programme review.
2. Programme development and approval.
3. Centre reviews.
4. Annual reporting from Centres and programmes, ensuring that quality assurance procedures within Centres meet the needs of ONCAMPUS and the requirements of outside bodies.
5. External examiner system.
6. Internally and externally derived information and data, including feedback from students and reviews of academic and student support service provision.
7. Responding to the student voice, and leading on developments in student engagement.

- The Committee acts as a planning forum for the discussion and promotion of developments in academic quality assurance, whether internally driven or externally indicated.

- To recommend for approval to Academic Board

  - proposals (and associated regulations) for the introduction of new programmes;

  - proposals for amendments to existing programmes of study;

  - proposals for the re-approval of programmes;

- proposals for the withdrawal of programmes of study;

- To oversee on behalf of Academic Board the monitoring of ONCAMPUS programmes via the consideration of Annual Monitoring Reports for each programme and Centre.

- To monitor action taken following receipt of reports from partner Universities, Professional or Statutory Bodies.

- To act on recommendations from Academic Board relating to quality assurance matters.

- To report termly to Academic Board on issues which require resourcing or further strategic planning at CEG level.

- To submit an annual report to Academic Board.

- The Quality Assurance Committee shall meet once per term.

- The Quality Assurance Committee will report to the Academic Board

ONCAMPUS Student Forum

ONCAMPUS Student Forum President (Chair)
ONCAMPUS Student Forum Representatives
Member of ONCAMPUS Academic Team (minutes)

The **ON**CAMPUS Student Forum is a body of students, representing every centre, formed to promote the interests of all students in the operations and quality of their education at **ON**CAMPUS.
Purpose:

- To provide a process through which students have a voice in the formal decision-making structure governing **ON**CAMPUS programmes;
- To encourage democracy and active participation;
- To provide leadership and development opportunities for students;
- To provide direct guidance and feedback to senior decision-makers;
- To contribute to the educational experiences of current and future students;
- To ensure the interest of students are fully integrated into the academic governance for all university partners.

Centre Quality Assurance and Enhancement Committee

ONCAMPUS Centre Head/Director (Chair)
Deputy Centre Head/Head of Learning and Teaching (Deputy Chair)
Programme/Course Leaders
In attendance: such staff as necessary in order to ensure better integration of strategies

- To have responsibility for maintaining the academic standards and teaching quality of all programmes of study delivered in centre according to the ONCAMPUS quality assurance framework.

- To report on a termly basis on key performance indicators including student attendance, progression, results, complaints, and any other issues affecting quality, standards and the student experience.

- To approve Annual Monitoring Reports for each programme.

- To monitor action taken following receipt of reports from partner Universities, Professional or Statutory Bodies.

- To act on recommendations from Academic Board that relate to teaching and learning matters.

- To report termly to the Global Director of Study Centres on issues which require resourcing or further strategic planning at CEG level.

- The Centre Quality Assurance and Enhancement Committee shall meet once per term.

- The Centre Quality Assurance and Enhancement Committee shall report into the ONCAMPUS Quality Assurance Committee.

ONCAMPUS Learning and Teaching Committee

Deputy Chief Academic Officer, ONCAMPUS (Chair)
Head of English Language and Academic Integrity, ONCAMPUS
Head of Curriculum and Student Engagement, ONCAMPUS
Representative from each ONCAMPUS centre
E-Learning Developer, ONCAMPUS
In attendance: such staff as necessary in order to ensure better integration of strategies

- To develop ONCAMPUS's Learning , Teaching and Assessment Policy and to monitor its implementation
- To support the enhancement of learning and teaching, through the development and dissemination of good practice and innovation, and by raising the profile of teaching and learning;
- Within the context of the Learning, Teaching and Assessment Policy, to develop relevant policy, and monitor its implementation, including:
  - Assessment and external examining
  - Programme approval, monitoring and review
- To monitor the standards of programmes and the quality of students' academic experience on those programmes through:
  - Consideration of reports from the Quality Assurance Agency, QQI, university partners and other external bodies
  - Periodic reviews and other visits
  - Consideration of annual monitoring reports and overview reports of all external examiners' reports for programmes of study, and recommend action to be taken to Academic Board
  - Consideration of data from internal and external surveys of student opinion
  - Consideration of data on student progression and academic achievement, and on appeals and complaints in terms of their impact on the student experience
  - and to ensure that, where necessary, appropriate action is taken in response, via reports to Academic Board where required.
- To promote student engagement on matters relating to the standards and quality of programmes and the academic experience of students on those programmes
- To manage the occasional CPD Fund, whereby staff can apply for monies for programmes of study or other ongoing CPD which has a direct and demonstrable impact on the ONCAMPUS student experience (be that by teaching or other means).
- To refer to Academic Board any resource matters arising from its work
- To establish working groups to facilitate its work
- The Learning and Teaching Committee shall meet once per term
- The Learning and Teaching Committee shall report to Academic Board

ONCAMPUS Data Steering Group

Global Director of Study Centres, ONCAMPUS
Chief Academic Officer, ONCAMPUS
Deputy Chief Academic Officer, ONCAMPUS
Head of Curriculum and Student Engagement, ONCAMPUS

- To develop ONCAMPUS's data reporting systems and to provide guidance to Academic Board and related committees on the most effective way of utilising data across all centres;
- To identify and disseminate good practice in data reporting to support enhancements to the student experience, compliance, centre management and senior management decision making;
- To make recommendations on data system developments to the wider CEG community with the view to maintaining consistency of approach to data handling and reporting;
- The steering group will report to Academic Board.

Subject Group

| Central Programme Coordinator (Chair) |
| Tutors in the respective subject area |

To be responsible for the operation and delivery of the curriculum at subject level for all relevant programmes by:

- Reviewing and updating annually subject schemes of work

- Identifying resources required for the delivery of subject area teaching for each programme in which a subject is delivered

- Reviewing the relevant documentation and other evidence prepared for Academic Review and other external review processes.

- Considering recommendations from Academic Board, and making recommendations for action where necessary to ensure the continuing enhancement of the quality of the student experience, to include the sharing of good practice where possible.

- The Subject Groups shall meet at least once per term

- The Subject Groups shall report to the Learning and Teaching Committee

Subject Group