VALLEY UNIVERSITY
OF SCIENCE AND TECHNOLOGY

"Education for Self Reliance"

QUALITY ASSURANCE MANUAL

This Quality Assurance Manual was approved and adopted by the University Council at its meeting held on .0.8.:.March.....2021

SECRETARY TO THE COUNCIL   **CHAIRPERSON OF COUNCIL**

VICE CHANCELLOR
VALLEY UNIVERSITY OF SCIENCE
AND TECHNOLOGY
0 8 MAR 2021 ★
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Abbreviations / Acronyms

AD	-	Academic Development
BSc	-	Bachelor of Science
CPD	-	Continuous Professional Development
CPS	-	Corporate Planning Statement
CV	-	Curriculum vitae
AR	-	Academic Registrar
DVC	-	Deputy Vice-Chancellor
HQA	-	Head of Quality Assurance
HoD	-	Head of Department
HR	-	Human Resources
ICT	-	Information and Communications Technology
IS/IT	-	Information Systems and Information Technology
KT	-	Knowledge Transfer
KTC	-	Knowledge Transfer Co-ordinator
MBA	-	Master of Business Administration
MIS	-	Management Information Systems
PAC	-	Programme Approvals Committee
PDP	-	Personal Development Planning
PI	-	Performance Indicator
QAA	-	Quality Assurance Agency for Higher Education
RDAC	-	Research Degrees Awarding Committee
RDSC	-	Research Degrees Standards Committee
SAB	-	Subject Assessment Committee
US	-	University Secretary

Preamble

Valley University of Science and Technology (VUST) is a private University approved and Licensed by the National Council for Higher Education (NCHE) a semi-autonomous institution of the Ministry of Education and Sports of the Government of Uganda established by an Act of Parliament mandated to license and to regulate higher education, and to guide the establishment of institutions of higher learning as well as ensure that quality and relevant education is delivered. Therefore, Valley University of Science and Technology also commonly referred to as Valley University, is not affiliated to any other institution but licensed (in 2015) on its own. The University has no charter yet; the University's Statutes and Regulations set out the constitutional framework within which it operates. However, the University is compliant with the provisions and expectations of the National Council for Higher Education (NCHE).

The Mission of Valley University of Science and Technology is to develop skills in Innovation and Modern Technologies in Science and Business for Economic Development and Society Transformation. The University has the authority to grant its own taught and research degrees. Valley University therefore has primary responsibility for ensuring the standards and enhancing the quality of its entire academic provision. This manual is intended to serve as a definitive reference source on the arrangements through which this responsibility is discharged.

This Quality Assurance manual is a statement of the organization, responsibility, procedures, and controls which have been implemented and maintained with the ISO standards in mind.

The Manual describes the quality goals and the quality policy of the Valley University of Science and Technology in a concise format and makes these available to its employees as well as members of the general public. The manual frames the core processes of the Valley University of Science and Technology, whose realisation requires University-wide regulations that are or will be set down in the Statutes and official guidelines.

While all people involved take part in the detailed specification of processes, the responsibilities for individual tasks are defined and set down in writing in this document. The processes are continually adapted and optimised, particularly with regard to compatibility with the University and other Tertiary Institutions Act 2001. The core processes that have been defined will be reviewed by internal and external audits on a regular basis.

Responsible parties will regularly attend training courses, so that the internal quality audit can be established and implemented across a wide range of University functions.

In order to evaluate and continue to optimise the essential functions of the quality endeavour, a quality assurance team will be put in place to perform regular reviews of the system in terms of potential applications and their realisation.

As a private University in Uganda, driven by the pursuit of knowledge and innovation, with a unique institutional culture based upon the values the University espouses, the Valley University of Science and Technology has adopted this Quality Assurance Manual.

Section 1: University Governance and Management

1.1.1 Introduction
Valley University of Science and Technology is a registered private University with a Council Body. The University is governed by the Universities and Other Tertiary Institutions Act, 2001 and its subsequent amendments. The Instrument and Articles set out procedures for the conduct of meetings, the role and responsibilities of the Chairman of the University Council, and the duties of the Vice-Chancellor. In addition, the relevant provisions of the Instrument have been drawn together in terms of reference for the Council.

1.1.2 The Relationship of the University Council and the Academic Committee
Subject to the Articles of Governance, to the overall responsibility of the University Council, and the responsibilities of the Vice-Chancellor, Valley University Academic Committee is responsible for determining the academic policy of the University and for monitoring academic quality and standards. The responsibility for ensuring the implementation of the policies and procedures determined by the Committee and Sub Committees and for giving advice to their members on resources and other issues lies with the University management whose activities and discussions are co-ordinated through various Committees. Management therefore has an important function in developing policies and plans and in managing resources which are important to the quality and standards of the academic provision.

1.2   The Relationship between the Academic Committee and the University Council
1.2.1   The responsibilities of the Academic Committee are set out in the policy. Subject to the provisions of the Articles and the overall responsibility of the University Council and the responsibilities of the Vice-Chancellor, the Academic Committee is responsible for:
- General issues relating to the research, scholarship, teaching, Programmes and publication at the University, and related procedures as set out in the Articles.
- Considering the development of the academic activities of the University and resources needed to support them and for advising the Vice-Chancellor and the University Council thereon.
- Advising on such matters as the University Council or the Vice-Chancellor may refer to the Academic Committee.

1.2.2   The Articles of the Council empower the Academic Committee to establish such sub committees as it considers necessary to carry out its responsibilities provided that each committee is first approved by the Vice-Chancellor and the University Council. The committees are expected to report to the Academic Committee. The number of members and the terms on which they hold and vacate office may be determined by the Academic Committee.

1.2.3   The structure of the Academic Committee and its committees are set out, including the role of the Programme Approvals Committee in supporting Academic Committee to maintain an oversight of the shape of the taught curriculum and its associated resource demands.

1.2.4   The Vice-Chancellor chairs the Academic Committee and is a member of the University Council. The University's Deputy Vice-Chancellor and Academic Registrar are also members of both bodies. A

non-Top Management member shall be nominated by the University Council to attend Academic Committee meetings, in order to improve information flow between the bodies. The University Council receives reports on the work of the Academic Committee on a routine basis.

1.3   The Role of the University Top Management and the University Council

1.3.1   The University Top Management is authorised by the University Council to deal with operational matters relating to the management of the University and the management of the University's relationship with other external agencies. The Committee is also charged with the responsibility for the preparation and implementation of the University's strategic plan, related sub-strategies and associated resource management.

1.3.2   The University Top Management is chaired by the Vice-Chancellor and has a core membership that includes the senior management team. This core group meets twice a month. The meetings ensure that there is a wider opportunity for debate and information flow on key operational issues.

1.3.3   Although the University Top Management does not routinely report to the University Council, its activities are directed towards steering policy implementation and acting as a first point of internal discussion on the development of new policies. The work of the University Top Management is presented to the Academic Committee and/or University Council.

1.3.4 The University Top Management organises the production of major planning documents and assesses them in their early stages of development to ensure that they can be put into operation and are consistent with other University activities and objectives. These documents include the University's Strategic Plan and associated sub-strategies. The University Top Management also meets with the Finance & General Purposes Committee to consider the development of annual/strategic plans and as a means to help set the strategic priorities of the University to inform later debate on these issues at the Academic Committee and University Council.

1.3.5 The Information Systems and Information Technology (IS/IT) Group reports to the University Top Management on the development of the IS/IT strategy and on the progress of major IS/IT projects.

1.4 Management Structure

1.4.1 The University Vice-Chancellor is identified in the Instrument of Governance as the Chief Executive Officer of the University. The Vice-Chancellor has general responsibility to the University Council for ensuring that the object of the University is fulfilled and for maintaining and promoting the efficiency, discipline and good order of the University. The University Council may entrust to the Vice-Chancellor such powers and duties as are required to fulfill the above requirements, a number of which are spelt out in the Articles of Governance. These include the organisation, direction and management of the University and leadership of the Staff, and the appointment, assignment, grading, appraisal, suspension, discipline, dismissal and determination, within the framework set by the University Council, of the pay and conditions of service of staff. The Vice-Chancellor is responsible and accountable to the Council for ensuring that the University uses funds in ways that are consistent with the purposes for which those funds were given, and complies with the conditions attached to them.

1.4.2 The Deputy Vice-Chancellor has a co-ordinating role for all academic matters concerning the University's Academic Faculty. The Heads of Academic Faculty report to the Deputy Vice-Chancellor. The Deputy Vice-Chancellor also develops research strategy and co-ordinates the implementation of teaching and reach-out strategies and their development.

1.4.3 The University Secretary carries the general responsibility for corporate governance systems and arrangements for the University. The University Secretary also has overall responsibility for the University's administration, and particular responsibility for strategic planning and personnel, estates, general office services, catering, and conferences operations. The University Secretary also works with the Head of IS/IT, in the development of the University's information systems.

1.4.4 The Academic Registrar is responsible to the Vice-Chancellor for the management of the University Registry and academic support services. The Academic Registrar is secretary to the Academic Committee. The Academic Registrar is responsible for co-ordination of activities with regional agencies, as well as a series of other developmental projects. They play a leading role in the University's reach-out work and the development of reach-out strategies and systems. The Academic Registrar also leads on the University's international strategy. The team of the Academic Registrar includes the Head of Quality Assurance, who takes the lead on such matters as the University's quality assurance systems and compliance with external guidance.

1.4.5 The Finance Officer reports directly to the Vice-Chancellor on matters of concern to the Vice-Chancellor's role as designated chief executive officer, on financial operations and the allocation of resources. The Finance Officer also works closely with the University Secretary on financial matters, financial planning and other financial issues.

1.4.6 The Academic faculties and Departments function as departments in terms of resource allocation and management but are expected to work in a multidisciplinary approach to deliver teaching, research and reach-out activities. Each faculty/ department has a lead member of staff responsible for its provision of Programmes (the Programme Coordinator) and may also have a senior lecturer who works with the Programme Coordinator to support students and the general management of the Department's Programmes. The Departments also have staff assigned to take lead roles for research and reach-out work. Lead personnel are brought together in Programme Management, Research and Knowledge Transfer committees to assist cross - University work and to co-ordinate activities with other support services and general University planning arrangements.

1.4.7 The University's main Administrative Sections and Sub-Sections, are arranged as follows:

University Secretary / Dean of students
- o Personnel Office
    - Staff Development
- o Estates and Facilities
    - IS/IT
    - Maintenance
    - Domestic Services

- Grounds
- Security
  o Office Services
    - Procurement
    - Reception and Telephones
  o Catering
  o Alumni and Development
  o Student Services
    - Student Accommodation
    - Student Financial Support

Finance Officer
  o Management and Project Accounting
  o Payroll and Accounts
  o Conferences

Academic Registrar
  o Academic programs and Short Programmes
  o Registry
  o Examinations and Timetabling
  o Learner Support Services
  o Careers and Placement
  o Quality Assurance
  o International Student Support Services

Marketing and Communications Officer
  o Marketing and Liaison
  o Press and Publications
  o Web-site Development
  o Corporate Communications

1.4.8 The Vice-Chancellor has appointed a number of academic staff to lead and develop specific cross-University initiatives. These include the development and implementation of the University's sustainability strategy and the development of specific educational projects. The Vice-Chancellor is also responsible for the Farm Manager and oversight of the University Farm and its commercial and educational activities.

1.5 Staff Representation in Decision Making

1.5.1 The constitution of the University Council provides for a number of staff representatives. The Deputy Vice-Chancellor and Academic Registrar hold ex-officio positions. One other member of academic staff is elected to a three year appointment, and is eligible for election for a further term of office of three years, following which they retire from the Council.

1.5.2 The Academic Committee includes five elected members of academic staff and is chaired by the Vice-Chancellor.

1.5.3 A semester meeting to be held between Programme Managers, Senior lecturers and other key personnel to deal with operational issues and to facilitate communication between Programme teams.

1.6 Student Representation in Decision Making

1.6.1 In addition to representation on the Academic Committee, students are engaged in many other committees within the University. These include, for example, Programme committees. The purpose of this representation is to ensure that students, as members of the University community, are able to take part in decision making in relation to academic matters.

1.6.2 The Students' Guild is consulted on many University decisions *via* the President of the Students' Guild and regular contact is maintained between other members of the Students' Guild Executive and University Officers. Open meetings of the Students' Guild are held once a semester and are attended by the Vice-Chancellor, University Secretary and other University officers in order to gain feedback from students on issues of concern.

1.6.3 The Students' Academic Committee provides a link between student program representatives and the Academic Committee and its committees, to prompt discussion and comment on issues relevant to the academic policies of the University.

1.6.4 One student is elected to a one year term, to represent students' interest on the University Council. The representative may be eligible for re-election if the duration of their academic progrmme allows them.

1.7 Planning Systems

1.7.1 The University's strategic planning system is maintained by the University Secretary (US). The US is responsible for the preparation of a five-yearly strategic plan and for the preparation of annual monitoring and corporate planning statements to monitor the implementation of the plan and provide a statement of planned direction in the intervening period between the production of strategic plans. The Finance Officer compiles annual financial forecasts that accompany the strategic plan in relevant years. The University Top Management is responsible for ensuring that the University's strategic plan, annual monitoring and corporate planning statements and financial forecasts take into account relevant considerations from across the University.

1.7.2 The University's range of sub-strategies is produced by Senior University staff according to the area in which the strategy is required and their management responsibilities. Many sub-strategies must be submitted on a regular basis. It is important for sub-strategies and the main strategic plan to be co-ordinated, so a system of integrated planning has been adopted by the University.

1.7.3 The University's planning cycle typically involves the production of a planning framework statement at the start of each calendar year. This is intended to take into account academic developments and plans within the University and external developments from a review of the external environment. This document is circulated within the University and considered at relevant committees of the University Council and Academic Committee. The framework is also used by Academic Faculty to develop their academic plans for the next academic year and to inform them of University priorities over that same

period. The framework can also then be used in staff development reviews, during which staff can be guided on the contribution that they can make to help deliver the University's priority developments. Feedback from staff development reviews can be submitted by Academic Faculty to inform the University planning process. The University's plans for the following academic year is considered by the University Top Management and then by the Academic Committee and University Council.

1.7.4 The University's planning cycle is intended to provide opportunity for academic issues (with appropriate financial considerations) to be at the forefront of the University's planning priorities. The Academic Faculty Plans are an extremely important 'bridge' in this respect, and should be informed by general University priorities as well as providing direction for staff within the departments on their teaching, research and reach-out activities. Academic Faculties are encouraged to think about the future direction and development of their subject area, and to look at novel ways of combining subjects to build new discipline areas. The University Council appoints one of its members to the Academic Committee to monitor academic developments and concerns of the Academic Committee and to relay these to the University Council as required.

1.7.5 From time to time, the University will organise joint planning sessions involving Heads of Academic Faculty, senior managers and members of the University Council. These will take the form of meetings involving the whole Council on occasion, but more often will include the members of the Finance & General Purposes Committee, because this committee has oversight of the planning function within the University.

1.8 Risk Management

1.8.1 The University will have a comprehensive system of risk management. The Audit Committee oversees the operation of the University's Risk Management Policy approved by the University Council. The University's Disaster Recovery (DR) and Business Continuity Plan (BCP) set out systems for dealing with a wide range of emergencies that the University might experience. The University's Risk Management and Action Plan sets out the University's assessment of major risk items, graded in terms of their potential impact and likelihood.

1.8.2 The Risk Management and Action Plan is updated annually to take account of the University's changing priorities and perceived risks. The Plan forms one element of the internal audit plan each year. The Plan assigns responsibility for dealing with risks to key members of staff, and responsibility for monitoring action to a range of committees of the University Council and to the Academic Committee. Regular reports on risk items are made to these committees so that progress can be overseen. These are consolidated in a regular risk management report to the University Council.

1.8.3 The Risk Management system is supported by numerous procedures within the University that aim to ensure that major risks are prevented in so far as this is possible. The aim of the system is not to eliminate risk, but to understand and manage it as part of regular processes and procedures, so that risk management becomes embedded in normal University activities. These include, for example, routine practices of risk assessment (for activities and events), health and safety requirements and the financial assessment of major University developments and projects.

1.9 Performance Development Review – Academic Staff

1.9.1 The changes occurring in the organisation of higher Education emphasise the need for a skilled, knowledgeable staff that is able to respond to the challenges of the future.

The Performance Development Review Scheme has been compiled to help the University monitor the progress and development of its staff and identify training and professional development needs. Both aspects shall be approached within the context of the University's strategic and operational plans. It is an integral part of the quality assurance process and seeks to ensure that training and development are related to both individual and institutional needs. The process is a fundamental part of the University's strategy for continuous improvement and will be properly resourced.

1.9.2 The Scheme has the Following Aims:
- to enhance the quality of the service provided by Valley University to its client and customer groups and, in particular, to its students;
- to develop and improve the effectiveness of staff both as members of the organisation and as individuals;
- to prepare staff to undertake changing duties, roles and responsibilities;
- to give staff a clearer picture of their role within the University and to encourage them to work towards agreed goals and objectives;
- to facilitate the identification of training and development needs for the individual and for the University;
- to relate individual review to personal career development;
- to identify staff skills and potential.

1.9.3 The performance development review interview provides an opportunity for staff to discuss:
- their role within the University in the context of its mission, strategic aims and annual operating plan;
- their role within the Academic Faculty in the context of its strategic aims and annual operating plan;
- course unit evaluation and feedback from students, colleagues and external examiners;
- their individual needs in order to fulfill this role;
- their views on the procedures and structures of the University which relate to them;
- their career progression and aspirations; other matters pertinent to the member of staff's position in the University.

1.9.4 For these aims to be achieved it is essential that for both parties involved in the review there is:
- Adequate preparation for the interview;
- Mutual trust and understanding.

The development review is essentially 'developmental' and is therefore separate from the University's remuneration, promotion and disciplinary procedures.

1.9.5 The annual performance development review is an integral part of the systematic institutional review process which also includes Programme review and development and Academic Faculty review and audit.

1.9.6 The review will take place once each year but that does not exclude continuing dialogue to assist the developmental nature of the process and the achievement of objectives.

1.9.7 The review will take place between the member of staff and his/her immediate Line Manager.

1.9.8 To ensure that maximum benefit is obtained from the review process it is vital that both the member of staff and his/her Line Manager prepare adequately for the interview.

1.9.9 The interview provides an opportunity for open, two-way discussion of all issues which the member of staff and Line Manager wish to raise. The essential elements of the review will include:
- communication by line managers of University mission, strategic objectives and annual operating plans to promote a greater degree of understanding of the overall business aims;
- discussion in relation to the role and contribution of the individual towards achievement of departmental and institutional objectives;
- review of performance in relation to duties and responsibilities;
- review attainment/progress against previously agreed goals/key tasks;
- set mutually agreed clear and precise developmental objectives for the future;
- review training and professional development activities undertaken in the previous twelve months and the benefits gained;
- agree training and professional development activities for the year ahead;
- discuss career aspirations or interests/potential areas for professional development in the longer term;
- discuss other matters pertinent to the individual e.g. opportunities, constraints.

The interview should conclude with an agreed review of the previous year against objectives set for that year and an action plan for the forthcoming year, signed by both parties. This outcome might include mutually recognised and accepted items which it has not been possible to resolve. Where, however, there is a major item of dissent unacceptable to either the Line Manager or the member of staff, a Programme can be made to resolve the issue to a more senior manager.

1.9.10 Individual development needs identified during the review process will be recorded and brought together with needs identified by other methods to form Academic Faculty and across University Staff Development plans.

Section 2:   Committees: Constitution and Terms of Reference

2.1 Responsibility for Academic Policy and Quality Assurance
The responsibility for determining the academic policy of Valley University and for monitoring academic quality and standards is assigned to the Academic Committee and its sub committees. The responsibility for ensuring the implementation of the policies and procedures determined by these Committee and its sub committees, and for giving advice to their members on resources and other issues, lies with the University management whose activities and discussions are co-ordinated through various top management committee described in Section 1. The constitution and terms of reference of the Academic Committee and its sub committees are set out.

2.2 Quoracy of, and Attendance at, Committee and its Sub Committees
In order to ensure the proper authority of the University Committee and its sub committees, decisions shall not be made unless at least half of the members are present. All examiners shall be present at each Subject Assessments Committee unless the Chair has given prior approval and subject to the course unit(s) concerned being represented by another senior lecturer. All members of programme Assessment Committee must be present at meetings unless prior approval for absence is given by the Chair who must ensure that all subject areas and constituencies are appropriately represented. The Chair of the Assessment Committee shall determine in each case whether sufficient members are present to properly progress the agenda.

In order to develop transparency and good communication on policy and quality issues, all meetings of the Academic Committee and its sub committees shall be open to academic staff, who are not members as non-contributory observers, provided the permission of the Chair has been obtained at least two days before the meeting.

2.3 Academic Committee
2.3.1 Academic Committee Terms of Reference
The Academic Committee is responsible for:
   a) determining the direction of academic policy at the University;
   b) developing academic plans that shall inform the corporate planning process;
   c) approving the academic elements of the Strategic Plan, the annual Corporate Planning Statement and the Risk Analysis and Action Plan;
   d) ensuring that the resource implications of academic planning and policy making are fully considered in relation to programme development and teaching, research and knowledge transfer activities;
   e) maintaining oversight of the size and shape of the academic portfolio and, where appropriate, noting decisions of the Programmes Approval Committee to accept, defer or reject programme proposals, to temporarily suspend recruitment (including by Chair's action), or to permanently terminate recruitment to programmes, based on the recommendations of the Programmes Approvals Committee, and, only exceptionally, refer decisions back to the Programme Approvals Committee for its reconsideration;
   f) approving and monitoring the Learning and Teaching Strategy, and Research and Knowledge Transfer Strategy;

g) approving new collaborative partners and annual consideration of the register of all collaborative partners;

h) maintaining oversight of the student experience;

i) determining criteria for the admission of students and approval of the Admissions Policy;

j) considering nominations for the award of Honorary Degrees and University Fellowships and making recommendations to the University Council;

k) determining procedures for students to submit complaints;

l) advising on such other matters as the Governing Body or the Vice-Chancellor may refer to the Academic Committee.

2.3.2 Constitution of the Academic Committee

There shall be an Academic Committee of no more than 27 members, comprising the Vice-Chancellor (who shall be Chair) and such other numbers of staff and students as may from time to time be approved by the Governing Body. The membership shall be as follows:

Ex-Officios **(7)**

- Vice-Chancellor (Chair)
- Deputy Vice-Chancellor
- Academic Registrar (Secretary)
- Head of Quality Assurance
- University Secretary
- University Council' representative
- Chair of the Academic Standards Committee

In addition:

- Heads of Academic Faculty / Departments
- An elected representative of academic staff from each of the Academic Faculties
- Elected representatives of students (2)
- Elected member of non-academic staff (1)
- Co-opted members in line with current strategic imperatives, within the maximum membership limit

2.3.3 Academic Committee Tenure, Appointments and Elections

The period of appointment of members and the selection or election arrangements shall be subject to the approval of the Governing Body.

Members representing the academic staff and non-academic staff shall be nominated and elected by members of their constituency who are not *ex-officio* members of the Academic Committee and shall serve for a period of three years and are eligible for re-election for one further three year period only. Co-opted members shall be nominated by the Chair.

The Vice-Chancellor may nominate a Deputy Chair from among the members of the Academic Committee to take the Chair in the absence of the Vice-Chancellor.

2.4 Academic Standards Committee
2.4.1 Academic Standards Committee Terms of Reference
The Academic Standards Committee is empowered by the Academic Committee to:
   a. pursue continuous improvement in the quality of the academic provision of the University and to evaluate the academic standards and the progress and development of new and existing Programmes;
   b. ensure appropriate arrangements for the validation of proposed new Programmes and revisions to existing Programmes;
   c. undertake periodic reviews of all Programmes;
   d. receive and consider all reports of review and validation events, agree recommendations of Panels or request modification and/or addition to any conditions of approval;
   e. agree assessment regulations for all taught Programmes and awards;
   f. determine policies for student appeals;
   g. maintain oversight of approved nominations for the appointment of external examiners;
   h. maintain oversight of a register of professional, staLecturery and regulatory body accreditation arrangements;
   i. ensure appropriate consideration and action is taken in response to external examiners' and professional, staLecturery and regulatory bodies' reports at subject, Programme and University level;
   j. supervise the annual Programme monitoring process and ensure that appropriate action is taken on issues identified and that examples of exemplary good practice are disseminated;
   k. monitor the adequacy of resource provision for Programmes through annual Programme monitoring reports;
   l. keep under review the teaching, learning and assessment methods and their contribution to the quality of learning opportunities and student achievement;
   m. collate and report to the Academic Committee information of strategic importance arising from Programme monitoring;
   n. establish a panel to deal with cases of student plagiarism, cheating and collusion as specified in the assessment regulations;
   o. keep under review elements of the academic infrastructure and other external academic reference points, to ensure that learning opportunities and academic standards are informed by external good practice and expectations.

2.4.2 Constitution of the Academic Standards Committee
There shall be an Academic Standards Committee comprising academic staff, students and representatives of partner institutions as may from time to time be approved by the Academic Committee. The membership shall be as follows:
1. **Chair**
2. **Ex-Officios (6)**
   - Deputy Vice-Chancellor
   - Chair of Research Degrees Standards Committee (Vice Chair)
   - Academic Registrar
   - Head of Quality Assurance
   - Curriculum Developer

- Partnership Co-ordinator

3. **Members of the Academic Staff (7)**
   - three Heads of Academic Faculties
   - two elected representatives of Programme Coordinators
   - two members of academic staff elected by members of their constituency
4. **Student Representatives (2)**
5. **Secretary**

2.4.3 Academic Standards Committee Tenure, Appointments and Elections
The Chair shall be nominated by the Chair of Academic Committee from amongst academic staff members. The Chair of the Academic Standards Committee shall serve for a period of three years and may normally be re-nominated for one further three year period only.

Elected members of the Academic Standards Committee shall serve for a period of three years and are eligible as candidates for re-election for one further three year period only. Members elected to represent the academic staff shall be nominated and elected by members of their constituency. The Chair shall nominate a Deputy Chair from amongst the ex-Officios and academic staff members of the Committee.

2.4.4 Academic Standards Committee Reporting
The minutes of each meeting of the Academic Standards Committee shall be submitted to the next meeting of the Academic Committee.

2.5 Programme Approvals Committee
2.5.1 Programme Approvals Committee Terms of Reference
The Programme Approvals Committee is empowered by the Academic Committee to:
   a. consider proposed changes to validated Programmes, including amendments to Programme outcomes and to programme specifications, as well as the deletion or addition of more than 15 credits worth of course units at any one level in any one academic year;
   b. consider proposed changes to validated course units, including the credit value and level of course units, intended learning outcomes, and learning, teaching and assessment strategies;
   c. consider development approval proposals for new Programme developments and revisions to existing programmes, resulting from periodic critical appraisal reports, for Valley University based awards, those at partner colleges and those developed with external organisations, with a view accept for referral to a validation panel, defer or reject development approval proposals as appropriate, taking account of:

   1. the fit of proposals with the mission of the University;
   2. the resources required to deliver the programme and;
   3. compliance with the curriculum framework (and as set out in **Section 3**);
   4. consider the approval of course units, including those developed with external organisations, and determine the appropriate volume and level of credit to be assigned;
   5. consider the approval of Master of Research programmes and component course units, when no more than 30 credits of new taught course units are proposed;

2.5.2 Constitution of the Programme Approvals Committee
The membership shall be as follows:
Ex-Officios **(13)**
- Deputy Vice-Chancellor (Chair)
- Head of Quality Assurance (Vice-Chair)
- Chair of the Academic Standards Committee
- Academic Registrar
- Management Accountant or Director of Finance
- Director of Communications
- Curriculum Developer
- Heads of Academic Faculties (5)
- Head of Postgraduate Studies

In addition:
- One elected representative of the academic staff
- One elected representative of undergraduate Programme Coordinators
- Assistant Registrar (Accreditation and Validations) (Secretary)
- Laboratory Manager
- Library Services Manager

2.5.3 Programme Approvals Committee Reporting
The Committee shall report on its activities its decisions for note by the Academic Committee, through the Committee Chair. As the senior committee, the Academic Committee is permitted to, exceptionally, refer decisions back to the Programmes Approval Committee.

2.6 Taught Award Subject and Programme Assessments Committees
Each subject area and each Programme shall have an associated assessments Committee with delegated powers to act on behalf of Academic Committee, following procedures laid down by Academic Committee or the Academic Standards Committee acting on behalf of Academic Committee. The constitution, terms of reference and procedures of subject and Programme assessment Committees are set out.

2.7 Programme Teams and Committees
2.7.1 Programme Coordinators and Programme Teams
A Programme Coordinator shall be appointed for each group of Programmes leading to cognate awards and for non-award bearing short Programmes. Each Programme Coordinator will normally be assisted in his or her duties by Senior Lecturers appointed from the staff teaching these Programmes. The Programme Coordinator and Senior Lecturers shall constitute the Programme team: their responsibilities are set out.

2.7.2 Constitution of Programme committees

Programmes leading to cognate groups of awards shall be managed by a Programme committee. The membership of each Programme committee shall include the following.

2.7.2.1 Programme Committees for Programmes Delivered only by Valley University

Membership shall be as follows:
- Programme Coordinator (Chair)
- Senior Lecturers (one of whom shall act as secretary)
- Up to three members of staff from each subject Committee which contributes course units to the Programme suite
- A representative of Library Support Services
- Student representatives elected by students from each year

2.7.2.2 Programme Committees for Collaborative Provision

Membership shall be as follows:
- Head of Department (Chair)
- Link Lecturers (one of whom shall act as secretary)
- Representatives of partner organisations
- A representative of the Collaborative Programmes Management Committee or the Academic Standards Committee who is not from the managing Academic Faculty

2.7.2.3 Programme Committees for Postgraduate Provision

Membership shall be as follows:
- Head of Postgraduate Programmes
- Subject co-ordinators
- A representative of Library Support Services
- One student representative for each Programme

The Deputy Vice-Chancellor and Head of Quality Assurance have right of attendance as advisors/observers but are not committee members.

2.7.3 Programme Committees Terms of Reference

Programme committees are empowered by the Academic Committee to:
a) meet at least once per semester, or twice annually in the case of Programme committees for workforce development provision, to review the progress of all aspects of the Programmes and to plan future programmes;
b) monitor the implementation of Programme aims, outcomes, structure and content;
c) consider the Annual Programme Monitoring Report and to initiate and monitor necessary action;
d) consider and, where necessary, initiate and develop revisions of the curriculum;
e) monitor recruitment and selection of students;
f) provide assistance and advice to the Programme Coordinator/Chair and the Short Programme and Conference Manager;
g) set up specialist Sub-Committees or working parties as required and to consider action recommended by these Committees;

h) consider and respond to matters relating to the Programmes raised by the Academic Committee or the Academic Standards Committee;

i) ensure that contact is maintained with employers and industry.

j) Additionally, to enable student feedback on collaborative provision the Programme committee is also empowered to develop methods and data flows to facilitate feedback from employers and student participants, and support regular monitoring and reporting arrangements for flexible, workforce development programmes.

k) Programme Committees for workforce development provision are also empowered to undertake annual partnership reviews to monitor, and strengthen collaborative arrangements.

2.7.4 Programme Committee Reporting

The minutes of each Programme committee shall be submitted to the Examinations Office for archiving purposes and to the Head of Quality Assurance who shall report issues of concern or of University-wide importance to the Academic Committee.

2.8 Research and Knowledge Transfer Committee

2.8.1 Constitution of the Research and Knowledge Transfer Committee

There shall be a Research and Knowledge Transfer Committee responsible for:

- advising on strategic planning of research in the University;
- advising on strategic planning of knowledge transfer activity of the University.

2.8.2 Research and Knowledge Transfer Committee membership, appointment and elections

The membership shall be as follows:

- Vice-Chancellor (Chair) (Ex-officio)
- Research and Knowledge Transfer Co-ordinator (Ex-officio)
- One Research and Knowledge Transfer representative from each Academic Faculty
- Two Knowledge transfer active members of staff
- The Research Students Administrator will be the Committee secretary.
- Nominations for the Research and Knowledge Transfer Committee shall be made by members of academic staff.
- Staff members shall normally serve for a three year period but are eligible for two consecutive full periods of membership.

Leads on Research and Knowledge Transfer for each Academic Faculty shall normally serve for a three year period and the post is subject to election within the Faculty. Provision shall be made for periodic replacement of members. Research students will elect representatives annually and those elected shall be eligible for re-nomination.

2.8.3 Research and Knowledge Transfer Committee Terms of Reference

The Committee is empowered by the Academic Committee to:

a. Take a lead in advising on the strategic direction for research including:

- priorities for research activity and funding;
- priorities for quality-related (QR) expenditure;
- multidisciplinary research activities;

- resources required for research;
- effective communication of research opportunities;
- collaborative arrangements with other institutions;
- monitoring and evaluating the research activity and output of the University.

b. Take a lead in advising on the strategic direction of knowledge transfer including:
- priorities for knowledge transfer activity and funding;
- effective communication of research and scholarly activity outputs;
- monitoring the contribution of research to the taught curriculum;
- provide advice on resources required for knowledge transfer;
- receive, report and monitor the knowledge transfer activities taking place within Academic Faculty.

c. Receive reports from the Research Degrees Standards Committee and the Research Degrees Awarding Committee.

The committee will meet three times annually.

2.8.4   Research and Knowledge Transfer Committee reporting

The Research and Knowledge Transfer Committee shall inform Academic Committee by:
- submitting Committee minutes to the next meeting of the Committee, including recommendations and advice to the Committee;
- Submitting an annual report to the Spring Committee meetings which shall include an evaluation of the research and knowledge transfer work of the University over the past 12 months informed by agreed performance indicators, together with annexes listing publications, research degree completions, registrations for higher degrees and knowledge transfer activities.

2.9   Research Degrees Standards Committee

2.9.1   Constitution of the Research Degrees Standards Committee

There shall be a Research Degrees Standards Committee responsible for overseeing the development, co-ordination, monitoring and evaluation of research degrees in the University with members appointed by the Academic Committee.

The membership of the committee, appointed by Academic Committee, is as follows:
- Chair (The Chair shall be appointed for a three year period from amongst experienced staff, by and on behalf of the Vice-Chancellor)
- Research Co-ordinator
- Postgraduate Research Administrator (Secretary)
- Chair of Research Degrees Awarding Committee
- Chair of Academic Committee
- Head of Quality Assurance
- Elected Postgraduate Representative

The committee will meet at least twice per year.

2.9.2   Research Degrees Standards Committee Terms of Reference:
The Research Degrees Standards Committee is empowered by the Academic Committee to:
   a) pursue continuous improvement in the quality of the research degrees provision and to evaluate the existing standards, including higher degrees by research and by publication;
   b) undertake periodic reviews of the research degree process;
   c) receive and consider all reports of external reviews;
   d) determine policies for the admission of postgraduate research students and arrangements for student appeals;
   e) agree assessment regulations for all awards;
   f) approve nominations for the appointment of external examiners for note by the Academic Committee through the minutes;
   g) ensure proper consideration of external examiners' reports;
   h) ensure appropriate action is taken in response to external examiners' reports;
   i) consider items of note for postgraduate research degree programmes, arising from the Research & Knowledge Transfer Committee and Research Degrees Awarding Committee and the Programme Approvals Committee;
   j) keep under review postgraduate training Programmes and other professional development support for postgraduate research students;
   k) collate and report annually to the Academic Committee the outcomes of annual monitoring of the research degrees provision, with reporting through the Academic Committee minutes information of strategic or corporate importance arising from monitoring to Academic Committee;
   l) work with the academic misconduct panel to deal with cases of postgraduate research student plagiarism, cheating and collusion as specified in the assessment regulations.

2.9.3   Research Degrees Standards Committee Reporting:
The minutes of each meeting of the Research Degrees Standards Committee shall be submitted to the next meeting of the Academic Committee.

2.10   Research Degrees Awarding Committee
2.10.1 Constitution of the Research Degrees Awarding Committee
There shall be a Research Degrees Awarding Committee responsible for overseeing the monitoring and ratification of research degree awards in the University with members appointed by Academic Committee.
The membership of the Research Degrees Awarding Committee shall be not less than six and no more than 12 in number, and consist of external and internal members. The membership should be such as to ensure that it includes individuals with:
   • experience of completed research degree supervision, especially at PhD level;
   • experience of examining research degree candidates, especially at PhD level;
   • research experience, research-based publications and current research activity;
   • subject expertise to reflect the range of disciplines in which students are registered as research degree candidates.
No person who is currently registered for a research degree either at the institution itself, or at another institution of higher education, should serve as a member. The Chair of the Research Degrees Standards Committee and the Postgraduate Research Administrator shall be ex-officio members.

2.10.2   Research Degrees Awarding Committee Tenure and Appointments:
Nominations for the Research Degrees Awarding Committee will be endorsed by members of Academic Committee. The membership shall:
- be for a period of three years;
- include a rolling annual programme of replacement.

Retiring members shall be eligible for reappointment and Academic Committee may co-opt members onto the committee for a period of no more than one academic session.

New supervisors at Valley University are encouraged to attend Research Degrees Awarding Committee meetings as observers. Each Academic Faculty should be represented on the Research Degrees Awarding Committee, to embed a wider understanding of the decision making processes and administration of research degrees within the University. At the end of a period of appointment, elections within each Academic Faculty shall be held to ensure representation. Other academic staff may attend as observers, following request to the Chair, in advance of the meeting.

Membership shall be as follows:
Ex-Officio members:
- Research Co-ordinator
- Postgraduate Research Administrator (Secretary)
- Chair of the Research Degrees Standards Committee
- In addition to: Up to five internal members representing all subject areas
- At least one and up to two external members

The Committee shall elect a Chair for a fixed term of three years from amongst its membership. The Chair of the Research Degrees Standards Committee should not be eligible for election to the Chair of the Research Degrees Awarding Committee.

2.10.3   Research Degrees Awarding Committee Terms of Reference
The Research Degrees Awarding Committee shall meet at least twice per year to:
a) ensure that the Research Degree Regulations of the University are complied with;
b) consider registration documents and progress reports on each research student prepared by the Director of Studies and second supervisor(s) to monitor progress in relation to agreed targets and milestones on an annual basis;
c) receive notification of approved student registrations for Master of Research programmes and consider progress in relation to agreed targets;
d) receive examination panel reports and subject assessment Committee reports and ratify research degree awards;
e) receive reports arising from the agreed complaints and appeals procedures as they apply to postgraduate research students and agree any necessary action;
f) make proposals to the Research Degrees Standards Committee to enhance the quality of research degree study at the University;
g) monitor the implementation of the Quality Assurance Code of Practice for students and supervisors.

2.10.4 Procedures of the Research Degrees Awarding Committee

The Committee shall:

a) approve candidates for registration;

b) approve programmes of work from all applicants registering for a PhD and to receive notification of approvals for Master of Research programmes from the Programme Approvals Committee;

c) approve Master of Research programmes;

d) approve the appointment of a Director of Studies for the candidate's programme of work and to approve the appointment of a second supervisor(s) and/or adviser(s);

e) monitor the appointment of supervisors for candidates undertaking a Master of Research programme;

f) ensure that the general arrangements under which each student's research is carried out meets the University requirements;

g) approve those applications for specific degree registration for PhD;

h) approve applications for progression;

i) approve change or modification to the arrangements originally approved;

j) approve the suspension of registration of candidates for research degrees;

k) approve the extension of the period of registration of candidates for research degrees;

l) approve changes in the mode of study of research degree candidates;

m) oversee all other responsibilities concerning registration, supervision, suspension and extension of registration;

n) ratify the award of Master of Research, or PhD.

Where the Committee has considered an application and is satisfied that, subject to the verification of particular matters, the application may be approved, the Committee may authorise the Chair, taking such advice as s/he or the Committee may consider appropriate, to act on behalf of the Committee in granting approval.

If there is no meeting of the Research Degrees Awarding Committee scheduled for some time to consider the examiners' recommendation for award, the examiners' report and recommendation shall** be approved by Chair's action for reporting at the next scheduled meeting. If the examiners' report and recommendation are not straightforward, they shall be posted to all members of the Committee requesting comments. All members of the Committee shall be invited to attend an extraordinary meeting to consider all comments received before making the decision regarding the award. Quoracy for such an extraordinary meeting is at least three members who have no research input, supervision or examination role with the candidate.

2.10.5 Research Degrees Awarding Committee reporting Matters arising from the Research Degrees Awarding Committee shall be submitted to the next meeting of the Research Degrees Standards Committee and the Research and Knowledge Transfer Committee for information. An annual report on the research degree provision will be approved by the Research Degrees Awarding Committee for submission to the Research Degrees Standards Committee.

2.11   Research Ethics Committee

2.11.1   Scope and Status

- Ethical considerations and conduct will include, but not be limited to, research involving human participants, research using animals, scientific integrity and the sources of research funding;
- To include research undertaken by staff, undergraduate and postgraduate students;
- The Committee is a sub-committee of the Research and Knowledge Transfer Committee and reports to the Research Committee via the minutes.

2.11.2   Guiding principles

The Committee shall:

- operate procedures no less rigorous than those suggested or required by relevant statutory or professional bodies;
- be impartial, supportive, developmental and dedicated to the promotion of ethical standards in research;
- ensure that proposals are scientifically sound without making judgements on quality as many projects are undertaken within a learning environment;
- consider, taking specialist advice where required, on the insurance, liability and other legal implications of activities.

2.11.3   Activities

The Committee's activities are to:

- recommend to the Research and Knowledge Transfer Committee and Academic Committee policies and procedures for the ethical conduct of research;
- advise University staff and students, as appropriate, on all matters pertaining to the ethics of research;
- issue guidelines and codes of practice, where appropriate on any matter pertaining to research ethics;
- recommend the necessary administrative arrangements for operating the policies and procedures;
- approve the terms of reference, membership, policies and procedures of delegated committees;
- approve procedures for dealing with research ethics matters;
- liaise with external research ethics committees, in particular those established by professional bodies;
- subject its own activities to continuous review and present an annual report on its activities to the Research and Knowledge Transfer Committee.

2.11.4   Membership

The Research and Knowledge Transfer Committee, taking advice as may be appropriate, shall appoint members to the Research Ethics Committee, which shall include:

- a Chair who shall have knowledge and experience of both research ethics and at least one of the areas of research likely to be considered by the Committee. The Chair shall be an ex-officio member of the Research and Knowledge Transfer Committee;
- two representatives from active researchers with knowledge of research ethics;
- one member of staff of the University who has knowledge and experience of moral, philosophical

or related issues;

- one person who is independent of the University, with knowledge and experience of moral, philosophical or related issues;
- a secretary.

2.11.5 Quorum

Four members, including the Chair, have to be present.

2.11.6 Frequency of Meetings

The Committee shall meet three times a year in cycle with meetings of the Research and Knowledge Transfer Committee.

- exercises tactful control over more vociferous panel members;
- encourages a genuine dialogue between the panel and the Programme team and avoids confrontational sessions;
- sums up from time to time and articulates decisions as they are reached;
- ensures that proper decisions are reached that are within the panel's remit and are fair and reasonable;
- summarises the main judgements of the review and/or validation panel;
- articulates conditions of approval and recommendations in plain and intelligible language and ensures that the mechanisms and time scale for achieving unqualified approval are reasonable and are stated.

Section 3: Quality Assurance of Teaching and Learning -Validation, Accreditation, Review & Monitoring Procedures

3.1 Overview

The Academic Committee policy of continuous improvement in quality and the maintenance of academic standards in Programme programmes and subjects is discharged through a series of processes defined below. The processes and procedures involved in assessment are set out. Those relating directly to Programme design, teaching and learning are considered in the sequence set out below except that, because the procedures are similar, validation and review are considered together.

Quality Assurance Processes for Teaching and Learning

Approval Development:	the process of establishing whether Programme proposals match mission, strategic plan and resources.
Validation & Professional Accreditation:	the process through which the quality of a Programme proposal or individual student programme is evaluated and improved.
Accreditation:	the procedure through which an appropriate amount and level of credit is allocated to qualifications.
Moderation:	the procedures through which the standards of assessment methods and outcomes are assured.
Assessment:	the process through which student achievement of outcomes is measured against criteria and standards.
Monitoring:	the continuing process of Programme and course unit evaluation and improvement.
Review:	the periodic (3-6 year) critical evaluation and revalidation of a Programme.

3.2 Development Approval for New Programmes

The first stage in the development of a new Programme is the submission of an Application for Development Approval. The Programme Approvals Committee (PAC) will evaluate each Application for Development Approval, in relation to the University mission and the provisions of the corporate plan, and against the following criteria:

a) Sufficient student demand;
b) Sufficient employer demand for the skills of award holders;
c) Availability of resource requirements;
d) Robustness of financial analysis, as advised by the Director of Finance or nominee.

The Programme Approvals Committee (PAC) shall recommend to Academic Committee whether development approval should be granted. If the Academic Committee agrees to further development, detailed Programme planning can proceed, which should culminate in the production of the documents, to the agreed schedule.

In granting development approval the Committee devolves full responsibility for validation and for setting conditions and recommendations to the appointed validation panel. Only in those circumstances in

which the panel is deemed by the Academic Committee to have contravened the Committee's policies or agreed procedures shall** the panel be asked to reconsider its decisions.

3.3 Documentation for the Validation of a Proposed New Programme
The documents to be submitted for the validation of a proposed new Programme, following the granting of development approval include:
a) Application for Development Approval.
b) Programmes Curriculum.
c) Programme Specification for each final award.
d) Catalogue of Course unit Descriptors to be used by the Programme.
e) Statement of supporting resources and activities.
f) A copy of the memorandum of co-operation, where a Programme is run in conjunction with a partner (new or existing).

3.4 Periodic Review of Existing Programmes
All Programmes are subject to a progress review, normally on a six year cycle for Programmes with a normal duration of three years or longer, and a five year cycle for Programmes of fewer than three years normal duration. A periodic Programme review is a searching and systematic evaluation of the operation of an existing Programme and the career success of graduates to ensure that it remains academically and vocationally valid and continues to meet the needs of students and employers. The review process provides an opportunity to assess the quality and academic health of a Programme, and in particular, the maintenance of standards of teaching and assessment, the adequacy of resource support, the extent and development of underpinning research and scholarly activity, and the implementation of Academic Committee policies. It also offers the Programme team an opportunity to reflect on changes that could be made to improve the quality of students' learning experiences and respond to changing needs and demands. The review by the Programme team should culminate in the production of the documentation, for consideration, in the first instance, by the Programme Approvals Committee (PAC).

3.5 Validation and Review Procedures
3.5.1 Approval by Academic Standards Committee
Documents for the validation or review of Programmes, after approval by the Programme planning team or, in the case of periodic Programme reviews, the Programme Approval committee, shall be submitted for approval by the Academic Standards Committee. Normally a small panel of members shall** review the papers and submit recommendations to the full Committee. The panel's primary responsibility is to determine whether all required documentation has been prepared and that it is fit for purpose, and not make judgements based on the strength of the proposal itself. However, where the scrutiny panel identifies issues that may be of concern or interest to the validation panel, it is encouraged to advise the presenting team accordingly.

3.5.2 Submission of Documentation to Validation Panel Members
Documentation for validation and review events should be submitted to panel members at least 20 working days before the event.

3.5.3 Philosophy of Validation and Review Events

The Assistant Registrar (Validations & Accreditation) is responsible for assembling validation and review panels, whilst the Academic Standards Committee is responsible for monitoring the composition of panels when considering their reports, and advising the Assistant Registrar (Validations & Accreditation) on future membership. Panels shall consist of both internal and external members, chosen to provide an appropriate range of expertise, experience and awareness of the institutional and national context, and the nature of the Programme, and shall normally include:

- at least two external members chosen to provide subject expertise, knowledge of comparable Programmes in other institutions and experience of commerce, industry, practice or the professions as appropriate;
- representatives of the professional body, where appropriate;
- at least two internal members of staff including one from the Academic Standards Committee (excluding the panel Chair);
- a Chair from amongst University staff or, exceptionally, from outside the University, with appropriate standing, who has previously acted in this capacity or as a panel member.

3.5.4 Right of Attendance

The following shall normally have the right of attendance at all review and validation meetings, including those designated "private" panel meetings, as observers or advisors.

- The Deputy Vice-Chancellor;
- The Head of Quality Assurance;
- The Chair of Academic Standards Committee;
- At least one, but not normally more than two members of staff, as observers for staff development purposes.

3.6 Monitoring of Course Units and Subjects

3.6.1 Responsibility for Course Unit and Subject Monitoring

The management and quality assurance of individual course units is the responsibility of each member of academic staff involved with the course unit under the leadership of the Head of Academic Faculty concerned. It is the responsibility of teaching staff to continuously monitor and improve the quality of teaching, learning and assessment in their subject and course units. The outcome of this process shall be audited through the annual staff review processes and the meetings of subject assessment Committees and, where appropriate, through the course unit monitoring process. The responsibility for review of the whole subject area lies with the Head of Department and, if different, with the Chair of the relevant subject assessment Committee.

3.6.2 Subject Monitoring

After receipt of the subject external examiners' reports, each Head of Department, having consulted with department members, shall prepare a short Subject Review Report for submission to the Academic Standards Committee, Programme Coordinators and Head of Quality Assurance. It shall include, *inter alia*:

- evaluation of, and responses to, the external examiners' reports;
- information on changes made or proposed in response to the external examiner reports or to course unit reviews;
- an evaluation of student achievement (especially at [honours level] and [masters level]) as indicated by moderation procedures, external examiners' reports and student results;
- significant developments in the subject arising out of personal research, scholarship or external developments;
- exemplary practice for dissemination;
- any other matters arising from subject assessment Committee considerations for University-wide consideration.

In doing so, Programme Committees can be advised of good practice or issues identified through Programme surveys, at the course unit level; subject developments across the curriculum; and responses to the subject Committee external examiners' reports. Each of these aspects may feed into annual Programme reports prepared by the respective Programme Coordinators.

3.7 Annual Programme and Subject Monitoring

Early in each academic year the Academic Standards Committee shall hold an annual Programme and subject monitoring meeting. The purpose of this meeting is to develop an overview of the Programmes and subjects and to assure standards and identify good practice. It also ratifies the responses to external examiner reports that are prepared by Programme committees.

As context, members of the Committee shall be provided with University-wide data, which has previously been considered by the Academic Committee, prepared by the Director of Academic Services, including:
- an analysis of student recruitment;
- a new-student profile together with an equal opportunities analysis;
- an analysis of student progression for each taught Programme;
- an overview of student perceptions on induction and Programme provision.

Members shall also be provided with:
- collated action plans arising from the Programme monitoring process;
- an annual overview report prepared by the Head of Quality Assurance in which issues on quality and standards of University-wide importance are drawn to the attention of the committee, (incorporating external examiners' reports and responses; subject review reports; annual Programme reports, validation and accreditation reports; student progression and achievement data).

The Committee shall determine what action shall be taken as a result of this review. Such action may include recommendations to Academic Committee or to any other committees or Committees responsible to it. External examiners are also provided with the response(s) to their individual reports, arising from Programme committee or Academic Standards Committee consideration, by the Head of Quality Assurance.

3.8 Withdrawal of Programmes

The Academic Committee determines, having consulted with appropriate Programme Coordinators and Heads of Department, when Programmes should be withdrawn from the University portfolio.

3.9 Review of Administrative and Academic Support Services

The University needs to be assured that its support services are aligned to the needs of the institution and its customers and that they offer value for money.

The University Top Management will recommend to the Academic Committee any administrative or academic support service(s) to be reviewed, as and when this is necessary, taking into account of the University's strategic needs as well as operational issues within the administrative and academic support services. The review may be of an administrative or academic support unit or a functional area of activity that cuts across individual units.

The review shall seek to ensure that the administrative or academic support service is in touch with the needs of its stakeholders and responsive to those needs by identifying services which can be improved, enhanced, refocused or discontinued, according to terms of reference recommended by the University Top Management and approved by the Academic Committee.

The review panel shall be organised as determined by the University Top Management or Academic Committee, and as specified by the Vice-Chancellor, depending on the nature of the review.

Section 4:   Assessment Regulations, Procedures and Moderation

4.1   Introduction

Taught Programmes at Valley University of Science and Technology are modular and organised within an academic session. Most Programmes comprise course units from several different subject areas and course units are shared between Programmes leading to different named awards. Assessment regulations, and procedures for the assurance of quality and the maintenance of standards, including those concerned with the appointment, deployment and roles of external examiners, and the operation of the two-tiered Assessments Committee structure, have been devised to accommodate this curriculum framework and are described in this section.

4.2   Assessment Scheme and Regulations

The assessment scheme and regulations for the Valley University modular scheme are set out, and in students' Programme handbooks. The assessment regulations may only be varied with the agreement of the Academic Committee. These regulations apply to all awards made by Valley University.

4.3   Moderation of Assessment Briefs and Examination Papers

4.3.1   Moderation of Assessment Briefs

The moderation of assignment briefs and other in-Programme work is the responsibility of heads of Academic Faculty. Standard assignment forms together with assignment moderation criteria are to be used to facilitate this moderation, to inform the Senior Lecturer and Programme team of the nature of each assessment, and to act as a briefing and feedback sheet for the students.
Good practice guide: moderation of assessment programme

Whilst Programme assessment packages (format, contribution and timing) are considered as part of the Programme approvals process, lecturers may, in the light of experience propose changes to course unit assessment within the approvals period. Continuous monitoring of changes to the nature and timing of the total assessment package for each group of students is the responsibility of the Programme team under the leadership of the Programme Coordinator. Before each academic session, therefore, the team shall review the in-Programme work to ensure that a diversity of assessment methods is used, and to ensure, as far as is possible within a modular scheme, that the timetable of assessments does not put an unfair or uneven load upon the students.

4.3.2   Moderation of Examination Papers

The sequence and timing of events for the preparation and moderation of examination papers is set out. Each academic session, upon receipt of the list of course units on the timetable planning schedule, the Examinations Office shall send out to the course unit leader an examination preparation sheet for each examination. Agreed moderation criteria for examination papers are included with the examination examiners.
All the original scripts are returned to students as soon as practicable.

- All internal examiners will either write a concise report on the performance of the cohort of students on each examination question after marking scripts or ensure that scripts are annotated as part of the marking process, in order to assist internal moderators and external examiners in

making judgements on the validity of marks awarded by the internal examiner.

- All examination scripts are made available to external examiners and thereafter stored securely for a period of six years.

4.4   External Examiners: Roles, Rights, Responsibilities and Appointment

4.4.1   Introduction

As subject course units are often shared by students on different Programmes, the Academic Committee has adopted a two-tiered assessments Committee system involving subject, and taught awards Committee external examiners. Subject examiners are appointed on the basis of their subject expertise and are members of the appropriate subject assessment Committee. Programme external examiners are drawn from the subject external examiners to take an oversight view on individual programmes but are not required to attend the associated Programme assessment Committee. Taught award Committee external examiners are appointed to attend a number of Programme assessment Committees, to provide an overview on the fairness of regulations and consistency of their application Valley University' philosophy on the function of external examiners in moderating standards is set out in this section together with information on the role, rights, responsibilities and appointment of subject Programme examiners.

4.4.2   Moderating Standards: The Role of External Examiners

Internal examiners have the primary responsibility for assessing students and maintaining standards. The role of external examiners is to audit and moderate these standards against those set in other institutions of higher education. In discharging this role, external examiners must be in a position to evaluate student work and the assessment and grading of it by internal examiners; to draw conclusions from this evaluation both on standards and on the quality of the teaching, learning and assessment processes; and to provide feedback to the University so that, through a process of socialisation and debate, appropriate adjustments in standards and procedures can be made in the future.

External examiners have no power of veto and shall normally contribute to decisions on the grading of course units, the granting of awards, and the progression or withdrawal of students through membership of, and advice to assessment Committees. External examiners do, however, have the right to submit confidential reports to the Chair of the Academic Committee on any assessment matter on which they have serious concern and which might put at risk the standards of University awards, in addition to submitting an annual report, which is publicly available.

Although external examiners have the right to review the assessment of any part of the curriculum, they will normally be asked to moderate papers and scripts of those course units that contribute to the classification of awards.

4.4.3   Subject External Examiner's Role

The key roles of subject external examiners are to ensure that:
    a) the standard of attainment of Valley University students in the subject is similar to standards in the same subject in other higher education institutions of good standing;
    b) students have been fairly assessed in accordance with the course unit descriptor and assessment scheme.

In order to fulfill this role, subject external examiners shall:

- review course unit descriptors including assessment strategies for those course units for which they are responsible;
- approve draft examination papers for all course units which contribute to the classification of the final award;
- sample mark examination scripts and in-Programme work and make judgements upon the standard of marking;
- attend the appropriate subject assessment Committee (Section 5.8) and participate in the moderation of course unit results by providing independent advice on the standard of course units;
- make judgements upon issues relating to assessment in the subject as specified in the external examiner report and submit an annual report to the Chair of Academic Committee;
- submit confidential reports to the Chair of Academic Committee on any assessment matters on which they have serious concern and which might put at risk the standards of awards of the University.

Subject external examiners have the right to:

- access, on prior request, to papers and scripts of all forms of assessment which are used in the subject course units by agreement with the Chair of the Subject Committee, including samples of Programme work assignments;
- carry out viva voce examinations as an aid to confirming marks and the overall standard in course units (but not as a means for determining the classification of borderline students);
- additional visits to Valley University to see assessments in practice;
- meetings with individual students and/or student groups.

Subject external examiners have no right of attendance at Programme Assessment Committees.

Section 5:   **Management and Quality Assurance of Research**

5.1 Introduction
In order to ensure the intellectual vitality and academic depth required in an institution of higher education, members of the academic community at Valley University engage in that range of activities defined as research. The research policy and targets are set out in the University Research Knowledge and Transfer Strategy; procedures and responsibilities for the management and quality assurance of research conducted by University staff and by postgraduate research students are detailed separately.

5.2 Management and Quality Assurance of Research by Staff

5.2.1 Responsibilities
Each of the Heads of Department have responsibilities for the management and quality assurance of research by staff as follows.
  a)   identify the major areas where research should be developed and draft the University Research and Knowledge Transfer Strategy;
  b)   allocate University resources to support research programmes, in negotiation with the Research Co-ordinator and Heads of Department;
  c)   be involved in the appointment of academic staff and, where possible, to identify suitable candidates who will enhance the research programme;
  d)   promote the research ethics of the University.
  e)   provide leadership in research;
  f)   advise on the likely sources of research funding and methods of application;
  g)   co-ordinate the preparation of annual reports and research submissions;
  h)   ensure appropriate selection and appointment of research students and that they adhere to the conditions of tenure;
  i)   identify members of staff who have the potential for productive and effective research work and involve them more fully in research activities;
  j)   ensure that all staff make effective use of scholarly activity time for research;
  k)   provide resources to support research;
  l)   adjust teaching loads and timetable commitments in such a way as to allow selected staff significant periods of time to engage in research;
  m)   monitor the research in the Department and encourage publication in appropriate refereed journals or presentation at conferences;
  n)   encourage staff to seek external funding and secure research personnel;
  o)   liaise with the Research Co-ordinator and Deputy Vice-Chancellor on research issues;
  p)   ensure satisfactory arrangements for the supervision and resourcing of research students' programmes of work;
  q)   draft a Department research and knowledge transfer strategy and annual operating plan for research in consultation with the Deputy Vice-Chancellor and Research Co-ordinator.

5.2.2 Monitoring and Evaluation of Research and Scholarly Activity

The responsibility for evaluating the research and scholarly activity of individual staff is vested in the Heads of Departments and forms part of the staff review process. The responsibility for the wider monitoring and evaluation of research and consultancy in the University shall be vested in the Research and Knowledge Transfer Committee. The Research Co-ordinator shall each year produce an annual report for submission to the Research and Knowledge Transfer Committee and submission to the Academic Committee and the University Council. The report details the research income and outputs during the previous calendar year.

5.2.3 Research Integrity

Academic and research staff are expected to adhere to the conventional principles of good research practice which are the conventional principles of good research practice. Any research misconduct is dealt with through the normal Human Resources misconduct procedures

Section 6   Responsibilities of Academic Staff and Students

6.1   Duties and Responsibilities of Academic Staff

The duties and responsibilities of academic staff are of a professional nature and wide ranging. They include:

- teaching and tutorial guidance of students;
- supervision of major projects;
- student work placement supervision;
- research and other forms of scholarly activity;
- reach-out and income generation activities;
- curriculum development;
- educational management and administration;
- recruitment and admission of students;
- participation in quality assurance procedures and the democratic processes of the institution.

The specific duties and responsibilities of individual lecturers are determined according to guidelines published in the Human Resource Manual for Lecturing Staff. The specific responsibilities of academic staff as they relate to academic management, quality assurance and standards are set out in this section as follows:

- Head of Quality Assurance;
- Deputy Vice-Chancellor;
- Heads of Academic Faculty Section;
- Programme Coordinators and Programme teams;
- Course unit lecturers.

Certain of these posts, when advertised, carry the entitlement to professorial status but all members of staff are eligible to apply for the title of professor or reader according to the criteria and procedures set out.

6.2   The Responsibilities of the Head of Quality Assurance

The Head of Quality Assurance (HQA) is responsible to the Academic Registrar. In discharging responsibilities for academic quality assurance the role of the HQA is:

Strategic

- To advise on, help shape and keep under continuous review, the application of nationally accepted methodologies to ensure the proper maintenance of Academic Standards, Quality and Enhancement across all academic programmes.
- To ensure that the Valley University of Science and Technology curriculum reflects latest pedagogic developments and learner requirements.
- To contribute to the development of the curriculum credit framework.
- To contribute to the shaping of the University's Strategic Plan and Annual Operating Statement through the development of strategic targets in the context of Academic Standards and Quality Enhancement and learning and teaching for taught Programmes.
- To evaluate the security and effectiveness of the University's Academic Standards strategies over time.

- To ensure there is in place a coherent framework for the application and testing of Academic Standards and Awards procedures in the context of national expectations and the University Mission.
- To liaise with other validating and accrediting bodies to co-ordinate quality audit arrangements.
- To participate in external activities to keep informed of quality assurance and enhancement, curriculum and educational development policies and practices in the sector.
- To lead educational development initiatives.
- To prepare bids, as appropriate, for educational development funding.

Operational
- To advise, where necessary, on the membership and schedule of validation and review panels.
- To advise, where appropriate, the Partnerships Co-ordinator.
- To produce an overview report following annual Programme monitoring.
- To advise, where necessary, on external examiner nominations.
- To liaise with external examiners, ensuring their proper induction.
- To act as Chair to Programme Assessment Committees.
- To play a leading role in institutional reviews and audits.
- To provide advice on Programme design and development in relation to academic standards, including those of the application of subject benchmark statements, credit and quality frameworks and qualifications across the University.
- To liaise with Professional Accrediting Bodies to provide material in support of accreditation arrangements, as appropriate.
- To prepare an annual template for student Programme handbooks.
- To co-ordinate the review and up-dating of institutional assessment regulations to ensure compliance with relevant external requirements.
- To co-ordinate the pedagogic staff development programme, including new staff induction.
- To liaise with the Student Academic Group.
- To be involved in teaching and learning programmes, as appropriate.

6.3   The Responsibilities of the Deputy Vice-Chancellor
- To develop and drive the strategic direction of the academic provision of the University and be responsible for the overall academic development plan, covering learning and teaching, research and third-stream activities.
- To be responsible, in collaboration with the Head of Quality Assurance for the maintenance and protection of the University's reputation for high quality academic provision.
- To co-ordinate, at strategic level, the work of the University's Academic Faculty and major strategic academic initiatives.
- To ensure that academic planning and learning and teaching provision at undergraduate and postgraduate level is clearly co-ordinated with research and third-stream activities in order to assist their respective development and to maximise the benefits arising from research and third-stream work in learning and teaching.

In so doing, the Deputy Vice-Chancellor will work with those staff leading special initiatives in third-stream work and with the Research Co-ordinator, as well as with Heads of Academic Faculty.

- To have strategic oversight of the University's curriculum, and resources required for the operation of the curriculum, and to work with the Curriculum Manager to ensure that the University's academic portfolio is current, has due regard to the requirements of employers and is of rigorous academic quality.
- To contribute to the strategic direction-setting for collaborative partnerships in learning and teaching, working with the Head of Quality Assurance in the development and delivery of effective partnership arrangements.
- With the Heads of Academic Faculty and the Research Co-ordinator to oversee the development of the University's Research and Knowledge Transfer Strategy, including:
  - Research planning, the establishment of targets and the monitoring of outputs including providing leadership to stimulate research activities;
  - Securing research income from external sources;
  - Collaboration in research with other Higher Education Institutions and appropriate external organisations;
  - Management of the University's role in complying with the concordat for contract research staff;
  - Production of management information and an annual report on research activities, together with the promotion of research more generally;
  - Management of the University's Research Excellence Framework submission and such other returns on research activity required of the University.
- To liaise with the providers of key academic support facilities and services to ensure that they satisfactorily support core learning and teaching, research and third-stream activities.
- To undertake teaching in specialist subject areas at undergraduate and/or postgraduate level.
- To undertake research and third-stream activities in specialist subject areas as to generally contribute to delivery of the University's Research and Knowledge Transfer Strategy.
- To contribute, alongside other members of the Senior Management Team, to the general strategic development of the University, including the formulation of the institutional Strategic Plan.
- To ensure that a watching brief is maintained with key external organisations so that the University's academic activities can be informed by external developments and that the University is able to make suitable contributions to such developments.
- To chair or participate in appropriate committees and working groups necessary for the delivery of the duties required of the Deputy Vice-Chancellor.
- To act in an ambassadorial capacity for the University in external events and meetings, as required by the Vice-Chancellor or otherwise consistent with the duties of the Deputy Vice-Chancellor.

6.4   The Responsibilities of a Head of Academic Faculty

Strategic

- To provide academic leadership and act as Line Manager in the efficient planning, operation, monitoring and evaluation of the academic work of the Department.
- To implement and review agreed University and Department strategies and policies. Prepare contributions for Strategic and Operating Plans, Annual Reports and Reports to Council members.
- To ensure that the work of the Department is co-ordinated with activities in other Academic Faculties to promote interdisciplinary approaches to the University's core functions.
- To plan, develop and manage physical facilities and their use specific to the Department and in conjunction with other groups or departments where the facilities are shared.
- To generate additional funds to enhance the academic programmes and resources of the University.

Operational

- To lead staff in curriculum development; the recruitment and selection of students; examining and counselling students; research and consultancy; meetings of appropriate Committees and committees.
- To lead the development of new initiatives for teaching, reach-out and research as appropriate to the interests and expertise within the Department.
- To recruit, select, induct, appraise and develop staff in accordance with University policies and procedures.
- To manage, effectively, financial resources and delegated budgets. To formulate and co-ordinate bids for capital and recurrent funding.
- To hold regular Department meetings and promote open communication with and between staff, and to external organisations, about the Department's activities.
- To take the lead in promoting the Department and its activities within and beyond the University, in conjunction with the Liaison and Marketing Unit.
- To chair the Subject Committee for the course units of the Department and liaise with external examiners.
- To take responsibility for all matters relating to the Health and Safety at Work Act within the Department.
- To undertake teaching research and reach-out activities in specialist areas of expertise at undergraduate and/or postgraduate levels.

6.5   The Responsibilities of Programme Coordinators and Programme Teams

The task of the Programme Coordinator is wide-ranging, varied and challenging, but fundamentally it is to lead the Programme team in the recruitment of students, in ensuring that students understand the operational delivery of the Programmes for which he or she is responsible, to anticipate these operational requirements and to liaise with Heads of Academic Faculty, Course unit Lecturers, Registry staff and others in seeing that they are fulfilled, to ensure that students understand their entitlement to support for their personal and academic welfare requirements, to appraise the delivery of the Programme on an on-going basis by both formal and informal means and to take the initiative in developing the Programme(s)

in line with professional/industrial, economic, environmental and academic developments.

The exact arrangement of these duties will vary from Programme to Programme, depending on the size of the Programme, the size and the skills of any other Programme management team members. The Programme Coordinator should seek to agree a sensible allocation of individual responsibilities with any senior lecturers who are also allocated to the management of his or her Programme. In the case of a smaller Programme there might not be any senior lecturers in addition to the Programme Coordinator, but in the case of larger Programmes and groups of Programmes there will usually be several senior lecturers to assist the Programme Coordinator. The Programme Coordinator will also need to liaise with the placement manager for the Programme(s) where relevant.

It is emphasised however, that the Programme Coordinator and the team have discretion in organising these tasks to best effect. A short induction programme will be arranged for all new senior lecturers and Programme Coordinators, and mentoring support will also be offered to those who are new to this role.

The Programme Coordinator is responsible for developing and leading the Programme team and for chairing the Programme committee except at the annual Programme monitoring meeting.
The Programme team is responsible for fulfilling the following duties:
1. The satisfactory operation of the Programme and for anticipating or identifying difficulties which may from time to time occur; Programme Coordinator will typically take the lead here, with input from senior lecturers as regards their agreed areas of responsibility.
2. The personal and academic welfare of students on the Programme; Typically the Programme Coordinator might take responsibility for one or more years as a year Lecturer, with senior lecturers also responsible for one or more years on the Programme.
3. The overall quality and coherence of the Programme and its development in relation to the needs of students and industry. The initiative for this will normally rest with the Programme Coordinator, although members of the Programme team may have specialist expertise in regard to specific subject areas, professional accreditation matters, underpinning research and similar areas.

To fulfill these duties the Programme team will:
a) participate in promotion, recruitment and induction procedures for the Programme; Programme Coordinator takes the lead, with input from senior lecturers. In particular, the Programme Coordinator will also act as Admissions Lecturer for the Programme, taking decisions on offers of places in accordance with agreed entry requirements and exercising judgment with regard to mature students and others who may not satisfy our standard entry criteria.
b) ensure that the decisions of the Programme committee are implemented effectively; Programme Coordinator has the overview responsibility.
c) revise and publish the Programme handbook each year; Programme Coordinator normally, but may be taken on by a senior Lecturer responsible for first year students.
d) ensure that all students have received the Programme handbook and are briefed on assessment procedures and regulations; Programme Coordinator normally, but may be taken on by a senior Lecturer responsible for first year students.
e) in consultation with course unit leaders and Heads of Departments where appropriate, monitor the assessment programme for each term with particular reference to the timing and nature of

assignments; Typically undertaken by the Lecturer responsible for a particular year group, be that Programme Coordinator or senior Lecturer.

f) publish the assessment programme to students and staff teaching the Programme; Typically undertaken by the Lecturer responsible for a particular year group, be that Programme Coordinator or senior Lecturer.

g) liaise with Heads of Departments, on the visits of external examiners for the Programme; Programme Coordinator.

h) present assessment results at the Programme assessments Committee and check the accuracy of records within the computerised student record system before and after Programme assessment Committees; Programme Coordinator, sometimes assisted by a senior Lecturer for one or more year groups.

i) distribute major projects for assessment in consultation with Subject Leaders; A senior Lecturer, or other colleague, may be nominated to coordinate major projects.

j) counsel students on course unit selection and allocate students to optional Programme course units and circulate course unit lists to course unit lecturers; Typically undertaken by the Lecturer responsible for a particular year group, be that Programme Coordinator or senior Lecturer.

k) consider requests from students for extensions to assignment deadlines on the grounds of illness or other mitigating circumstances, to keep a record of extensions granted and to notify the relevant course unit Lecturer and academic support staff; Programme Coordinator, who may delegate this responsibility to a single senior Lecturer for a particular year group.

l) notify students of assessments results with the support of the Examinations Office where appropriate and provide appropriate counseling where required; Programme Coordinator, with follow up counseling from senior lecturers for particular year groups, including referral to the Learner Support Team where additional guidance on study strategies is identified as desirable.

m) notify the appropriate Head of Department if the curriculum is not being covered effectively; Programme Coordinators and senior lecturers will normally both be alert to ineffective coverage of the curriculum, with senior lecturers consulting the Programme Coordinator in the first instance before taking the matter up with the appropriate Head of Department.

n) liaise where appropriate with staff from other institutions that contribute to the Programme; Programme Coordinator, with particular aspects delegated to senior lecturers where appropriate (eg concerning a particular year group).

o) prepare an annual report for the Programme monitoring procedure; Programme Coordinator. Where there has been a change of Programme Coordinator at the end of the year under review, the preparation of this report will normally be the responsibility of the outgoing Programme Coordinator, with input from the new Programme Coordinator and the Programme team to negotiate and agree the Action Plan which results from annual Programme reports.

p) prepare a critical review and resubmission of the Programme at appropriate intervals; Programme Coordinator.

q) ensure that students are aware of support available through Academic Support Services, including career advice, learner support, counseling, accommodation advice, chaplaincy, financial advice, sporting or social services; Typically undertaken by the Lecturer responsible for a particular year group, be that Programme Coordinator or senior Lecturer.

r) provide personal development planning (PDP) support for students; Senior Lecturer takes a leading role in this, with contributions from course unit leaders for Academic Development and

Personal Development (or other course units incorporating PDP), placement managers and placement lecturers and the Academic Guidance Lecturer.

s) monitor and guide the academic welfare and behaviour of students; Typically undertaken by the Lecturer responsible for a particular year group, be that Programme Coordinator or senior Lecturer, in liaison with members of the Learner Support Team and Student Services Team.

t) complete student withdrawal, transfer, or postponement of study forms, as appropriate and submit to the Registry; Programme Coordinator, although students are likely to approach their year Lecturer in the first instance concerning such issues and in some cases it may be agreed that a year Lecturer will deal with the whole process.

u) review and counsel on career aspirations; Placement Manager, in liaison with Career Advisor, Placement Lecturer and Senior Lecturer.

v) Maintain a copy of the student's academic and personal development progress and prepare CVs for student on request, including after graduation; Senior Lecturer to maintain copies for archiving in the Registry file.

w) liaise with relevant employers and professional bodies, including accreditation arrangements, where applicable. Depending on team members and their characteristics, this may be undertaken by the Programme Coordinator, a senior Lecturer, the placement manager or another member of staff. The Programme Coordinator must maintain an overview of such liaison.

6.6 The Responsibilities of Course unit Lecturers and Course Unit Leaders

Course unit lecturers are those staff involved in the delivery of Programme course units. Course unit leaders are those lecturers responsible for the largest share of the teaching and, where there is more than one member of staff involved, has overall responsibility for ensuring the discharge of the responsibilities set out below. Course unit lecturers are responsible to:

a) the Head of Departments for the planning, delivery and assessment of the course unit;

b) the Programme Coordinator and/or senior lecturers of the Programme(s) to which the course unit is offered for the organisation and administration associated with that course unit.

Planning, Delivery and Assessment

In conjunction with other staff teaching the course unit the course unit Lecturer will:

a) formulate course unit descriptors which are appropriate to Programme aims and outcomes;

b) prepare teaching schemes for the course unit appropriate to course unit outcomes and timetables for each course unit;

c) formulate assessment strategies and programmes for the course unit;

d) ensure that the curriculum for the course unit integrates with, or is complementary to, other course units in the Programme;

e) deliver the course unit using appropriate teaching and learning strategies;

f) contribute to the assessment of key skills where appropriate;

g) prepare Programme work briefs and examination papers in compliance with the course unit assessment scheme and submit for moderation as required (Section 4.3);

h) ensure appropriate behavior and attendance of students registered on the course unit and take agreed action if this is not satisfactory;

i) enter course unit results in the student record system, check their accuracy, ensure that all zeros and incomplete grades are correct and sign the course unit assessment sheets to be submitted to

subject Committees to confirm checking;

j) attend meetings of subject assessment Committees (Section 5.7) unless prior approval for absence has been granted (Section 2.2);

k) return marked work as soon as possible and ensure effective feedback to students;

l) evaluate course units and own performance (Section 3.12).

Organisation and Administration

After consultation with other staff teaching the course unit the Course unit Lecturer will:

a) notify academic support staff of room and student travel requirements;

b) notify the Senior Lecturer or Industrial Training Organiser of the performance of individual students in course unit assessments.

c) achieve the agreed learning objectives wherever possible. These lecturers will normally visit the students two to three months after the commencement of employment in order to check on progress and provide guidance and counselling and towards the end of the period to obtain the employers assessment before the student leaves the placement.

The Lecturer shall also:

- discuss with the student (and supervisor where appropriate) the reports which are to be completed and the deadlines for submission;
- maintain contact with the student and employer to monitor progress and resolve problems;
- establish visit dates and objectives for each visit;
- assess written work and provide written feedback to students;
- determine work-based supervisors' assessment of employability by joint discussion with supervisor and student;
- moderate work-based supervisor's assessment in order to improve consistency across different organisations;
- report assessment results to the placement manager;
- Collect feedback from employers to be used for the evaluation of the student's placement period.

6.7 The Responsibilities of Students

Generic outcomes of Valley University Programmes include the expectation that graduates will:

- display the competence, key skills, behaviour and attitudes required in working life;
- learn independently and display the skills of professional scholarship required for innovation, career management and lifelong learning.

The achievement of such outcomes requires that students be regarded as trusted members of the academic community who have their own rights and responsibilities. This includes the responsibility for attending classes to make full use of the support available to help students succeed.