

Academic Assurance Committee

Terms of Reference

Version:	21.00
Status:	Final
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Version	Date	Comments	Approver
0.01	12/02/2015	First draft of AAC for review by Academic Board	Academic Board
0.02	16/03/2015	Final document incorporating amendments from Academic Board	Academic Board
1.00	26/03/2015	Approved	Board of Trustees
2.00	02/02/2016	Revised to UCEM branding and wording and member names included	Academic Audit Committee
3.00	23/02/2017	Updated membership	Academic Audit Committee
4.00	28/06/2017	Updated name of Committee (pre-approved by Nominations & Governance on 6/6/17)	Board of Trustees
5.00	08/03/2018	Updated membership (external member)	Chair, Academic Review (Mar 2018)
6.00	07/06/2018	Minor edits and updated membership in anticipation of appointment on 28/6/18. Annual reapproval	Nominations and Governance Committee
7.00	21/05/2019	Minor edit and job title amendment, annual reapproval	Academic Review Committee
8.00	22/01/2020	Minor amendments	Nominations & Governance Committee
9.00	26/02/2020	Minor amendments and membership update	Academic Review Committee
10.00	14/10/2020	Minor amendment and updated membership	Academic Review Committee
10.00	28/01/2020	Annual Re-Approval – no changes	Nominations & Governance Committee
11.00	29/04/2021	Minor edit of External Representative from L3 to apprenticeships generally	Academic Review Committee
12.00	21/10/2021	Updated membership	Academic Review Committee

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13.00	19/07/2022	Updated membership	Academic Review Committee
14.00	19/01/2023	Updated Membership	Academic Review Committee
15.00	06/09/2023	Updated Membership	Nominations & Governance Committee
16.00	22/02/2024	Updates to membership and nomenclature	Nominations & Governance Committee
17.00	20/06/2024	Updates to membership	Academic Review Committee
17.01	14/11/2024	Comprehensive update and proposed change of name	Comments made and approval deferred to Nominations & Governance Committee in February 2025
18.00	27/02/2025 09/06/2025	Further updates following ARC Committee discussion in November 2024 Branding Update	Nominations & Governance Committee
19.00	08/10/2025	Membership Update	Nominations & Governance Committee
20.00	20/11/2025	Membership update	Academic Review Committee
21.00	11/06/2026	Membership update	Nominations & Governance Committee

1. Key Purpose

The Academic Assurance Committee is an independent subcommittee of the Board of Trustees, and its purpose is to provide assurance to the Board of Trustees that there is effective oversight of the quality and standards of University of the Built Environment's taught awards, and of the quality and continuous improvement of the student experience. As part of this, its role is to oversee and challenge the university's arrangements for academic governance and academic risk and to assure itself that University of the Built Environment's academic governance and processes are fit for purpose. Its responsibility will be to alert the Board of Trustees in any instance where it may not be satisfactorily assured.

2. Terms of Reference

- 1.1 To review and evaluate an annual report on quality and standards from the Academic Board, such reports are to include a summary of comments made by external examiners, in order to assure itself and the Board of Trustees of University of the Built Environment's quality of provision.
- 1.2 To ensure University of the Built Environment is taking appropriate steps to maintain compliance with the Ofsted Education Inspection Framework.
 - a. To consider University of the Built Environment's annual Self-Assessment Report (SAR) and any associated quality improvement plans in relation to the institution's apprenticeship provision.
- 1.3 To ensure that University of the Built Environment is taking appropriate steps to maintain compliance with the Office for Students Conditions of Registration A: Access and Participation and B: Quality, Standards and Student Outcomes.
 - b. To ensure that University of the Built Environment is taking appropriate steps to fulfil the obligations set out in its Access and Participation Plan.
 - c. To consider the annual Degree Outcomes Statement as required by the Office for Students as part of continued assurance of the quality and standards of University of the Built Environment awards.
 - To review and evaluate copies of all external reports, including those from PSRB's on the quality and standards of the university programmes, in order to assure itself and the Board of Trustees of University of the Built Environment's quality of provision.
 - d. To receive copies of all relevant internal and audit reports and external effectiveness reviews.
 - To receive the minutes of preceding meetings of the Academic Board. Independent trustee members of the Committee should also observe one meeting of the Academic Board a year to assure themselves of the oversight provided.

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- e. To provide an annual report each academic year to the Board of Trustees to provide assurance on arrangements for academic governance and management of academic risk.

1.4 To advise the Board of Trustees on any academic matter as required.

3. Reporting

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

4. Membership of the Academic Assurance Committee

Name (and appointment date)	Title	Ex officio/appointed ¹
Prof Nick Braisby	Independent Trustee	Appointed
Helen Edwards	Director of Academic Quality	Appointed
Jyotveer Gill	Independent Trustee (Vice Chair of Committee)	Appointed
Vacancy (from March 2026)	Student Trustee	Appointed
Dr Liz Marr	Independent Trustee ² (Chair of Academic Assurance Committee)	Appointed
Ashley Wheaton	Vice Chancellor and Chair of Academic Board	Ex-officio
Dr Wendy Finlay	Pro Vice Chancellor Education	Ex-officio
Prof Malcolm Todd	Pro Vice Chancellor Academic	Ex-officio
Jon Hubert	Staff Trustee	Appointed
Nicola Allen	Member of Academic Board ³	Appointed
Prof. Danielle McDermott, University of Law	External representative	Appointed

² The Chair should be a Trustee with high academic standing

³ Appointed from UBE academic team / from the UBE tutor membership of the Academic Board

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Holly Duglan, Ravensbourne University	External representative	Appointed
Sam Booth-Malone, The Quality Assurance Agency for Higher Education	Apprenticeships External representative	Appointed

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

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

5. Attending As Observer/Invitee

Name	Title
Jane Fawkes	Deputy Vice Chancellor and University Secretary
Lyndsay Hughes	Clerk to the Board of Trustees (note taker)
TBC	Periodic invitations will be issued to Trustees, University College Staff and/or advisers where relevant for a specific agenda item

6. Quorum/Decision Making

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

7. Frequency of Meetings

The Committee will meet a minimum of once per year but normally twice.