Annex P: Academic Audit Committee

Terms of Reference

The terms of reference for the Academic Audit Committee is as follows:

1. To establish a rolling programme of academic audits of matters relating to education and the student experience.

   1.1 To establish teams to undertake such audits. Audit Teams will be expected to:
       • survey current practice within the University;
       • identify good practice and highlight any areas where improvement may be required;
       • fulfil any other specific terms of reference provided by the Committee;
       • report their findings to the Committee;

1.2 The composition of Audit Teams will be determined by the Committee but will normally comprise the following:
   • A Chair drawn from the Committee membership;
   • Cross-Faculty representation;
   • A representative from the Students Unions (KSU/GK)
   • An external member with knowledge and expertise in the audit area.

1.3 Audit Teams will be supported by a Secretary nominated, for example, by the Academic Registrar or Faculty Administration Managers.

1.4 The Chair of the Audit Team will ensure the timely production of a report of the audit. The report will identify any areas of concern, make recommendations for improvement and highlight any examples of good practice for wider dissemination. The external member of the Audit Team is expected to play a lead role in the writing of the report.

1.5 The Chair of the Committee may determine it appropriate for an external member of an Audit Team to attend a meeting of the Academic Audit Committee, either where the relevant audit report is presented or in relation to Item 2 below.

2. To commission independent advice on matters of education and the student experience from external practitioners as considered appropriate and, if satisfied as to the utility of the advice received, to propose it as a benchmark against which the University might evaluate current quality management practices and policies.

3. To receive the reports of Audit Teams and, if satisfied that the Audit Team has reported in accordance with its terms of reference, to forward the report as appropriate for further consideration and action.

4. To monitor action taken in the light of reports of Audit Teams.

5. To report to the Education Board.

6. To submit an annual report to Senate.