

**NAME OF COMMITTEE:**

- HE Board of Studies
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Frequency of Meetings:	Termly
Chair:	Faculty Directors
Vice Chair:	Faculty Directors
Administrator:	HE Quality Manager
Minute Taker:	QTLA Business Administrator Apprentice
Quorum:	Half of all members
Reports to:	Higher Education Board

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**Membership – all non-elected (or their representative)**

- Chair(s) Faculty Directors
  - Programme Leaders for HE provision
  - Representatives of the Curriculum Managers/Heads
  - Representatives of the Faculty Directors/Associate Principals
  - Operations Lead: Higher Education
  - Strategic Lead: Professional Practice
  - HE Quality Manager
  - Student representatives
  - Co-opted members from professional services
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**Remit and Purpose**

The primary remit of the HE Board of Studies is:

- To assure and enhance the quality of the student learning experience and to maintain standard of the awards for which it is responsible.

- To provide a forum for sharing and promoting effective practice around learning, teaching and assessment and the wider student experience.
- To consider and agree responses and actions to External Examiner reports.
- To consider and agree actions relating to student voice activity including, but not limited to:
  - QDP internal surveys
  - MEQ results
  - National Student Survey
  - Graduate Outcomes
  - Feedback from programme Student-Staff Liaison Group
- To consider and agree Annual Monitoring and Review reports for all programmes.
- To consider and monitor data relating to programmes including, recruitment, student achievement, continuation, and destination rates.
- To consider the implementation and review of the operation of awarding bodies and EPNE policies and procedures relating to Higher Education.
- To report to awarding bodies, as appropriate, on matters relating to the quality and standards of programmes.
- To report to the HE Board on all matters relating to the quality and standards of the programmes and the student learning experience.
- To consider support for students to achieve educational gains.