

## **9B – Quality Assurance and Enhancement Group (QAEG): Procedure**

### **1. SCOPE AND PURPOSE**

- 1.1 This procedure is intended for Bournemouth University (BU) and Partner staff who are undertaking the nomination process to become a member of the Quality Assurance and Enhancement Group (QAEG). Primarily, QAEG activities are undertaken by academic staff, however applications will also be considered from professional services staff (see section 5.3).
- 1.2 This procedure should be read in conjunction with the documents listed in section 3 below, which describes the areas of activities which QAEG members may be involved with.

### **2. KEY RESPONSIBILITIES**

- 2.1 **Academic Standards and Education Committee (ASEC):** to consider the effectiveness of the arrangements for QAEG involvement and approves new and revised procedures by exception. ASEC also approves (or otherwise) the proposed QAEG nomination forms.

### **3. ACCESSING OTHER RELEVANT BU DOCUMENTS**

- 3.1 All documents can be accessed [here](#)
- 3.2 Other documents with direct relevance to this are:
- *4C - Panel Members for Programme Approval and Review: Procedure*
  - *5C - Annual Monitoring and Enhancement Review: Policy and Procedure*
  - *6A - Standard Assessment Regulations:*
    - *6A - Standard Assessment Regulations: Undergraduate Programmes*
    - *6A - Standard Assessment Regulations: Postgraduate Taught Programmes*
    - *6A - Standard Assessment Regulations: Postgraduate Research Degrees*
    - *6A - Standard Assessment Regulations: Foundation Degree Programmes*
    - *6A - Standard Assessment Regulations: Higher National Programmes*
    - *6A - Standard Assessment Regulations: Graduate Certificate and Graduate Diploma Programmes*
    - *6A - Standard Assessment Regulations: Integrated Masters Programmes*
  - *6H - Academic Offences: Policy and Procedure for Taught Awards*
  - *6K - Assessment Boards Policy*
  - *6L - Assessment Board Decision-Making, Including the Implementation of Assessment Regulations: Procedure*
  - *8A - Code of Practice for Research Degrees*
  - *11H - Fitness to Practise: Procedure*

## Procedure

### 4. REMIT AND ROLES

- 4.1 QAEG provides the principal University constituency for independent, peer involvement in all facets of academic quality assurance and enhancement and effectively allows the dissemination and sharing of good practice across the University.
- 4.2 QAEG members may be used from within the same Faculty/Partner providing that they are from a different academic group/department or administrative area and do not have any direct involvement in the teaching, management and delivery or administration of the provision the activity actually relates to.
- 4.3 Engagement in QAEG activities is by invitation based upon the QAEG member's particular knowledge or areas of expertise and quality assurance processes. The principal areas of QAEG activity are:
- Independent membership of:
    - Programme Approval and Review Panels;
    - Assessment Boards;
    - Faculty Academic Offences Panels;
    - University Academic Offences Boards;
    - Fitness to Practise panels
- 4.4 To perform these roles effectively, members should have significant levels of experience in one or more of the above areas of activity and be able to draw on this in working with colleagues and where appropriate, students and external advisers to:
- secure a high-quality educational experience for students;
  - promote high academic standards;
  - ensure education enhancement and enhancement of learning opportunities;
  - enable the University to assess the quality of its provision judged in relation to its vision and values;
  - promote responsiveness to feedback and a commitment to continuous improvement.
- 4.5 Under the Academic Career Framework for academic grades 8 to 11, specific mention is made of QAEG as part of the contribution to education outputs. Whilst QAEG members may not be able to engage in all areas of QAEG activity in any particular academic year, **there is an expectation that QAEG members will involve themselves in at least one QAEG activity per year**. QAEG engagement will be monitored annually by Academic Quality and shared with Faculties. In cases of ongoing inactivity, QAEG members may be removed from the QAEG membership list.

### 5. NOMINATION PROCESS

- 5.1 QAEG nominations are submitted to ASEC for approval via Academic Quality. Normally QAEG members are permanent members of the University or Partner staff, unless otherwise agreed by ASEC.
- 5.2 Nominations should be made on the standard University QAEG nomination form which can be located within Appendix 1 of this procedure. For nominees within Faculties, one of the signatures on the nomination form must be from the Deputy Dean (Education). Where a Partner member of staff is being nominated, this will be the Deputy Dean (Education) of the host Faculty.
- 5.3 Applications will also be considered from Professional Services/administrative support staff with a strong knowledge of academic quality assurance and processes relating to the enrichment of

educational experiences, for example in the areas of academic offences; the application of assessment regulations; and student engagement.

- 5.4 Newly appointed QAEG members will have to complete an induction for this role before engaging with QAEG activities. Please contact Academic Quality directly for more details.

## General

### 6. REFERENCES AND FURTHER INFORMATION

- 6.1 This policy was reviewed according to the University's [Equality Analysis Procedure](#) in June 2023.

### 7. APPENDICES

Appendix 1 - [QAEG nomination form](#)