



UNIVERSITY  
OF LONDON

2017–2018 (2018)

Schedule

# Quality Assurance Schedule – School of Advanced Study





# UNIVERSITY OF LONDON

The University of London's distance learning programmes are delivered through a partnership between the University of London Worldwide (UoLW) and Member Institutions (MIs) of the University of London. The terms and conditions of the partnership are set out in collaboration agreements that detail the division of responsibilities between the UoLW and Member Institutions. The Quality Assurance Schedule forms part of the Collaboration Agreement. It captures policy, process and operational responsibilities between the UoLW and Member Institutions. The following frameworks inform the policies and responsibilities:

- United Kingdom Quality Code for Higher Education, which contains nationally agreed formal expectations that all UK higher education providers reviewed by Quality Assurance Agency are required to meet;
- Competition and Markets Authority (CMA) guidance on consumer protection law and the framework for higher education qualifications in England, Wales and Northern Ireland.

Quality Assurance Schedules are maintained by the Quality Team, Student and Academic Services Directorate of the UoLW and are updated annually in consultation with the Member Institution.

For any queries please contact [quality@london.ac.uk](mailto:quality@london.ac.uk)

## Common acronyms

<i>APPR</i>	Annual Programme Planning and Review process
<i>APR</i>	Annual Programme Review report
<i>BULW</i>	Board of the University of London Worldwide
<i>EID</i>	Educational Innovation and Development Directorate, UoLW
<i>LTAS</i>	Learning, Teaching and Assessment Sub-Committee
<i>MI</i>	Member Institution
<i>QASL</i>	Quality Assurance and Student Lifecycle Sub-Committee
<i>SLT</i>	Senior Leadership Team, UoLW
<i>SVG</i>	Student Voice Group
<i>UoLWAC</i>	University of London Worldwide Academic Committee

1. PROGRAMME LIFECYCLE					
	PROCESS or FUNCTION	RESPONSIBILITIES		GOVERNANCE	
		UNIVERSITY OF LONDON	MEMBER INSTITUTION	UNIVERSITY OF LONDON	MEMBER INSTITUTION
<b>1.1</b>	<b>Academic Management and Leadership</b>				
	Appointment of Programme Director		Considered by Institute Director		N/A
	Appointment of Module Leader/Tutor		Considered by Programme Director in consultation with Institute Director		N/A
<b>1.2</b>	<b>Academic Programme Approval</b>	<i>Key document: Academic Programme Approval Process</i>			
<b>a.</b>	<i>Approval of new programmes/awards</i>				
	New programmes, including the re-packaging of existing provision under a new award title	Reference to Programme Approval Process  Reference to Form A1: Agreement Pro-forma  Major changes may include consultation/involvement of EID	Reference to Programme Approval Process  Reference to Form A1: Agreement Pro-forma	UOLWAC (including sub-committees as appropriate)  BULW  Vice-Chancellor sign off	Academic Quality and Standards Committee (AQSC)  Board of SAS
	A new named award within an existing programme (e.g. pathways, exit awards)	Reference to Programme Approval Process  Reference to Form A1: Agreement Pro-forma  Major changes may include consultation/involvement of EID	Reference to Programme Approval Process  Reference to Form A1: Agreement Pro-forma	UOLWAC (including sub-committees as appropriate)  BULW  Vice-Chancellor sign off	Academic Quality and Standards Committee (AQSC)  Board of SAS
<b>b.</b>	<i>Revision to programmes/awards</i>  Changes to the structure of a programme which have the potential to impact on the programme's aims, level, learning outcomes or award title.	Reference to Form A1: Agreement Pro-forma  Major changes may include consultation/involvement of EID	Reference to Form A1: Agreement Pro-forma		Academic Quality and Standards Committee (AQSC)  Board of SAS

**1. PROGRAMME LIFECYCLE**

	PROCESS or FUNCTION	RESPONSIBILITIES		GOVERNANCE	
		UNIVERSITY OF LONDON	MEMBER INSTITUTION	UNIVERSITY OF LONDON	MEMBER INSTITUTION
	Removal and/or addition of core (compulsory modules)	Reported through APPR	Programme Director	Reported to QASL through APR	Institute Higher Degrees Committee (HDC)  Academic Quality and Standards Committee (AQSC)
	Changes to pre-requisite modules or co-requisite modules	Reported through APPR	Programme Director	Reported to QASL through APR	Institute Higher Degrees Committee (HDC)  Academic Quality and Standards Committee (AQSC)
	Changes to the overall assessment strategy or scheme of award	Reference to assessment policy  Coordinated by Academic Services Manager  Reported through APPR	Programme Director		Institute Higher Degrees Committee (HDC)  Academic Quality and Standards Committee (AQSC)  Board of SAS
	Significant change to the mode of delivery of a programme (e.g. blended learning, block mode, face to face elements)	Coordinated by Academic Services Manager and EID  Academic Committee sign off Reported through APPR	Programme Director	Signed off by UOLWAC with sub-committees as appropriate	Academic Quality and Standards Committee (AQSC)  Board of SAS
	Change to progression	Coordinated by Academic Services Manager and EID  Reported through APPR	Programme Director	Reported to QASL through APR	Academic Quality and Standards Committee (AQSC)  Board of SAS
<b>c.</b>	<i>Modular changes</i>				
	Introduction of new option/elective module	Coordinated by Academic Services Manager, with involvement from EID	Module Leader  Programme Director	Reported to QASL through APR	Academic Quality and Standards Committee (AQSC)

1. PROGRAMME LIFECYCLE					
	PROCESS or FUNCTION	RESPONSIBILITIES		GOVERNANCE	
		UNIVERSITY OF LONDON	MEMBER INSTITUTION	UNIVERSITY OF LONDON	MEMBER INSTITUTION
		Reported through APPR			
	Withdrawal of module	Coordinated by Academic Services Manager, with involvement from EID Reported through APPR	Module Leader Programme Director	Reported to QASL through APR	Institute Higher Degrees Committee (HDC)  Academic Quality and Standards Committee (AQSC)
	Change to a module title	Coordinated by Academic Services Manager, with involvement from EID Reported through APPR	Module Leader Programme Director	Reported to QASL through APR	Institute Higher Degrees Committee (HDC)  Academic Quality and Standards Committee (AQSC)
	Change to a module's learning outcomes	Coordinated by Academic Services Manager, with involvement from EID Reported through APPR	Module Leader Programme Director	Reported to QASL through APR	Institute Higher Degrees Committee (HDC)  Academic Quality and Standards Committee (AQSC)
	Change to credit value or level of a module	Coordinated by Academic Services Manager, Quality Manager and EID (if required)  External input may be required. This may be the External Examiner Reported through APPR	Module Leader Programme Director	Reported to QASL through APR	Institute Higher Degrees Committee (HDC)  Academic Quality and Standards Committee (AQSC)
	Changes to the assessment of a module	Coordinated by Academic Services Manager Reported through APPR	Module Leader Programme Director	Reported to QASL through APR	Institute Higher Degrees Committee (HDC)  Academic Quality and Standards Committee (AQSC)
1.3	Approval of learning materials				
	Appointment of authors of learning materials	Appointment/contract	Nomination		N/A

1. PROGRAMME LIFECYCLE					
	PROCESS or FUNCTION	RESPONSIBILITIES		GOVERNANCE	
		UNIVERSITY OF LONDON	MEMBER INSTITUTION	UNIVERSITY OF LONDON	MEMBER INSTITUTION
	Appointment of External Assessors of learning materials	Appointment/contract	Nomination by Programme Team		N/A
	Consideration and follow-up of External Assessors' comments on draft learning materials	Reported through APPR	Programme Team		N/A
1.4	<b>Approval of Programme Specification</b>	Academic Services Manager	Programme Director		Institute Higher Degrees Committee (HDC)
1.5	<b>General Regulations</b>	Coordinated by the Head of Academic Services Provision	Supported by Programme Director	Signed off by UOLWAC annually	N/A
1.6	<b>Programme Regulations</b>	Academic Services Manager	Programme Team		Institute Higher Degrees Committee (HDC)
1.7	<b>Suspension of Programme Regulations</b>	Reference Suspension of Regulations Policy Coordinated by Academic Services Manager	Programme Director	Reported to UOLWAC Signed off by Chair of UOLWAC	Institute Higher Degrees Committee (HDC) Academic Quality and Standards Committee (AQSC)
1.8	<b>Suspension of General Regulations</b>	Reference Suspension of Regulations Policy Coordinated by Academic Services Manager	Supported by Programme Director	Signed off by UOLWAC	Institute Higher Degrees Committee (HDC) Academic Quality and Standards Committee (AQSC)
1.9	<b>Discontinuation of awards and programmes</b>	Reference Closure Policy Coordinated by Academic Services Manager and/or Relationship Director	Programme Director	SLT Reported to UOLWAC	Institute Higher Degrees Committee (HDC) Academic Quality and Standards Committee (AQSC)

**1. PROGRAMME LIFECYCLE**

	PROCESS or FUNCTION	RESPONSIBILITIES		GOVERNANCE	
		UNIVERSITY OF LONDON	MEMBER INSTITUTION	UNIVERSITY OF LONDON	MEMBER INSTITUTION
		Reported through APPR			Board of SAS
<b>1.10</b>	<b>Review and revision of learning materials</b>	Coordinated by EID along with Publications or Learning Solutions team (subject to MI specific arrangements)	Programme Team	Monitored through APPR Reported to QASL through APR	N/A

**2. ASSESSMENT**

	PROCESS or FUNCTION	RESPONSIBILITIES		GOVERNANCE	
		UNIVERSITY OF LONDON	MEMBER INSTITUTION	UNIVERSITY OF LONDON	MEMBER INSTITUTION
<b>2.1</b>	<b>Guidelines for Examinations</b>	<i>Key document: Guidelines for Examinations</i>			
<b>2.2</b>	<b>Nominations (for the categories below)</b> <ul style="list-style-type: none"> <li>▪ Chairs of Boards of Examiners</li> <li>▪ External and Intercollegiate Examiners</li> <li>▪ Chief Examiners</li> <li>▪ Examiners</li> <li>▪ Associate Examiners</li> <li>▪ Assessors</li> <li>▪ Assistant Examiners</li> </ul>	Coordinated by Quality Team	Programme Director	N/A	Institute Higher Degrees Committee (HDC)
<b>2.3</b>	<b>Appointments</b>				
	Appointment of Nominations (see 2.2 above)	Coordinated by Quality Team	Programme Director		Academic Quality and Standards Committee (AQSC)
	Appointment of overseas examiners for non-UK oral examinations	Coordinated by Quality Team	Programme Director		Academic Quality and Standards Committee (AQSC)

**2. ASSESSMENT**

	PROCESS or FUNCTION	RESPONSIBILITIES		GOVERNANCE	
		UNIVERSITY OF LONDON	MEMBER INSTITUTION	UNIVERSITY OF LONDON	MEMBER INSTITUTION
2.4	Register of Interests for Examiners	Coordinated by Quality Manager	Examiners	Sign off by CEO	Reported as appropriate.
2.5	Setting of assessment tasks, including examination question papers	Reference Guidelines for Examinations	Examiners External Examiner and Intercollegiate Examiners		N/A
2.6	Approval of marking schemes	Reference Guidelines for Examinations	Chair of Board/Chief Examiner in liaison with External Examiners Reference Guidelines for Examinations		Institute Higher Degrees Committee (HDC)
2.7	Marking and confirmation of results	Boards of Examiners Reference Guidelines for Examinations	Examiners	Boards of Examiners Reference Guidelines for Examinations and Terms of Reference Sign off from External Examiner(s)	N/A
	Terms of Reference for Boards of Examiners	Coordinated by Student & Academic Services Provision Directorate	Supported by Programme Team	Sign off from Assessment Quality Panel	Institute Higher Degrees Committee (HDC)
	Boards of Examiners Meetings	Boards of Examiners	Programme Director Module Leaders		Institute Higher Degrees Committee (HDC)
2.8	Award of degrees, diplomas and certificates	Boards of Examiners Pass Lists prepared by the Student & Academic Services Provision Directorate	N/A	Sign off from Board of Examiners Sign off from External Examiner(s) Vice-Chancellor to sign off the	N/A

**2. ASSESSMENT**

	PROCESS or FUNCTION	RESPONSIBILITIES		GOVERNANCE	
		UNIVERSITY OF LONDON	MEMBER INSTITUTION	UNIVERSITY OF LONDON	MEMBER INSTITUTION
				Pass Lists	
<b>2.9</b>	<b>Assessment Offences</b>	Coordinated by the Student Affairs Team	Referral of allegations	Policy and Regulations approved by UOLWAC Annual outcome report to QASL Programme level reporting through APPR	Annual outcome report to Academic Quality and Standards Committee (AQSC)
<b>2.10</b>	<b>Consideration and follow-up of External and Intercollegiate Examiners' reports</b>	Coordinated by Quality Team	Individual letters of response to External Examiners	Annual summary report considered by QASL and UOLWAC	Academic Quality and Standards Committee (AQSC)

3. STUDENT LIFECYCLE/EXPERIENCE					
	PROCESS or FUNCTION	RESPONSIBILITIES		GOVERNANCE	
		UNIVERSITY OF LONDON	MEMBER INSTITUTION	UNIVERSITY OF LONDON	MEMBER INSTITUTION
3.1	Setting General Entrance Requirements				
3.2	Setting Programme Entrance Requirements (including English language requirements)	Coordinated by Student Admissions Monitored by APPR	Programme Director		Institute Higher Degrees Committee (HDC)  Academic Quality and Standards Committee (AQSC)
3.3	Applicants not meeting programme-specific or course entry requirements	Reference Agreed Precedents Coordinated by the Admissions Panel, Student Admissions	Programme Director		Academic Quality and Standards Committee (AQSC)
3.4	Applicants not meeting general entrance requirements (undergraduate programmes only)	Reference Agreed Precedents Coordinated by the Admissions Panel, Student Admissions	N/A		N/A
3.5	Credit transfer		Consideration at programme level		Institute Higher Degrees Committee (HDC)
3.6	Recognition of prior learning: 'non-automatic' (not listed in the Programme Regulations)		Consideration at programme level		Institute Higher Degrees Committee (HDC)
3.7	Renewal of registration (for all programmes except LLB, 2nd or 3rd periods are discretionary)	Coordinated by Registry	Programme Director		Academic Quality and Standards Committee (AQSC)
3.8	Misconduct	Coordinated by the Student Affairs Team in accordance with Ordinance 17	Referral of allegations, where appropriate	Reported to UOLWAC annually	Academic Quality and Standards Committee (AQSC)
3.9	Transfer of registration	Managed by Registry	Programme Director SAS Registry Services Manager		Institute Higher Degrees Committee (HDC)

3. STUDENT LIFECYCLE/EXPERIENCE					
	PROCESS or FUNCTION	RESPONSIBILITIES		GOVERNANCE	
		UNIVERSITY OF LONDON	MEMBER INSTITUTION	UNIVERSITY OF LONDON	MEMBER INSTITUTION
					Academic Quality and Standards Committee (AQSC)
3.10	Student appeals and complaints (incorporating appeals concerning decisions of Boards of Examiners)	<p>Coordinated by the Student Affairs Team in accordance with the <i>Procedure for University of London Student Complaints and Academic Appeals</i>, as follows:</p> <p>Stage 1: Informal stage – resolution within the department where the issue arose</p> <p>Stage 2: Formal complaints managed under the delegated authority of the Pro-Vice Chancellor (International)</p> <p>Stage 3: Review stage managed on behalf of by the Deputy Chief Executive with the delegated authority of the Vice-Chancellor of the University of London</p>	Stage 1: Informal stage – resolution within the department where the issue arose, where appropriate.	<p>Procedure approved by UOLWAC</p> <p>Reported to UOLWAC annually</p> <p>Summary of cases escalated to the Office of the Independent Adjudicator for Higher Education reported annually to UOLWAC</p>	Reported annually to Academic Quality and Standards Committee (AQSC)
3.11	Misrepresentation of entry qualification	Coordinated by the Student Admissions Team	<p>Programme Director</p> <p>Deputy Chief Executive</p>	Vice-Chancellor sign-off	N/A
3.12	Student Engagement				
	Student Feedback on services		<p>Programme Teams</p> <p>Registry Services</p>		<p>Institute Higher Degrees Committee (HDC)</p> <p>Academic Quality and Standards Committee (AQSC)</p>

**3. STUDENT LIFECYCLE/EXPERIENCE**

	PROCESS or FUNCTION	RESPONSIBILITIES		GOVERNANCE	
		UNIVERSITY OF LONDON	MEMBER INSTITUTION	UNIVERSITY OF LONDON	MEMBER INSTITUTION
	Modular/Course level feedback		Module Leaders Programme Director		Institute Higher Degrees Committee (HDC)  Academic Quality and Standards Committee (AQSC)
	Student Experience Survey	Coordinated by the Student Affairs Team on a biennial basis	Engagement in consultation as appropriate  Publication of a programme-level response to survey findings	Reported and discussed through UOLWAC, and sub-committees as appropriate	Institute Higher Degrees Committee (HDC)  Academic Quality and Standards Committee (AQSC)
	Committee Membership	Coordinated by the Student Affairs Team  Student members are recruited annually to UOLW governance  All appointed student members also sit on Student Voice Group (SVG)	Students. Engagement in committees as appropriate	Members of the Sub-Committees are appointed annually by the Chair of the UOLWAC  SVG reports to QASL	N/A
	Quality Assurance Panel Membership e.g. PPRs, Programme Approvals, Thematic Reviews	Coordinated by the Student Affairs Team in liaison with the Quality Team	Programme Teams  Students  SAS Registry Services  Engagement in nomination process as appropriate		N/A

4. RELATIONSHIPS WITH RECOGNISED TEACHING INSTITUTIONS					
	PROCESS or FUNCTION	RESPONSIBILITIES		GOVERNANCE	
		UNIVERSITY OF LONDON	MEMBER INSTITUTION	UNIVERSITY OF LONDON	MEMBER INSTITUTION
4.1	Establishment of Recognition Criteria	Recognition criteria set out in the TIRF	N/A	Approved by the ISC Endorsed by the BULW	N/A
4.2	Institution Periodic Review (IPR) visit	Coordinated by the Institution Assurance Team	N/A	Report considered by the ISC  Recommendation concerning recognition status endorsed by the BULW	N/A
4.3	Institution Annual Monitoring (IAM)	Coordinated by the Institutions Assurance Team:  Collation of data and individual meetings with Programme Teams re performance	Programme Director & team evaluates institutions' performance  Programme Team's recommendations concerning status of teaching institution reported to IAM Executive Meeting	Institution Annual Monitoring Executive meeting: makes recommendations concerning recognition  IAM Executive Report considered by the ISC  Recommendations concerning recognition status endorsed by the BULW	N/A
4.4	Risk Register	Managed by the Institutions Assurance Team	N/A	Reported to the ISC	N/A
4.5	Contract/Agreement	Coordinated and approved by Director of Operations and Deputy Chief Executive, UOL UOLW	N/A	Contract put in place following approval by the ISC and BULW	N/A
4.6	Exit Policy	Institutions Assurance Team assure alignment with QAA Quality Code, Chapter B10: Managing Higher Education Provision with Others	N/A	Approved by the ISC  Endorsed by the BULW	N/A

**4. RELATIONSHIPS WITH RECOGNISED TEACHING INSTITUTIONS**

	PROCESS or FUNCTION	RESPONSIBILITIES		GOVERNANCE	
		UNIVERSITY OF LONDON	MEMBER INSTITUTION	UNIVERSITY OF LONDON	MEMBER INSTITUTION
		Institutions Assurance Team assure alignment with overseas higher education regulators			
<b>4.7</b>	<b>Certificate Teaching Status (CTS)</b>	UOLW Registry office providing attendance lists for CTS programmes	CTS managed by the Programme Team	CTS status reported to the ISC	N/A
<b>4.8</b>	<b>Recognition for teaching the International Foundation Programme (IFP)</b>	Student Assessment to confirm that students have met attendance requirement prior to examination entry	Performance by teaching institution managed by the Programme Team	ISC recommends recognition status  Endorsed by BULW	Teaching Institution Working Group (TIWG) considers applications for teaching the IFP  TIWG findings reported to the International Foundation Programme Board

5. MASSIVE OPEN ONLINE COURSES (MOOCS)					
	PROCESS or FUNCTION	RESPONSIBILITIES		GOVERNANCE	
		UNIVERSITY OF LONDON	MEMBER INSTITUTION	UNIVERSITY OF LONDON	MEMBER INSTITUTION
5.1	Proposal	Coordinated by EID MOOC strategy, proposal forms and selection criteria sent to member institutions	Proposal submitted to EID	Considered by SLT and Chair of the MOOC Review Panel  Approved by Chair of UOLWAC	Academic Quality and Standards Committee (AQSC)
5.2	Development	Coordinated by Academic Project Manager, EID	Content development and development schedule agreed with EID and member institution.		N/A
5.3	Approval	Coordinated by the Quality Team with support from EID	Course Team provides response to the report from the MOOC Review Panel	Approved by LTAS	Academic Quality and Standards Committee (AQSC)
5.4	Review Panel Appointments	Standing members of the MOOC Review Panel appointed annually, coordinated by the Quality Team.  Student member and External Peer reviewer appointed to each Review Panel by the Quality Team	Recommendation of External Peer Reviewer	Approved by Chair of LTAS	N/A
5.5	Annual Monitoring	Coordinated by the Quality Team with support from EID	Course Team Reports to be submitted in advance of the event	Considered by QASL Reported to UOLWAC	Academic Quality and Standards Committee (AQSC)

6. REVIEW					
	PROCESS or FUNCTION	RESPONSIBILITIES		GOVERNANCE	
		UNIVERSITY OF LONDON	MEMBER INSTITUTION	UNIVERSITY OF LONDON	MEMBER INSTITUTION
6.1	<b>Annual Programme Planning and Review (APPR) and reporting process</b>	Coordinated by Academic Services Managers	Annual provision of Programme Director's summary and attendance at meeting	QASL	Academic Quality and Standards Committee (AQSC)
6.2	<b>Periodic Programme Review (PPR) and reporting process</b> (Member institution's periodic review mechanisms are used wherever feasible)	Coordinated by Quality Managers	Provision of Self-Evaluation Document	Considered by QASL. Outcomes reported to UOLWAC and BULW	Academic Quality and Standards Committee (AQSC) Board of SAS
6.3	<b>Thematic Review</b>	Coordinated by Quality Managers	Involvement dependent on Terms of Reference for specific Thematic Review	Considered by QASL. Outcomes reported to UOLWAC and BULW	Considered by Academic Quality and Standards Committee (AQSC) Board of SAS

**APPENDIX 1****POLICY, PROCEDURES AND REGULATIONS**

This section contains documentation drawn up by the University of London to set expectations and responsibilities on quality assurance on the development and delivery of UOLW programmes in collaboration with Member Institutions.

ITEM	DOCUMENT
1.	Assessment Principles
2.	Academic Programme Approvals Policy
3.	Common Awards Framework (Track B)
4.	Common Awards Framework (Track C)
5.	<a href="#">General Regulations</a>
6.	Guidelines for Examinations
7.	Inclusive Practice Policy
8.	Learning, Teaching and Assessment Framework (Track B)
9.	Learning, Teaching and Assessment Framework (Track C)
10.	Periodic Programme Review
11.	Plagiarism Guide
12.	Programme Closure
13.	Preparing the study materials: Guidelines for authors 2017 (Track C)
14.	Quality Assurance mechanisms for Massive Open Online Courses (MOOCs): MOOC Approval and Annual Monitoring
15.	<a href="#">Statutes, Ordinances and Regulations</a>
16.	<a href="#">Student Charter</a>
17.	Student Terms and Conditions
18.	<a href="#">Student Complaints and Academic Appeals Procedure</a>
19.	<a href="#">Teaching Institutions Recognition Framework</a>
20.	Thematic Review
21.	UOLW Plagiarism Guide
22.	<a href="#">University of London Worldwide complaint procedure – a guide for students</a>

**APPENDIX 2****ANNUAL REPORTS**

## Common acronyms

<i>BULW</i>	Board of the University of London Worldwide
<i>UOLWFC</i>	University of London Worldwide Finance Committee
<i>ISC</i>	Institutions Sub-committee
<i>LTAS</i>	Learning, Teaching and Assessment Sub-Committee
<i>QASL</i>	Quality Assurance and Student Lifecycle Sub-Committee
<i>STSC</i>	Systems and Technologies Sub-Committee
<i>UOLWAC</i>	University of London Worldwide Academic Committee

ITEM	DOCUMENT	COMMITTEE
1	Quality Enhancement Review (QER) Report	
2	Annual Academic Quality Advisory Committee (AQAC) Reports	
3	External Examiners Summary	QASL
4	Student Complaints and Appeals	UOLWAC
5	Report on Assessment Offences for the Academic Year	UOLWAC
6	List of Awards	
7	Annual Report to the Board of University of London Worldwide	BULW
8	SGS Audits Summary Report	
9	Annual Programme Reports	QASL
10	Statistical Report on requests for re-checks of examination results	
11	Retention and completion data	
12	Assessment Offences: Chair's overview report	UOLWAC and QASL
13	Appeals & Complaints: Stage 2 annual report	UOLWAC
14	Appeals & Complaints: Complaints escalated to the OIA annual report & case studies	UOLWAC
15	Appeals & Complaints: Stage 3 annual report	UOLWAC
16	Ordinance 17: Code of Student Discipline annual report	UOLWAC
17	Suspension of Regulations overview report	
18	MOOC Annual Monitoring Report	QASL
19	Student Engagement Initiatives	

**APPENDIX 3****GOVERNANCE STRUCTURE AND COMMITTEE DATES**

Details relating to SAS Governance can be found here: <https://www.sas.ac.uk/about-us/administration>

Details of SAS Committees can be found here: <https://www.sas.ac.uk/about-us/administration/committees-school>

**SAS Committee Dates 2017-18****Strategic Advisory Group (SAG) at 2.00pm-4.30pm**

Chaired by Prof April McMahon and serviced by Dean's Office

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|------------------------------|----------|
| 1. Wednesday 6 December 2017 | Room 243 |
| 2. Wednesday 6 June 2018     | Room tbc |

**Board of the School (BSAS)**

Serviced by Central Secretariat

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|-------------------------------------|----------|
| 1. Tuesday 14 November 2017 (2-4pm) | Room 243 |
| 2. Tuesday 27 March 2018 (10-12am)  | Room 243 |
| 3. Tuesday 12 June 2018 (2-4pm)     | Room 243 |

**Executive Group**, fortnightly (Tuesdays at 12.30pm-2.00pm) Starting on 19 September. Serviced by the Dean's Office

**Directorate (DIR) at 2-4pm**

Serviced by the Dean's Office

- |                                     |          |
|-------------------------------------|----------|
| 1. Wednesday 8 November 2017 (2.30) | Room 243 |
| 2. Tuesday 20 March 2018            | Room 243 |
| 3. Wednesday 20 June 2018           | Room 246 |

**Academic Quality and Standards Committee (AQSC) at 2-4pm**

Serviced by UOLW Quality, Standards and Governance

- |                             |          |
|-----------------------------|----------|
| 1. Tuesday 24 October 2017  | Room 246 |
| 2. Tuesday 20 February 2018 | Room 243 |
| 3. Tuesday 8 May 2018       | Room 246 |

**Student Representatives Committee at 2pm-4pm**

Serviced by the Registry. Meets termly

- |                             |          |
|-----------------------------|----------|
| 1. Thursday 2 November 2017 | Room tbc |
| 2. Wednesday 7 March 2018   | Room tbc |
| 3. Thursday 21 June 2018    | Room tbc |

**Research Committee (RC) at 2-4pm**

Serviced by Research Services Team

- |                              |          |
|------------------------------|----------|
| 1. Wednesday 18 October 2017 | Room G35 |
| 2. Tuesday 13 February 2018  | Room 234 |
| 3. Tuesday 22 May 2018       | Room 234 |

**Research Ethics Committee (REC)**

Serviced by Research Services Team

- |                                     |            |
|-------------------------------------|------------|
| 1. Thursday 9 November 2017 (10.30) | Court Room |
| 2. Thursday 10 May 2018 (2.00)      | Room 246   |

**Health and Safety Committee (H&S) at 11.00**

Serviced by the Dean's Office

- |                              |          |
|------------------------------|----------|
| 1. Wednesday 25 October 2017 | Room G34 |
| 2. Wednesday 17 January 2018 | Room 234 |
| 3. Wednesday 23 May 2018     | Room 234 |