

Academic Standards Committee

The Academic Standards Committee (ASC) is the senior deliberative body of the National Film and Television School (“the School” or “NFTS”) with responsibility to the Governors for the regulation, governance and quality assurance of the academic work of the School. Its responsibilities include to ensure that the School is compliant with the regulatory requirements of the Office for Students, the OIA, other Government departments (including UKVI) and the requirements of its accrediting bodies.

Frequency

The Committee will meet at least five times per year.

Review

The Committee shall review its performance annually.

Terms of Reference

1. ASC has responsibility to:
 - (i) Determine and review regularly the regulations governing the School’s postgraduate courses and the welfare and discipline of students.
 - (ii) Ensure that the School is compliant with the regulatory requirements of the Office for Students, the Quality Assurance Agency and the Office of the Independent Adjudicator.
2. ASC has delegated authority from the Board of Governors to make such Academic Regulations as are necessary to fulfil its powers, duties and functions
3. ASC may delegate any of its functions, powers and duties (other than its power to make academic regulations and provide effective oversight of the School’s Quality Assurance processes) to committees appointed by it or to officers as it sees fit.

Powers

4. The specific powers and duties of ASC include:
 - (i) To approve the award and withdrawal of degrees, diplomas, certificates and other academic distinctions offered by the School or on its behalf through collaborative provision.

- (ii) To revoke with good cause any degree, diploma or certificate granted to a person by the School.
- (iii) To regulate and monitor student complaints and appeals in respect of both academic and non-academic matters (including making regulations and procedures in respect of those matters) and to report on them to the Board of Governors.
- (iv) To regulate and monitor the conduct of students of the School in respect of both academic and non-academic matters, and to determine in what manner disciplinary powers, duties and functions shall be exercised.
- (v) To regulate and monitor the fitness to study of the students of the School and to determine by means of regulation in what manner those powers, duties and functions shall be exercised.
- (vi) To suspend, discipline, exclude or expel any student in accordance with the provisions of any regulation made by ASC.

Duties and functions

5. To regulate all academic matters affecting the educational policy of the School, including considering and approving:

- (i) the introduction of new courses of study leading to the award of a School degree, diploma or certificate
- (ii) the withdrawal of courses of study leading to the award of a School degree, diploma or certificate.
- (iii) Any proposed substantial changes to existing courses or modules.
- (iv) the entrance requirements and processes leading to admission of the School.
- (v) the conduct of assessments and examinations, including issues relating to extenuating circumstances and retrieval opportunities.
- (vi) the appointment of external examiners.
 - (vii) the establishment or termination of collaborative academic partnerships with other HEIs, business, governments or the not for profit sector in the UK or abroad.
 - (viii) The schedule of six yearly reviews for periodic course review, and the appointment of the chairs and members of review panels
 - (ix) The reports of periodic review together with the proposed action plan and schedule for follow up reports
 - (x) course and student information handbooks, ensuring compliance with regulatory and statutory obligations

6. To review data annually relating to the issues below and to investigate any arising matters of concern:
 - (i) Retention and progression of students
 - (ii) Equality and diversity in the student population including issues relating to widening access
 - (iii) Student complaints, appeals and student misconduct
 - (iv) Survey data

7. To receive reports regarding the matters below and to approve or note any responses or action plans, and monitor progress against them:
 - (i) External Examiners reports
 - (ii) Reports from Annual Course Evaluation
 - (iii) Student wellbeing
 - (iv) any curriculum and/or staff development issues affecting the student learning experience

8. To have oversight of the matters below including their management, monitoring and review:
 - (i) Provision offered in partnership, including work placements
 - (ii) The School's compliance with the Prevent Duty
 - (iii) The appointment of External Assessors

9. To make recommendations or to express an opinion to the Board of Governors on any matter of interest to the School and its affairs.

Membership

Ex-officio

- Director
- Registrar (Chair)
- Curriculum Coordinator Manager ex officio
- Head of Film Studies, Programming and Curation
- Head of NFTS Scotland
- Student Support & Wellbeing Adviser
- Quality Assurance Manager (Secretary)
- The President of the Student Union

Elected

- at least one Student Representative
- at least four Heads of Department (each serving a three-year term on rotation) as invited by the Director of the School
- Other relevant staff from academic or professional services to attend by invitation

No member shall be entitled to appoint an alternate.

The Committee shall be deemed quorate when a majority of members, are present.

All members have one vote with the Chair having a casting vote.

Meetings shall be called by the Chair of ASC and members will be given at least seven clear days' notice before the meeting. The Secretary to ASC shall keep minutes of all meetings and copies of minutes will be available on request to all students and staff.

Conflicts of interest

Declarations of interest shall be a standing item on the agenda and all members will be requested to declare any interests they may have in relation to any items on the agenda and in accordance with the Conflicts of Interest Policy:

https://nfts.co.uk/sites/default/files/u102/Documents/Governance/Conflict_of_Interest_Policy.pdf

Once a committee member declares an interest in a matter before the committee, it is then up to the Chair/Committee to determine if it is a conflict and how the matter should be dealt with.

Approved January 2020