

## AQSC Annual Pattern of Business 2016-17

Report	AQSC Meeting							
	October	November	December	February	March	April	May	July
	19/10/16	23/11/16	7/12/16	1/2/17	1/3/17	5/4/17	31/5/17	12/7/17
List of approved external examiners	x							
List of Faculty programme validation plans (new and existing programmes for coming year)*	x							
Management Information Reports**		x	x				x	x
Report from External Examiners Scrutiny Group*				x		x		
Annual overview of Collaborative Provision overview reports*						x		
Report from the Annual Monitoring Scrutiny Group*					x			
Guidance on the equivalence of non UK qualifications							x	
Register of collaborative provision/List of enhanced progression agreements.							x	
Review of complaints and appeals/AI and Fitness to Practise*				x <sup>1</sup>				
Set annual enhancement theme					x			
List of study abroad partners								x
List of Professional, Statutory and Regulatory Bodies								x <sup>2</sup>
University general regulations and programme regulations							x	

\* papers are informed by information/documentation from Faculties that must be approved by FPC prior to submission.

\*\* see table below for report focus

<sup>1</sup> Deadline for entry of AA/Complaints/AI data into Sharepoint - 7/1/17.

<sup>2</sup> Deadline for checking of PSRB Faculty records – 31 May 2017.

Sub-committee/group meetings<sup>3</sup>

Committee/Month	September	October	November	December	January	February	March	April	May	June	July	August
Collaborative Provision Sub-committee		4/10/16	22/11/16		24/1/17		14/3/17 <sup>4</sup>		9/5/17	27/6/17		
External Research Degree Committee				14/12/16				TBC				
Recruitment and Admissions Sub-committee	8/9/16	20/10/16				9/2/17	30/3/17		25/5/17	29/6/17		3/8/17
Researcher Development & Graduate Centre/Doctoral College Board			2/11/16		24/1/17				18/5/17			
External Examiners Scrutiny Group				7/11/16			15/3/17 <sup>5</sup>					
Annual Monitoring Scrutiny Group				w/c 13/2/17 <sup>6</sup>								
Programme Regulations Scrutiny Group									17/5/17 <sup>7</sup>			

MI Reports	Date
MI reports: NSS results, Applicants survey, Student outcomes by group	16/11/16
MI reports: PTES, PRES	7/12/16
MI reports: Entrant profile, UG and PGT progression and completion rates, HESA performance indicators UG to PGR	31/5/17
MI Reports: DLHE top line findings	12/7/17

<sup>3</sup> Sub-committee minutes submitted to Secretary and presented at next meeting of AQSC.

<sup>4</sup> Deadline for submission of CP annual reports to QSAT – 9 January 2017. Report to be submitted to AQSC 5 April 2017.

<sup>5</sup> Deadline for submission of Faculty Summary Reports and Logs to QSAT – 28 February 2017. Report submitted to AQSC – 31 May 2017.

<sup>6</sup> Deadline for submission of Faculty Annual Reports – 1 February 2017. Report to be submitted to AQSC – 1 March 2017

<sup>7</sup> Deadline for submission of requests to QSAT – 10 May 2017. Report to be submitted to AQSC – 31 May 2017.