



2024-25

Central Film School

Quality Assurance & Registry Committee - Terms of Reference

Section A – Purpose and Structure

1. Description

- 1.1. This committee has been instituted by the Academic Board to provide day-to-day leadership for the Quality Assurance function at Central Film School. The QARC is responsible for ensuring the effectiveness and continuous improvement of academic and administrative processes that contribute to the delivery of high-quality education and student experience.

2. Membership

- 2.1. The below roles, or their designated nominees, form the membership of the Quality Assurance & Registry Committee:
 - Senior Registry & Quality Manager (Chair)
 - Head of School
 - All Course Leaders
 - Academic Support & Quality Officer (Secretary)
 - Other CFS Staff as and when required

3. Reporting Structure

- 3.1. The QARC reports to the Academic Board.

4. Meetings

- 4.1. The committee will meet as and when necessary but at least once per term. Quorum is achieved by a minimum of 50% of members including the Chair.

Section B – Terms of Reference

5. Terms of Reference

- 5.1. Develop and regularly review the action points relating to quality assurance and registry in the Consolidated Enhancement Plan and reports on progress with regards to any actions arising from the Academic Board.
- 5.2. Develop, maintain, and review the School's quality assurance and registry frameworks, ensuring alignment and compliance with national and international best practices and regulatory requirements.
- 5.3. Oversee the implementation and development of internal and external quality assurance and registry processes, including programme reviews, exam and awards boards, and student feedback mechanisms.
- 5.4. Monitor and evaluate the effectiveness of quality enhancement initiatives and recommend strategies for improvement.
- 5.5. Analyse and report on key quality indicators and performance data, identifying trends and areas for action.
- 5.6. Consider and respond to feedback from students, staff, and external stakeholders regarding quality-related matters.
- 5.7. Oversee the School's response to external quality assurance reviews and audits.
- 5.8. Ensure the School has effective processes to address academic integrity, appeals, and student complaints.
- 5.9. The committee should also ensure that matters which are more appropriate for the Academic Board to consider are referred to the appropriate group. The committee may make recommendations for items to discuss at the Academic Board.
- 5.10. The Committee Chair should report to the Academic Board on a termly basis, normally by presenting an Executive Summary of minutes and notes at the next Board meeting.

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