

## UOL-XJTLU DEPARTMENTAL VIDEO CONFERENCES

### Terms of Reference

The purpose of the UoL-XJTLU departmental video conference meetings is:

- a) To provide a mechanism for overseeing the relationship between UoL and XJTLU at subject and discipline level.
- b) To act as a channel of communication between the academic departments, Faculties, Schools and Academies at UoL and XJTLU in respect of subject-level matters and issues. Notes of the meeting should be produced recording the key areas of discussion and any required actions, and circulated to the attendees from both institutions, as well as the UoL Academic Quality and Standards Division (AQSD) and XJTLU Education and Quality Assurance team (EQA). Matters which fall within the remit of departmental video conferences include:
  - Programme validation issues;
  - Programme modifications;
  - Articulation routes and student transfer arrangements;
  - New curriculum developments;
  - Potential closure or withdrawal of articulation routes
  - Monitoring of student performance;
  - Assessment and moderation;
  - Student recruitment;
  - UoL students on the Year in China;
  - Progression to postgraduate study;
  - Supervision of PGR students;
  - Research collaboration opportunities;
  - Communication and liaison;
  - Any other issues relating to the management and development of the link.
- c) To provide a mechanism for academic departments to raise subject-level matters for consideration at an institutional level and to refer those matters to a relevant committee, as appropriate.

### Membership

#### University of Liverpool

Link Tutor for the subject area with a link to XJTLU

AQSD representative

Note taker if not Link Tutor

#### XJTLU

Appropriate subject link member of staff

EQA representative

Other representatives may be invited to attend specific meetings according to the agenda.

### **Records of the Meeting and Reporting Relationships**

The agenda and papers should be circulated ahead of the meeting so that it is clear which members of staff are required to attend. A summary of the meeting should be produced recording the key areas of discussion and any required actions. These minutes will be circulated to all participants following the meeting and will be received by the Link Tutor Working Group and the Collaborative Provision Committee at UoL and the University Learning and Teaching Committee at XJTLU.

### **Frequency of Meetings**

Where the link between a subject area at UoL and XJTLU is newly established, video conference meetings should be held as required throughout the process of programme development. Once the provision has been validated and delivery begins at XJTLU, meetings should be held at least once per semester, or more frequently as required.