

NCUK

THE UNIVERSITY CONSORTIUM

Academic Quality Committee – External Member

Candidate Information Pack (April 2024)

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Role:	Academic Quality Committee (External Member)
Compensation:	The role attracts a taxable, non-superannuable fee of £1,000 per annum, paid quarterly.
Time commitment:	Committee members are expected to prepare for and attend four Academic Quality Committee meetings annually.
Location:	Our head offices are located in Manchester. Committee meetings are generally held online with occasional in-person meeting, in Manchester or London, for which reasonable travel and accommodation will be paid.

NCUK is a unique provider of pathways programmes through which international students can gain access to UK Higher Education. We are a wholly-owned subsidiary of the Northern Consortium, a charity founded by UK universities. Over our 30-year history we have supported the progression of over 40,000 international students to our partner universities and we have a well-established reputation for delivering high-quality educational programmes and associated services.

We are seeking to recruit an external member for our Academic Quality Committee (AQC), a sub-committee of our Board of Directors that oversees academic quality in the organisation. We are particularly interested in applications from people with:

- experience in a similar role in the academic governance of a complex educational organisation
- experience of international academic quality assurance
- experience of the digital delivery of learning, teaching and assessment
- experience of programme design and development (including digital).

In order to make a full contribution to our Committee, it will be important to ensure that individuals are free from conflicts of interest or that any potential for actual or perceived conflict of interest can be easily managed.

How to apply

We are managing this recruitment process directly. If you have any queries or would like further information regarding the position, please contact alan.white@ncuk.ac.uk for an informal conversation. The closing date for applications is **17:00 (BST) on Friday 10 May 2024**.

Applications should consist of:

- A full CV, including the names and email address of two referees (referees will not be approached prior to interview).
- A short covering letter (maximum of 2 pages) setting out your interest in the role and details of how you match the experience criteria of the person specification.

Key dates

- Closing date for applications is 17:00 (BST) on Friday 10 May 2024
- Interviews will be held remotely in early June 2024.

AQC meetings are diarised until the end of the 2024/25 academic year as follows but may be subject to change:

- 10 July 2024, 13:00-14:30
- 17 October 2024, 13:00-14:30
- 16 January 2025, 13:00-14:30
- 17 April 2025, 13:00-14:30
- 10 July 2025, 13:00-14:30

About NCUK

NCUK is a unique organisation. A consortium of leading international universities, NCUK provides overseas students with guaranteed access to universities through our pathway programmes. More than 40,000 students have successfully progressed to NCUK universities worldwide by completing our programmes. Our programmes combine the highest of academic standards with exceptional language, study and cultural skills, and are currently delivered in more than 30 different countries across four continents. NCUK is a trading subsidiary of the Northern Consortium, a registered educational charity.

What we do

NCUK develops and maintains academic programmes that prepare students for entry to university. The company also provides university application support services which assists NCUK students in progressing to university following the completion of their course.

NCUK licences delivery of its academic programmes to Delivery Partners, and we currently have 100+ Delivery Partners across 30+ countries. NCUK's Delivery Partners have an average of around 30 students and our largest partnership, the Sino British College (SBC) in Shanghai, has over 1500 students registered on NCUK programmes.

Our academic programmes

NCUK currently offers the following programmes:

- The NCUK International Foundation Year (IFY) is a modular programme that prepares students for first-year entry to a wide range of bachelor degree courses. Students take a combination of three modules appropriate for their intended degree course and one of NCUK English for Academic Purposes for proof of English where needed.
- The NCUK International Year One (IYOne) in Business, Engineering and Law are first-year undergraduate degree level equivalent programmes that articulate into the second year of selected undergraduate degree courses at NCUK Universities. The IYOne can be combined with the IFY to form a 2+2 study programme.
- The NCUK International Year Two (IYTwo) in Business is a second-year undergraduate level equivalent programme that articulates into the third year of Business undergraduate degree courses at select NCUK Universities. The IYTwo in Business can be combined with the IFY and IYOne to form a 3+1 study programme.
- The NCUK Master's Programme (MP) provides specialised English for Academic Purposes (EAP) training and an introduction to the research skills needed for success at Master's level.

NCUK Universities

NCUK has developed partnerships with a 45+ universities worldwide, including the original 10 founder members of the Northern Consortium as well as additional universities in the UK, Australia, New Zealand, Canada, the USA, the Caribbean and Malaysia. These NCUK Universities are the primary progression destinations for students completing NCUK programmes.

In addition to these universities further agreements are in place with other international universities.

NCUK staff

NCUK employs approximately 50 permanent staff and buys in services from around 75 external contractors, particularly for academic development and examination activities.

Most of the staff are based in the UK, predominantly in Manchester, with a small team based in a representative office in Beijing, China as well as other members of staff being situated in various locations in the Asia region.

Role description

As an external member of NCUK’s Academic Quality Committee (AQC) you will support the governance of academic quality across in the organisation, providing advice, expertise and constructive challenge across the following:

- Quality assurance and enhancement including:
 - academic risk and compliance
 - policies and processes
 - appeals and complaints.
- Curriculum, delivery and assessment including:
 - teaching and learning strategy
 - assessment strategy
 - programme delivery
 - monitoring and review.

Person specification

EXPERIENCE / KNOWLEDGE	ESSENTIAL (✓)	DESIRABLE (✓)
Previous employment in a senior leadership role		✓
Experience of providing oversight of academic quality in a complex educational organization	✓	
An understanding of academic quality governance	✓	
An understanding of academic quality governance in an international context		✓
Experience of the digital delivery of learning, teaching and assessment		✓
Experience of programme design and development (including digital).		✓
Experience in the oversight of delivery of excellent student experience		✓
PERSONAL QUALITIES OR STYLE	ESSENTIAL (✓)	DESIRABLE (✓)
Excellent communication and interpersonal skills	✓	
Able to challenge and engage in constructive discussion and debate	✓	
Excellent attention to detail	✓	
Culturally aware and committed to equality and diversity	✓	
Scrupulous and committed to maintaining commercial confidentiality	✓	

Our values

<p>Agile</p>  <p>We respond to market demand proactively and creatively to maximise quality, reputation and impact.</p>	<p>Bold</p>  <p>We believe in our capabilities and innovate to achieve ambitious goals.</p>	<p>Committed</p>  <p>We are committed to the pursuit of quality for our partners, students and the business.</p>	<p>Expert</p>  <p>We are experts in our field, and confidently apply our deep sector knowledge to realise our mission.</p>	<p>Driven</p>  <p>We are committed to our goals in the long term, and are dedicated to progressing towards them each day.</p>	<p>Connected</p>  <p>We are dedicated to building a global NCUK community with a shared vision for success.</p>
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