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**Terms of Reference: Policy, Regulations and Audit Group (PRAG)**

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<b>Date of Approval:</b>	June 2014, Academic Council
<b>Last Reviewed:</b>	November 2016
<b>Date for Review:</b>	November 2017
<b>Version Number:</b>	V7.0
<b>Chair:</b>	Head of Quality
<b>Secretary:</b>	Registry Administrator

**Context**

The Policy, Regulations and Audit Group reports to the Quality Assurance Committee (QAC) for evaluating the effectiveness of academic policy and regulations, the quality assurance framework, and the Academic Council governance committee structure. It is responsible to QAC for the management of the Core Documentation of the University College of Osteopathy (UCO).

The Policy, Regulations and Audit Group reports to the Senior Management Team for evaluating the effectiveness of the institutional policy and regulations.

It sets in place appropriate audit task groups to review UCO policies and procedures in line with the Procedure for Developing and Reviewing UCO Policies, Procedures and Regulations.

**Terms of Reference**

1. To oversee a programme of audits to evaluate the design and implementation of the academic regulations, policies and procedures within the academic quality framework for taught courses, and to monitor the implementation of any recommendations;
2. To keep under regular review the alignment of the academic regulations, policies and procedures within the academic quality framework for taught courses to the QAA Quality Code, other relevant external reference points and good practice and advise the Quality Assurance Committee of any changes;
3. To oversee a programme of audits to evaluate the design and implementation of all institutional policies, procedures and regulations for the operation of the UCO;
4. To keep under regular review the alignment of the institutional regulations, policies and procedures to relevant external reference points and good practice and advise the Quality Assurance Committee of any changes;
5. To consider proposals for, amendments to, exemptions from and creation of new regulations and guidance / policies / procedures in line with the Procedure for Developing and Reviewing UCO Policies, Procedures and Regulations;

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**Frequency of meetings**

Routine meetings are scheduled four times a year.

The Group will appoint appropriate task groups as necessary.

**Composition and conditions of membership**

Head of Quality (Chair)

Vice Principal (Education)

HR Manager

One Faculty Representative

One Academic Council Faculty Representative

Support Staff Representative

Registry Administrator (Secretary)

**Quorum**

Meetings will be quorate provided the Chair (or alternate Chair) and 50% other members are present.

Substitutes are permitted with permission of the chair.

**Reporting and Sub-Committees**Reports to:

Quality Assurance Committee

School Management Team

Receives reports from:

Audit Task Groups

**Lifespan**

To be reviewed after 3 years.

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**Amendment Record**

<b>Date of Amendment</b>	<b>Type &amp; Summary of Amendment</b>	<b>Amendment Approved By</b>
Oct 2013	Administrative – Secretary title updated.	Committee Chair
Mar 2014	Administrative – Amendments to committee titles to reflect current committee structure.	Committee Chair
June 2014	Major – Amendment to Terms of Reference to remove responsibility of the annual committee effectiveness review to the Quality Assurance Committee.	Academic Council
Nov 2015	Minor – Amendment to membership and reporting.	Quality Assurance Committee
Nov 2016	Minor – Amendment to membership to replace the Corporate Services Director with the HR Manager.	Quality Assurance Committee
Aug 2017	Administrative - Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	PRAG Chair