

## **Joint Approval and Review Board (JARB)**

### **2024-25**

#### **Committee purpose**

The Joint Approval and Review Board operates on behalf of the University Education Committee of the University of Sussex and University Education and Student Experience Committee of the University of Brighton and is responsible for oversight of joint awards of the two Universities and primarily of academic delivery within Brighton and Sussex Medical School (BSMS), a joint school of the two Universities.

#### **Membership**

- Chair of the University Education and Student Experience Committee of the University of Brighton;
- Chair of the University Education Committee of the University of Sussex;
- Chair (or one other member) of the Doctoral College Board of the University of Brighton;
- Chair (or one other member of) the Postgraduate Researcher Sub-Committee of the University of Sussex;
- Deputy Academic Registrar (Quality Services) (or nominee) University of Brighton)
- Director for the Student Experience (or nominee) of the University of Sussex;
- Dean of BSMS
- Three members of academic staff of BSMS, nominated by the Dean, to represent the BM BS, taught postgraduate provision and research degree provision (renewed annually).

#### *In attendance:*

- Medical School Secretary
- Quality and Placement Manager, University of Brighton
- Academic Development and Quality Enhancement Manager, University of Sussex.

#### **Terms of Reference**

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#### **Specific duties:**

- a) To prescribe and keep under review the quality assurance procedures and joint academic arrangements to be followed for programmes leading to joint awards and specifically those for the BSMS in order to satisfy the requirements of the two Universities and to refer matters to relevant senior committees of both universities for consideration as appropriate.
- b) To consider the impact of University policies on academic delivery within BSMS and advise the Medical School accordingly.
- c) To consider all matters related to the quality and standards of academic provision in BSMS in

order to present a collective response to the relevant committees for each university and to the BSMS Academic Board.

- d) To agree the Examination and Assessment Regulations to be followed in the case of joint awards and specifically those for BSMS and to refer these for ratification to appropriate senior committees within the two universities.
- e) To approve the membership of examination boards for joint awards including all examination boards within BSMS; to consider and approve recommendations for the joint appointment of external examiners for programs leading to joint awards.
- f) To consider annual reports on the operation of examination boards and external examiners, identifying points of concern or good practice and conveying these to appropriate fora within the two universities.
- g) To consider and make recommendations upon curriculum proposals, annual monitoring reports and internal and external review reports on joint courses and to refer pertinent information to appropriate senior committees within the two universities.
- h) To consider and make recommendations upon the BSMS Learning and Teaching Strategy and the BSMS Staff Development Plan and refer pertinent information to appropriate senior committees within the two universities.
- i) To consider any other matters referred to it by the universities.