



Appointment of the Approved Associate College Academic Director

Preamble

Each Raffles Education Corporation division, i.e., Raffles Design Institute, Hartford Institute, Path and Raffles KvB, will recommend to the Senate Learning and Teaching Committee, Raffles University, the appointment of an Academic Director who will provide local academic leadership on the development, operation and quality assurance of Raffles University's degree programmes and other third party universities (at that local site) and act as the chief academic liaison between the designated REC educational unit and Raffles University.

Terms of Reference

- To formulate, for consideration by the Senate Learning and Teaching Committee, an annual academic plan for the development and implementation of Raffles University and third party university degree programmes at the REC local site. This will include keeping the Senate Learning and Teaching Committee informed about any local proposals, policies pertaining to academic and educational plans that will affect or influence Raffles University and third party university degree programmes.
- To advise the Senate Learning and Teaching Committee on the establishment or restructuring of REC local site academic units, schools, institutes departments and programs of study that will affect or influence the development, delivery and operation of Raffles University and third party university degree programmes.
- To advise the Senate Learning and Teaching Committee on any local developments affecting academic planning at the regional, state and/or national level and to propose appropriate strategies that Raffles University might consider.
- To organize and implement an Annual Programme Review, in consultation with local Programme Leaders, and to provide the following information on Raffles University degree programmes to the Senate Learning and Teaching Committee as follows:
 - student numbers on each level of the degree programme
 - progression rates for each student
 - to review appropriate mix of assessment in modules
 - issues raised by external examiners and action taken in response
 - evidence of regular student feedback, main issues raised, and action taken
 - evaluation of adequacy of learning resources support

- support for professional development by staff delivering degrees
 - a summary of the action taken to improve the quality of the program
 - provide information as required by third party universities
- To act as the (local) chief quality assurance officer in support of Raffles University and third party university degree programmes including establishing and chairing the local Programme Committee, establishing and chairing the Internal Examination Committee, participating as a member of the Joint Studies Board with other third party validating institutions as designated by Raffles University, as well as participating in RU Progression and Awards Examination Board and conducts the Interim Review Report.
 - To make policy recommendations regarding Raffles University General Regulations for all undergraduate and post-graduate and to actively work with local academic and administrative staff, including local registrars, on the efficient and managed local implementation of the Raffles University General Regulations and other related registrarial procedures associated with the local site delivery of Raffles University and third party university degree programmes.

Appointment Procedure

The Academic Director will be approved by the Senate Learning and Teaching Committee upon the written recommendation of the Chief Operating Office of each local REC unit. All appointment recommendations should be forwarded to the Secretary, the Senate Learning and Teaching Committee.

At approved Associate College the Academic Director has overall responsibility for:

- Local quality assessment of the academic programmes
- Monitoring operations
- Monitoring of all students admitted to the programme in accordance with RU General Regulations
- Monitoring of enrolment and registration processes
- Monitoring induction of students
- Liaising with the RU Assistant Registrar
- Ensuring that all marketing and publicity material for the programme is forwarded to RU for approval.
- Ensuring that all the changes made to the content, delivery or assessment of any modules by RU is implemented in full.