

English Language Qualification Scrutiny Committee

1. Constitution

- 1.1 The English Language Qualifications Scrutiny Committee (ELQSC) is established to support, and report to, the University UKVI Assurance Group.

2. Scope

- 2.1 ELQSC oversees the approval of English language qualifications adopted by the University to meet the entry criteria for international students to enter the University.
- 2.2 ELQSC will consider English language qualifications for use by the University and will make decisions on the approval of such qualifications.
- 2.3 ELQSC will, from time to time, review the current list of English language qualifications approved by the University, and determine whether such qualifications should remain in approval.

3. Membership

- 3.1 The membership shall be as follows:

Ex Officio

- Academic member appointed by VCE (*Chair*)
- Head of UKVI Compliance (SAS) (*Vice-Chair*)
- Head of International Student Recruitment (MER) (*Vice-Chair*)
- Senior International Operations Manager (MER)

Other Members

- Member of academic staff with expertise in English language qualifications

The Other Members of the Committee shall normally be appointed annually to the Committee by the Chair.

4. Attendance at meetings

- 4.1 At the discretion of the Chair, other staff who are not members of the Committee may be invited to attend on an ad hoc basis for specific items where their attendance can inform and support the Committee.

5. Delegated Authority

The Committee is authorised by the UKVI Assurance Group to approve the following:

- 5.1 English language qualifications adopted by the University to meet the entry criteria for international students to enter the University.

6. Other Duties

The other duties of the Committee shall be to:

- 6.1 From time to time, review the current list of English language qualifications approved by the University, and determine whether such qualifications should remain in approval;
- 6.2 Provide a forum for sharing good practice about English language qualifications by the University; and
- 6.3 Ensure active consideration of equality, diversity, inclusion and sustainability in the conduct of the Committee's business.

7. Standing Orders

- 7.1 The Committee must adhere to the [Standing Orders](#) for Academic and Executive Committees.

8. Meeting Frequency

- 8.1 The committee shall meet twice per academic year. Additional meetings can be convened by the Chair, as required.

June 2024

Document owner: University Secretary