

L.N. 29 of 2017

**INSTITUTE OF TOURISM STUDIES ACT
(CAP. 566)**

Program Quality Validation Board Regulations, 2017

IN exercise of the powers conferred by article 27(8) and (9) of the Institute of Tourism Studies Act, the Minister for Tourism has made the following regulations:-

1. (1) The title of these regulations is the Program Quality Validation Board Regulations, 2017. Citation and scope.

(2) These regulations provide for the establishment of a Program Quality Validation Board.

2. For the purposes of these regulations and unless the context otherwise requires: Interpretation.

"Act" means the Institute of Tourism Studies Act; Cap. 566.

"Board of Governors" means the Board established by article 9 of the Act;

"Chief Executive Officer" means the Chief Executive Officer of the Institute of Tourism Studies appointed in accordance with article 17 of the Act;

"Institute" means the Institute for Tourism Studies;

"Internal Quality Assurance Committee" means the Committee that will monitor the organisational performance in accordance with the National Quality Assurance Framework for Further and Higher Education;

"Minister" means the Minister responsible for Tourism;

"Program Quality Validation Board" means the Board entrusted to oversee the effective operations of the Institute's academic programs through validations as established in article 3 of the Act.

3. (1) There shall be a Program Quality Validation Board which shall consist of the following members: Program Quality Validation Board.

(a) the Head of Corporate Services, *ex officio*, as the Chairperson of the Board;

(b) four members appointed by the Board of Governors from among the academic staff;

(c) one member being a student representative appointed by the duly recognised students representative council.

(2) The Members of the Program Validation Quality Board shall be appointed for a period of two (2) years. Such members shall be eligible to be re-appointed for further terms after their term expires.

Functions of the Board.

4. (1) The Program Validation Quality Board shall have such functions as set out in this regulation and in particular it shall ensure that the programs and award within its remit are commensurate with the parameters established by the Institute.

(2) It shall be the function of the Board:

(a) to oversee and validate the Institute's academic programs:

Provided that no program shall be validated until the Program Validation Quality Board shall satisfy itself as to the program's suitability within the Institute's strategy, corporate values and academic portfolio. In addition, the Institute's objectives, governance, funding, resources, academic capacity, general standing, location, critical mass, quality assurance systems (including audit reports carried out by external agencies), and risk will be considered. As part of the process, the Program Validation Board may invite comments on the proposals from Board of Studies' members responsible for a particular discipline or allied subject to that being proposed for validation;

(b) to approve recommendations arising from program validation or approval and revalidation or periodic review where a further period is proposed;

(c) to approve major amendments to programs and their component units;

(d) to oversee and to review the operation of the Institute's curricula;

(e) to formulate, implement, review and develop the Institute's policy on validation and institutional partnerships and to make recommendations to Board of Studies;

(f) to undertake responsibility for operating the Institute's framework for validation and to make recommendations to Board of Studies;

(g) to undertaking responsibility for operating the Institute's framework for program validation/approval and revalidation/periodic review and to approve recommendations on behalf of Board of Studies where further periods are proposed or making recommendations to Board of Studies where termination or suspension is proposed;

(h) to establish sub-committees for validation purposes including composition, membership and functions;

(i) to contribute towards the Institute's process of strategic review of validation and to make recommendations to the Board of Studies and the Chief Executive Officer, as the case may be;

(j) to approve proposed amendments to programs and their component units;

(k) to evaluate, recommend and, or validate proposed program amendments and, or study units;

(l) to consider nominations for external examiners for subsequent recommendation to the Institute's Board of Studies;

(m) to consider and approve a consistent policy for any APL (Accreditation of Prior Learning) recommendations for entry by advanced standing to the programs, and to monitor the operation of this policy;

(n) to collect any details of staff and accompanying *curriculum vitae* with regards to those who contribute to the delivery and assessment of the programs;

(o) to receive and consider minutes of the Board of Studies;

(p) to liaise with other institutional bodies of the Institute as appropriate.

5. (1) The Program Quality Validation Board shall meet at least once every six weeks: Meetings of the Board.

Provided that the Chief Executive Officer may call for an *ad hoc* meeting of the Program Quality Validation Board in case of

urgent matters relating to the validation of programs.

(2) No business shall be transacted by the Program Quality Validation Board unless a quorum of three members is obtained. In the absence of a quorum the meeting shall be adjourned and the Secretary of the Program Quality Validation Board shall report such fact to the Board of Governors:

Provided that another meeting shall be convened by giving two weeks notice to all members of the Program Quality Validation Board:

Provided further that if no quorum is reached at the adjourned meeting the Program Quality Validation Board shall still hold such meeting proceed with the business on the agenda.

Reporting.

6. The Chairperson of the Program Quality Validation Board shall submit an annual report on the validation activities of the Program Quality Validation Board which report shall be submitted to the Board of Governors and the Internal Quality Assurance Committee at the end of each academic year.

