**TEMPLATE FOR MEMBERSHIP AND TERMS OF REFERENCE FOR PROGRAMME COMMITTEES AND OTHER COMMITTEES RESPONSIBLE FOR PROGRAMME MANAGEMENT**

Note: This could be a committee responsible for monitoring a distinct programme, or a committee that has oversight of a number of programmes

**PROGRAMME COMMITTEES: MEMBERSHIP**

1. Chair: a Programme Director or their nominee approved by the Associate Dean or nominee.
2. A Vice Chair, to be nominated from the membership.
3. Academic members, to be approved by the Associate Dean or nominee, sufficient to ensure appropriate representation of the Schools, partner organisations, subject groups and modules contributing to the programme/s.
4. Non-academic members, to be approved by the Associate Dean or nominee, shall include representatives of administrative and technical staff contributing to the programme/s.
5. The Student Representative/s for the programme.
6. There shall be a Secretary to take minutes.
7. Other staff, students or representatives of partner organisations may be invited to attend as required.
8. All members of staff who contribute to the delivery of the programme/s shall be free to attend and to express an opinion on matters of concern to the Programme Team or its members.

**PROGRAMME COMMITTEES: TERMS OF REFERENCE**

At the first meeting of each academic year the Committee shall receive the Membership and Terms of Reference for review.

Each Programme Committee shall be responsible for and proactive in:

1. Overseeing the effective operation and delivery of the programme(s), including:
* monitoring an action plan for programme improvement arising from monitoring and review (see 5 below)
* staffing and resource issues
* learning resources, including Library and IT provision
* timetabling
* student support
* admissions.
1. Consideration of health and safety issues relevant to the delivery of the programme(s).
2. Overseeing the provision of timely, accurate and consistent programme‑related information for students, including information issued by partner organisations.
3. Ensuring that the operation and delivery of the programme/s reflects appropriate University and School policies, procedures and regulations.
4. Arranging an annual development review meeting for the programme/s and preparing a programme-level Annual Review report and action plan.
5. Ensuring in addition that the annual development review meeting considers:
* the effect of module changes on educational aims, learning outcomes and learning, teaching and assessment methods of the programme/s;
* the financial viability of the programme/s and the availability of staff and resources, including laboratory support;
* the financial viability and risk assessment of arrangements with partners;
* whether new programmes or major modifications to existing programmes should be proposed;
* whether programmes should be withdrawn;
* the effect of any changes or withdrawals on agreements with partners, such as those relating to articulation or progression arrangements or provision delivered off campus.
1. Recommending programme modifications, withdrawals and new programme proposals to School Learning and Teaching Committee or other appropriate committee with delegated authority and ensuring that these are discussed with students and partners.
2. Ensuring that issues raised in External Examiners’ reports are discussed with students and partners.
3. Considering the minutes of the Student-Staff Committees and ensuring that any students studying at partner organisations or off campus are represented.
4. Considering issues raised by University and national student surveys and ensuring that these are discussed with students and partners.
5. Considering issues raised by or reports from professional or regulatory bodies or other external organizations and ensuring that these are discussed with students and partners, as required.
6. Considering QAA subject benchmark statements and how they might be interpreted with regard to the programme/s.
7. Preparing for and contributing to internal Periodic Reviews and external accreditation reviews.
8. Responding to reports received from /seeking feedback from an Industrial Liaison Group or alumni where appropriate.
9. Responding to reports received from and making reports to the School Learning and Teaching Committee or its delegated authorities.

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