



## **Programme Committees - Terms of Reference and Membership**

### **Terms of Reference**

Every course in the GSE will fall under the remit of a Programme Committee. Within its programme area the Committee is responsible for:

- advising Academic Council on the development of the academic activities of the programme area and the resources necessary to support them;
- implementing Academic Council policy for quality assurance in the programmes of study and parts of programmes of study for which the Committee is responsible, including arrangements for the approval of new programmes and the review of existing ones;
- advising the Head of School on admissions to the programmes of study and parts of the programmes of study for which it is responsible;
- implementing Academic Council policy on ensuring standards of the awards for which the Committee is responsible;
- considering and recommending external and examiners to Academic Council;
- ensuring implementation of Academic Council policies and procedures on examinations and assessment;
- discussing and developing the curriculum of programmes of study within the Committee's remit;
- receiving minutes of the Staff-Student Committee meetings and taking action where appropriate;
- receiving anonymised student feedback and action plans resulting from same;
- receiving minutes of student/staff meetings for information, and possibly for resolution;
- advising the Programme Leader on staff-development requirements of the staff within the GSE; and overseeing the annual review of the Programme.

### **Membership**

Programme Leader (Chair)

Senior academic staff

Head of School

CAT Student representatives

CAT Student Support Officer

## **Quoracy**

In order for Programme Committee meetings to be considered quorate, the following minimum attendance is required:

- Programme Leader;
- Head of School;
- Two senior academic staff
- Two CAT Student representative
- Student Support Officer

## **Frequency of Meetings & Reporting**

Programme Committee meetings are normally held on a quarterly basis, reporting to Academic Council.

Document details: Version 1.0, April 2020

Approved by Academic Council: April 2020

Review Date: April 2022