Programmes Committee Terms of Reference and Composition Regulation

Responsibilities

Programme Committees are responsible to the Board of Studies for managing the day-to-day academic quality and standards of provision and for ensuring effective engagement with students on programme-related matters. The Programme Committee supports the Programme Director in the effective management of the programme.

Specific Duties

i. To consider the on-going development, content and delivery of the programme to ensure robust academic quality, standards and student learning experience.

ii. To ensure that programmes are operating in accordance with the University’s academic policy and regulatory framework.

iii. Annual Programme Evaluation:
   • To endorse the Annual Programme Evaluation for submission to the Board of Studies
   • To ensure the effective implementation of programme-related actions and to escalate broader issues with School/Departmental management.
   • To track progress on all actions as a standing agenda item
   • To update the action-plan as issues arise during the year, including those from SSLCs
   • To ensure effective communication on actions with the student body

iv. To consider all student feedback arising through Staff-Student Liaison Committees, surveys and module evaluations and ensure that appropriate actions are in place and recorded, escalating where necessary.

v. To keep under review the student profile, recruitment and market for the programme.

vi. To respond to any Board of Studies request for input to University consultations on academic policy and regulation.

vii. To propose External Examiner nominations to the Board of Studies.

viii. To consider External Examiners’ reports and to provide draft responses to the Board of Studies.

ix. To consider special schemes of study for individual students for approval by the Board of Studies, as part of reserved business.

Composition

Equality and Diversity statement

City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act
2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Diverse membership of all committees is expected. Wherever possible membership will consist of at least 30% women and 30% men and representation of other protected groups will be actively considered. Where this has not been met, committees should be able to demonstrate what action has been taken to achieve this target.

i. Programme Director (Chair).
   • Where cognate groups of programmes fall under one Programme Committee, the Board of Studies will determine appropriate chairing arrangements.
   • Where a programme is delivered jointly by two parts of the University, the respective Boards of Studies will agree appropriate chairing arrangements
   • Where a programme is delivered jointly with another institution, arrangements for chairing will be specified in the Memorandum of Agreement.

ii. Members of staff with responsibilities for the programme(s).

iii. Other staff members by reason of their role as determined by the Board of Studies.

iv. Students by category of representation to be determined by the Board of Studies, normally students on the programme/s covered by the Programme Committee.

A Committee Secretary shall be appointed by the Board of Studies.

The Committee has the authority to invite other members of University staff to meetings for discussion of specific matters. This may include colleagues from relevant Professional Services to support development of the programme/s and the student learning experience.

**Frequency of Meetings**
Once per term, or more frequently as determined by the Board of Studies.

**Standing Orders**
Programme Committees operate in accordance with the Standing Orders for Boards of Studies and their sub-committees.