Programmes Approval and Review Committee Terms of Reference and Composition Regulation

Responsibilities

Programme Approval and Review Committees are responsible to the Board of Studies for the peer-review scrutiny of the development of new or amended programme proposals as well as for the preparations of periodic reviews. The Committee will also normally oversee preparations for PSRB visits for accredited programmes.

Specific Duties

i. To provide support to Programme Committees in undertaking the development of new or revised provision and for periodic review preparations. ii. To ensure that proposals are underpinned by appropriate market research and link clearly to the University Strategy and any School sub-strategy.
iii. To ensure that the development of new or amended provision is in accordance with the University’s academic policy and regulatory framework and any additional PSRB requirements.
iv. To ensure the quality of information contained within programme and module specifications that which will be provided to students.
v. To ensure the quality of information provided for University-level approval or review panels.
vi. To engage with external panel members in accordance with the University Programme Approval Policy.

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. Associate Dean - Education (Chair).
ii. Members of staff by reason of their role as determined by the Board of Studies.
iii. Students by category of representation to be determined by the Board of Studies.
iv. Appointed external member/s for consideration of specific proposals.

The composition should not total more than 8 members.

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**

Three times per year, or more frequently as determined by the Board of Studies.

**Standing Orders**

Programme Approval and Review Committees operate in accordance with the Standing Orders for Boards of Studies and their Sub-Committees