POST GRADUATE TAUGHT COMMITTEE

PARENT BODY: Senate

PURPOSE

PGT Committee is responsible for advising and making recommendations to Senate on the enhancement of academic quality and assurance of academic standards for postgraduate taught provision (PGT). It reviews the academic provision to ensure that standards are maintained and opportunities developed to enhance academic quality. It reviews the academic regulatory framework and its operation, progress against the School Strategy and the evidence on the student experience.

Postgraduate taught provision (PGT) covers (a) all **award bearing provision** including programmes and modules, credit bearing CPD and special programmes+ and (b) **other PGT provision** which comprises mainly continuing professional development such as Professional Diplomas, CPD Short Courses, MOOCs and Open Educational Resources.

COMPOSITION

i. Pro-Director (Learning, Teaching & Enhancement)
ii. Associate Deans of Education
iii. Chairs of Faculty Teaching Committees
iv. Up to 3 Chairs of Boards of Examiners appointed by Senate – one from each Faculty
v. Up to 3 Chairs of Taught Programme Committees – one from each Faculty
vi. Up to 2 elected academic members of Senate
vii. Academic Registrar
viii. Head of Quality and Academic Standards
ix. SRC Vice-President (Taught Courses)
x. Up to 3 students appointed by the Student Representative Council – one from each Faculty

In attendance:

i. Other Staff as required
ii. Up to 2 co-opted external members appointed for their expertise in quality and standards
iii. Secretary – School Secretary and Registrar or nominee

MEMBERSHIP

Composition	Member	Term
Pro Director of Learning, Teaching and Enhancement	Sasha Shepherd	*Ex-officio*
Associate Deans	Hannah Babad	*Ex-officio*
	Graham Clark	*Ex-officio*
Chairs of the Faculty Teaching Committees	ITD: Nick Dorrell	*Ex-officio*
	EPH: Craig Higgins	*Ex-officio*
	PHP: Hannah Babad	*Ex-officio*
Chair of Boards of Examiners	ITD: TBC	*Ex-officio*
	EPH: TBC	*Ex-officio*
	PHP: TBC	*Ex-officio*
Chair of the Taught Programme Committees	ITD: TBC	*Ex-officio*
	EPH: Susana Scott	*Ex-officio*
	PHP: TBC	*Ex-officio*
Elected academic members of Senate	Karen Lock	
	TBC	

Academic Registrar	Rebecca Harrison	*Ex-officio*
Head of Quality and Standards	Richard Getting	*Ex-officio*
SRC Vice-President (Taught Courses)	Sameera Hassan	*Ex-officio*
Students appointed by the Student Representative Council	ITD: Rispah Walumbe	*Ex-officio*
	EPH: Fatima Sami El-Tigani Ibrahim	*Ex-officio*
	PHP: Olli Wakdok	*Ex-officio*

DELEGATED DECISIONS:

i. Approve new PGT provision and any changes to or termination of existing PGT provision;

ii. Approve and oversee the arrangements for the annual and periodic review of Programmes and Modules;

iii. Approve and oversee the Programme and Module Evaluation process;

iv. Approve the appointment of External Examiners and the Chairs and Deputy Chairs of Boards of Examiners;

v. Allocate Modules to Boards of Examiners;

vi. Approve responses to External Examiners' reports;

vii. Approve appointments to Periodic Review Panels;

viii. Approve revalidation of Programmes following the report of the Periodic Review Panel and any resulting action plan;

ix. Determine the terms of reference of any sub-committee or ad hoc working group including any appointments as Chair or Deputy Chair;

x. Approve a delegation framework identifying where authority delegated by Senate to the Committee is delegated. This will be reported to Senate;

OTHER TERMS OF REFERENCE

i. Provide assurance to Senate through an annual report covering the Committee's purpose as defined above;

ii. Review progress against the School Strategy and assist in the periodic review of that Strategy;

iii. Review the management of risks relating to the School's PGT educational activities and monitor actions taken to minimise those risks;

iv. Recommend changes to Senate Regulations and related policies & key procedures in respect of the Committee's purpose (above);

v. Recommend and monitor implementation of regular plans approved by Senate to enhance academic quality and monitor quality assurance;

vi. Review preparations for any external review of PGT provision. To recommend and monitor any action plan following an external review;

vii. Review applications and admissions for PGT Degrees and recommend any actions arising;

viii. Review PGT student progressions and achievement;

ix. Review PGT student discipline and complaints;

x. Review and develop scholarship opportunities for PGT Degree students;

xi. Assure itself through reports that the process of assessment has been conducted appropriately and recommend any changes to the regulatory framework, policies or key procedures as result of comments from the External Examiners or the Boards of Examiners;

xii. Recommend the academic calendar for each year;

xiii. Review any relevant information from the Student Experience Committee and student surveys;

xiv. Review and promote educational developments and innovation including sector scanning for best practice;

QUORUM

The quorum of the Senate Post Graduate Taught Sub-Committee is a minimum of four members.

FREQUENCY OF MEETINGS

Meetings shall be held at least once a term.

RESERVED BUSINESS

Student members of the Committees shall not be entitled to participate in the consideration of reserved areas of business. Reserved areas of business normally include any sensitive or confidential matter relating to individual identifiable members of staff or students. It shall be for the Chair to decide in any case of doubt whether a matter is a reserved area of business and that decision shall be final. Agenda and papers for, and minutes of, any meeting relating to Reserved Areas of Business shall be recorded separately and circulated only to those members of the meeting entitled to receive them. Any important general issues relating to academic quality and standards arising from reserved business will be discussed at future meetings under unreserved business.

+Special Programmes are those non-degree awarding programmes defined by Senate as needing more scrutiny e.g., Executive Programme for Global Health Leadership.