



Professional Postgraduate Studies Management Group (PPSMG) Terms of Reference

1. Purpose

The Professional Postgraduate Studies Management Group (PPSMG) meets to ensure the efficient delivery of in service professional postgraduate degrees; it also incorporates a DMin review board as necessary. Currently these degrees are the University of Wales and The University of Manchester MTh in Preaching and MTh in Applied Theology pathways and the University of Chester DMin programme.

2. Membership

The PPSMG consists of the Director of In Service Training (chair), the Director of Studies, at least one tutor from the relevant programmes, Senior Registrar (joint secretary) and Assistant Registrar (joint secretary). The Principal is an *ex officio* member of the PPSMG and other teaching staff may be co-opted onto the PPSMG or invited to attend *ad hoc* as necessary.

3. Frequency of Meetings

The PPSMG meets regularly throughout the year as necessary (minimum twice *per annum*). A *quorum* will be at least three members including the Director of In Service Training and one of the joint secretaries.

4. Tasks

- a) To agree the programme for and support the delivery of level 7 residentials.
- b) To monitor and respond to student and staff feedback from level 7 residentials and DMin workshops.
- c) To address issues related to the delivery and development of the programmes covered including such matters as: university regulations; formulating responses to programme reports and reviews; application of college policies; devising new module / unit descriptors; assessments.
- d) To monitor student progress, including DMin students at the DMin Review Board.
- e) To identify and initiate as necessary any actions prompted by concerns about student wellbeing.
- f) To facilitate the development of the research environment and the integration of the various postgraduate programmes.
- g) To provide an arena in which any other matters related to the relevant programmes can be addressed and discussed.

Document control box			
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Date approved	June 2016	Implementation date	April 2013
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Approving body	Leadership Team		
Quality Code consulted	TBC		
Member of staff responsible	Director of In Service Training		