



## Postgraduate Programme Committee Terms of Reference

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<b>Staff member responsible for update</b>	Chair PPC

### Amendment History

Version	Revision Summary	Date Approved	Author
055/21	Para 16 amended to reflect new programme approval procedures; P21 Quorum amended to 4 members.	18/11/21	Gov Group
064/22	Editorial change only; changed Learning Support co-ordinator to Learning Enhancement CoOrdinator	22/9/22	Quality Manager



## Postgraduate Programme Committee

### Terms of Reference

#### Objectives

1. A Postgraduate Programme Committee (PPC) meets to ensure the efficient development and delivery of each taught postgraduate degree programme validated by Spurgeon's College.

#### Responsibilities

2. To oversee management of the delivery of a taught postgraduate degree programme;
3. To address issues related to the application of College policies and regulations to a postgraduate programme;
4. To formulate responses to programme reports and reviews;
5. To respond as necessary to issues raised by student and staff feedback via the Academic Quality Assurance Committee (AQAC);
6. To oversee the development and delivery of postgraduate events such as: postgraduate research seminars; research colloquia; research community conferences;
7. To oversee the delivery of postgraduate dissertation supervision including such matters as: supervisor approval, training and workloads; supervision reports and reviews;
8. To monitor student progress, including identifying and initiating as necessary any actions prompted by concerns about student wellbeing or absence;
9. To oversee the development of the research environment and the integration of the programme with other postgraduate programmes;
10. To be responsible for postgraduate teaching and learning strategy on the programme;

11. To oversee arrangements for all postgraduate assessments on the programme;
12. To oversee responses to external examiners;
13. To oversee postgraduate student support, e.g., induction / pastoral support / study skills sessions for the specified programme;
14. To nominate potential candidates to be external examiners for the programme to the Academic Board;
15. To ensure that promotion of equality, diversity and inclusion is taken into account in teaching and learning policy for the specified programme;
16. To approve editorial modifications to the curriculum in accordance with the Curriculum Modification Policy.

## **Reporting**

17. Each Postgraduate Programme Committee will provide regular reports to the Academic Board of its activities.

## **Membership**

18. A Postgraduate Programme Committee consists of:
  - Principal (ex officio)
  - Academic Director
  - Director of Postgraduate Studies (Chair)
  - Any Assistant Director of Postgraduate Studies (Deputy Chair)
  - All faculty members teaching on the programme
  - The Learning Enhancement Co-Ordinator
  - Senior Registrar or Assistant Registrar (joint secretary)
  - One student representative from the programme
  - Other staff, for example the Director of Admissions or Librarian, may be co-opted or invited to attend ad hoc as necessary.

## **Meetings**

19. A Postgraduate Programme Committee is a standing committee convened by the Academic Board once a postgraduate programme has been validated and approved for delivery by the College. The minutes of a Postgraduate Programme Committee will constitute a formal record of its meetings and decisions.
20. The group meets as regularly throughout the year as required, with a minimum of two meetings per annum.

*Quorum*

21. Four members including the Director or Assistant Director of Postgraduate Studies, two faculty members and one student representative will constitute a quorum.

*Subcommittees*

22. There are no subcommittees of a Postgraduate Programme Committee.