



Postgraduate Programme Committee

Terms of Reference

Objectives

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

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

- To oversee responses to external examiners;
- To oversee postgraduate student support, e.g. induction / pastoral support / study skills sessions for the specified programme;
- To nominate potential candidates to be external examiners for the programme to the Academic Board;
- To ensure that promotion of equality and diversity is taken into account in teaching and learning policy for the specified programme;
- To make proposals to the Programme Design and Revalidation-Review Committee for high impact updates to existing units or proposals for new units on the existing programme.

Reporting

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

Membership

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 Support Co-Ordinator.
- Senior Registrar or assistant registrar (joint secretary).
- Other staff, for example the Director of Admissions or Librarian may be co-opted or invited to attend ad hoc as necessary.
- One student representative from the programme.

Meetings

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 shall constitute a formal record of its meetings and decisions.

The group meets as regularly throughout the year as required, with a minimum of two meetings per annum.

1) Quorum

Five members including the Director or Assistant Director of Postgraduate Studies, the Senior Registrar or Assistant Registrar, two faculty members and one student representative shall constitute a quorum.

2) Subcommittees

There are no subcommittees of a Postgraduate Programme Committee.

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Member of staff responsible		Academic Director	