



Programme Approval, Revalidation and Review Committee Terms of Reference

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Staff member responsible for update	Chair of PARRC

Amendment History

Version	Revision Summary	Date Approved	Author
043/21	Name change PDRRC to PARRC. Membership and responsibility changes to reflect new Prog Approval and Validation Procedures	18/11/21	JB
013/22	Editorial change PDRRC to PARRC; Approved by Gov Group only	14/2/22	Quality Manager



Programme Approval, Revalidation and Review Committee

Terms of Reference

Objectives

1. The Programme Approval, Revalidation and Review Committee (PARRC) has delegated authority from the Academic Board to oversee the process of development, amendment, and validation of new programme proposals within the College, as well as the revalidation of current programmes and the periodic review process. The Committee will also normally oversee preparations for any Professional, Statutory and Regulatory Bodies (PSRB) visits for accredited programmes.

Responsibilities

2. To convene and oversee the work of the:
 - Programme Development Working Group
 - Programme Revalidation and Review Working Group
3. To approve, according to set criteria, minor amendments to existing taught programmes of study according to the Curriculum Modification Policy and to report these to the Academic Board.
4. To scrutinise proposals for new taught units or major amendments to existing units or taught programmes, according to the Curriculum Modification Policy. To recommend these for approval by the Academic Board.
5. To be responsible to the Academic Board for overseeing the process of development and approval of new taught programmes, according to the Programme Approval Procedure.
6. To make recommendations to the Academic Board on the academic proposals for new taught programmes of study for which the Committee has responsibility under the Programme Approval Procedure.
7. To oversee Validation and Revalidation Processes on behalf of the Academic Board and in accordance with the College's Validation and Revalidation Procedure.
8. To consider any requests for extension to a validation period beyond 6 years, as per its responsibilities in the College's Validation and Revalidation Procedure.

9. To ensure appropriate periodic review processes have taken place according to the Periodic Review Procedure, and that these occur prior to any revalidation required.
10. To follow the latest version of the relevant procedures under which it has responsibilities i.e., Programme Approval Procedure, Curriculum Modification Procedure, Periodic Review Procedure, and the Validation and Revalidation Procedure.
11. To ensure that decisions of the Committee are formally recorded and maintained through the minuting of key decisions.

Reporting

12. The PARRC is responsible to the Academic Board and will report to the Academic Board as required by relevant procedures.
13. The PARRC will send all new programmes and units requiring validation to the Validation Panel.
14. The PARRC will report its activities to Academic Board through the formal record contained within its minutes.

Membership

15. The Academic Director (Chair) and the secretary are permanent members of every PARRC.
16. The Principal is an ex-officio member and will attend where relevant.
17. The additional membership of each PARRC will vary depending on the programme being developed, revalidated, or reviewed. It is anticipated that membership may include:
 - Chair of Postgraduate or Undergraduate Programme Committee (as relevant)
 - Other Heads of Department if relevant to the programme being developed revalidated or reviewed
 - Relevant members of professional staff as required for development of the business case
 - At least one suitably qualified external member, normally from another higher education institution.
18. If the relevant Chair of the Programme Committee is involved in the Programme Development Working Group or the Programme Revalidation and Review Working Group, then a suitable alternative representative should be found for the PARRC.

19. Additional members of each PARRC may not be required to attend every meeting. Attendance will vary according to the agenda for each meeting.
20. The external member of the PARRC may not be required to attend every meeting and may be used effectively for advice and comment at relevant stages of the procedure being undertaken.
21. Every PARRC will be serviced by the Secretary who will work with the Chair to ensure the smooth running of the Committee and the paperwork needed for its responsibilities under its TOR.
22. The membership of the PARRC will be independent of the Validation Panel. This will avoid conflicts of interest and enable fully independent scrutiny of any proposals.

Meetings

23. The PARRC is a standing committee convened by the Chair. The minutes of the PARRC will constitute a formal record of its meetings and decisions.
24. The Committee will meet as and when required to carry out its terms of reference.

Quorum

25. Three members will constitute a quorum, including the Chair, and at least one Programme Committee Chair or Head of Department.

Subcommittees/Working Groups

26. There are two working groups which are convened as necessary and report to the Committee:
 - The Programme Revalidation and Review Working Group
 - The Programme Development Working Group