



Programme Development Working Group Terms of Reference

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| Staff member responsible for update | Chair of PARRC |

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Programme Development Working Group

Terms of Reference

Objectives

1. The Programme Development Working Group (PDWG) carries out the detailed work involved in the development of the content of proposed new academic programmes.

Responsibilities

2. To co-ordinate the detailed work involved in the development of the business case, according to the Programme Approval Procedure and using the 'Programme Approval – Business Case Approval Form' as the controlling document. To gain the input of relevant members of academic and professional staff as necessary.
3. To co-ordinate the detailed work involved in the development of the full academic proposal, according to the Programme Approval Procedure and using the 'Programme Approval – Academic Approval Form' as the controlling document. To gain the input of relevant members of academic and professional staff as necessary.
4. To submit draft proposed content to the Programme Approval Revalidation and Review Committee (PARRC) for consideration so that the PARRC can make decisions and progress the proposal through the various stages of the Programme Approval Policy.
5. To follow the latest version of the relevant procedures under which it has responsibilities.
6. To ensure that decisions of the Group are formally recorded and maintained through the minuting of key decisions and the referencing of key documentation.

Reporting

7. The PDWG is responsible to the PARRC and will report to the PARRC as required by relevant procedures.
8. The PDWG will send all proposed new programme content to the PARRC.
9. The PDWG will report its activities to PARRC through the formal record contained within its minutes.

Membership

10. The membership of each PDWG will vary depending on the programme being developed and will be determined by the PARRC (with reference to the SMT for workflow capacity). The PDWG will consist of a maximum of six members that will include:
 - The programme proposer
 - The relevant Head of Department (or chair of the relevant Programme Committee if not on the PARRC)
 - Two other relevant members of academic or professional staff
11. The PARRC may also nominate a member of the Senior Management Team (SMT) to a specific PDWG if necessary.
12. The Chair will be nominated by the PARRC once the membership of each PDWG has been confirmed.
13. Additional members of staff will be involved in the development of the documentation for programme development but will not be members of the PDWG.
14. The PDWG will be serviced by the Chair or a nominated member of the group.
15. Additional members of each PDWG who are not required to ensure a quorum, may not be required to attend every meeting. Attendance will vary according to the agenda for each meeting.
16. The membership of the PDWG will be independent of the Validation Panel. This will avoid conflicts of interest and enable fully independent scrutiny of any proposals.

Meetings

17. The PDWG is an ad hoc committee convened by the PARRC. The minutes of the PDWG will constitute a formal record of its meetings and decisions.
18. The group will meet as and when required to carry out its terms of reference.

Quorum

19. Three members will constitute a quorum, including the Programme Proposer, Head of Department/Programme Committee Chair and one other member.

Subcommittees/Working Groups

20. There are no subcommittees of the PDWG.