



Undergraduate Programme Committee Terms of Reference

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Staff member responsible for update	Chair UPC

Amendment History

Version	Revision Summary	Date Approved	Author
054/21	Para 14 amended to reflect new programme approval processes; Para 19, Quorum changed to 4	18/11/21	UPC
063/22	Editorial Amendment: Changed Learning Support Co-Ordinator to Learning Enhancement Co-Ordinator	22/9/22	Quality Manager



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Objectives

1. Each Undergraduate Programme Committee (UPC) meets to ensure the efficient development and delivery of the relevant undergraduate degree programme and the quality of the student learning experience.

Responsibilities

2. To oversee and manage the delivery of an undergraduate degree programme;
3. To address issues related to the application of College policies and regulations to an undergraduate 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 delivery of undergraduate dissertation supervision including such matters as: supervisor approval, training and workloads; supervision reports and reviews;
7. To monitor student progress, including identifying and initiating as necessary any actions prompted by concerns about student wellbeing or absence;
8. To be responsible for undergraduate teaching and learning strategy on the programme;
9. To oversee arrangements for undergraduate assessments on the programme;
10. To oversee responses to external examiners;
11. To oversee undergraduate student support, e.g., induction / pastoral support / study skills sessions for the specified programme;

12. To nominate potential candidates to be external examiners for the programme to the Academic Board;
13. To ensure that promotion of equality, diversity and inclusion is taken into account in teaching and learning policy for the specified programme;
14. To approve editorial modifications to the curriculum in accordance with the Curriculum Modification Policy.

Reporting

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

Membership

16. An Undergraduate Programme Committee consists of:
 - Principal (ex officio)
 - Academic Director
 - Director of Undergraduate Studies (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

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

Quorum

19. Four members including the Director of Undergraduate Studies, two faculty members and one student representative will constitute a quorum.

Subcommittees

20. There are no subcommittees of an UPC.