



## Undergraduate Programme Committee

### Terms of Reference

#### Objectives

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

#### Responsibilities

- To oversee and manage the delivery of an undergraduate degree programme;
- To address issues related to the application of College policies and regulations to an undergraduate 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 delivery of undergraduate dissertation supervision including such matters as: supervisor approval, training and loads; 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 be responsible for undergraduate Teaching and Learning strategy on the programme.
- To oversee arrangements for undergraduate assessments on the programme
- To oversee responses to external examiners.
- To oversee undergraduate 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;
- To respond to and implement any relevant decisions of the Academic Board.

## **Reporting**

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

## **Membership**

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 Support 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**

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 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 of Undergraduate 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 an Undergraduate Programme Committee.

<b>Document control box</b>			
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