



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.

Document control box			
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