

# Programme Review

---

## Terms of reference

**REFERENCE:**

VERSION: V3.00

APPROVED BY QSEC SUBJECT TO THE INCLUSION OF MINOR AMENDMENTS

DATE: 4 NOVEMBER 2014

SUPPORTED

ONLINE LEARNING

WITH **UCEM.AC.UK**

### Approval History

Version	Date	Comments	Approver
V2.00	11.06.13	Approved by Academic Board	
V2.01	26.09.14	Draft for review by Boards of Studies	
V2.00	22.10.14	Draft for review and approval by QSEC	
V3.00	04.11.14	Approved by QSEC subject to the inclusion of minor amendments.	QSEC

## 1. Key Purpose

The purpose of the Programme Review meeting is to ensure that the scope and delivery of each programme meets the expectations of relevant stakeholders in the interests of remaining fit for purpose.

## 2 Terms of Reference

1. To review the previous academic year of the programme giving consideration to key developments during the reporting period.
2. To review and evaluate the draft annual programme report prepared by the Programme Leader<sup>1</sup>, in consultation with the relevant module leader(s) relating to:
  - i. Evaluation of curriculum.
  - ii. Evaluation of module content and performance.
  - iii. Student feedback.
  - iv. Any other external input e.g. from Professional Statutory Regulatory Bodies.
  - v. External Examiners reports and responses by the Programme Team to issues raised.
  - vi. Teaching and learning, including enhancement priorities.
  - vii. Students with specific learning needs and disabilities.
3. To review and compare applications and admissions.
4. To review and compare assessment, retention and progression.
5. To identify any issues of concern and actions to address them.
6. To identify aspects of good practice.
7. To consider programme resource allocation.
8. To review the marketing activities for the programme.
9. To review the programme's professional accreditations and recognitions.
10. To approve any necessary programme amendments.
11. To recommend amendments to programmes for subsequent consultation with relevant parties such as external examiners.
12. To refer the final draft annual programme report to the relevant Board of Studies for approval, identifying any issues of wider UCEM significance to be referred to other UCEM deliberative committees.

## 3 Membership of Programme Reviews

<b>Nominated Head of Faculty (Chair)</b>
<b>Nominated Programme Administrator (Secretary)</b>
<b>Relevant Programme Leader(s)</b>
<b>Relevant members of UCEM's tutorial staff who are module leaders</b>
<b>Head of Product Development or nominee</b>
<b>Director of Student Services or nominee</b>
<b>A representative of the students taking the programme</b>

Other representatives, including relevant Associate Tutor module tutors, may attend at the request or invitation of the Chair.

<sup>1</sup> The chair of the meeting will agree the appointment of a co-ordinator for the production of the Annual Report where the main programme comprises a number of individual specialist degree or diploma pathways.

#### **4 Reporting**

The Programme Review reports to the relevant Board of Studies. The draft programme report prepared for the Programme Review meeting is finalised after the meeting, with the finalised version being sent to the relevant Board of Studies for approval. The Board of Studies may in turn, refer any issues of UCEM-wide significance to other deliberative committees.

#### **5 Quorum**

For the Programme Review to be quorate it requires 50% of the membership to be present.

Non-attendees either may be represented by an appropriate nominee or must provide written comments on relevant agenda items to the secretary in advance of the meeting.

The secretary and any alternates are not included in any calculation as to the quoracy of the meeting.

#### **6 Frequency of Meetings**

A Programme Review meeting takes place annually for each programme normally within one month of the start date to review the previous academic year of the programme.