

Programme Development Team

There shall be a Programme Development Team as established under the Programme Approval Procedure (in the document, [Programme Design, Development, Monitoring and Evaluation Procedures](#)).

Membership

Director of Teaching and Learning (Chair)

All Faculty.

Quorum: The Team shall be quorate where there are at least three Faculty members and the Chair (or nominee). The Programme Development Team may be split into sub-teams (e.g., by module type) as required.

Frequency: as required.

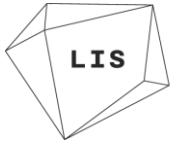
Voting and Recommendations

It is expected that the Team will reach decisions by consensus; where there is a split decision, the Chair (or nominee) shall make the determination.

Terms of Reference

The terms of reference of the Programme Development Team, as established by the Programme Approval Procedure, are to:

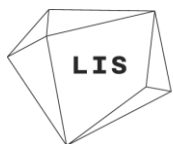
- Develop the Programme for approval, drawing on research, available evidence, and the input of internal and external subject and resource experts, and the views of other relevant stakeholders, such as alumni, students and employers;
- Ensuring that it develops the programme in alignment with sector standards and benchmarks, including relevant Subject Benchmark Statements and standards set for comparator programmes in the sector, and quality frameworks, such as the [Frameworks for Higher Education Qualifications](#);
- Prepare, under the supervision of the Director of Teaching and Learning, the following documents for submission to the Programme/Module Review and Approval Panel:
 - Programme Specification;
 - Module Forms of component modules;
 - Governing Academic, Assessment and Classification Frameworks
 - Any other relevant information (e.g., learning resource plans, samples of rubrics and assessment information).
- Where the Programme Development Team is seeking programme re-approval, it must also prepare, under the supervision of the Director of Teaching and Learning, the following documents for submission to the Programme/Module Review and Approval Panel:
 - Narrative description of the development of the programme;
 - Record of amendments made to the programme since the previous approval;



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- A critical review of the programme, including student and external examiner feedback;
- The Annual Programme Monitoring Reports for the previous two years.
- Where the Programme/Module Review and Approval Panel gives conditions on the approval of the programme, the Programme Development Team shall respond to these and submit a proposed plan of action to the Panel for approval.

The Programme Development Team reports to the Programme/Module Review and Approval Panel and the Academic Council as required.



Name of policy/procedure:	Programme Development Team: Membership and Terms of Reference
Document owner:	Hannah Kohler, Director of Admissions and Student Support
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Last reviewed:	02/2020
Reviewed by:	
Audited by:	Academic Council
Date of Audit:	12/2019, 03/2020 – approved
Date of next review: (annually unless otherwise agreed)	
Related documents: (eg associated forms, underpinning processes, related policies or overarching policies)	Academic Council: Membership and Terms of Reference Programme/ Module Review and Approval Panel: Membership and Terms of Reference Programme Design, Development, Monitoring and Evaluation Procedures

Version Control			
Version	Author	Date	Brief summary of changes
1	Hannah Kohler (Director of Admissions and Student Support)	13/01/2019	Original draft
2	Academic Council	18/12/2019	Requires update as part of general update in governance articles and general academic regulations in light of decision to pursue NDAPs
3	Hannah Kohler (Director of Admissions and Student Support)	01/03/2020	Separated out into distinct terms of reference.
4	Academic Council	16/03/2020	Approved