Taught Programme Sub-Committee  
(Sub-Committee of University Education Committee)  
Membership and Terms of Reference

Membership

1. The following shall be ex officio members of Taught Programme Sub-Committee:
   a. One Faculty Associate Dean with responsibility for undergraduate studies and one with responsibility for postgraduate studies, one of whom shall be appointed by the Chair of University Education Committee (Chair).

      | 1819 | Dr Sara Marsham (chair)  
      |      | Dr Tracy Scurry (deputy chair)  
      |      | Dr Christopher Eggett

   b. One member of academic staff from each faculty including Cross-Faculty Education Committee (not currently serving on their Faculty’s Education Committee), nominated by the chair of the relevant FEC.

      | 1819 | CFEC  
      |      | Stephen Grinsell  
      | 1819 | FMS  
      |      | Dr Ruth Valentine  
      | 1819 | HaSS  
      |      | Dr Tracy Scurry  
      | 1819 | SAgE  
      |      | Dr Matthew Armstrong

   c. A student representative appointed by the Newcastle University Students’ Union.

      | 1819 | Jonny Hall

2. The Sub-Committee may co-opt up to three further members, each for a period of up to three years. Co-opted members shall be eligible for reappointment at the end of their specified period of co-option.

3. The following shall be in attendance at meetings of Taught Programmes Sub-Committee:
   a. Such officers as necessary in order to ensure the effective conduct of the Sub-Committee’s business. (Sarah Levison)
   b. The Head of Learning and Teaching Development Service. (Dr Richard Harrison)

4. A quorum shall be not fewer than one third of the members.

Secretariat

5. The secretary to Taught Programme Sub-Committee will be a member of the Learning and Teaching Development Service, designated as such by the Head of the Learning and Teaching Development Service.

      | 1819 | Jolein De Ridder  
      |      | Gilly Box

Terms of Reference

6. To consider and recommend to University Education Committee policies and procedures for the maintenance and enhancement of the academic quality and standards of taught programmes, taking account of both internal and external expectations and requirements.
7. To monitor changes to the national quality assurance framework, and where necessary make recommendations to University Education Committee on revisions to University policies and procedures in light of these changes.

8. To monitor the University’s regulatory framework for taught programmes, advising University Education Committee on issues relating to the regulations and considering for recommendation to University Education Committee all proposed amendments to the University’s regulations for taught programmes and the General Regulations.

9. To consider annual summary reports from Faculty Education Committees on Annual Monitoring and Review, and the receipt and consideration of external examiner reports for taught programmes, and:
   a. respond on University Education Committee’s behalf to issues that require clarification within existing University policy and processes;
   b. consider any issues emerging from these annual summary reports that may require changes to University policy and practice, and make recommendations to University Education Committee to address these issues;
   c. report to University Education Committee on the conduct and outcomes of the Annual Monitoring and Review Process and external examining system.

10. To consider for approval proposals for new programmes that involve new modules totalling more than 60 credits (undergraduate) or 40 credits (postgraduate) or that involve an articulation agreement or that are requesting an exemption from University regulations/policy.

11. To consider for approval proposals for major changes to programmes that involve an articulation agreement or that are requesting an exemption from University regulations/policy or a change in the mode or location of delivery or the addition or withdrawal of a placement year or study abroad year.

12. To consider requests for exemption from the University regulations and the Qualifications Credit Framework, and report on the outcome of these to University Education Committee.

13. To consider reports from Faculty Education Committees on the nomination and appointment of external examiners.

14. To consider institution level reports on student progression and achievement (for example progression rates, degree classifications), reporting on this consideration to University Education Committee and making recommendations to University Education Committee on issues arising from these reports.

15. To consider the reports of Learning and Teaching Reviews (LTR), and:
   a. consider for approval on behalf of University Education Committee recommendations to revalidate taught programmes following LTR, and report these decision to University Education Committee;
   b. respond on University Education Committee’s behalf to issues for the University raised in LTR reports, which require clarification within existing University policy and processes;
   c. consider any issues for the University emerging from LTR that may require changes to University policy and practice, making recommendations to University Education Committee to address these issues;
   d. consider reports from Faculty Education Committees on the follow-up to LTR by boards of studies, signing-off the completion of review follow-up on behalf of University Education Committee and reporting sign-off to University Education Committee.

16. To consider reports from Faculty Education Committees on the outcomes of reports from Professional, Statutory and Regulatory Bodies, and on the responses of boards of studies to these reports.

17. To consider issues relating to educational partnerships for taught programmes, as requested by University Education Committee.

18. To identify examples of effective learning and teaching practice within taught programmes, for wider dissemination within the University.