

## COMMON TERMS OF REFERENCE

### Faculty Undergraduate or Graduate Studies Committee (or equivalent)

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#### *Notes:*

- *The terms of reference do not prohibit a committee convening to consider both undergraduate and taught postgraduate matters.*
- *The Committee may have reserved and unreserved business.*
- *The Committee may wish to delegate consideration of the more strategic or pedagogic elements to a separate faculty group.*

#### **Terms of Reference**

1. Provide educational leadership within the Faculty and act jointly (with the equivalent Graduate or Undergraduate Studies Committee) in an advisory capacity to the Dean in relation to the strategic and operational management of education and the overall quality of the student learning experience.
2. Jointly (with the equivalent Graduate or Undergraduate Studies Committee) develop education-related policy for the Faculty (e.g. a Faculty Education Strategy) and routinely review such policy and monitor its implementation, such that it supports and complements the University's Education Strategy and related strategies and priorities.
3. Co-ordinate recognition and support for teaching and learning excellence in the Faculty by:
  - Encouraging applications for Teaching Fellowships and Development Grants;
  - Encouraging nominations of colleagues for a Bristol Teaching Award;
  - Allocating funds for scholarships and grants for teaching initiatives.
4. Interact closely with the Faculty Quality Enhancement Team, such that education-related matters arising from quality assurance and enhancement processes (from external examiners reports, school review reports, student survey results, etc.) that are of relevance to the whole of the faculty are considered and actioned.
5. Consider any academic issues referred to it by the Faculty Student-Staff Liaison Committee.
6. Receive, review and make decisions on proposals for new programmes and units and changes to existing programmes and units, in accordance with University policy (see Appendix 1).
7. Have oversight of any visits or matters relating to the accreditation of programmes in the faculty.
8. Consider and advise the faculty board and University on new or revised forms of educational provision, including any new partnership or collaborative teaching agreements.
9. Act as a conduit for the communication and dissemination of new or revised university educational initiatives or policies.
10. Consider and respond to any requests for feedback on proposed university educational initiatives or policies or any other education matters that are referred to it by Education Committee or its sub-groups.
11. Provide a forum in which any particular problem or issue within a School, which would benefit from a wider faculty perspective, can be raised and discussed. Accordingly, any such matter can subsequently be raised with the University Undergraduate or Graduate Studies Committee.
12. Consider faculty-level data and discuss any trends that emerge with regards to the: student progression, degree classifications, numbers of transfers, suspensions, withdrawals, etc.

13. The Graduate Studies Committee may oversee the postgraduate recruitment and admissions process, considering its procedures and criteria, and advise the graduate Faculty Education Director on the adjudication of any cases referred to him or her.

### **Membership**

The membership of the Committee will normally include:

- Faculty Education Director (Chair)
- School Heads of Teaching (or equivalent) and/or Programme Directors
- Chair of the Faculty Quality Enhancement Team
- *For Undergraduate Studies Committee*: the Faculty's undergraduate student representative on Senate or nominee and an undergraduate school representative
- *For Graduate Studies Committee*: the Faculty postgraduate taught representative or nominee and the Faculty's postgraduate research representative or nominee
- Faculty Education Manager / Graduate Education Manager, as appropriate
- Another representative/s from the Faculty's Professional Services (e.g. a Faculty or School Manager or School Administration Manager), as appropriate
- Dean of the Faculty (*Ex-Officio*), to attend as appropriate

*By invitation:*

- Other faculty officers with a responsibility for education, which may include
  - Faculty Admissions Officer
  - Faculty Examinations Officer
  - Faculty TEL representative
  - Faculty International Officer
- A representative from the Senior Tutors
- A representative from another Faculty where this is a cross-over of work
- A representative from any of the central Professional Services, as relevant

*In attendance:*

- A member of the Faculty Office (Secretary)

*Agreed by Education Committee, 18<sup>th</sup> March 2015*

## **Appendix 1**

In undertaking point 6 in the Terms of Reference, School and Faculty committees are:

- i) Checking all relevant parts of the academic case have been received and using this information to make decisions;
- ii) Considering the proposal's fit with internal reference points including the University's Credit Framework, relevant Regulations;
- iii) Considering the proposal's fit with external reference points including Framework for Higher Education Qualifications, subject benchmark statements (where relevant), requirements of accrediting bodies (where relevant);
- iv) Checking that the intended learning outcomes at unit level align with the intended learning outcomes at programme level;
- v) Confirming that the assessment is appropriate and proportionate;
- vi) Confirming that all Schools and Faculties contributing to the proposal or affected by proposed changes have been consulted;
- vii) Recording the discussion and decisions made on proposals for new programmes and units and changes to existing programmes and units.

For new programmes and changes that require university level approval:

- viii) Confirming that comments made by external referees, students and the critical friend have been appropriately considered and addressed.