

COMMON TERMS OF REFERENCE

School Undergraduate or Graduate Studies Committee (or equivalent)

Notes:

- *The terms of reference do not prohibit a committee convening to consider both undergraduate and taught postgraduate matters.*
- *The Committee may convene at the departmental or programme-level, if appropriate.*
- *The Committee may delegate one or more of its responsibilities to a separate School sub-committee or group.*
- *The responsibilities outlined below may be attributed to the Faculty Graduate Studies Committee in lieu of convening separate Graduate School committees, where appropriate.*

Terms of Reference

1. Provide educational leadership within the School and act in an advisory capacity to the Head of School and Director of Teaching (or equivalent) in relation to the operational management of education and the student learning experience in the School.
2. Ensure practice and underlying processes sustains the academic operation of the School and accords with faculty and University policy.
3. Promote the recognition and support for teaching and learning excellence in the School by encouraging applications for Teaching Fellowships and Development Grants and the nomination of colleagues for a Bristol Teaching Award.
4. Consider and oversee the implementation of any relevant education-related actions that arise from quality assurance and enhancement processes (external examiners reports, school review report, student survey results, etc).
5. Receive the minutes of the School Student-Staff Liaison Committee and consider any academic issues referred to it.
6. Receive, review and make decisions on proposals for new programmes and units and changes to existing programmes and units (see Appendix 1), in accordance with University policy, ensuring that it is compliant with standards stipulated by external regulatory bodies.
7. Manage any visits or matters relating to the accreditation of its programmes (subject to faculty oversight).
8. Ensure that programme specifications for those programmes owned by the School are accurate and are being routinely updated via the Annual Programme Review process.
9. Act as a conduit for the communication and dissemination of new or revised faculty or university educational initiatives or policies.
10. Consider and respond to any requests for feedback on proposed faculty or university educational initiatives or policies or any other education matters that are referred to it.
11. Provide a forum in which any particular education-related problem or issue within a School can be raised and discussed. Accordingly, any such matter can subsequently be raised with the Faculty Undergraduate or Graduate Studies Committee.
12. The Graduate Studies Committee may also oversee the recruitment and admissions process.

Membership

The membership of the Committee will normally include:

- School Head of Teaching (or equivalent) (Chair)
- Programme Directors and/or Directors of Years of Study, as appropriate

- Student Administration Manager / Graduate Administration Manager, as appropriate
- Student Representative/s – as nominated by the School SSLC
- Head of School (*Ex-Officio*), to attend as appropriate
- The relevant undergraduate or graduate Faculty Education Director (*Ex-Officio*), to attend as appropriate
- Senior Tutor (undergraduate studies committee only)

By invitation:

- Other school officers with a responsibility in education

In attendance:

- A member of the School Office (Secretary)

Agreed by Education Committee, 18th 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.