



Taught Programmes Board

Terms of Reference 2022/23

Remit

The Taught Programmes Board has responsibility on behalf of Senate for oversight of all taught provision (including non-credit bearing provision), and has a specific remit for the consideration of new programme proposals (and associated modules), significant programme amendments and programme suspensions / withdrawals. The responsibilities of the Taught Programmes Board are as follows:

1. To ensure that there is full and consistent consideration of new programme proposals;
2. To ensure that the programme approval process is independent from the School/Institute that is proposing the development;
3. To provide procedures that allow for the most efficient turnaround times, greater responsiveness and the most cost-effective use of Queen Mary's resources;
4. To recognise the contribution that can be made to the process by School/Institute learning and teaching lead staff and committees.

Terms of reference

1. To consider the detailed academic proposals for new taught programmes of study and related modules (including those delivered through collaborative provision);
2. To consider new module proposals where these are related to a new programme of study, or are delivered through:
 - i. collaborative arrangements,
 - ii. work-based learning,
 - iii. study-abroad,
 - iv. distance learning;
3. To consider and approve new taught programmes;
4. To consider and approve proposals for significant amendments to programmes of studies;
5. To receive reports of module proposals and amendments to modules that have been approved by School/Institute Education Committees and scrutinised by the Directorate of Governance and Legal Services;
6. To establish groups to undertake specific tasks related to the Board's remit and to consider recommendations from these groups.

Membership

1. The Deputy Vice-Principal (Education - Programmes) (Chair)
2. The Deans for Education
3. The Deputy Deans for Education
4. Three members of academic staff from each faculty, nominated by the Vice Principal and relevant Dean for Education
5. A member of the Queen Mary Academy nominated by the Head of the Queen Mary Academy
6. The three Faculty Vice-Presidents (Students' Union) and up to three nominated school representatives drawn from a pool of seven
7. Up to three co-opted members from the staff of Queen Mary to ensure the inclusion of appropriate expertise (e.g. e-learning, collaborative provision)

In attendance:

8. Members of the Directorate of Governance and Legal Services
9. Heads of School/Institute or Directors of Education and administrative staff proposing programmes from their areas

Nominated Members of Academic Staff

1. The call for nominations shall be conducted by the Secretary to the Board.
2. Nominations will be accepted during the second semester prior to the academic year in which a nominated member's period of office shall be due to end.
3. Where a vacancy arises because a nominated member ceases to be a member before their term of office expires, the member replacing them shall commence a new term of office of four years and be eligible for re-appointment in the same way as other members.
4. A member who does not attend four consecutive meetings shall be deemed to have resigned their membership.

Operation of the approval process

1. The Taught Programmes Board will meet ten times per year.
2. Staff in the Directorate of Governance and Legal Services will issue a series of deadlines for the approval process. Complete proposals for new programmes must be received 20 working days prior to the date of the meeting of the Board.
3. Staff in the Directorate of Governance and Legal Services will manage the process of allocating proposals to meetings in accordance with deadlines, ensuring that full consideration of proposals takes place.

4. Staff in the Directorate of Governance and Legal Services will scrutinise all documentation for completeness, adherence to required regulations and curriculum frameworks (e.g. QMACF, FHEQ), external support (where appropriate), support from the School/Institute Education Committee, aligned with the Planning and Accountability Review.
5. Staff in the Directorate of Governance and Legal Services have the authority to reject proposals that are incomplete or do not adhere to the regulations/frameworks.
6. The relevant Head of School/Institute or Director of Education and the programme proponent will be invited to attend the meeting to discuss the proposal with the Taught Programmes Board.
7. The Taught Programmes Board will be facilitated by Academic Standards and Quality Officers, from the Directorate of Governance and Legal Services. Specific responsibility for areas of Queen Mary will be indicated on the Directorate's website.
8. The Academic Standards and Quality Officers will make contact with Chairs of Education Committees to offer guidance on the completion of documentation for the approval process, together with information on the operation of the Taught Programmes Board.
9. The quorum for Taught Programmes Board shall be one third of the membership (ordinarily 11 members).
10. If a meeting of Taught Programmes Board is inquorate, the Chair shall decide whether;
 - a) the meeting shall be postponed and rearranged, or
 - b) whether the meeting shall proceed, with all decisions made to be considered preliminary, until the agreement of the required number of members has been confirmed to effect the decisions as formal for the record.

Taught Programmes Board

Meeting Dates 2022/23

Meeting date	Paperwork deadline
Wednesday 14 th September 2022	Tuesday 16 th August 2022
Wednesday 19 th October 2022	Wednesday 21 st September 2022
Wednesday 30 th November 2022	Wednesday 2 nd November 2022
Wednesday 18 th January 2023	Monday 12 th December 2022
Wednesday 15 th February 2023	Monday 12 th December 2022
Wednesday 22 nd March 2023	Wednesday 22 nd February 2023
Wednesday 26 th April 2023	Monday 27 th March 2023
Wednesday 31 st May 2023	Wednesday 3 rd May 2023
Wednesday 12 th July 2023	Wednesday 14 th June 2023
Wednesday 9 th August 2023	Wednesday 12 th July 2023

Membership

Chair – ex officio

Deputy Vice-Principal (Education - Programmes) Professor Anthony Michael

Deans for Education – ex officio

Humanities and Social Sciences	Professor Christina Perry
Faculty of Medicine and Dentistry	Professor Anthony Warrens
Science and Engineering	Professor Anthony Michael

Deputy Deans for Education – ex officio

Humanities and Social Sciences	Mrs Elizabeth Gillow
Humanities and Social Sciences	Dr Rachel Male
Humanities and Social Sciences	Dr Javier Sajuria
Science and Engineering	Professor Henri Huijberts
Science and Engineering	Dr Chris Bray
Science and Engineering	Dr Eranjan Padumadasa
Faculty of Medicine and Dentistry	Dr Sadani Cooray
Faculty of Medicine and Dentistry	Dr Joanna Riddoch-Contreras
Faculty of Medicine and Dentistry	Professor Maralyn Druce
Faculty of Medicine and Dentistry	Professor Bruce Kidd
Faculty of Medicine and Dentistry	Professor Catherine Molyneux

Queen Mary Academy Representative – ex officio

Education and Learning Manager Dr Emily Salines

E-Learning Representative – ex officio

Head of E-Learning

Ms Surjit Uppal

Three nominated members of academic staff from each faculty

Humanities and Social Sciences

Dr Daniel Peart*
Professor Michael McKinnie
Dr Patrick McGurk*

Science and Engineering

Dr Shabnam Beheshti
Dr Jayne Dennis
Dr Craig Agnor

Faculty of Medicine and Dentistry

Dr John Buchanan
Dr Kristin Braun
Dr Mark Freestone*

*Refers to those nominated members who are in their final year of membership.

Student Representatives

Vice President HSS

Ms Saynab Sharif

Vice President S&E

Mr Muneer Hussain

Vice President Barts & The London

Mr Charlie Sellar

Co-opted members (up to 3) from the staff or students of the University

Head of Library Teaching and Learning Support

Dr Alistair Morey

In attendance

Members of the Directorate of Governance and
Legal Services

Mr Simon Hayter
Mrs Alice de Havillan
Ms Jane Pallant

Secretary

Academic Standards and Quality Officers (x2)

Ms Alison Dawn
Mr Ashley Palmer

Information on Variable Terms of Office

Student representatives to the Board will be elected for a term of 12 months.

The standard term of office for all other Board members will be four years. In order to mitigate the risk of needing to nominate the complete constitute at the same time and to ensure some membership continuity, by exception, members may be appointed / re-appointed for shorter terms to manage the occurrence of vacancies in each constituency.