

[School/Institute name] Education Committee

Membership

Director of Education (Chair)
Deputy Director(s) of Education
Programme Directors (or equivalent)
SEB Chairs
SEB Deputy Chair(s)
QMSU School Representative (normally elected School Rep or student SVC Chair)
School / Institute Education Manager (or equivalent)

In attendance (as required)

Head of School / Institute Director
Module Organisers
School / Institute Manager
Other staff from the School / Institute, central Professional Services, or the Queen Mary Academy, as appropriate

Terms of reference

1. To ensure there is high quality education and student experience across all programmes within the School / Institute.
2. To support the School / Institute leadership team in the development and implementation of its education strategy, including through the discussion, review and recommendation of programme and module developments, consideration of modes of delivery, and alignment with the University's Strategy.
3. To oversee and monitor the academic quality, standards, and enhancement of taught provision in relation to learning, teaching, assessment and research supervision. In relation to all taught programmes within the School, this shall include consideration (and, where appropriate within Queen Mary's policies, approval) of:
 - i. programme specifications and their alignment with Academic Design Policies.
 - ii. proposals to establish new programmes of study, amend existing programmes of study, ensuring alignment with Academic Design Policies and withdraw/suspend existing programmes of study.
 - iii. proposals to establish new modules, amend existing modules, and withdraw existing modules.
 - iv. outcomes of module evaluations.
 - v. external examiners' reports, in relation to evaluation of programme and assessment design.
 - vi. student feedback, including institutional and national surveys, reports from Student Voice Committee(s), and student representation within the School / Institute.
 - vii. The annual report from the Student Voice Committee(s).
 - viii. Annual Programme Review (APR) and Enhanced Programme Review (EPR) reports and recommendations.
 - ix. reports and recommendations of any professional, statutory and regulatory bodies (PSRBs) accrediting programmes within the School / Institute.

- x. implementation of ethical approval policies and procedures, where appropriate.
 - xi. arrangements for the selection, admission and induction of students.
 - xii. academic support and guidance.
 - xiii. employability and skills development, and the career destinations, of students.
4. To ensure compliance with the University's Academic Regulations, and policies and guidance relating to education provision.
 5. To ensure compliance with, and monitor, any PSRB requirements.
 6. To oversee collaborative partnerships with other Schools / Institutes within the University, and with external organisations, for the delivery of taught programmes (where the School / Institute participates in such partnerships).
 7. To make recommendations to the School / Institute leadership team on the allocation of teaching resources, subject to consultation with the Head of School / Institute Director.
 8. To review and respond to internal consultations affecting educational matters, and to contribute to any institutional response to Government/sector consultations, as may be required. Consider and contribute to any School / Institute involvement in external exercises concerned with quality assurance, teaching excellence, student experience, and student outcomes.
 9. To ensure robust systems are in place for student support, referrals and communications.
 10. To provide a forum for the discussion and dissemination of good practice in learning, teaching, assessment and any research elements of taught provision.
 11. To oversee and monitor progression, retention, module results, and award and outcomes data. Identify any areas which require further analysis or are a cause of concern, drawing on data and reports from the examination boards as relevant.
 12. To ensure that appropriate mechanisms exist to take into account student views on learning, teaching assessment and research degree supervision.
 13. To establish sub-committees or ad hoc working groups as may be required, which will report matters to the School / Institute Education Committee for decision.
 14. To maintain records of its meetings, and report on the outcomes of its discussions to the Dean for Education Advisory Group (DEAG) or equivalent and other bodies as required. This will normally be through the circulation of meeting minutes to the Dean for Education Advisory Group (DEAG) or equivalent.

Method of operation

The School / Institute Education Committee will meet at least five times per academic year, with at least one meeting per Semester. An indicative schedule of business will be circulated to Directors of Education in advance of each academic year.

The meeting quorum shall be half of the members, including the Chair or their nominated deputy. There may be occasions where the School / Institute Education Committee considers items of business without student representatives being present, such as matters relating to individual students. These restricted items should be discussed either at the start or end of a meeting to ensure the student representative can attend the majority of the meeting. The School / Institute Education Committee must demonstrate that the student representative has been actively invited to the meetings, sent papers, been able to engage with discussion and contribute and shape decisions taken.

The School / Institute Education Committee may invite members of Professional Services staff from across the University (e.g. from Library Services, Careers and Enterprise, and Student Wellbeing) to contribute to its work as needed.

The School / Institute may, where deemed necessary, establish more than one Education Committee to cover, for example, undergraduate and postgraduate taught provision separately. Where this is the case, there should be cross-representation and coordinated leadership.

QMSU School Representatives (or equivalent) will receive guidance and training on the purpose and operation of School / Institute Education Committees as part of their induction. This training will be delivered by the Students' Union with support from others as necessary.