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**Taught Programmes Board: Part 1 Sub-Board**

**Terms of reference and membership 2024-25**

Terms of Reference

The Taught Programmes Board’s (TPB) Part 1 Sub-Board provides university-wide oversight of all proposed new taught programmes. The Sub-Board reviews all Part 1 submissions to ensure that all suggested new programmes are aligned to Strategy 2030 and that, moreover, all Faculties and relevant Directorates are aware of the proposal, have an opportunity to provide relevant input, and support the proposal going forward to a Part 2 proposal for TPB.

All new programme proposals must be formally supported by the Part 1 Sub-Board *before* a Part 2 programme form can be completed and submitted to the TPB.

The Part 1 Sub-Board will meet monthly.

Process

1. The Part 1 Sub-Board will receive Part 1 proposals with accompanying business cases and, where available, marketing reports following their authorisation at both (i) School/Institute-level (normally via an Education Committee or equivalent) and (ii) at Faculty-level. Other authorisations may be sought for specific programmes as outlined in the Appendix below.
2. The Sub-Board will then obtain confirmation that other relevant Faculties and/or Directorates, including those listed below, have considered all implications of the proposal.
3. The Sub-Board will review the proposal and then:
4. Confirm the proposal can progress to a Part 2 proposal (for submission to the TPB).
5. Provide feedback on issues to be addressed in the Part 2 submission to TPB.
6. In the event that a Part 1 proposal is not supported by the Sub-Board, provide constructive feedback and advise whether or not a revised proposal should be resubmitted to the Part 1 Sub-Board.
7. Where the Sub-Board supports a proposal to proceed to Part 2, the proposers are expected to reflect and act upon the feedback provided by the Sub-Board to inform the design of the programme and the drafting of the Part 2 proposal and Programme Specification. The Sub-Board will normally only require paperwork to be resubmitted in line with 3c above.
8. The Sub-Board, when fully constituted, has 15 members. For a meeting to be deemed quorate at least five members must be present.

Membership

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| **Role** | **Name** |
| Deputy Vice-Principal for Education (Chair) | Professor Anthony Michaels |
| Deputy Dean for Education (FM&D) | Professor Maralyn Druce |
| Deputy Dean for Education (H&SS) | Professor Rachel Male |
| Deputy Dean for Education (S&E) | Dr Rachel Appleton |
| Director of the Queen Mary Academy | Professor Alastair Robertson |
| Governance and Legal Services (DGLS) | Simon Hayter/Adam Streames |
| External Relations (International) | Lee Wildman |
| External Relations (Home) | Elvie-Jo Shergold |
| Finance | Andrew Gladin |
| Student Experience | Chris Shelley |
| Admissions\* | TBC |
| Marketing\* | TBC |
| Timetabling\* | Julie Kelly |
| Estates\* | Paul Sweetman |
| ITS\* | Agnieszka Jankowska/Skender Osmani |
| Secretariat | Directorate of Governance and Legal Services |

\*These members of the Sub-Board are not required to attend the Sub-Board meeting but may instead submit written feedback and endorsement. Where written confirmation of support is not received by one or more of these signatories, it will not be possible to support a Part 1 proposal which may be deferred to a subsequent meeting of the Sub-Board.

Appendix – additional authorisations

1. Programmes with partnership agreement(s)

Partnerships Board consideration and approval of a proposal to be received after the Part 1 is considered by the Sub-Board, but before the Part 2 goes to TPB.

1. Distance learning programmes

Chief Financial and Governance Officers (SET) consideration and approval to be received alongside the Part 1 consideration by the Sub-Board, or will be prompted as an action from the Sub-Board if this has not been initiated. This must be approved before the Part 2 goes to TPB.

1. Apprenticeship programmes

The Apprenticeship Programme Sub-Board (APS) of TPB will consider and endorse the Part 2 before it goes to TPB.