

## Appendix C.1 Membership and Terms of Reference: Programme Development Group

1. The Programme Development Group will be appointed by the Faculty Management Group, including a member of staff to chair the group and act as champion and a member of staff to lead the writing of the documentation.
2. The Programme Development Group will have formal responsibility for preparing the programme for validation, according to the institutional deadlines outlined in Chapter C of the Academic Quality Handbook.
3. The Faculty Management Group will oversee the Programme Development Group, ensuring:
  - that it works to the established institutional timescale for preparation and validation;
  - that the proposal is based on a sound business case;
  - consultation with staff in the subject area and with external experts, including external examiners, subject specialists, employers etc.
4. The Programme Development Group will:
  - make recommendations on the shape and structure of new programmes
  - ensure that institutional policies and procedures are observed
  - ensure that the student body is engaged in the programme development process
  - ensure the use of external and internal expertise in programme development including internal peers, alumni, External Examiners, external subject specialists from academia and the industry
  - oversee the detailed preparation of programme documentation within the required timescale
  - report to the Faculty Management Group (as appropriate) and to the Principal's Management Group on finance/resource matters
  - establish any other sub-working groups as necessary to assist with the development of the proposal

The group *may* include, for example:

- Assistant Director/Head of Programmes or another senior member of staff (in the chair)
- Director of Music/Dance
- Programme Leader or proposer for the programme
- Registry Representative
- Student Representatives
- Teaching staff representatives from the subject area
- Module/Component Leaders from the current programme or from the area of expertise of the proposed programme)
- Head of Library and Archive or nominee

- Representative of the Finance Department
- Representative of the Marketing Department
- A peer colleague from another Institution
- A representative drawn from the professional body/industry