**School Programme Approval Panels**

**TERMS OF REFERENCE AND MEMBERSHIP**

Introduction

Programme Approval has both a strategic and operational phase.

Strategic programme approval is undertaken by Operations Committee. Outline proposals are scrutinised to ensure that an appropriate level of preliminary planning has been carried out, taking into account the development of the academic portfolio with particular reference to the University Strategy, School Plans and resource implications.

The Operational phase of programme approval is undertaken by Curriculum Sub-Committee. In advance of formal approval by Curriculum Sub-Committee, Schools are required to convene Programme Approval Panels to scrutinise the proposals and make recommendations to Curriculum Sub-Committee. Terms of reference for the Panels follow.

Terms of Reference

1. To scrutinise proposals for new programmes and major changes to existing programmes, with a view to making a recommendation for approval to CSC. In particular to:
   * have regard to the importance of securing the standards of the University's awards against appropriate external reference points.
   * establish that necessary consultations have been undertaken by the School concerned
   * ensure that satisfactory programme specifications and/or module specifications have been produced.
   * ensure that the design and content of the curriculum and the assessment strategy will allow students appropriate learning opportunities to achieve the intended outcomes of the programmes/modules concerned and with the opportunity to develop Loughborough Graduate Attributes
   * to ensure the relevance and accuracy of the prospectus entry for new programmes
2. To report and make recommendations to Curriculum Sub-Committee.

Membership:

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| --- | --- |
| Chair: School AD(T) |  |
| Director of Studies / Programme Director from another School | *Directors of Studies or equivalent to serve on panels in – see list of Directors of Studies overleaf* |
| Representative from EAP | *Normally EAP’s representative.*  *Contact Tina Byrom* [*T.Byrom@lboro.ac.uk*](mailto:T.Byrom@lboro.ac.uk)  *if not known* |
| Representative from PQTP | *Contact M Ashby* [*m.a.ashby@lboro.ac.uk*](mailto:m.a.ashby@lboro.ac.uk) *for name* |
| Secretary:  Programme administrator/School LTC Secretary |  |

In attendance:

Programme Director for the programme under consideration

School Directors of Studies (UG / PG if relevant).

Duration and frequency of meetings:

Frequency of meetings to be determined by the volume of proposals coming forward and the timing of meetings of Curriculum Sub-Committee. It is anticipated that consideration of a proposal for a new programme will take one to two hours depending upon its complexity.

**Directors of Study (or equivalent)**

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| **Wolfson School** | |
| Robert Edwards | Director of UG Studies |
| Sheryl Williams | Director of PG Studies |
| **SSH** | |
| Mary Brewer | Director of UG Studies |
| Allan Watson | Director of PG Studies |
| **LB** | |
| Alan French | Director of PG Studies – Vicky to confirm |
| Mike Kennard | Director of Professional Programmes |
| Ken Lee | Director of Postgraduate Programmes |
| Vikki Locke | Director of Undergraduate Programmes |
| **AACME** | |
| Christopher Harvey | Director of UG Studies (AAE, Chem Eng & Materials) |
| Simon Hogg | Director of PG Studies (AAE, Chem Eng & Materials) |
| **SSEHS** | |
| Sam Winter | Director of UG Studies |
| Emma Haycraft | Director of PG Studies |
| **Design and Creative Arts** | |
| Rob Tovey | Director of UG Studies |
| Catherine Rees | Director of PG Studies – Operational |
| Val Mitchell | Director of PG Studies – Strategic |
| **ABCE** | |
| Andrew Timmis | Director of UG Studies |
| Scott Fernie | Director of PG Studies |
| **Science** | |
| Gareth Pritchard | Director of Studies, Chemistry |
| Dominik Freydenberger | Director of Studies, Computer Science |
| Iro Xenidou-Dervou | Director of Studies, Mathematics Education |
| Vladimir Novikov | Director of Studies, School of Mathematics |
| Paul Roach | Director of Studies, Natural Sciences |
| Mark Everitt | Director of Studies, Physics |
| Nicola Jennings | Director of Foundation Programmes |
| **Loughborough University London** | |
| Tatevik Mnatsakanyan | Director of Studies |
| Kun Fu | Director of Studies |