

**UNIVERSITY OF EAST ANGLIA**

**LEARNING AND TEACHING COMMITTEE**

**TAUGHT PROGRAMMES POLICY GROUP**

**1. MEMBERSHIP**

<b>Ex-officio</b>	The Academic Director of Taught Programmes (Chair) The Academic Officer of the Union of UEA Students The President of the Graduate Students' Association The Head of Learning and Teaching Services (West)
<b>Other members</b>	Faculty Associate Deans for Learning and Teaching One academic member nominated by each Faculty One undergraduate student nominated by the Union of UEA Students' Council One taught postgraduate student nominated by the Union of UEA Students' Council.
<b>Co-opted</b>	The Group will have the right to co-opt appropriate persons, for example, the Director of Learning and Teaching Services, the LTS Manager PGT, Assessment and Quality Review, the Assistant Registrars and Senior Administrators (PPE and Planning Office), the Chair of the Taught Programmes Management Group, a representative of the Partnerships Office, the Equality and Diversity Manager, a representative of the Dean of Students' Office, the International Officer of the Union of UEA Students, the Community and Student Rights Officer of the Union of UEA Students and a representative from Student Support Services as and when relevant.
<b>Secretary</b>	Coordinator, LTS Assessments Office.

**2. TERMS OF REFERENCE**

1. To be established as a policy development group advisory to the Academic Director of Taught Programmes in respect of undergraduate and postgraduate taught programmes and students;
2. Acting in its capacity in (1) above,
  - (a) to consider matters relating to undergraduate and postgraduate taught studies referred to it by the Learning and Teaching Committee or its Chair;
  - (b) to consider proposals for policy developments raised by Faculty Learning, Teaching and Quality Committees and, where appropriate and after due consideration, to take recommendations forward to the Learning and Teaching Committee. Should an initial proposal imply a

significant change to or development of policy, the Group is empowered to undertake exploratory work but should seek guidance from the Learning and Teaching Committee on whether the proposal should become an adopted project under the Learning and Teaching Strategy programme before detailed work is commissioned by the Group;

3. To build consensus regarding the development and implementation of policy and to share experience and good practice;
4. To consider matters arising from and relating to undergraduate and taught postgraduate studies with a view to enhancing the learning environment and the student experience;
5. To consider operational, regulatory and other matters arising from the continued development of the regulatory frameworks applying to undergraduate and taught postgraduate provision;
6. To keep under review matters of principle, policy and/or practice emerging from academic appeals and academic complaints by undergraduate and taught postgraduate students and to advise the Learning and Teaching Committee thereon;
7. To make recommendations to and/or take action on behalf of the Learning and Teaching Committee as appropriate;
8. To liaise with the Postgraduate Research Programmes Policy Group on matters of common interest;
9. To report on a regular basis to the Learning and Teaching Committee.

### **3. FREQUENCY OF MEETINGS**

At least six meeting per academic session and at other times as relevant and required.

**Revised October 2012**