**School Education Committee**

**Terms of Reference**

a) working within the context of the institutional framework set by the University, to approve the School Learn to Transform Strategy and associated operational plans for recommendation to University Education Committee and to monitor progress towards achieving objectives;

(b) to oversee the annual review of undergraduate and postgraduate courses, through review of reports and assessments of quality in teaching and learning in the School, including peer observation of teaching, and having responded appropriately, to approve an aggregate annual report, incorporating recommended changes of policy and noting any aspects of good practice;

(c) having reviewed reports from departments on all aspects of student performance with particular attention to issues of equality and diversity, and having responded appropriately to departments, to report to the University Education Committee, incorporating recommended changes of policy and noting any aspects of good practice;

(d) having reviewed annually enrolment and graduate destinations data for all taught courses and modules, and having noted in particular the courses and modules recruiting/enrolling below threshold, to oversee the quality assurance of School decisions with respect to withdrawal, suspension or continuation, and to make recommendations to the Portfolio Approval Committee or University Education Committee as appropriate;

(e) to recommend to Portfolio Approval Committee changes in title of courses or the introduction of alternative modes of study;

(f) to approve, in accordance with procedures laid down by University Education Committee, new modules, changes to existing modules and minor changes to courses;

(g) to recommend annually to University Education Committee for approval the membership of examinations boards within the School;

(h) to consider applications made for accreditation of prior learning and recommend approval to the Pro-Vice-Chancellor (Education and Students) as appropriate;

(i) to approve action plans arising from external examiner reports and monitor the completion of agreed actions; to recommend nominations for external examiners within the School;

(j) to recommend to University Education Committee amendments to assessment regulations and procedures;

(k) to approve Periodic Review action plans and to ensure their implementation;

(l) to advise the Head of School on all matters relating to Teaching and Learning as they affect the annual planning round;

(m) to produce termly reports to University Education Committee on University-wide matters arising from reports from External Examiners, Periodic Review and annual course review, and other matters as appropriate;

(n) to receive reports and recommendations from School Boards of Study, as appropriate to the terms of reference of Boards of Study;

(o) to receive reports from School Suitability for Professional Practice Panels, where appropriate;

(p) to receive an annual report from the School Progression and Award Board on the conduct and outcomes of assessment;

(q) to receive reports from Professional and/or Statutory Bodies, as appropriate;

(r) to receive reports from School Student Experience Group and the School Student Progress Committee.

The Committee may delegate to its Chair or other members of the Committee for the purpose of implementing policy, powers and functions that it is itself competent to perform.

**Composition**

Membership:

* Director of Teaching and Learning (Chair);
* Head of School; Director of Student Experience;
* Heads of Departments within the School (or, in single-Department Schools, two members of academic faculty drawn from across the School appointed by the Director of Teaching and Learning following consultation with the Head of School);
* One undergraduate School Student Representative;
* One postgraduate taught School Student Representative;
* Other members invited by the Director of Teaching and Learning, as appropriate.

Quoracy

A third of members for any formal decisions to be taken

Frequency

At least one per committee cycle (three times per year)

**Reports to**

University Education Committee