

**UNIVERSITY OF EAST LONDON**

**TITLE: FIELD COMMITTEE**

**REPORTS TO: SCHOOL BOARD**

**TERMS OF REFERENCE**

To be responsible for assuring the quality and standards of the range of modules within the field:

1. Providing input into the Review and Enhancement Procedures in relation to the Field, identifying responsibilities for action to be taken before the programme REP reports are considered by School Quality Standing Committee, and providing a supplementary report, as appropriate, to the School Quality Standing Committee.
2. Reviewing the relevant documentation and other evidence prepared for Academic Review and other external review processes.
3. Monitoring the modules offered within the Field with respect to currency of content, delivery and assessment.
4. Recommending the addition and deletion of modules.
5. Ensuring that liaison takes place with the relevant Programme Committees prior to introducing changes which might affect them.
6. Reviewing modules in the light of module questionnaire results and feedback from relevant Programme Committees in order to make recommendations for change.
7. Advising the Field Leader on mechanisms by which University policy statements, which have an impact on module design and delivery, are implemented.
8. Putting forward proposals for field examiners to the appropriate School and University Committees.
9. Considering external examiner reports and responses, advising the Field Leader on implementation of actions, and tracking the implementation of changes.

**MEMBERSHIP**

Field Leader (Chair)  
Administrator/Service Officer (ex-officio)  
All module leaders for modules within the Field  
Programme Leaders for relevant programmes  
Learning Support Services representative  
Head of School/Associate Head of School (ex officio)

The meeting will be held once per semester and will be quorate if 40% of the members are present.

**UNIVERSITY OF EAST LONDON**

**TITLE:                   PROGRAMME COMMITTEE**

**REPORTS TO:           SCHOOL BOARD**

**TERMS OF REFERENCE**

To be responsible for assuring and enhancing the quality of the student experience at programme level by:

1. Providing a forum in which students can express their views about the management of the programme, and the content, delivery and assessment of modules, in order to identify appropriate actions to be taken in response to the issues raised and to ensure that the implementation of these actions is tracked.
2. Providing formal yearly student feedback on the programme as input into the preparation of the Programme REP
3. Reviewing programme questionnaire results and making recommendations and changes arising from these.
4. Receiving, considering and approving the Programme REP and identifying responsibilities for action to be taken before it is considered by School Quality Standing Committee.
5. Reviewing the relevant documentation and other evidence prepared for Academic Review and other external review processes.
6. Considering proposals for modification of the programme structure.
7. Making recommendations for new modules to the appropriate Field Committee.
8. Advising the Programme Leader on mechanisms by which University policy statements, which have an impact on programme design and delivery, are implemented.

**MEMBERSHIP**

Programme Leader (Chair)  
Administrator/ Servicing Officer (ex-officio)  
Module leaders of all modules core to the programme  
Learning Support Services representative  
Technician representative (for laboratory based programmes)  
Head of School/Associate Head of School (ex officio)  
Two student representatives for each level and at least one part-time student (where appropriate)

**In attendance**

Programme staff, making a significant teaching contribution to the programme, and relevant Field Leaders will be entitled to attend

The meeting will be held once per semester and will be quorate if 40% of the members are present.

