



**CARLOW
COLLEGE**
ST. PATRICK'S

2018/2019

Programme Boards

TERMS OF REFERENCE
QUALITY ASSURANCE OFFICER

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B.A. in Applied Social Studies (Professional Social Care) and B.A. (Hons) in Applied Social Studies (Professional Social Care) Programme



**CARLOW
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Terms of Reference
Programme Board for the
B.A. in Applied Social Studies (Professional Social Care) and
B.A. (Hons) in Applied Social Studies (Professional Social Care)

Section 1: Remit

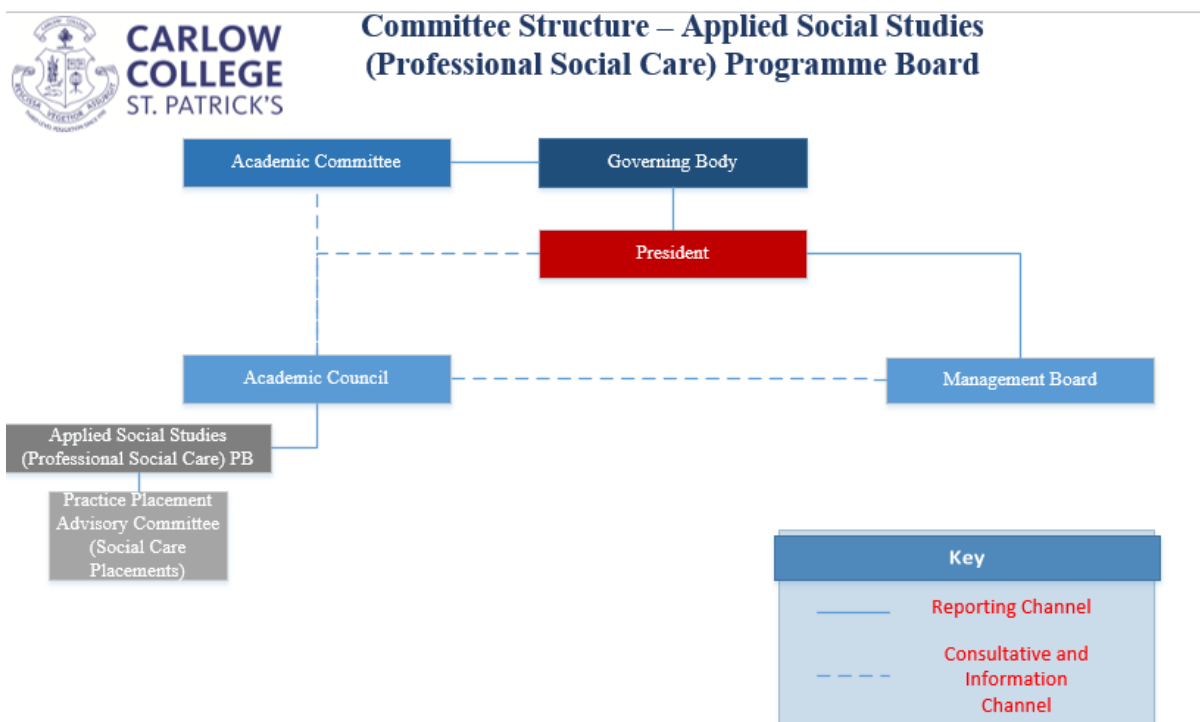
Each academic programme at Carlow College, St. Patrick's has a programme board which meets at least five times during the academic year. The primary function of the Programme Board is to oversee operational control and programme monitoring along with programme planning and development. The remit of the Programme Board includes monitoring and responding to: learner enrolment, progression, attrition and completion data (supplied by the Admissions Office); learner feedback; external examiner reports and recommendations; graduate progression to employment or other educational programmes; monitoring and review of professional standards and proficiencies (CORU, 2018) and evaluations of the programme by learners, academic staff and stakeholders.

Section 2: Membership

Function	Mode of Selection
Programme Director	<i>Ex Officio</i>
Programme Administrator	<i>Ex Officio</i>
Head of Student Services	<i>Ex Officio</i>
Representative of Teaching, Learning and Assessment Committee	<i>Ex Officio</i>
Chair of Practice Placement Advisory Committee (Social Care Placements)	<i>Ex Officio</i>
Lecturers on the programme	One lecturer representing each of the core disciplines on the programme as well as one lecturer representing all the minor disciplines. Some of these lecturers must be Academic Advisors on the programme. The Programme Director

	nominates the lecturers, whose membership should be for a term of two years. Every full-time lecturer is expected to take a turn at membership of the Board and attend all meetings. Lecturers should not be expected to be on more than one Programme Board at a time. Part-time lecturers may also put themselves forward for membership of a Programme Board and should indicate in writing to all relevant directors which board they will join.
Learner Representatives	Up to two class representatives for each stage of the programme

Section 3: Reporting Structure



The Programme Board reports to Academic Council and Programme Directors should submit a report at each Academic Council meeting. Programme Boards can make decisions on operational issues that relate specifically to that programme – for example: schedules for assessment, timing of dissertation presentations or changes to programme-specific website content. In relation to decisions which will have an impact on other programmes or other operational areas of the College, Programme Directors can initially bring this up for discussion at the monthly meeting between Programme Directors and the Assistant Registrar for

Academic Affairs. If there is agreement, then a recommendation can be made to Academic Council.

Section 4: Terms of Reference

1. Create and keep records of meetings adhering to the *Guidelines Regarding Keeping Records of Meetings*.
2. To develop the decision-making process within the Programme Board.
3. Discuss pre-circulated reports from the Academic Resource Office, Teaching, Learning and Assessment Committee, Practice Placement Advisory Committee (Social Care Placements), Dissertation Coordinator (as applicable), Marketing Office, Admissions Office and the School Liaison Office.
4. Consider data on enrolment, progression, attrition and completion supplied by the Admissions Office and implement changes to address issues highlighted by these data on a programme level as well as making recommendations for institution-wide solutions. Approve Academic Advisor Report on Learner Progress submitted Bi-Annually.
5. Consider and respond to learner feedback on the programme as raised by learner representatives and/or Academic Advisor.
6. Highlight issues as they develop during the delivery of any programme or module.
7. Consider recommendations of external examiners and implement changes to address issues highlighted by these data on a discipline and programme level.
8. To monitor and review the integration of professional regulatory requirements for Social Care Work into the programme.
9. Make suggestions for new External Examiners.
10. Serve as an initial discussion point for new programme proposals and refer completed Preliminary Programme Proposal Forms to the Office of the Registrar.
11. Discuss annual Programme Monitoring Reports and other evaluations
12. Make recommendations for actions which are then brought forward to the Office of the Registrar and/or Academic Council by the Programme Director.

Section 5: Frequency of Meetings

The Programme Board should meet at least five times during the period 1 September to 15 June. At least two of these meetings should take place within the teaching period to facilitate student representation. A meeting of the Programme Board can take place whenever it is deemed necessary by the Programme Director, but sufficient notice must be given to enable attendance by the student representatives and lecturers. The four mandatory meetings should be scheduled for:

- the first week in September;
- during Autumn mid-term;
- the first week of the second term/semester;
- the week preceding or following the Easter Break;

- the week following the external exam board meeting.

Practice Placement Advisory Committee (Social Care Placements)



**CARLOW
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Terms of Reference **Practice Placement Advisory Committee (Social Care Placements)**

Section 1: Remit

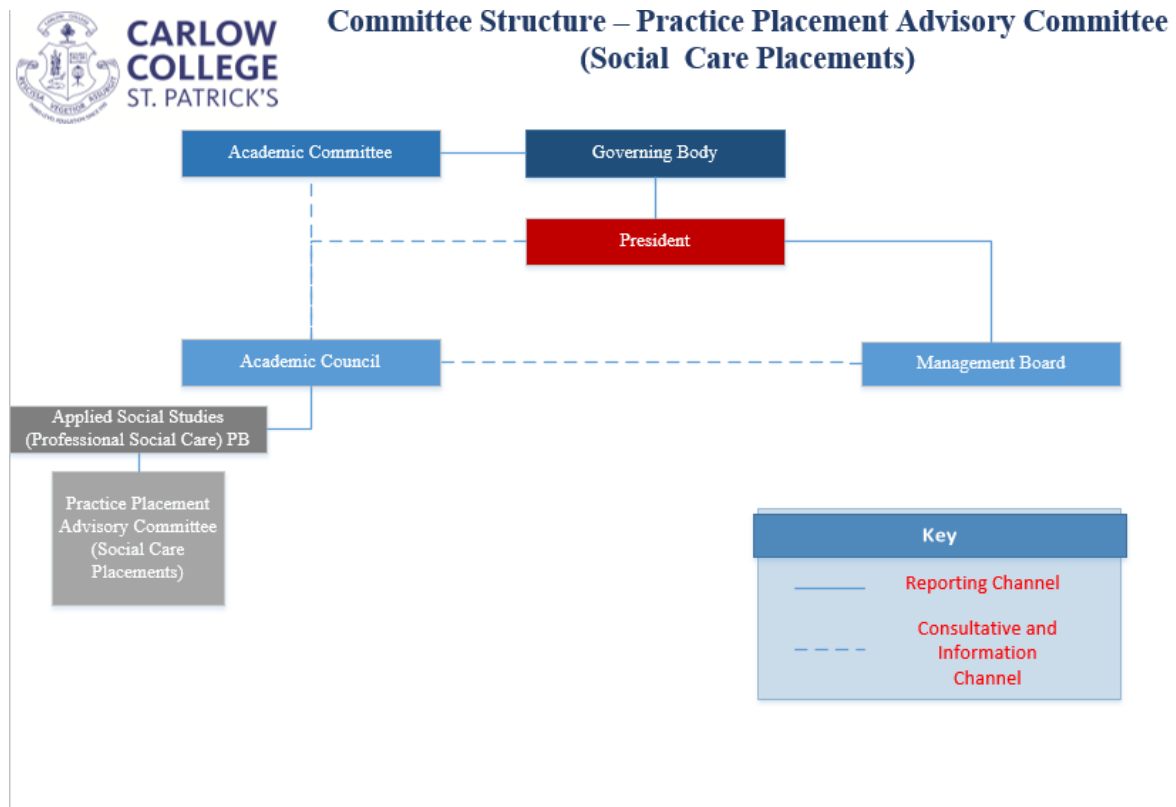
The Practice Placement Advisory Committee (Social Care Placements) is responsible for the management and delivery of the professional practice placement component of the degree programme in accordance with good practice nationally. The remit of the group includes supporting learners to develop the knowledge, skills and competencies required for the profession as identified by CORU in *The Standards of Proficiency for Social Care Workers May 2017*. This involves a co-ordinated approach to the preparation of learners for practice placement; determining their readiness and suitability; supporting learners in securing an appropriate placement; liaising with the on-site supervisors; providing ongoing support for learners/supervisors, leading to final assessment. The Practice Placement Advisory Committee (Social Care Placements) undertakes regular monitoring and evaluation with all relevant stakeholders. A core function of the Practice Placement Advisory Committee (Social Care Placements) is to cultivate reflective, compassionate, ethical practitioners with a capacity for critical thinking.

Section 2: Membership

The Practice Placement Advisory Committee (Social Care Placements) comprises the Practice Placement Co-ordinator and lecturing staff of the degree programme who have training and experience relevant to Social Studies. They are referred to as Practice Educators.

Function	Mode of Selection
Placement Co-ordinator	<i>Ex Officio, Chair</i>
Practice Educator	<i>Ex Officio</i>
Practice Educator	<i>Ex Officio</i>
Practice Educator	<i>Ex Officio</i>
Practice Educator	<i>Ex Officio</i>

Section 3: Reporting Structure



The Practice Placement Advisory Committee (Social Care Placements) is a sub-committee of the Applied Social Studies (Professional Social Care) Programme Board. The Placement Co-ordinator reports on the work of the Practice Placement Advisory Committee (Social Care Placements) to meetings of the Programme Board. All policies and procedures emanating from the Practice Placement Advisory Committee (Social Care Placement) are referred to the Academic Council for approval.

Section 4: Terms of Reference

The Terms of Reference of the Practice Placement Advisory Committee (Social Care Placements) are to:

- ensure the practice component is consistent with regulatory requirements (*CORU Standards of Proficiency for Social Care Workers* (May 2017));
- develop professional placement policies and procedures;
- provide a forum for the discussion and dissemination of issues relating to practice, with internal and external stakeholders;
- deliver training for on-site supervisors;
- devise and deliver professional practice preparation classes prior to commencement of placement and at mid -point in the twelve-week placement block;
- liaise with on-site supervisors to support the learner in practice, by phone and email;

- inform the Placement Co-ordinator if practice difficulties occur;
- assess the learner placement experience with on-site supervisor and learner;
- compile written evaluations of placement;
- conduct reflective feedback sessions with learners on their return to college after placement;
- follow up with learners on practice issues upon their return to college;
- create and keep records of meetings adhering to the *Guidelines Regarding Keeping Records of Meetings*; and
- develop the decision-making process within the team.

Section 5: Frequency of Meetings

The Practice Placement Advisory Committee (Social Care Placements) meets monthly during the academic year. Additional meetings may be called if necessary outside of the academic year to support the work of the committee, e.g. when learners are completing summer placements.

B.A. Arts & Humanities and B.A. (Hons) Arts & Humanities Programme



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Terms of Reference **Programme Board for the BA Arts & Humanities and BA (Hons) Arts & Humanities programmes**

Section 1: Remit

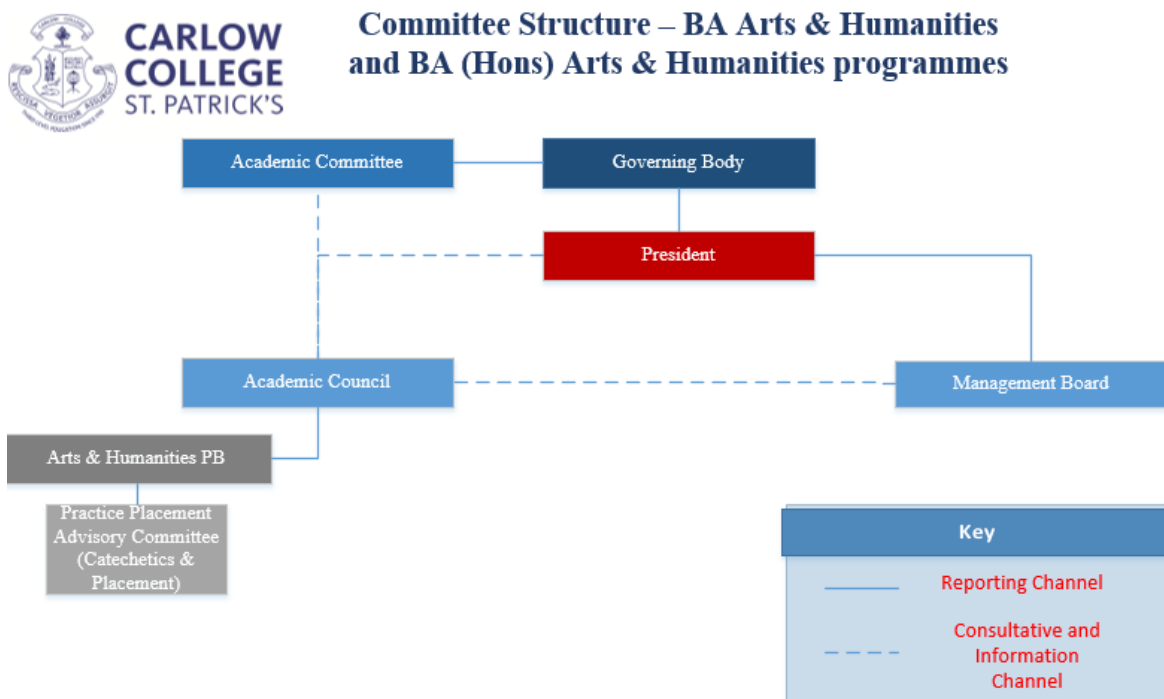
Each academic programme at Carlow College, St Patrick's has a programme board which meets at least five times during the academic year. The primary function of the programme board is to oversee operational control and programme monitoring along with programme planning and development. The remit of the Programme Board includes monitoring and responding to: learner enrolment, progression, attrition and completion data (supplied by the Admissions Office); learner feedback; external examiner reports and recommendations; graduate progression to employment or other educational programmes; and evaluations of the programme by learners, academic staff and stakeholders.

Section 2: Membership

Function	Mode of Selection
Programme Director (PD)	<i>Ex Officio</i>
Programme Administrator	<i>Ex Officio</i>
Head of Student Services	<i>Ex Officio</i>
Representative of Teaching, Learning and Assessment Committee	<i>Ex Officio</i>
Chair of Practice Placement Advisory Committee (Catechetics and Placement)	<i>Ex Officio</i>
Lecturers on the programme	One lecturer representing each of the five core disciplines on the programme. Some of these lecturers must be Academic Advisors on the programme. The PD nominates the lecturers, whose membership should be for a term of two years. Every fulltime lecturer is expected to take a turn at membership of the board and attend all meetings. Lecturers should not be expected to be on more than one Programme Board at a time. Part-time

	lecturers may also put themselves forward for membership of a Programme Board and should indicate in writing to all relevant directors which board they will join.
Learner Representatives	Up to two class representatives for each stage of the programmes

Section 3: Reporting Structure



The Programme Board reports to Academic Council and the PD should submit a report at each Academic Council meeting. Programme Boards can make decisions on operational issues that relate specifically to that programme - for example: schedules for assessment, timing of dissertation presentations or changes to programme-specific website content. In relation to decisions which will have an impact on other programmes or other operational areas of the College, PDs can initially bring this up for discussion at the monthly meeting between PDs and the Assistant Registrar for Academic Affairs. If there is agreement, then a recommendation can be made to Academic Council.

Section 4: Terms of Reference

1. Create and keep records of meetings adhering to the *Guidelines Regarding Keeping Records of Meetings*.
2. To develop the decision-making process within the Programme Board.
3. Discuss pre-circulated reports from the Academic Resource Office, Teaching, Learning and Assessment Committee, Practice Placement Advisory Committee (Catechetics and Placement), Dissertation Coordinator (as applicable), Marketing Office, Admissions Office and the School Liaison Office.

4. Consider data on enrolment, progression, attrition and completion supplied by the Admissions Office and implement changes to address issues highlighted by these data on a programme level as well as making recommendations for institution-wide solutions. Approve Academic Advisor Report on Learner Progress submitted Bi-Annually.
5. Consider and respond to learner feedback on the programme as raised by learner representatives and/or Academic Advisor
6. Highlight issues as they develop during the delivery of any programme or module.
7. Consider recommendations of external examiners and implement changes to address issues highlighted by these data on a discipline and programme level.
8. Make suggestions for new External Examiners.
9. Serve as an initial discussion point for new programme proposals and refer completed Preliminary Programme Proposal Forms to the Office of the Registrar.
10. Discuss annual Programme Monitoring Reports and other evaluations.
11. Make recommendations for actions which are then brought forward to the Office of the Registrar and/or Academic Council by the Programme Director.

Section 5: Frequency of Meetings

The Programme Board should meet at least five times during the period 1 September to 15 June. At least two of these meetings should take place within the teaching period to facilitate student representation. A meeting of the Programme Board can take place whenever it is deemed necessary by the PD, but sufficient notice must be given to enable attendance by the student representatives and lecturers. The four mandatory meetings should be scheduled for:

- the first week in September;
- during Autumn mid-term;
- the first week of the second term/semester;
- the week preceding or following the Easter Break;
- the week following the external exam board meeting.

Practice Placement Advisory Committee (Catechetics and Placement)



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Terms of Reference **Practice Placement Advisory Committee (Catechetics and Placement)**

Section 1: Remit

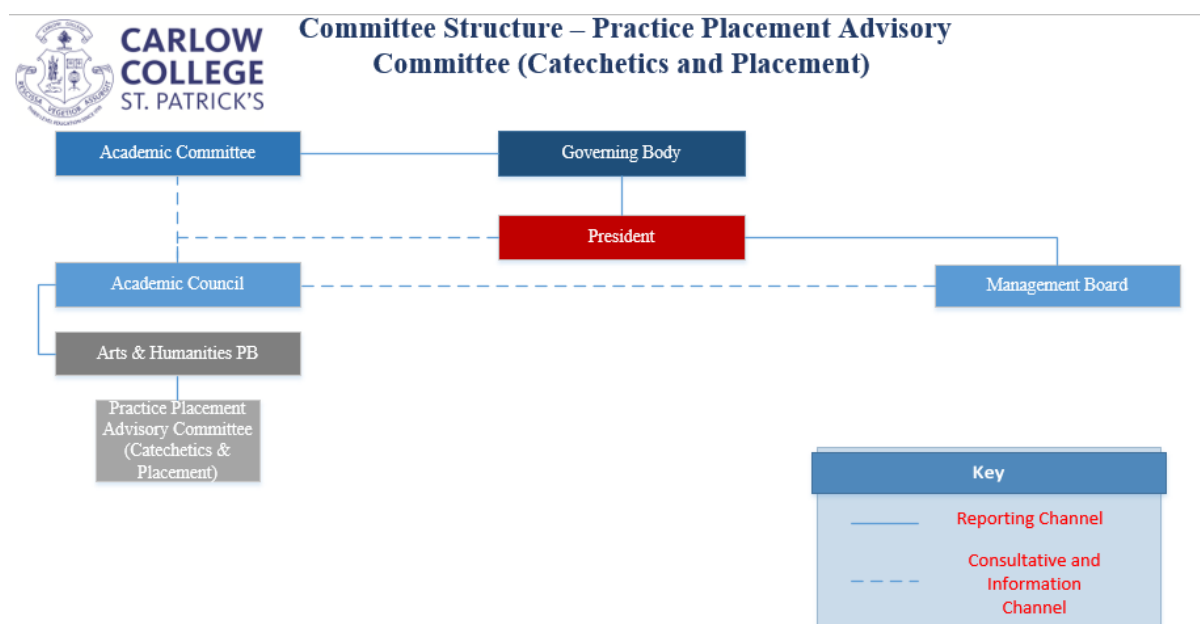
The Practice Placement Advisory Committee (Catechetics and Placement) is responsible for the coherent management and effective co-ordination and delivery of the Teaching Placement Module in Carlow College, St. Patrick's. The Practice Placement Advisory Committee (Catechetics and Placement) will raise awareness that undergraduates have a teaching placement component and that their involvement in teaching is a positive feature of the graduate experience in terms of professional and personal development. The Practice Placement Advisory Committee (Catechetics and Placement) is also responsible for enhancing collaboration between Carlow College and stakeholders. This committee will be compliant with the *Quality Assurance Policy* at Carlow College and nationally by the Teaching Council of Ireland *Code of Professional Conduct for Teachers Updated* (2nd edition, 2016).

Section 2: Membership

The Practice Placement Advisory Committee (Catechetics and Placement) comprises the Humanities Programme Director, Teaching Placement Supervisors, Theology Lecturer, Catechetics and Placement Lecturer. Staff members who are *ex officio* members, are so by virtue of their function within the Humanities Programme.

Function	Mode of Selection
Programme Director (Chair)	<i>Ex Officio</i>
Teaching Placement Supervisors	<i>Ex Officio</i>
Theology Lecturer (Full-time)	<i>Ex Officio</i>
Catechetics and Placement Lecturer	<i>Ex Officio</i>

Section 3: Reporting Structure



The Practice Placement Advisory Committee (Catechetics and Placement) is a sub-committee of the Arts & Humanities Programme Board. The Arts & Humanities Programme Director will report on the work of the Practice Placement Advisory Committee (Catechetics and Placement) to meetings of the Arts & Humanities Programme Board. All policies and procedures emanating from the Practice Placement Advisory Committee (Catechetics and Placement) will be sent to the Academic Council for approval.

Section 4: Terms of Reference

The Terms of Reference of the Placement Advisory Committee (Catechetics and Placement) are to:

- provide a forum where issues concerning teaching practice/placement can be discussed and acted upon;
- develop and maintain a process for recording/archiving minutes, actions taken and reports for self-monitoring activities;
- develop the decision-making process within the team;
- undertake any responsibility which is necessary and appropriate to promote the strategic development of the College;
- promote co-operation with internal and external stakeholders;
- create and keep records of meetings adhering to the *Guidelines Regarding Keeping Records of Meetings*;

- review all feedback from external examiner and host teachers and provide ongoing monitoring of the systems within Catechetics and Placement;
- be proactive in providing information and events which encourage the ongoing enhancement of Teaching Practice and Student learning; and
- propose, where necessary, relevant policies and procedures to be approved by the Academic Council.

Section 5: Frequency of Meetings

The Practice Placement Advisory Committee will meet monthly during the academic year. Meetings may be called when necessary outside of the academic year.

B.A. (Hons) English and History Programme



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Terms of Reference **Programme Board for the BA (Hons) English and History Programme Board**

Section 1: Remit

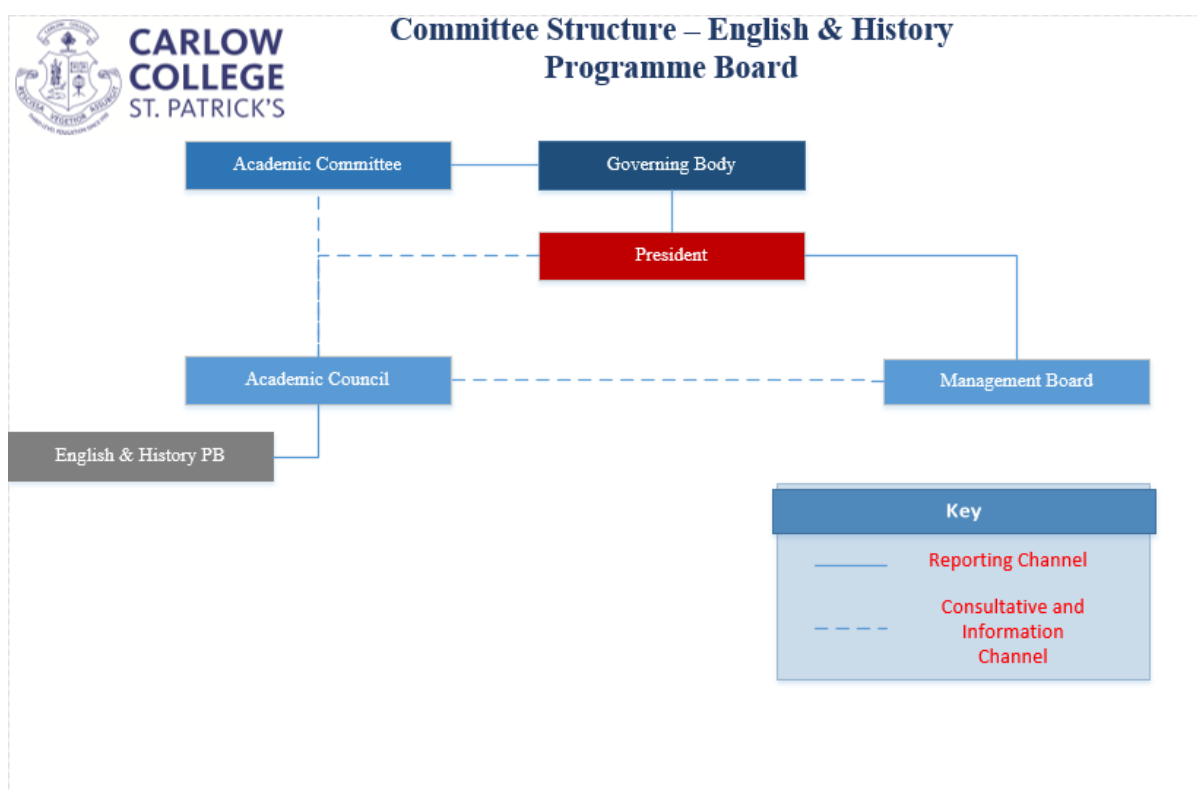
Each academic programme at Carlow College, St. Patrick's has a programme board which meets at least four times during the academic year. The primary function of the Programme Board is to oversee operational control and programme monitoring along with programme planning and development. The remit of the Programme Board includes monitoring and responding to: learner enrolment, progression, attrition and completion data (supplied by the Admissions Office); learner feedback; external examiner reports and recommendations; graduate progression to employment or other educational programmes; and evaluations of the programme by learners, academic staff and stakeholders.

Section 2: Membership

Function	Mode of Selection
Programme Director	<i>Ex Officio</i>
Programme Administrator	<i>Ex Officio</i>
Head of Student Services	<i>Ex Officio</i>
Representative of Teaching, Learning and Assessment Committee	<i>Ex Officio</i>
Lecturers on the programme	Two lecturers representing each of the core disciplines on the programme as well as one lecturer representing all the minor disciplines. Some of these lecturers must be Academic Advisors on the programme. The PD nominates the lecturers, whose membership should be for a term of two years. Every full-time lecturer is expected to take a turn at membership of the board and attend all meetings. Lecturers should not be

	expected to be on more than one Programme Board at a time. Part-time lecturers may also put themselves forward for membership of a Programme Board and should indicate in writing to all relevant directors which board they will join
Learner Representatives	One class representative for each stage of the programme

Section 3: Reporting Structure



The Programme Board reports to Academic Council and PDs should submit a report at each Academic Council meeting. Programme Boards can make decisions on operational issues that relate specifically to that programme – for example: schedules for assessment, timing of dissertation presentations or changes to programme-specific website content. In relation to decisions which will have an impact on other programmes or other operational areas of the College, PD can initially bring this up for discussion at the monthly meeting between Programme Directors and the Assistant Registrar for Academic Affairs. If there is agreement, then a recommendation can be made to Academic Council.

Section 4: Terms of Reference

1. Create and keep records of meetings adhering to the *Guidelines Regarding Keeping Records of Meetings*.
2. To develop the decision-making process within the Programme Board.

3. Discuss pre-circulated reports from the Academic Resource Office, Teaching, Learning and Assessment Committee, Dissertation Coordinator (as applicable), Marketing Office, Admissions Office and the School Liaison Office.
4. Consider data on enrolment, progression, attrition and completion supplied by the Admissions Office and implement changes to address issues highlighted by these data on a programme level as well as making recommendations for institution-wide solutions. Approve Academic Advisor Report on Learner Progress submitted Bi-Annually.
5. Consider and respond to learner feedback on the programme as raised by learner representatives and/or Academic Advisor
6. Highlight issues as they develop during the delivery of any programme or module.
7. Consider recommendations of external examiners and implement changes to address issues highlighted by these data on a discipline and programme level.
8. Make suggestions for new External Examiners.
9. Serve as an initial discussion point for new programme proposals and refer completed Preliminary Programme Proposal Forms to the Office of the Registrar.
10. Discuss annual Programme Monitoring Reports and other evaluations
11. Make recommendations for actions which are then brought forward to the Office of the Registrar and/or Academic Council by the Programme Director.

Section 5: Frequency of Meetings

The Programme Board should meet at least five times during the period 1 September to 15 June. At least two of these meetings should take place within the teaching period to facilitate student representation. A meeting of the Programme Board can take place whenever it is deemed necessary by the Programme Director, but sufficient notice must be given to enable attendance by the student representatives and lecturers. The four mandatory meetings should be scheduled for:

- the first week in September;
- during Autumn mid-term;
- the first week of the second term/semester;
- the week preceding or following the Easter Break;
- the week following the external exam board meeting.

B.A. (Hons) in Social, Political and Community Studies Programme



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Terms of Reference **Programme Board for the BA (Hons) Social, Political and Community Studies Programme**

Section 1: Remit

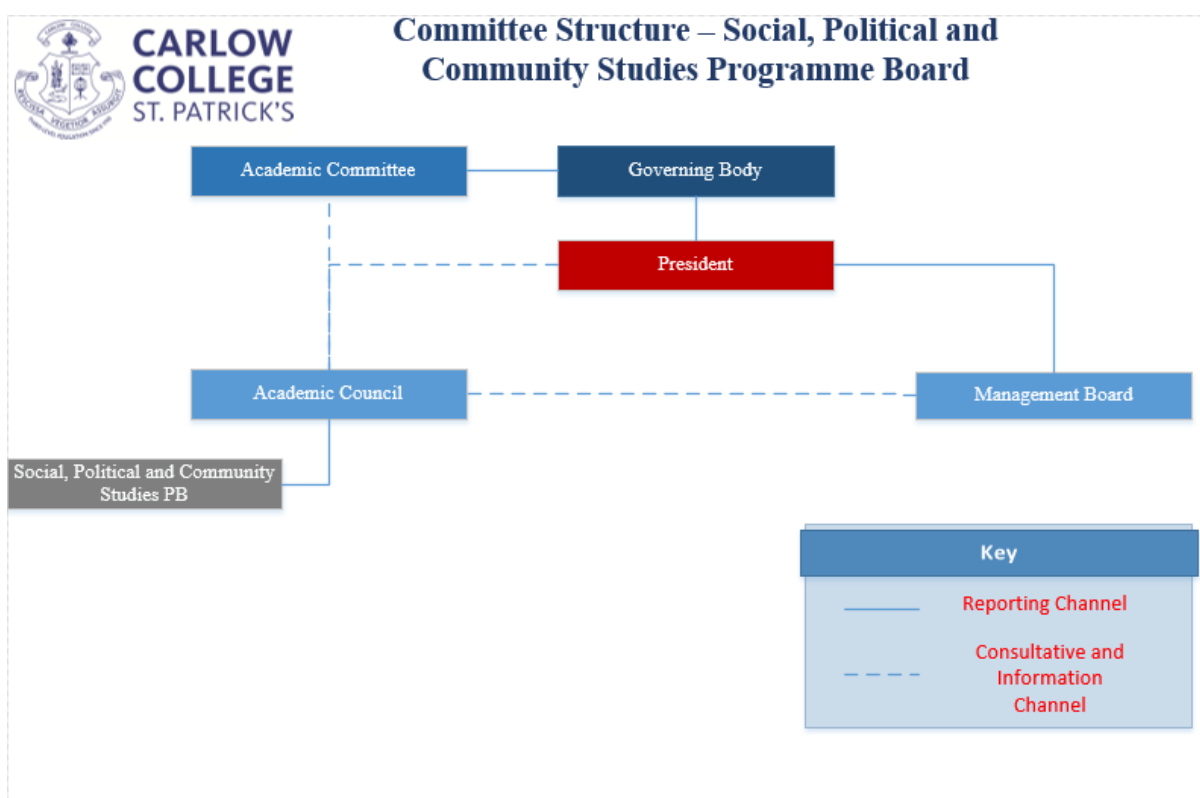
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Section 2: Membership

Function	Mode of Selection
Programme Director	<i>Ex Officio</i>
Programme Administrator	<i>Ex Officio</i>
Head of Student Services	<i>Ex Officio</i>
Representative of Teaching, Learning and Assessment Committee	<i>Ex Officio</i>
Placement coordinator	<i>Ex Officio</i>
Lecturers on the programme	One lecturer representing each of the core disciplines on the programme as well as one lecturer representing all the minor disciplines; the duration of their membership is for a term of two years. Some of these lecturers must be Academic Advisors on the programme. Every fulltime lecturer is expected to take a turn at membership of the board and

	attend all meetings. Lecturers should not be expected to be on more than one Programme Board at a time. Part-time lecturers may also put themselves forward for membership of a Programme Board and should indicate in writing to all relevant chairs which board they will join.
Learner Representatives	One class representative for each stage of the programme

Section 3: Reporting Structure



The Programme Board reports to Academic Council and Directors should submit a report at each Academic Council meeting. Programme Boards can make decisions on operational issues that relate specifically to that programme - for example: schedules for assessment, timing of dissertation presentations or changes to programme-specific website content. In relation to decisions which will have an impact on other programmes or other operational areas of the College, the Programme Director can initially bring this up for discussion at the monthly meeting between Programme Directors and the Assistant Registrar for Academic Affairs. If there is agreement, then a recommendation can be made to Academic Council.

Section 4: Terms of Reference

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2. To develop the decision-making process within the Programme Board.

3. Discuss pre-circulated reports from the Academic Resource Office, Teaching, Learning and Assessment Committee, Practice Placement Advisory Committee (Catechetics and Placement), Dissertation Coordinator (as applicable), Marketing Office, Admissions Office and the School Liaison Office.
4. Consider data on enrolment, progression, attrition and completion supplied by the Admissions Office and implement changes to address issues highlighted by these data on a programme level as well as making recommendations for institution-wide solutions. Approve Academic Advisor Report on Learner Progress submitted Bi-Annually.
5. Consider and respond to learner feedback on the programme as raised by learner representatives and/or Academic Advisor
6. Highlight issues as they develop during the delivery of any programme or module.
7. Consider recommendations of external examiners and implement changes to address issues highlighted by these data on a discipline and programme level.
8. Make suggestions for new External Examiners.
9. Serve as an initial discussion point for new programme proposals and refer completed Preliminary Programme Proposal Forms to the Office of the Registrar.
10. Discuss annual Programme Monitoring Reports and other evaluations
11. Make recommendations for actions which are then brought forward to the Office of the Registrar and/or Academic Council by the Programme Director.

Section 5: Frequency of Meetings

The Programme Board should meet at least five times during the period 1 September to 15 June. At least two of these meetings should take place within the teaching period to facilitate student representation. A meeting of the Programme Board can take place whenever it is deemed necessary by the Programme Director, but sufficient notice must be given to enable attendance by the student representatives and lecturers. The four mandatory meetings should be scheduled for:

- the first week in September;
- during/after the Autumn mid-term (depending on lecturer/student availability);
- the first week of the second term/semester;
- the week preceding or following the Easter Break;
- the week following the external exam board meeting.

M.A. (Leadership in Therapeutic Child and Social Care Programme)



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Terms of Reference **Programme Board for the MA (Leadership in Therapeutic Child and Social Care) Programme**

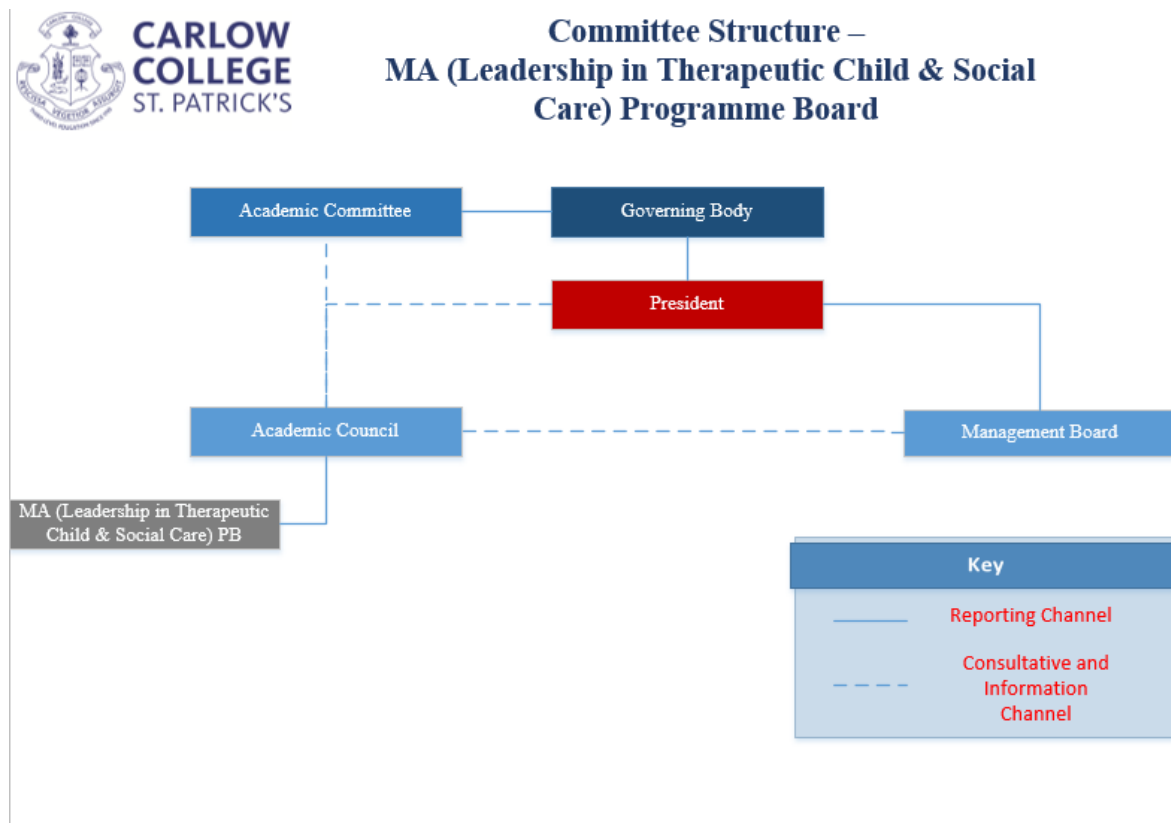
Section 1: Remit

Each academic programme at Carlow College, St. Patrick's has a programme board which meets at least five times during the academic year. The primary function of the Programme Board is to oversee operational control and programme monitoring along with programme planning and development. The remit of the Programme Board includes monitoring and responding to: learner enrolment, progression, attrition and completion data (supplied by the Admissions Office); learner feedback; external examiner reports and recommendations; graduate progression to employment or other educational programmes; and evaluations of the programme by learners, academic staff and stakeholders.

Section 2: Membership

Function	Mode of Selection
Programme Director	<i>Ex Officio</i>
Programme Administrator	<i>Ex Officio</i>
Head of Student Services	<i>Ex Officio</i>
Representative of Teaching, Learning and Assessment Committee	<i>Ex Officio</i>
Lecturers on the programme	All lecturers on the programme, full and part-time, are members of the Programme Board.
Learner Representatives	Up to two class representatives

Section 3: Reporting Structure



The Programme Board reports to Academic Council and Chairs should submit a report at each Academic Council meeting. Programme Boards can make decisions on operational issues that relate specifically to that programme - for example: schedules for assessment, timing of dissertation presentations or changes to programme-specific website content. In relation to decisions which will have an impact on other programmes or other operational areas of the College, Programme Directors can initially bring this up for discussion at the monthly meeting between directors and the Assistant Registrar for Academic Affairs. If there is agreement, then a recommendation can be made to Academic Council.

Section 4: Terms of Reference

1. Create and keep records of meetings adhering to the *Guidelines Regarding Keeping Records of Meetings*.
2. To develop the decision-making process within the Programme Board.
3. Discuss pre-circulated reports from the Academic Resource Office, Teaching, Learning and Assessment Committee and other committees (as applicable), Marketing Office, Admissions Office and the School Liaison Office.
4. Consider data on enrolment, progression, attrition and completion supplied by the Admissions Office and implement changes to address issues highlighted by these data on a programme level as well as making recommendations for institution-wide solutions.
5. Consider and respond to learner feedback on the programme as raised by learner representatives and/or Academic Advisor

6. Highlight issues as they develop during the delivery of any programme or module.
7. Consider recommendations of external examiners and implement changes to address issues highlighted by these data on a discipline and programme level.
8. Make suggestions for new External Examiners.
9. Serve as an initial discussion point for new programme proposals and refer completed Preliminary Programme Proposal Forms to the Office of the Registrar.
10. Discuss annual Programme Monitoring Reports and other evaluations
11. Make recommendations for actions which are then brought forward to the Office of the Registrar and/or Academic Council by the Programme Director.

Section 5: Frequency of Meetings

The Programme Board should meet at least five times during the period 1 September to 15 June. At least two of these meetings should take place within the teaching period to facilitate student representation. A meeting of the Programme Board can take place whenever it is deemed necessary by the Programme Director, but sufficient notice must be given to enable attendance by the student representatives and lecturers. The four mandatory meetings should be scheduled for:

- the first week in September;
- the Autumn mid-term;
- the first week of the second term/semester;
- the week preceding or following the Easter Break;
- the week following the external exam board meeting.