

A Programme Team and a Programme Committee, shall be established for each programme offered by the Institute, and it shall be responsible, in conjunction with the Head of School, for developing and assisting in the operation of the programme.

Terms of Reference

Each Programme Team/Committee is in effect a sub-committee of the Faculty Board and is assigned the following academic responsibilities, within the framework of the regulations laid down by Academic Council:

1. advising the School Executive/Forum and through them the Faculty Board, and as appropriate, through it, Academic Council, on matters relating to a proposed or existing programme having regard to section 11(3) of the DIT Act (1992);
2. developing programme proposals after they have received outline planning approval from the Faculty Board;
3. assisting in processing such proposals through the appropriate Validation Panel with a view to securing approval of the programme from the Academic Quality Assurance Committee;
4. following approval by Academic Quality Assurance Committee, and where appropriate, preparing further documentation in relation to the programme or programme modules as required, before it is submitted to an external accrediting body;
5. following appropriate internal (and if necessary, external) approval, monitoring the implementation of the programme and regularly reporting on these matters to the School Forum and Faculty Board;
6. incorporating approved modifications in the Programme Document after annual monitoring;
7. carrying out the critical self-study of the programme and the preparation of revised documentation and other tasks in relation to five-yearly programme reviews;
8. contributing to the process of School Based Review;
9. carrying out such other functions as are considered appropriate, subject to the approval of the School Forum and Faculty Board.
10. ensuring that there is student representation on the Programme Committee in accordance with the membership listed below.

The Programme Team/Committee may establish sub-committees and working parties, some of whose membership may, with the approval of the Faculty Board, be from outside

the Team/Committee or from outside the Institute, subject to approval of Academic Council and Governing Body. The Chairperson shall be responsible for reporting the decisions and views of the Programme Team/Committee to the School and Faculty Board and for transmitting the relevant decisions and views of the Forum/Board to the Programme Team/Committee.

Membership

The membership of the Programme Team shall comprise the Head of Department (or Assistant Head of School), the Heads of School involved with the programme (or their nominees) and all members of staff teaching on the programme.

The membership of the Programme Committee shall be the Head of Department (or Assistant Head of School), the Heads of School involved with the programme, up to ten nominated members drawn from the membership of the Programme Team, one student from each year of the programme and a number of co-opted members if deemed appropriate by the committee. Where appropriate the relevant Heads of Learning Development will be included in the membership.

The Chairperson of the Programme Team, who also serves as Chairperson of the Programme Committee, is normally the Head of Department (or Assistant Head of School) or another member of staff nominated by the Head of School. IWith the agreement of the Head of School, the Chairperson may be another member of staff nominated by the Programme Committee.

Meetings

Each Programme Team shall meet at least once each year. Each Programme Committee shall meet at least once each term and at such other times as required. An Aide Memoire or minutes should be recorded and available in the Office of the Head of School and published on the Staff Intranet.