

## O6: COURSE/PROGRAMME MANAGEMENT TEAMS

### CONTENTS

1.	<b>Authority for Regulation</b>	<b>1</b>
2.	<b>Remit</b>	<b>1</b>
3.	<b>Composition</b>	<b>2</b>
4.	<b>Frequency of Meetings</b>	<b>2</b>
5.	<b>Conduct of Meetings</b>	<b>2</b>
6.	<b>Minutes and Reports</b>	<b>2</b>

### REGULATION

#### 1. AUTHORITY FOR REGULATION

This Regulation is made in pursuance of Article 13 of *The Robert Gordon University (Scotland) Order of Council 2006*.

#### 2. REMIT

- (i) To nominate, and make recommendations to the School Academic Board:
  - (a) external examiner appointments;
  - (b) core membership of Assessment Boards;
- (ii) To consider and make recommendations to the School Academic Board:
  - (a) course/programme changes;
  - (b) requests from students on the course/programme for a temporary suspension of studies;
- (iii) To consider:
  - (a) evidence from students to support approval of exemption from the requirements for part of their programme of study;
  - (b) requests from students on the course/programme to undertake a specified alternative elective unit;
  - (c) issues arising from students, including staff/student engagement/partnership liaison meetings;

- (d) issues relating to validation, review, approval and professional body events;
  - (e) issues relating to resources required for the operation of the course/programme;
  - (f) and to convey views and make recommendations to the School Academic Board concerning any academic matter relating to the course/programme, and any matter referred to the Course/Programme Management Team by the School Academic Board;
- (iv) To be responsible to the Head of School for the development and delivery of the teaching and learning programme of the course/programme.
  - (v) To determine a student's conditions of transfer from another programme of study.
  - (vi) To contribute to the production of a *Course/Programme Appraisal Report*.

### 3. COMPOSITION

The Course/Programme Management Team shall normally consist of the Course/Programme Leader (who shall normally act as Convener), and such other staff, with an involvement in the academic management of the course/programme, as deemed appropriate by the School Academic Board.

### 4. FREQUENCY OF MEETINGS

There will be a minimum of three meetings in any academic session.

### 5. CONDUCT OF MEETINGS

The meetings shall be conducted according to the procedures that apply to Academic Council's Standing Committees (*Organisational Regulation O4* refers).

### 6. MINUTES AND REPORTS

Minutes shall be kept of each meeting of a Course/Programme Management Team and submitted to the School Academic Board.