



Middlesbrough  
College

# Higher Education Programme Boards Terms of Reference

Owner	HE Office
Version Number	1.2
Effective Date	January 2022
Date to Be Reviewed	July 2025

**The purpose of the Programme Board is to:**

- Receive and approve the Annual Programme Report.
- Receive and discuss External Examiner Reports and Programme Team responses.
- Receive and process formal agenda items in relation to organisation and delivery of the programme. Items may be raised in advance of the meeting by academic or administrative staff, or by elected Student Representatives.

**Composition:**

Based on an agreed constitution appropriate to the circumstances and fit for the discharge of the Terms of Reference above, such statements to include the determination of a quorum.

- Be held in accordance with an agreed and published annual timetable.

**NOTE:** Programme Board meetings should normally have student representative(s) in attendance unless alternative mechanisms have been put in place to ensure that feedback from student representative(s) is formally considered at the meeting.

**Reporting:**

To Academic Board.

Revision History		
Version	Date	Detail
1.0	September 2017	
1.1	August 2018	Document edited for clarity and to homogenise presentation and implement URLs to College website <a href="#">HE Essential Information</a> page.
1.2	January 2022	Checked for accuracy.