

University Centre Middlesbrough Programme Boards Terms of Reference

Owner	HE Office
Version Number	1.3
Effective Date	February 2026
Date to Be Reviewed	July 2029

The purpose of the Programme Board is to:

- Receive and approve the Annual Programme Monitoring 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.
- Review the resources for the programme to ensure that they remain fit for purpose and identify any additional resources that may be needed.
- Provide a forum for employers to engage with the programme team and student representatives about the skills, knowledge and behaviours required to succeed in the sector.

Membership:

- Programme Leader.
- Module Tutors.
- HEO representative.
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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.

Frequency of meetings

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

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 HE Essential Information page.
1.2	January 2022	Checked for accuracy.
1.3	February 2026	Logo removed pending update approval Title amended from HE to University Centre Middlesbrough