

Policy Title:	Programme Boards Terms of Reference
Description:	This document provides information on matters relating to Marino Institute of Education's Programme Boards
Author (Position):	Programme Boards Chair
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Programme Boards Terms of Reference

1. Roles and Responsibilities

- To be responsible for the planning and development of the programme
- To consider proposals from lecturers, students or others for programme or module changes
- To consider innovations and international educational developments
- To ensure the coherence and integration of the programme modules
- To consider recommendations from the Academic Council¹
- To advise Academic Council¹ on Student issues (e.g. supports services, needs)
- To review, advise on and coordinate module assessment strategy
- To review, advise on and coordinate evaluation practices (Student and Teacher feedback)
- To review and advise on teaching methodologies including e-learning
- To respond in writing to external examiners' reports by the end of the calendar year in which the report was prepared
- To prepare an annual report on the programme for Academic Council¹

2. Membership

- Course Leader (chair)
- Dean
- All faculty members teaching on the course
- Student representatives (2)

3. Meetings

- The committee meets three times each year.
- Meetings are chaired by the relevant Dean.

4. Related Documents

- [Academic Council Terms of Reference](#)

¹ See [Academic Council Terms of Reference](#)