
Terms of Reference: Course Teams (CT)

Date of Approval:	June 2012
Last Reviewed:	March 2017
Date for Review:	March 2018
Version:	V4.0
Chair:	Course Leader
Secretary:	For Full-Time Courses: Registry Administrator For Part-Time Courses: Course Administrator (Weekend)

Context

Course Teams are responsible to the relevant Portfolio Board of Studies for the day to day administration and management of the Course. The Course Teams ensure that the validated curriculum is delivered and assessed in accordance with the relevant Course Information Forms and Unit Information Forms.

Terms of reference

1. To ensure that the course is operating in accordance with the University College of Osteopathy's (UCO's) academic policy and the academic regulations as approved by the validating university as appropriate.
2. To be responsible for all course and promotional materials relevant to the course, ensuring that these are accurate and current.
3. To produce the Annual Monitoring Course Report for submission to the Board of Portfolio Board of Studies.
4. To ensure that issues raised with the members of the course team by students are formally minuted and appropriate feedback provided to students.
5. To evaluate all student feedback arising through Staff Student Liaison Consultative Groups, surveys, unit evaluations and ensure that appropriate action plans are in place and recorded, escalating, actioning and updating as necessary.
6. To keep under review the student profile, recruitment and market for the course.
7. Ensure an appropriate group is making decision on applicants in accordance with the Admissions Policy for this course.
8. To respond to any request from the Education Enhancement and Strategy Committee for input into consultations to changes on academic policy.
9. To ensure that all assessments are submitted to the UCO's Scrutiny Process and to report on this to the Board of Portfolio Board of Studies.
10. To propose External Examiner nominations to the Board of Portfolio Board of Studies.
11. To consider External Examiner reports and to provide draft responses and action plans to the Board of Portfolio Board of Studies.
12. To consider special schemes of study for individual students as recommended by Student Attendance and Retention Group.

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13. To receive and respond appropriately to recommendations and comment from the Education and Enhancement Strategy Committee, the Student and Staff Liaison Consultative Group and the Quality Assurance Committee, and the relevant Portfolio Board of Studies.
14. To identify and prioritise human and other resource needs associated with the delivery of the curriculum, to report these to Board of Portfolio Board of Studies for consideration and inclusion in the budgeting cycle.

Frequency of Meetings

The Course Team normally meets a minimum of termly with more frequent meetings as required.

Composition and conditions of membership

- Course Leader (*Chair*)
- Unit Leaders
- Student Representative

Members serve as a condition of their role.

Quorum

The Course Team is quorate when 50% of the members are present including the Chair (or alternate Chair as agreed, by the Chair).

Rolling Agenda Items

Issues from the Student Attendance and Retention Group.

Annual Monitoring Course Report/GOsC/Annual Action Plan.

Issues raised by students need to be formally minuted at each meeting.

Reporting and subcommittees

Reports to:

The Course Team reports directly to the relevant Portfolio Board.

Receives reports from:

The Course Team receives the minutes of the relevant Scrutiny Panel.

The Course Team receives reports from the Course Recruitment Group for this course.

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Amendment Record

Date of Amendment	Type & Summary of Amendment	Amendment Approved By
Mar 2014	Administrative – Amendments to clarify acronyms of committees.	Committee Chair
Mar 2017	Administrative – Amendment to update staff title role of Secretary.	PRAG Chair
Aug 2017	Administrative - Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	PRAG Chair

AGREED