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**Terms of Reference: Postgraduate Education Portfolio Board (PGPB)**

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<b>Date of Approval:</b>	June 2013, Academic Council
<b>Last Reviewed:</b>	June 2013
<b>Date for Review:</b>	September 2015
<b>Version:</b>	V2.0
<b>Chair:</b>	Head of Post Graduate Studies
<b>Secretary:</b>	Deputy Registrar

**Context**

Reporting to the Education Enhancement & Strategy Committee, the Postgraduate Education Portfolio Board (PGPB) is responsible for overseeing the University College of Osteopathy's postgraduate courses (excluding pre-registration courses) the University College of Osteopathy (USO) may develop. The PGPB's role, overseen by the Chair, is to ensure coherence in post graduate education at the UCO. The committee will maintain an overview of curriculum content, structure, organisation, assessment, learning resources and delivery of the teaching timetable.

The PGPB is also a sub-committee of the Board of Examiners. Its purpose is to review interim (provisional) examination and coursework results and approve them for publication. An important function of the PGPB is the consideration of the reliability of recorded grades for all units within the remit of the PGPB. If it seems that a particular assessment within a unit shows an anomalous range of grades (which may further lead to irregularity or aberration within the unit grades), the PGPB should consider the reason for the apparent anomaly, and what adjustment to those grades might be appropriate. Any proposed adjustments should then be discussed with the external examiner and the next meeting of the Board of Examiners. The profiles of the students should also be considered in turn, identifying students 'at risk' with appropriate recommendations made concerning referral and actions to be undertaken to support such students.

**Terms of Reference**

- 1) To oversee the provision of post graduate education.
- 2) To ensure the continued development of all courses in a structured manner and coherent manner.
- 3) To consider and approve minor changes to existing curriculum and assessment structures requested by the Course Teams.
- 4) To review interim (provisional) examination and coursework results and approve them for publication.
- 5) To formulate timetables to show delivery and also assessment for consideration by the Education Enhancement & Strategy Committee.

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- 6) To consider course changes from all post graduate courses and assess the impact if any on other courses. Following consideration, feeding back to proposal and course teams is required.
- 7) To ensure that recommendations of the QAA, University of Bedfordshire and the GOsC and any other internal reviews are implemented appropriately.
- 8) To provide the Education Enhancement & Strategy Committee with summary reports on changes to all programmes on an annual basis.
- 9) To identify and plan resource allocation for the delivery of all post-registration education for consideration by the Education Enhancement & Strategy Committee as part of the annual budgeting cycle.
- 10) To monitor the actions arising from course annual monitoring reports.
- 11) To approve assessors which should be incorporated into the scrutiny process and annual reporting.

**Frequency of meetings**

Once per term, with electronic discussion as required.

**Rolling agenda items**

- To minute items arising from electronic discussions, that is, there should be minutes reflecting members' electronic discussions which are determined to be significant by the Chair.
- Monitor actions arising from the Annual Monitoring Reports for postgraduate courses.

**Composition and conditions of membership**

Head of Post Graduate Studies (Chair)

All Postgraduate Course Leaders\*

Head of Research

1 teaching representative from one of the Postgraduate Courses

1 Student Representative (with the exception of meetings where interim examination results are considered)

Academic Registrar (For the Interim Examination Consideration only)

Deputy Registrar (Secretary)

A member of the research team will be invited to attend the PGPB on an 'as required' basis.

\* Or Deputised as agreed with the Chair in advance of the Meeting.

**Quorum**

Meetings will be quorate provided the Chair (or alternate Chair) and 50% other members are present, to include at least one representative from each course.

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**Reporting and Sub-Committees**

Reports to:

Education Enhancement & Strategy Committee

Receives reports from:

Postgraduate Course Teams

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**Amendment Record**

Date of Amendment	Type & Summary of Amendment	Amendment Approved By

AGREED