Annex I: Associate Deans (Education) and Education Committees

1  Associate Deans (Education)

1.1 Each Faculty will have an Associate Dean (Education), appointed by the Faculty Board from among the academic staff of the Faculty.

1.2 The period of appointment of the Associate Dean (Education) will normally be three years. The person appointed will be eligible for reappointment at the end of each period of appointment.

1.3 The role of the Associate Dean (Education) will be:
   - To advise the Faculty and its Schools on the implementation of the University Code of Practice for Quality Assurance as applicable to undergraduate programmes of study.
   - To advise Schools in the Faculty on the preparation of proposals for new undergraduate programmes of study and their constituent modules, in particular on the academic and curricular aspects of such proposals.
   - To provide advice to the Faculty Education Committee on whether proposals for new programmes of study are adequate.
   - To serve as a member of the Programme Approval Sub-Committee of the Education Board and the Graduate School Board.
   - To serve as a member of the University Quality Management and Enhancement Network in order to identify and disseminate good practice in learning and teaching.

2  Faculty Education Committees

2.1 Each Faculty will have an Education Committee.

2.2 The membership of the Faculty Education Committee will be determined by the Faculty Board but should include the Associate Dean (Education), the School Directors of Education and at least three student members.

2.3 The Chair of the Faculty Education Committee will be appointed by the Faculty Board. The Chair may, but need not be, the Associate Dean (Education).

2.4 The Terms of Reference of the Faculty Education Committee will be determined by the Faculty Board but should include advising the Faculty Board on the exercise of its responsibilities as set out in this Code of Practice, i.e.:
   - approving modules proposed as part of undergraduate programmes, having ensured that no module is approved unless it conforms to the requirements of this Code (see Annex B: Approval and Withdrawal of Modules);
   - recommending approval of proposed undergraduate programmes, having ensured that no such approval is recommended unless the proposed programme conforms to the requirements of this Code (see Annex C: Approval and Withdrawal of Taught Programmes);
   - approving withdrawal of modules and recommending withdrawal of undergraduate programmes;
   - ensuring that Schools' annual monitoring of undergraduate programmes conforms to the requirements of this Code and reviewing the outcome of such monitoring (see Annex E: Annual Monitoring);
ensuring, in co-operation with Schools, that all undergraduate students are provided in good time with all appropriate information relating to their programme and its modules (see Annex D: Information to Students);

organising and conducting periodic reviews on behalf of the University (see Annex F: Periodic Review);

considering and approving applications for APECL, recording its decisions and reporting them to the APECL Board (see Annex R: Accreditation of Prior Experiential and Certificated Learning).

2.5 Faculty Boards may authorise their Faculty Education Committees to act on behalf of the Faculty Board in respect of some or all of the matters listed in 2.4 above.