

Schumacher College

Schumacher College - Postgraduate Meetings requiring Student Representation.

GROUP NAME		How often do they meet?
Postgraduate Programme Group	Internal Schumacher College Group Meeting – Cross Programme/College wide communication.	<ul style="list-style-type: none">Meets every two weeks.
Postgraduate Committee Meetings	Schumacher College Programme Management overseen by Plymouth University.	<ul style="list-style-type: none">Meets twice a year. <i>Usually November and June.</i>
Joint Board of Studies with Plymouth University	Meeting with Plymouth University (Awarding Body), Schumacher College students and staff.	<ul style="list-style-type: none">Meets once a year. <i>Usually December / January.</i>
Further information about each group and 2016-17 Meeting dates can be found below.		

Postgraduate Programme Group (PPG)

Purpose of the Group:

Purpose

The main purpose of the group is to monitor the health of the programmes overall and to bring items to a wider audience for attention or discussion. The group has three different roles:

1. Picking up any issues with or between the programmes that may not be picked up in the day to day feedback
2. The relationship between the programmes
3. Sharing and management of the process aspects of the PG Programmes so that we can follow and respond to the needs of the programmes, the student body, Quality Assurance Agency, or of our validating organisation, Plymouth University.

There are normally two parts to the meeting, Part A – with student representation and Part B – staff only; this for the purposes of confidentiality where required.

Meetings are held every fortnight.

Suggested Membership:

Head of College, Faculty members from each programme, Student Representatives, Postgraduate Teaching Support Volunteers, Postgraduate Administrator (minutes) and Postgraduate Quality Coordinator.

Postgraduate Programme Group Dates for 2016-18 Academic year:

All meetings take place between **3 - 4pm** and are usually held in the TV Room.

Term 1

1. Monday October 10th 2016
2. Monday October 24th 2016
3. Monday November 7th 2016

Term 2

4. Monday 13th February 2017
5. Monday 27th February 2017
6. Monday 13th March 2017
7. Monday 27th March 2017
8. Monday 10th April 2017

Postgraduate Committee Meetings (PCM)

Purpose of Group

The primary purpose of the Postgraduate Committee Meetings is overseeing Programme Level management; demonstrated within 'live' Programme Action Plans. The PCM meetings informs, consider and ultimately approve the development of the Programme Action Plan to that date.

1. The PCM meets twice yearly and is part of the Plymouth University Process for Annual Review and Programme Monitoring. Occurring in Spring (strategic) and Autumn (tactical) these are key meetings involved in the management of programmes. Additionally, the PCM provides a forum for the student voice to be heard by the Partner College.

Suggested Membership:

Chaired by the Head of College or Postgraduate Quality Coordinator, or other partner appointed management representative, these involve student representatives and programme staff. At Schumacher College the Programme Coordinators are required at each meeting. **Student representation must be made for the Committee to be quorate**

Minutes, a 'snapshot' of the Programme level Action plan, and any papers tabled, are uploaded to Plymouth University for access by Faculty Programme Managers and Academic Partnerships staff.

Postgraduate Committee Meeting Dates for 2016-18 Academic Year

- 1) Friday 18th November 2016. 2.00pm - 4.30pm
 - 2) Date to be set. June 2017.
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UK Joint Board of Studies (JBS)

Purpose of Group

2. To provide a forum for the consideration of issues raised by partner students
3. To facilitate the monitoring of exiting collaborative Higher Education provision
4. To consider and plan for the development of the student experience
5. To consider and plan for the development of staff delivering Higher Education awards or supporting Higher Education students
6. To receive and consider plans for the development or review of collaboratively delivered Higher Education awards
7. To facilitate consideration of University, partner or sector developments and how they will affect collaborative provision of Higher Education awards
8. To facilitate the mutual consideration of partner and Plymouth University Academic Partnerships Action Plans

Joint Board of Studies: Membership to include

Academic Partnerships

- Head of UK Higher Education (Chair)
- Partnership Administration Manager
- Faculty Partnership Manager (either Key Account Holder or FPM with a significant subject link) [*attendance by other FPMs as required by agenda*]
- Quality Assurance Partnership Coordinator [*attendance determined by agenda items*]
- Partnership Development Coordinator [*attendance determined by agenda items*]
- Student Union Partnership Link

Partner

- Student Representatives
- Head of College

- Postgraduate Quality Coordinator
- Programme Coordinators
- Partner staff responsible for student facilities and support [*attendance determined by agenda items*]

Student representation must be made for the Committee to be quorate

Joint Board of Studies Meeting Date

Meets once each academic year.

17th January 2017 2.30-4.30pm, Room to be confirmed.
