

Document Name and Version	2.10 Terms of Reference of Academic Council Boards, Subcommittees and Panels
Policy Number	2.10
Policies that Interact with 2.10	Policy 2.7 Terms of Reference of Academic Council Policy 2.11 Procedures for Hearings and Appeals Policy 3.4 Academic Impropriety Policy and Procedures; Policy 5.7 Examination Results: Review, Recheck and Appeal; Policy 6.5 Learner Disciplinary Policy Policy 6.8 Complaints Policy and Procedure. Policy 7.6 Readiness to practise; Policy 7.7 Continuing with Clinical Placement Policy and Procedure.
Approval Body	Academic Council
Date of Approval	February 2020
Date Policy Comes into Force	25 th January 2021
Date of Review	2025
Revisions	August 2023. <ul style="list-style-type: none"> • Inclusion of TOR of Quality and Policy Subcommittee • Inclusion of TOR of Programme Development Subcommittee

1. Preamble.

1.1. The Academic Council is authorised to appoint subcommittees as it thinks proper to assist it in the performance of its functions.

1.2. The Academic Council has appointed the following subcommittees:

- Programme Boards;
- Academic (Conduct in Assessment) Disciplinary Committee;
- Academic (Conduct in Assessment) Disciplinary Appeals Committee;
- Academic (Results in Assessment) Appeals Panel;
- Disciplinary Committee;
- Disciplinary Appeals Committee;
- Complaints Appeal Panel;
- Clinical Placement Appeals Panel;
- Continuing with Clinical Placement Panel and Appeals Panel, following implementation of the Continuing with Clinical Placement Policy;
- Quality and Policy Subcommittee;
- Programme Development Subcommittee.

1.3. The Academic Council can appoint other subcommittees as it deems appropriate.

2. Membership.

2.1. The membership of each panel or subcommittee is subject to approval by the Academic Council unless the Academic Council dispenses with such consent.

2.2. Each panel or subcommittee, unless otherwise stated in its Terms of Reference, shall consist of a chairperson and at least two other persons appointed by the Academic Council. These shall be drawn from among the membership of the Academic Council, from members of the College not on the Academic Council, or from outside the College, as appropriate.

2.3. A panel or subcommittee may include one or more member(s) external to the College, drawn either from the Academic Council or from the wider academic and

professional field. The external member should have knowledge and understanding of the policy, practices and procedures relevant to the panel or subcommittee.

2.4. The co-option of persons to subcommittees who are not members of the College requires the approval of the Board, unless the Board dispenses with such consent.

2.5. Nominees are required to declare any conflict of interest.

2.6. Every effort will be made to ensure that boards are representative.

3. Computation of time

3.1.1. Computation of time: Where this procedure prescribes a number of days, this is taken to mean working days: that is, weekends and public holidays shall not be counted.

3.1.2. Where any time or time limitation is mentioned in these rules, the presiding Chair of the Hearing or Appeal may extend or abridge the time requirements prescribed as necessary. This discretion may be exercised before or after the expiration of the time prescribed.

3.1.3. All parties to a Hearing or Appeal shall be served with a Notice of Hearing/Appeal, which will include the date, time, place and purpose of the Hearing.

3.1.4. The Committee members selected to be on any panel will receive a Hearing/Appeal package in advance of the Hearing. The package will only contain information that has been seen by both parties.

3.1.5. The membership of the Panel hearing the case will be made available to the parties prior to the Hearing, to provide an opportunity to raise concerns regarding conflict of interest.

4. Links to Other Relevant Policies

AC Subcommittee or Panel	Relevant Policy
Academic (Conduct in Assessment) Disciplinary Committee	2.11 Procedures for Hearings and Appeals 3.3 Academic Integrity Policy 3.4 Academic Impropriety Policy

Academic (Conduct in Assessment) Disciplinary Appeals Panel	2.11 Procedures for Hearings and Appeals 3.3 Academic Integrity Policy 3.4 Academic Impropriety Policy
Academic (Results in Assessment) Appeals Panel	2.11 Procedures for Hearings and Appeals 5.2 Assessment Regulations 5.7 Examination Results Review, Recheck & Appeal
Disciplinary Committee	2.11 Procedures for Hearings and Appeals 6.2 Learner's Code of Conduct 6.5 Learner Disciplinary Policy 6.7 Dignity and Respect
Disciplinary Appeals Committee	2.11 Procedures for Hearings and Appeals 6.2 Learner's Code of Conduct 6.5 Learner Disciplinary Policy 6.7 Dignity and Respect
Complaints Appeals Committee	2.11 Procedures for Hearings and Appeals 6.8 Complaints Procedure
Continuing with Clinical Placement Panel	2.11 Procedures for Hearings and Appeals 7.6 Readiness to Practise 7.7 Continuing with Clinical Placement Policy
Clinical Placement Appeals Panel	2.11 Procedures for Hearings and Appeals 7.6 Readiness to Practise 7.7 Continuing with Clinical Placement Policy
Quality and Policy Subcommittee	2.7 Terms of Reference of Academic Council
Programme Development Subcommittee	2.7 Terms of Reference of Academic Council

5. Terms of Reference of AC subcommittees and panels.

5.1. Academic (Conduct in Assessment) Disciplinary Committee.

5.1.1. Functions

- 5.1.1.1. Considers breaches of assessment regulations and procedures not resolved by informal means.
- 5.1.1.2. Membership and procedures are governed by Policy 2.11. No original decision maker will be involved in the Disciplinary Committee.
- 5.1.1.3. Conducts a hearing into the alleged breach. The hearing will follow the format outlined in policy 2.11, Procedures for Hearings and Appeals.

5.1.2. Procedures

- 5.1.2.1. Following failure to resolve a matter of suspected academic misconduct at Formal Stage 1 (See Policy 3.4, section 7.3), the Head of Academic Studies will refer the matter to the Registrar.
- 5.1.2.2. The Registrar will, within 5 working days, issues a request to the AC to convene the Academic (Conduct in Assessment) Disciplinary Committee.
- 5.1.2.3. This initiates Formal Stage 2 of the Procedure outlined in Policy 3.4.

5.1.2.4. The Academic (Conduct in Assessment) Disciplinary Committee will be presented with all of the evidence gathered during the investigation stage (as outlined in policy 3.4). The committee will review the evidence and set a date for the hearing.

5.1.2.5. The Committee usually invites both faculty and learners to attend for interview. Learners are not required to attend, and can present their case in writing. Should learners fail to attend or submit written explanations, they will be considered to have waived their right to present their case.

5.1.3. Decision Making & Accountability

5.1.3.1. The decision-making role of this subcommittee is as follows:

5.1.3.1.1. Review the evidence of the initial investigation, taking the perspectives of both faculty and the learner into account.

5.1.3.1.2. Adjudicate on the evidence and communicate the outcome of the hearing and the right to appeal to the learner. As per section 7.4.3 of policy 3.4, the chair of the subcommittee is responsible for communicating the outcome.

5.1.3.1.3. Report the outcome to the Academic Council.

5.1.4. Possible Outcomes

5.1.4.1. Possible Outcomes are set out in policy 3.4, Section 8.3

5.2. Academic (Conduct in Assessment) Disciplinary Appeals Committee.

5.2.1. Function

5.2.1.1. Adjudicates appeals from the Academic (Conduct in Assessment) Disciplinary Committee.

5.2.1.2. To examine the grounds of appeal made by the learner. The appeals panel's purpose is not to re-hear the case. The purpose of the appeals panel is to ascertain whether the matter was correctly and appropriately addressed, whether all evidence was examined and whether proper procedures were followed.

5.2.1.3. The appeals panel reviews the operation of academic disciplinary procedures.

5.2.2. Membership and procedures are governed by Policy 2.11. No original decision maker will be involved in the adjudication of an appeal.

5.2.3. The appeals panel will follow the format outlined in policy 2.11, Procedures for Hearings and Appeals.

5.2.4. *Procedures*

5.2.4.1. The learner must submit an appeals request to the Registrar within 5 working days from the date of receipt of the outcome report. The appeal must be rooted in the grounds for appeal as outlined in Policy 3.4, section 7.5.2.

5.2.4.2. The Registrar will evaluate the appeals request to determine whether the appeal is rooted in one of the named grounds for appeal. The registrar may dismiss an appeal which does not provide a prima facie case. In such cases, any outcome decided upon by the original committee will be implemented. When the appeal comes within the stated grounds, the registrar will request that the AC convene an Appeals Committee. The registrar will provide the appeals committee and the learner with a written report, detailing the management of the investigation and the appeal documentation submitted by the learner.

5.2.4.3. The circumstances of the appeal shall dictate the most appropriate course of action which shall be determined by the Appeals Committee, subject to Academic Council policies, in particular Procedures for Hearings and Appeals (Policy 2.11). The Appeals Panel will decide on the Terms of Reference of the Appeal, including the scope, processes and time frames, and will communicate this to any parties required to participate in the process.

5.2.4.4. The Registrar will inform the learner of the date of the hearing and his/her right to be accompanied to the hearing. Witnesses may be invited to the hearing if required.

5.2.5. *Decision-Making & Accountability*

5.2.5.1. The decision-making role of this subcommittee is as follows:

5.2.5.1.1. Ascertain whether the matter was correctly and appropriately addressed, whether all evidence was examined and whether proper procedures were followed.

5.2.5.1.2. Following adjudication of the appeal, the appeals committee will communicate the findings to the Registrar and the Learner within 10 working days of the appeals panel. The chair is responsible for this communication.

5.2.5.1.3. The results of the appeal are also communicated to the Academic Council.

5.2.6. *Possible Outcomes*

As per Policy 3.4, section 7.5.19.1, the outcome of the appeals panel may:

5.2.6.1. Rescind the original decision.

5.2.6.2. Uphold the original decision.

5.2.6.3. Where a ground for appeal relates to the severity of the consequence, the appeal panel may decide to reduce the severity of the consequence.

5.3. Academic (Results in Assessment) Appeals Panel.

5.3.1. *Function*

5.3.1.1. An appeal is a request to the AC to review the operation of assessments.

The learner is requesting to a higher authority to alter the decision or judgement of a lower one. In this case, the higher authority is the AC and the lower authority is the Board of Examiners.

5.3.1.2. The Appeals Panel adjudicates appeals regarding assessment results following review and recheck.

5.3.1.3. Membership and procedures are governed by Policy 2.11. No original decision maker will be involved in the adjudication of an appeal.

5.3.1.4. The appeals panel will follow the format outlined in policy 2.11, Procedures for Hearings and Appeals.

5.3.2. *Procedures*

5.3.2.1. An appeal must be lodged within 20 working days of the issuing of results.

5.3.2.2. Appeals will only be considered on certain grounds:

5.3.2.2.1. Extenuating circumstances which were not known at the time of the assessment or of which the examination board were not aware.

5.3.2.2.2. Results were affected by procedural or administrative errors on the part of the college or in the application of assessment regulations.

5.3.2.3. An appeal cannot be submitted on a matter of academic judgement.

5.3.2.4. The appeals panel considers the appeal on specified grounds on which an appeal is based. Learners are required to submit all documents that they wish to appeal. The board may consult with such persons as it deems necessary and make consult with both internal and external stakeholders.

5.3.3. *Decision-making and accountability*

5.3.3.1. The decision of the appeals panel is final.

5.3.3.2. The Appeals panel will communicate the outcome of the appeal to the Registrar.

5.3.3.3. The Registrar will information the appellant on the outcome where possible within in five working days of the hearing.

5.3.3.4. The Appeals panel shall present to the AC a report summarising the case and will provide recommendations for consideration by the AC.

5.3.4. *Possible Outcomes*

5.3.4.1. The appeals panel may uphold the decision of the examination board

5.3.4.2. The appeals panel may confirm the decision on recheck/review

5.3.4.3. The appeals panel may recommend, if appropriate, that the script be remarked by another examiner.

5.4. Disciplinary Committee.

5.4.1. *Function*

5.4.1.1. The disciplinary committee investigates alleged breaches of IICP College Code of Conduct or other regulations at a disciplinary hearing.

5.4.1.2. Membership and procedures are governed by Policy 2.11.

5.4.1.3. Conducts a hearing into the alleged breach.

5.4.2. *Procedures*

5.4.2.1. The disciplinary committee is formed when the Head of Academic Studies has found that the alleged infringement should not be dealt with by summary means. (Please see Policy 6.5 Learner Disciplinary Procedure).

5.4.2.2. The Registrar will request the AC to convene a Disciplinary Committee and appoint a chair.

5.4.2.3. The Registrar will notify the learner that the College is preparing a disciplinary case against him/her. The Registrar is required to provide specific information to the learner and this is detailed in section 6.15.3 of Policy 6.5 Learner Disciplinary Procedures.

5.4.3. The composition and proceedings of the Disciplinary Committee are governed by Policy 2.11. No original decision maker will be involved in the adjudication of an appeal.

5.4.4. *Decision-making & Accountability*

5.4.4.1. The Disciplinary Committee will review the evidence presented and consider the testimony of those involved.

5.4.4.2. When the committee has decided that an incident of misconduct has occurred, the chair of the committee will identify the associated disciplinary outcome.

5.4.4.3. The chair of the disciplinary committee will notify the learner of the outcome of the hearing, and in the case of findings against the learner, their right to appeal.

5.4.4.4. If the committee finds that an offence has occurred, the chair of the disciplinary committee will report the matter to the AC, detailing the offence and consequence. A copy of the report will also be retained in the Registrar's office and will be made available to the learner in the event of an appeal.

5.4.5. *Possible Outcomes*

5.4.5.1. Depending on the offence, a range of outcomes are possible. These are detailed in Policy 6.5.

5.5. Disciplinary Appeals Committee.

5.5.1. *Function*

5.5.1.1. The Disciplinary Appeals Committee adjudicates appeals from the Disciplinary Committee.

5.5.1.2. The purpose of the Appeals Committee is to examine the grounds of appeal made by the learner. Its purpose is not to re-hear the case. The specific grounds for appeal are detailed in Policy 6.5, Section 6.16.

5.5.1.3. Membership and procedures are governed by Policy 2.11. No original decision maker will be involved in the adjudication of an appeal.

5.5.1.4. Reviews the operation of the disciplinary procedures.

5.5.2. Procedures

5.5.2.1. The learner must submit a request for appeal, in writing, to the Registrar within 10 working days of receiving the summary judgement or outcome of the Disciplinary Committee. The written request should outline the grounds for appeal (as per policy 6.5, Section 6.16).

5.5.2.2. The Registrar will evaluate whether the appeal is rooted in one of the named grounds for appeal.

5.5.2.3. In cases where the appeal does not come under the stated grounds, the registrar will inform the learner that the request for an appeal has been refused and any outcome decided upon by the disciplinary committee will be implemented.

5.5.2.4. In cases where the appeal comes under the stated grounds, the registrar will ask the AC to convene an appeals panel. The timelines outlined in Section 6.6.12 and Section 6.6.13 of Policy 6.5 will apply.

5.5.2.5. The Registrar will provide a written report to the Appeals committee, detailing the management of the investigation and the appeal documentation submitted by the learner. The Appeals committee will have power to gather any additional information that is necessary to investigate the grounds for the appeal.

5.5.2.6. The Appeals committee will review all evidence to determine whether the matter was correctly and appropriately addressed, whether all evidence was examined and whether proper procedures were followed.

5.5.3. Decision-Making & Accountability

5.5.3.1. The Appeals Committee (where reasonably possible) will issue its findings within 10 working days of the appeals hearing.

5.5.3.2. The chair is responsible for ensuring that the decision is communicated to all parties as soon as is practical.

5.5.3.3. The Appeals Committee will report to the AC within 30 days of the hearing.

5.5.3.4. The chair of the Appeals Committee will notify the appellant, in writing. S/He will communicate the outcome of the appeal and confirmation that the decision is final and binding.

5.5.4. Possible Outcomes:

5.5.4.1. The Outcome of the Appeal may:

5.5.4.1.1. Rescind the original decision of the Disciplinary Committee.

5.5.4.1.2. Uphold the original decision of the Disciplinary Committee.

5.5.4.1.3. Vary the consequence (in the case where the grounds for appeal related to the severity of the consequence).

5.6. Complaints Appeal Panel.

5.6.1. Function

5.6.1.1. The Complaints Appeal panel provides learners with the opportunity to appeal the decision from the initial stage of the Formal Procedure of the Complaints Procedure (Policy 6.8, Section 8.3).

5.6.1.2. The panel's function is, therefore, to adjudicate appeals from the Investigation stage of the Complaints Policy and Procedure.

5.6.1.3. Membership and procedures are governed by Policy 2.11. No original decision maker will be involved in the adjudication of an appeal.

5.6.1.4. The Panel also reviews the operation of the investigation stage of the complaints procedures.

5.6.2. Procedures

5.6.2.1. Learners have the right to appeal the decision of the initial investigation.

5.6.2.2. As per Policy 6.8, section 8.7.1, appeals can only be made in cases of:

5.6.2.2.1. Procedural irregularity in terms of the conduct of the investigation.

5.6.2.2.2. Significant new information relevant to the original complaint that could not have been or was not made available to the investigation.

5.6.2.2.3. The decision was made without due regard to the facts, evidence or circumstances.

5.6.2.3. The learner must submit a request to appeal, in writing, to the registrar within 30 working days from the date of the written outcome report. The specific grounds for appeal (see Pol 6.8, section 8.7.1) must be outlined.

5.6.2.4. The registrar will refer the case to the Programme Leader who will evaluate whether the appeal falls within one of the named grounds for appeal.

5.6.2.5. If the appeal falls within the specified grounds, the programme leader will request the AC to convene a complaints appeal panel.

5.6.2.6. The AC will convene the panel, where reasonably possible, within 21 working days of receipt of the written request for appeal.

5.6.2.7. The Registrar will provide the panel with all documentation related to the original complain, the investigation and the outcome report, along with any appeal documentation submitted by the learner.

5.6.2.8. As per policy 6.8, section 8.9.3, the panel will dictate the most appropriate course of action, and will have the power to gather any additional information that is necessary to evaluate the specified grounds of appeal.

5.6.3. *Decision-Making and Accountability*

5.6.3.1. The Complaints Appeals Panel will review the evidence presented and consider the appeal.

5.6.3.2. The Complaints Appeals Panel will issue a report confirming the outcome of the appeal.

5.6.3.3. The chair of the Complaints Appeals Panel will notify the appellant, in writing, of the outcome within five working days of the date of the Outcome Report, where possible.

5.6.3.4. A summary report will be submitted to the AC as part of the overall QA procedures of IICP College.

5.6.4. *Possible Outcomes*

5.6.4.1. The Appeals Panel can:

5.6.4.1.1. Rescind the outcome of the original investigation.

5.6.4.1.2. Uphold the outcome of the original investigation.

5.7. Clinical Placement Appeals Panel

5.7.1. *Function*

5.7.1.1. Adjudicates appeals from decisions of the Clinical Readiness Meeting under policy 7.6 Readiness to Practise and Continuing with Clinical Placement Panel under policy 7.7 Continuing with Clinical Placement Policy.

5.7.1.2. Appeals must be on specified grounds detailed in the individual procedures.

5.7.1.3. Membership and procedures are governed by Policy 2.11. No member of this panel should have been involved in the teaching and assessment of the learner or have been involved in the case previously.

5.7.1.4. Reviews the operation of Readiness to Practise and Continuing with Clinical Placement procedures.

5.7.2. *Procedures*

5.7.2.1. Appeal must be lodged within 10 days, specifying the grounds for appeal.

5.7.2.2. Registrar decides if the appeal comes within the specified grounds, and notifies the learner of whether an Appeal Panel will be constituted within 10 working days.

5.7.2.3. Where an Appeal Panel is not constituted then any outcome decided by the Clinical Readiness Meeting (in policy 7.6) or Continuing with Clinical Placement Committee (in policy 7.7) will be implemented.

5.7.3. *Decision-Making & Accountability*

5.7.3.1. The decision-making role of this committee is as follows:

5.7.3.1.1. to examine the Grounds of Appeal made by the learner. Its purpose is not to re-hear the case.

5.7.3.1.2. An Appeal should not result in any increase in severity of outcome.

5.7.3.2. The Chair of the Appeals Panel will communicate its findings to the Registrar and the Learner where possible within 10 working days of the Appeals hearing.

5.7.3.3. The Appeals Panel will report to the Academic Council.

5.7.4. Possible outcomes are:

5.7.4.1.1. The Appeals Panel upholds the decision of the Clinical Readiness Meeting, in which case the outcome decided upon will come into force.

5.7.4.1.2. The Appeals Panel fails to uphold the decision of the Clinical Readiness Meeting which case the continues with his/her studies and makes a new application for readiness to practise.

5.8. Continuing with Clinical Placement Panel, (following implementation of the Continuing with Clinical Placement Policy).

5.8.1. *Function*

5.8.1.1. The Panel conducts a hearing into concerns outlined in Section 5.2 and 5.3 of policy 7.7 Continuing with Clinical Placement Policy.

5.8.1.2. The Panel adjudicates on Continuing with Clinical Placement concerns.

5.8.1.3. Membership is governed by Policy 2.11. As stated in section 6.5.2 of this policy, no member of this panel should have been involved in the teaching and assessment of the learner or have been involved in the case previously.

5.8.2. *Procedures*

5.8.2.1. Following the initial stages the AC will constitute a Continuing with Clinical Placement Panel.

5.8.2.2. The learner will be given a minimum of ten working days' written notice of the hearing, and their rights and responsibilities in the hearing.

5.8.2.3. The learner is presented with a copy of evidence at least 5 days before the meeting.

5.8.2.4. Procedures are governed by Policy 2.11

5.8.3. *Decision-Making & Accountability*

5.8.3.1. The decision-making role of this subcommittee is as follows:

5.8.3.2. Adjudicate on the evidence. As per section 6.5.8, the chair of the subcommittee is responsible for communicating the outcome.

5.8.3.3. Where the outcome is Suspension or Dismissal, this must be submitted to the AC for confirmation.

5.8.3.4. Report the outcome to the Academic Council.

5.8.4. *Possible Outcomes*

The possible outcomes include:

- The learner is permitted to continue with the programme.
- There are reasons for concern and a different IICP College procedure may be more appropriate.
- The learner's Continuing with Clinical Placement is impaired to a point where continuing to clinical practice is not advisable. In this case the panel may impose any one of or a combination of the following.
- The learner agrees in writing to undertake an agreed programme of study, development, support and/or supervision.
- The learner is suspended from the programme for a specified time.
- Where a programme's structure so allows, the learner is given the option to complete the Academic Components of their programme only, or to withdraw from the programme.
- The learner is suspended or dismissed from the programme. This can only occur with the confirmation of the AC.

5.9. Quality and Policy Subcommittee

5.9.1. *Function*

5.9.1.1. The Quality and Policy Subcommittee is a standing subcommittee of the AC.

5.9.1.2. This subcommittee facilitates and promotes an integrated approach to quality and compliance, providing advice and guidance to the AC on any matter relating to quality.

5.9.1.3. This Subcommittee is responsible for reviewing QA policies and procedures as directed by the AC or the EMT. It considers, advises on and may recommend changes.

5.9.2. Composition

5.9.2.1. The Quality and Policy Subcommittee shall consist of:

- The Chair of the AC, or their nominated deputy, who shall chair the subcommittee;
- The QA manager, who shall act as secretary;
- At least one other member of the AC.

5.9.2.2. The Quorum of the subcommittee shall be two members.

5.9.3. Procedures

5.9.3.1. Quality and Policy matters may be submitted to the Subcommittee by the AC or the Executive Management Team [EMT]. Each submission should be accompanied by a submission form, summarising the background, the matters being raised, the range of possible outcomes, and a timeline.

5.9.3.2. The Subcommittee will provide a report to the next AC meeting regarding their opinion, advice and recommendations on any matter referred to it.

5.9.4. Role, Decision-Making & Accountability

5.9.4.1. The role of this committee is as follows:

5.9.4.2. To provide advice and guidance to the AC on policy change;

5.9.4.3. To provide regular reports to the AC on their activities.

5.9.5. Possible Outcomes

5.9.5.1. The subcommittee reports back to the AC on any matter referred to it by the AC or EMT.

5.9.5.2. The subcommittee may raise queries, provide advice and recommendations, or comment on any matter referred to it by the AC or the EMT.

5.9.5.3. The subcommittee provides an annual report to the AC.

5.10. Programme Development Subcommittee

5.10.1. Function

5.10.1.1. The Programme Development Subcommittee is a standing subcommittee of the AC.

5.10.1.2. This subcommittee facilitates and promotes an integrated approach to programme development, providing advice and guidance to the AC and/or the Senior Academic Team on any matter relating to programme development.

5.10.1.3. The Subcommittee is responsible for reviewing and providing feedback on proposals for new programmes, micro-credentials and requests for modifications to existing programmes.

5.10.2. Composition

5.10.2.1. The Programme Development Subcommittee shall consist of:

5.10.2.1.1. A member of the AC, who shall chair the subcommittee;

5.10.2.1.2. At least one other member of the AC;

5.10.2.1.3. At least one other member who may be drawn from the AC or the College faculty.

5.10.2.2. The Quorum of the subcommittee shall be two members.

5.10.3. Procedures

5.10.3.1. Programme Development matters may be submitted to the Subcommittee by the AC or the Senior Academic Team. Each submission should be accompanied by a submission form, summarising the background, the matters being raised, the range of possible outcomes, and a timeline.

5.10.3.2. The Subcommittee will respond, in the first instance, to the submitting body.

5.10.3.3. The Subcommittee will provide a report to the next AC meeting of their decisions.

5.10.4. Decision-Making & Accountability

5.10.4.1. The main function of this subcommittee is to provide advice and guidance on matters relating to programme development.

5.10.4.2. The decision-making role of this committee is as follows:

5.10.4.2.1. To comment on, approve or refuse to approve programme changes;

5.10.4.2.2. To comment on, approve or refuse to approve programme-related applications to accrediting and approval bodies;

5.10.4.2.3. To communicate their decision to the referring body in the first instance;

5.10.4.2.4. To refer back to the AC where a decision cannot be reached by the subcommittee;

5.10.4.2.5. To provide regular reports to the AC on all of their activities.

5.10.5. Possible Outcomes

5.10.5.1. The subcommittee may raise queries, provide advice, or comment on any matter referred to it by the AC or the Senior Academic Team.

5.10.5.2. The subcommittee may approve, approve with conditions, or refuse to approve programme-related applications to accrediting and approval bodies;. Alternatively, where a consensus cannot be reached, the subcommittee may refer a matter to the AC for decision.

5.10.6. The subcommittee provides an annual report to the AC.