

## Taught Programmes Board – Member Information and Guidance

### Member role

The Taught Programmes Board (TPB) has responsibility on behalf of the Senate for oversight of all taught provision (including non-credit bearing provision) and has a specific remit for the consideration of new programme proposals (and associated modules), significant programme amendments and programme suspensions/withdrawals. As a member of the TPB, there is a shared responsibility to scrutinise and give due consideration to various elements of programme and module design, whilst ensuring compliance with Queen Mary's external regulatory and internal strategic obligations.

### Documentation to review:

All programme and module approval documentation is now part of our Curriculum Manager system. Links to each document for consideration will be provided on the coversheet and match the paper documentation previously included. Comments are contained within the proposals online, and these can be viewed by switching the “Comments” button on and navigating to any section on the page with a speech bubble icon. Pressing this icon will open the comment and any responses. The left-hand navigation menu can be used to quickly see which sections have comments in them. Screenshots of these instructions are provided in the appendix.

1. Programme approval or programme amendment form – outlines the programme development and all relevant information the Board needs to consider.
2. Programme specification(s) – summary of the programme aims and learning outcomes, module diet and structure, and the teaching, learning and assessment strategy which allow these aims and learning outcomes to be demonstrated and achieved.
3. Module approval or module amendment form – outlines the module development and all relevant information the Board needs to consider.
4. Module specification(s) – summary of a module's aims and learning outcomes and the teaching, learning and assessment processes which allow these aims and learning outcomes to be achieved and demonstrated at module level.
5. External Adviser feedback form – provides external scrutiny of the proposal at a subject specialist level and allows for input from an independent external perspective.

### When reviewing the documentation, some key elements to consider include:

- Has reference and due consideration been made to all applicable external regulatory obligations and internal strategic policy, including (a list of all external and internal references is provided on the next page);
  - Reference and understanding of the OfS Conditions of Registration,
  - Clear consideration and alignment to QAA Subject Benchmark Statements (where applicable),
  - Reference to the Frameworks for Higher Education Qualifications (FHEQ)
- Does the programme have clearly articulated aims and learning outcomes which appear to meet the needs of students and equip them for further study or employment?
- Are the learning outcomes and the expectations of students clearly developed throughout the programme?
- Are all programme learning outcomes met within modules?

- Does the design and content of the curricula support student learning, and the achievement of the intended learning outcomes?
- Does the content and design of the curricula aid progression through the programme?
- Is the structure of the programme clearly defined and explained?
- Is the credit structure appropriate for a programme of the assigned level?
- Do the teaching, learning and assessment methods allow students to demonstrate their achievement of the aims and learning outcomes?
- Is there an appropriate range of assessment methods used?
- Has reference been made to the Southern England Consortium for Credit Accumulation and Transfer (SEEC) credit level descriptors?
- Has reference been made to any relevant Professional and Statutory Regulatory Bodies (PSRBs)?
- Are the entry requirements appropriate and clearly identified?
- Have any future resource requirements that need to be in place to allow students to succeed in and beyond their programme been clearly articulated?
- Is there clear evidence of Equality, Diversity and Inclusion delivery?
- Are appropriate arrangements in place for programme management?
- Are clear quality assurance measures in place?

Members of TPB are not expected to be subject specialists for proposals, the role of the External Adviser includes closer scrutiny to module content and sector recognised standards for the subject area.

In line with the Terms of Reference for the Board, the aim is to scrutinise, address lines of enquiry and ultimately to provide assurance that new programme proposals are of high academic standard, of an appropriate quality, and comply with Queen Mary's external regulatory and internal strategic obligations.

### **External resources**

- [OfS Conditions of registration \(section B\)](#)
- [QAA Subject Benchmark Statements](#)
- [The UK Quality Code for Higher Education](#)
- [Skills England Apprenticeships Standards, Knowledge, Skills and Behaviours](#)

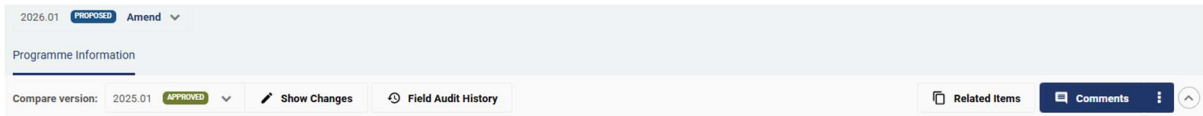
### **Queen Mary resources**

- [Curriculum Design](#)
- [Principles of Academic Degree Programme Design](#)
- [Principles of Assessment Design](#)
- [Intended Learning Outcomes](#)
- [The Quality Framework](#)
- [Queen Mary Graduate Attributes](#)
- [Assessment and Feedback](#)

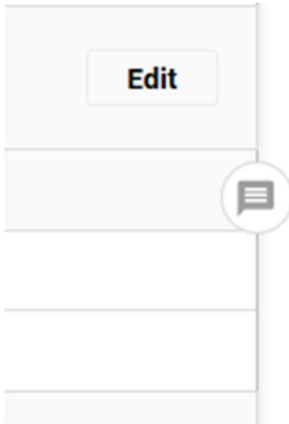
For further support, please contact Academic Quality and Standards at [qualityandstandards@qmul.ac.uk](mailto:qualityandstandards@qmul.ac.uk).

## Appendix

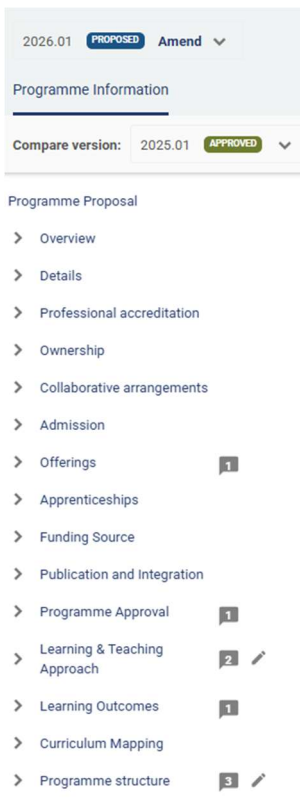
Switching the 'Comments' button on:



Speech bubble icon:



Left-hand navigation menu:



☰ P900037 [REDACTED] MSc : Overview ▾

2026.01 **PROPOSED** Amend ▾

Programme Information

Compare version: 2025.01 **APPROVED** ▾ Show Changes Field Audit History Related Items Comments ⋮ ⬆

- > Ownership
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### Admission Edit

Non-standard admissions requirements

### Offerings Edit

| Offerings | Display Name    | Delivery mode | Entry point      |
|-----------|-----------------|---------------|------------------|
| >         | 01-F [REDACTED] | On Campus     | January (SEM2)   |
| >         | 09-F [REDACTED] | On Campus     | September (SEM1) |

### Apprenticeships Edit

Apprenticeship Standard

### Funding Source Edit

| Funding Source | Major/minor source | Funding Source Code | Funding Source Details    |
|----------------|--------------------|---------------------|---------------------------|
| >              | Major              |                     | Office for Students (OfS) |