



Taught Programmes Board terms of reference 2025-26

The Taught Programmes Board 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. The responsibilities of the Taught Programmes Board are as follows:

1. To ensure that there is full and consistent consideration of new programme proposals;
2. To ensure that proposals are of a high academic standard, of an appropriate quality, and comply with Queen Mary's external regulatory obligations and internal strategic frameworks (e.g. the [Office for Students' Conditions of Registration](#), the [Principles of Academic Degree Programme Design](#), and the [Principles of Assessment Design](#));
3. To ensure that the programme approval process is independent from the School/Institute that is proposing the development;
4. To operate efficient and responsive procedures that ensure a high-quality academic experience for students and promote effective use of Queen Mary's resources;
5. To recognise the contribution that can be made to the process by School/Institute education colleagues and committees.

Terms of reference

1. To consider the detailed academic proposals for new taught programmes of study and related modules (including those delivered through collaborative provision);
2. To consider new module proposals where these are related to a new programme of study, or are delivered through:
 - i. collaborative arrangements (to include TNE),
 - ii. work-based learning,
 - iii. apprenticeship programmes,
 - iv. summer school modules*,
 - v. study-abroad,
 - vi. distance learning.

*Proposals of this nature, where appropriate, may be considered via delegated authority of the Chair rather than being reviewed by the full Board.

3. To consider and (if appropriate) approve new taught programmes;

4. To consider and (if appropriate) approve proposals for major amendments to programmes of studies;
5. To receive reports of module proposals and amendments to modules that have been approved by School/Institute Education Committees;
6. To establish groups to undertake specific tasks related to the Board's remit and to consider recommendations from these groups. The Board has a standing sub-board for the consideration of apprenticeship programmes (the Apprenticeships Programmes Sub-Board (APS)).

Procedures and constitution

1. The Board will hold no fewer than six and no more than ten meetings each academic year.
2. The Board, when fully constituted, has 26 members. For a meeting to be deemed quorate at least nine members must be present, including at least one member from each Faculty.
3. If a meeting is not quorate, the Chair shall decide whether to a) postpone and rearrange the meeting, or b) proceed with the meeting but note that all decisions will be considered preliminary and unconfirmed until and unless the agreement of sufficient members to meet the quorum is secured.
4. The Taught Programmes Board is managed by the Academic Quality and Standards Team in the Directorate of Governance and Legal Services. Correspondence should be with the Team (qualityandstandards@qmul.ac.uk) and not directly with the Chair.
5. The Academic Quality and Standards Team will issue deadlines for the approval process. Complete proposals for new programmes must be received no later than 20 working days prior to the date of the meeting of the Board, and are encouraged to be submitted throughout the year when proposals are complete. Submissions must include:
 - i. Part 1 programme proposal with evidence of endorsement from the Dean for Education, or equivalent.
 - ii. Part 2 programme proposal with evidence of School/Institute endorsement (Head of School/Director of Institute or Director of Education).
 - iii. Programme specification(s).
 - iv. Module proposal form(s) for any new modules, with evidence of School/Institute approval (Head of School/Director of Institute or Director of Education) plus;
 - a. Module amendment forms if updates to existing modules are being proposed.
 - b. Module specification(s) for any existing modules.
 - v. External Adviser comments
 - vi. A written response to the External Adviser comments from the School/Institute programme team
 - vii. A joint working statement (where multiple Queen Mary Schools/Institutes contribute to the programme).
 - viii. A memorandum of agreement (where the delivery of the programme is collaborative with an external institution or body).

6. The Academic Quality and Standards Team will defer or reject, as appropriate, any proposal that:
 - i. is submitted after the deadline (in which case it will be considered at a subsequent meeting).
 - ii. contains errors, is not completed to a high standard, or is unclear and raises queries (in which case the Team will attempt to resolve the issues with the proposers, but which may not be possible for the intended meeting of the Board).
 - iii. does not include all the required documents and endorsements, including Part endorsement by the relevant Dean(s) of Education, or equivalent, and other Board approvals as required (e.g. Partnerships Board).
 - iv. does not align to the appropriate and applicable policies, frameworks, or regulations.
 - v. that otherwise does not meet the requirements of Queen Mary's programme approval process or of external regulatory requirements.
7. The Academic Quality and Standards Team will scrutinise all documentation for completeness, adherence to required regulations and curriculum frameworks (e.g. QMACF, FHEQ, Principles of Academic Degree Programme Design), external adviser / examiner support, support from the School/Institute Education Committee.
8. The relevant Head of School/Institute or Director of Education and the programme proposer will be invited to attend the meeting to discuss the proposal with the Taught Programmes Board. At least one member of the programme team must attend the Taught Programmes Board in-person.
9. The Academic Quality and Standards Team will allocate proposals to meetings in accordance with deadlines, ensuring that full consideration of proposals takes place.
10. The decision of the Board may be one of the following:
 - i. Approved
The programme is fully approved and offers can now be made
 - ii. Defer decision subject to conditions
The programme will only be approved once the specified conditions are met. Depending on the nature and scope of the conditions, the Chair may approve the programme by Chair's action, refer the matter to the Board by circulation, require the matter to be considered at the next Board meeting, or delegate specific authority for approval to the Head of Academic Quality and Standards.
 - iii. Not approved
Approval was not granted by the Board. The programme proposer should take on feedback from the discussions and resubmit the proposal to a future Board should they wish to proceed with the proposal.
11. Where the Board sets an action or a condition of approval this must be completed by the specified deadline, which will normally be the paper deadline for the next meeting of the Board. If this deadline is not met then the programme must be resubmitted and reconsidered at a future meeting, unless a request for extension has been submitted to DGLS and agreed by the Chair. An extension will only be considered where there is good reason why an action cannot be completed by the original deadline and where the programme team contacts DGLS in advance of the deadline.

12. A programme must run exactly as it was approved by the Board. If, exceptionally, there is good reason why any amendment is necessary before or during the teaching of the first cohort then this must be considered by a fully convened meeting of the Board; good reason might include a change to external regulation, for example changes to an apprenticeship standard that take immediate effect.

Taught Programmes Board membership 2025-26

Ex officio members

Deputy Vice-Principal for Education (**Chair**)

Professor Anthony Michael

Faculty Deans for Education:

Humanities and Social Sciences

Professor Elizabeth Gillow

Humanities and Social Sciences

Professor Javier Sajuria (January 2026)

Medicine and Dentistry

Professor Ian Curran

Science and Engineering

Professor Chris Bray

Two Deputy Deans for Education from each Faculty:

Humanities and Social Sciences

Professor Rachel Male

Humanities and Social Sciences

Dr Stephen Taylor /
Dr Andrew Smith (shared)

Medicine and Dentistry

Professor Maralyn Druce

Medicine and Dentistry

Professor Sadani Cooray /

Science and Engineering

Dr Joanna Riddoch-Contreras (shared)

Rachel Appleton

Head of Education Programmes

Dr Emily Salines

Head of Academic Quality and Standards

Simon Hayter

Head of Technology Enhanced Learning

Surjit Uppal

Head of Library Learning Support and Engagement

Alistair Morey

Queen Mary Students' Union Faculty Vice-Presidents:

Humanities and Social Sciences

Samarth Lakhanpal

Medicine and Dentistry

Maria Rubbani

Science and Engineering

Tushar Goyal

Nominated members

Three academic staff from each Faculty:

Humanities and Social Sciences

Dr Daniel Peart (2026-27*)

Dr Luigi Ventimiglia (2025-26)

Dr Weronika Fernando (2025-26)

Medicine and Dentistry

Professor Chie Adachi (2026-27)

Professor Andrejs Braun (2026-27)

Dr John Buchanan (2027-28*)

Science and Engineering

Dr Jayne Dennis (2025-26)

Dr Ian Morris (2026-27)
Dr Sara Hajikazemi (2025-26)

In attendance

| | |
|--|----------------------------|
| Academic Quality and Standards Officer (Secretary) | Laura Bonsall |
| Academic Quality and Standards Officer (Secretary) | Dr Richelle Whitehead-Gill |
| Director of Governance and Legal Services | Jane Pallant |
| Deputy Head of Academic Quality and Standards | Adam Streames |
| Academic Quality and Standards Officer | Alice de Havillan |
| Assessment Governance Officer | Dr Tuija Knowles |
| Academic Quality and Standards Officer (Degree Apprenticeships) | Ellie Watson |

Notes on nominated members

1. Each Faculty has three nominated members. The Faculty Dean for Education makes these nominations, which must be submitted to the Secretary at qualityandstandards@qmul.ac.uk.
2. A nominated member has a four-year term of office and may hold up to two consecutive terms. The date next to a member's name indicates the final year of their current term. An asterisk indicates that they are in their second term.
3. Where a vacancy arises before the end of a term of office, the new member will begin a new four-year term and be eligible for re-appointment in the same way as other members.
4. To ensure continuity of the Board's business and expertise, variable terms of office should be used to stagger the end-dates of members (i.e., a member may be appointed to an initial term of three- rather than four-years to stagger the end-dates).
5. The Chair will contact any member who does not attend two consecutive meetings. A member who does not attend three consecutive meetings will be considered to have resigned their membership.
6. If a member is unable to fulfil their TPB role for a 12-month period (e.g. due to a secondment), then a replacement should be nominated by the Faculty Dean for Education. The original term will not be extended.