



## LSHTM Academic Manual 2023-24

### Chapter 10: Academic Governance

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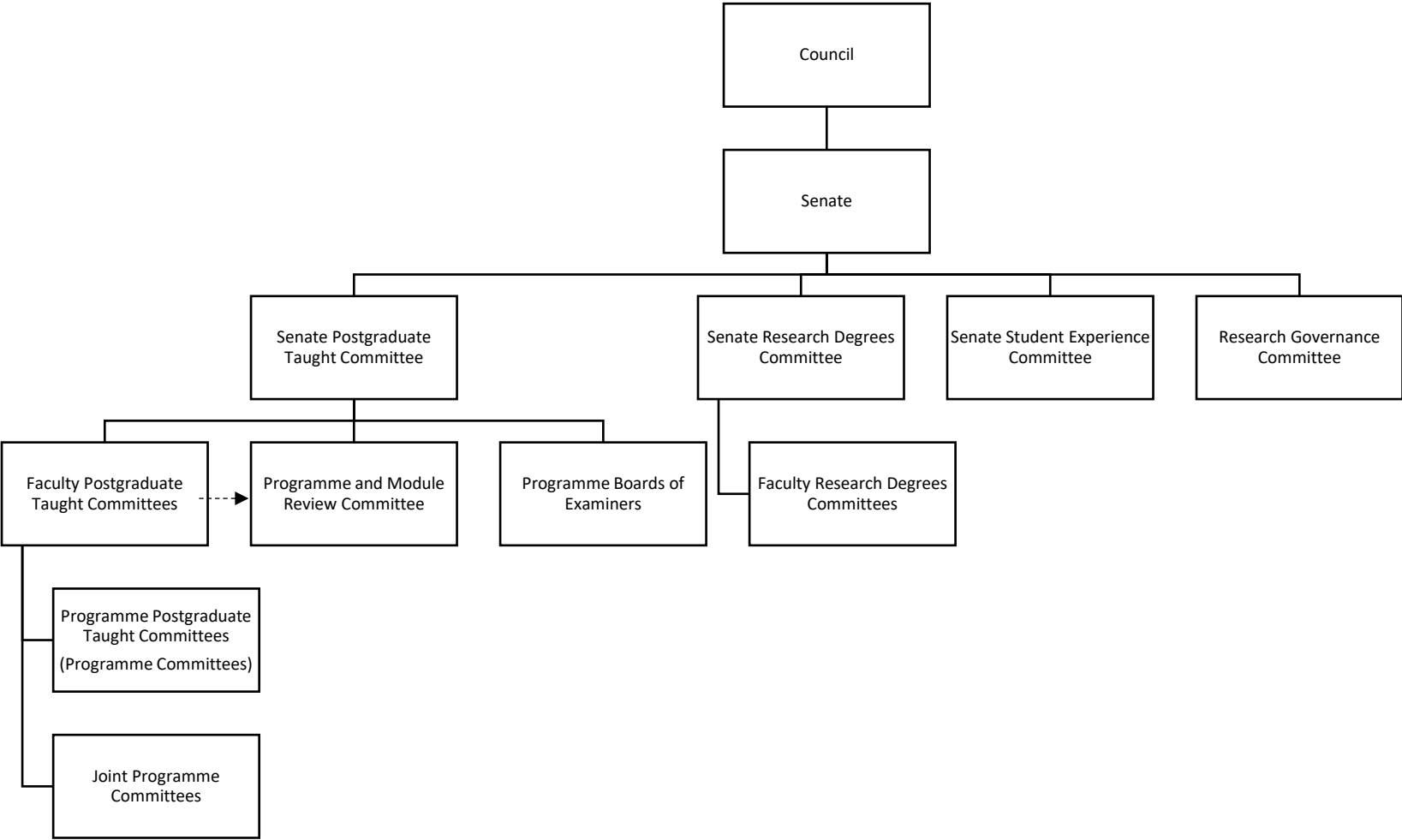
**Annual Review of the Academic Manual**

The LSHTM Academic Manual was introduced in 2019-20 bringing together all the academic regulations and procedures which constitute LSHTM's framework for quality and standards for credit-bearing taught provision, research degrees and special programmes. The Academic Manual consists of 11 chapters all of which are reviewed annually and published as separate documents on the LSHTM website together with a summary of amendments. With the exception of most minor editorial changes (e.g. typos, formatting and spelling or grammatical corrections), all revisions and amendments are noted and approved by Senate before the start of each academic year.

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**10.1 Academic Governance Structure**

The table below represents the London School of Hygiene & Tropical Medicine (LSHTM)'s academic governance structure, showing LSHTM's standing committees and their reporting responsibilities



## **10.2 Membership and Terms of Reference**

### **10.2.1 Council**

**PURPOSE:** Council is the governing body of LSHTM and has overall responsibility for its operational and strategic management.

#### **STATEMENT OF PRIMARY RESPONSIBILITIES**

- To approve the mission and strategic vision of the School, long-term academic and business plans and key performance indicators, and to ensure that these meet the interests of stakeholders;
- To ensure that processes are in place to monitor and evaluate the performance and effectiveness of the School against the plans and approved key performance indicators, which should be—where possible and appropriate—benchmarked against other comparable institutions;
- To appoint the Director of the School as chief executive, and to put in place suitable arrangements for monitoring his/her performance;
- To delegate authority to the Director for the academic, corporate, financial, estate and human resource management of the School. To establish and keep under regular review the policies, procedures and limits of such delegated management functions;
- To ensure the establishment and monitoring of systems of control and accountability, including financial, human resources and other operational controls and risk assessment, and procedures for handling internal grievances and for managing conflicts of interest;
- To have the ultimate financial and business responsibility for the School, to ensure that proper books of account are kept, to approve the annual budget and financial statements, and to have overall responsibility for the School's assets, property and estates. This ultimate financial and business responsibility recognises that the Director has delegated powers from Council;

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- To be assured that the students' experience (including welfare) is maintained at a high level;
- To safeguard the reputation and values of the School;
- To be the School's ultimate legal authority and as such, to ensure that systems are in place for meeting all the School's legal obligations and that the School's constitution is always followed;
- To ensure that good governance operates including conducting Council's business in accordance with the best practice in higher education corporate governance (including adherence to Office for Students "Conditions of Registration" and the Committee of University Chairs' "Higher Education Code of Governance")
- To adhere to the principles of public life drawn up by the Committee on Standards in Public Life – i.e. *Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership*;
- To provide formal annual assurances to Office for Students on the reliability of degree standards and the continuous improvement of the student academic experience and of student outcomes;
- To act as trustee for any property, legacy, endowment, bequest or gift in support of the School; and
- To appoint a Secretary to Council to act as clerk to the Council ensuring that he/she is solely accountable to the Chair of the Council for this governance role and that they have access to all information they require to ensure good governance operates.
- To establish the following Committees required by Office for Students, the HE Code of Governance or the Charter & Statutes: - an Audit Committee, a Nominations Committee, a Remuneration Committee and Court.

**Committee evaluation**

- To review the Committee's effectiveness and the suitability of its terms of reference annually.

**Composition**

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The composition of the Council is set out in Clause 8 of the Charter. The Council comprises a maximum of 16 persons of whom the Director of the School and the Chair of the Student Representative Council are ex officio members and the independent members who are neither members of staff or students must comprise the majority of all members of Council.

**Membership**

- External members (10)
- Elected Staff members (4: 3 Academic Staff, 1 Professional Services)
- Director
- Student Representative Council President

In attendance:

- Chief Operating Officer
- Secretary to Council

**Quorum:**

a) Council

The Charter states that 'the Council shall be deemed to be quorate when: at least 7 members are present; and the majority of those members present at any meeting are persons who are neither students nor members of staff of LSHTM. No business of Council shall be transacted at any inquorate meeting except the adjournment of the meeting. At a reconvened meeting following an adjournment for lack of quorum then the business for which the original meeting was called may be completed in the absence of a quorum'.

b) Council Committees

The quorum for Council Committees is a minimum of two independent members of Council with a conference call counting as attendance with the exception of:

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- Senate – the quorum is 10 staff and student members
- Safety Committee – the quorum is one third of the membership

The independent members should normally be in the majority.

Where there is no quorum the meeting may proceed but no decisions can be taken. However, decisions can be taken by the Committee by telephone, correspondence or by email provided all members are invited to participate and vote and the minimum quorum numbers do vote. So an inquorate meeting may propose a decision which can then be approved by a telephone, correspondence or email exchange.

#### **Decisions**

##### a) Council

Our legal advice is that the Charter requires that Council may only take decisions at a meeting of Council unless it has taken a decision at a meeting to delegate the decision to a member of Council, the Director or a Council Committee.

##### b) Council Committees

Decisions can be taken by the Committee by telephone, correspondence or by email provided all members are invited to participate and vote and the minimum quorum numbers do vote.

#### **Secretary**

LSHTM's Secretary to Council or will act as Secretary to Council and all Council Committees.

#### **Chair's Action**

The Chair of Council Committees, including Senate, have the authority to act on behalf of their Committee in matters of urgency, if this power has been delegated to them by their Committee. The exercise of this power will be reported to the following meeting of the Committee. The Chair of Council powers of action are covered in Ordinance B3.

#### **Additional Meetings**

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a) Council

An additional meeting of Council may be convened at any time by the Chair of Council or on receipt of a written or email request from at least a third of the current Council membership. The members requesting the meeting must set out in a statement the matters they wish to be discussed at the additional meeting.

b) Council Committees

An additional meeting of a Committee may be convened at any time by its Chair or the Chair of Council. Members of Senate may request a meeting provided they comply with the terms set out in Senate's Terms of Reference.

**Cancelling or Rearranging Scheduled Meetings**

The Chair has the power to cancel a scheduled meeting if in their view there is insufficient business to be transacted and should normally do so with one week's notice. The Chair also has the power to re-arrange a scheduled meeting if in their view this is necessary.

**Agendas and Minutes**

- i. The Secretary to Council is responsible for drawing up the Agenda for Council and Committee meetings with the approval of the relevant Chair and ensuring adequate supporting information. Any Council or Committee member wishing to request that an item is placed on the agenda should communicate with the Secretary to Council;
- ii. The Agenda for a meeting and the Minutes of the previous meeting shall normally be dispatched to each member seven days in advance. The Minutes the previous meeting will be approved at the next meeting of the Council or Committee and any agreed alterations will be minuted at that meeting;
- iii. Decisions and the reasons leading to those decisions are recorded in the minutes and would normally be released if there was a Freedom of Information Request except where the Council or Committee agrees matters are confidential for commercial, personal or other reasons permitted by the legislation; and
- iv. Minutes shall be kept by the Secretary, who shall be responsible for retaining all minutes, agendas and papers in an archive.



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**Conduct of Meetings**

- i. The Chair has discretion to determine the conduct of discussion and debate at meetings and how business is to be brought to conclusion;
- ii. Every matter for decision shall be determined after due deliberation by those present, the Chair taking the sense of the meeting. Any member may request that the matter be put to a vote. Only the Chair can approve that a proposal or motion proposed during the course of the meeting shall be put to the meeting for resolution;
- iii. All those present and eligible shall vote and the result shall be determined by simple majority;
- iv. If the vote shall be equally divided for and against, the Chair shall have a second and casting vote; and
- v. Members must support collective decisions once made. They may, if they choose, indicate that the reason for their disagreeing with the decision should be noted in the Minutes.

**Attendance to Observe**

- i. The Chair of Council will determine who attends Council meetings other than Council Members and the Secretary to Council.
- ii. Any member of the Council may, with approval of the relevant Committee Chair, attend a Committee meeting as an observer, unless they have a conflict of interest.

**Effectiveness Reviews**

- i. Council and all its Committees should annually carry out a brief review of their operations and terms of reference in accordance with any guidelines established by the Nominations Committee.

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- ii. At approximately three-year intervals, Council and its Committees will carry out a more rigorous review of their effectiveness (using external support where appropriate), in accordance with the programme and guidelines developed by the Nominations Committee.

## **10.2.2 Senate**

**PARENT BODY:** Council

**PURPOSE:** Senate is the key forum in LSHTM for academics to come together and take responsibility for the enhancement of academic quality and assurance of academic standards. It is responsible to the Council for setting the academic framework for research, teaching, learning and training. It keeps the student experience (including welfare) under review and ensures that this is maintained at a high level. It takes responsibility and provides assurance to the Council on the effectiveness of academic governance including the reliability of degree standards and the continuous improvement of the student academic experience and of student outcomes. It also ensures that equity, diversity and inclusion considerations are integrated into all aspects of its business.

### **1. Academic Standards and Quality Assurance**

- 1.1. Regulate the academic work of LSHTM in both research and education by approving Senate Regulations and approving related policies and procedures;
- 1.2. Regulate research and enterprise activities ensuring that there are high ethical standards, good governance and that research quality is of a high standard commensurate with the reputation of LSHTM;
- 1.3. Approve and monitor regular plans to enhance academic quality, monitor quality assurance and improve the student experience;
- 1.4. Monitor the student academic experience and the process for student engagement;
- 1.5. Determine the academic awards (excluding honorary awards) to be awarded by LSHTM and assure the integrity of those awards including assurance on the operation of the assessment processes;
- 1.6. Regulate the approval of all educational programmes and collaborative provision including their assessment;
- 1.7. Regulate the arrangements for the annual and periodic review of Programmes & Modules and any student surveys undertaken by LSHTM;
- 1.8. Approve regulations for student discipline;

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- 1.9. Approve the academic calendar for each year;
- 1.10. Review preparations for any external review of the Education provision.  
To approve and monitor any action plan following an external review;
- 1.11. Provide regular assurance to Council through an annual report covering Senate's purpose as defined above;
- 1.12. Review and recommend any changes to Council in respect of the academic structure of LSHTM;

**2. Academic Strategy**

- 2.1. Support the development of the LSHTM Strategic Plan and any specific academic strategies and advise Council and the Director;
- 2.2. Monitor implementation of the academic elements of the LSHTM Strategic Plan and any specific academic strategies and achievement of related objectives;
- 2.3. Review the management of risks relating to LSHTM's academic activities and monitor actions taken to minimise those risks and advise Council;
- 2.4. Monitor academic-related aspects of the EDI Strategy, and receive regular reports from the Equity, Diversity and Inclusion Committee;

**3. Awards and Honours**

- 3.1 Approve the award of medals, prizes and scholarships
- 3.2 Recommend to Nominations Committee any nominations for Honorary Awards

**4. Committee evaluation**

- 4.1 To review Senate's effectiveness and the suitability of its terms of reference annually.
- 4.2 To review the diversity of Senate's membership annually.
- 4.3 Determine the terms of reference of any sub-committee or ad hoc working group (including Boards of Examiners) including any appointments as Chair or Deputy Chair;
- 4.4 Approve a delegation framework identifying where authority is delegated to sub-committees or the Director;

**COMPOSITION:**

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Membership:

- The Director (Chair)
- Deans of Faculties
- Pro-Director (Education)
- Pro-Director (Research and Academic Development)
- Secretary to Council
- Head of the Doctoral College
- Associate Deans
- Chairs of the first tier of Senate's sub-Committees
- Chairs of Faculty Teaching Committees
- Chairs of Faculty Research Degree Committees
- 1 Head of Department for each Faculty (appointed by the Faculty Management Groups)
- 1 Junior academic staff for each Faculty (elected by centrally run nominations and elections)
- 1 Senior academic staff for each Faculty (elected by centrally run nominations and elections)
- Director of Education Services
- Director of Library, Archive and Open Research Services
- Director of ITS
- Centre Director Representative or Deputy (agreed by Centre Directors)
- President and Vice-President (Communications & Activities) of the Student Representative Council

In attendance:

- Board/Committee secretary
- Other staff as required

**MODE OF OPERATION:**

Meetings shall be held at least three times each academic year. A meeting can be requested by the members if there is a written request by at least a third of the membership of Senate setting out a clear statement of the matters they wish to have discussed. The meeting will be held within 10 to 21 days of the receipt of a written request.

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The quorum of Senate is a minimum of ten members.

**RESERVED BUSINESS:**

Student members of the Committees shall not be entitled to participate in the consideration of reserved areas of business. Reserved areas of business normally include any sensitive or confidential matter relating to individual identifiable members of staff or students. It shall be for the Chair to decide in any case of doubt whether a matter is a reserved area of business and that decision shall be final. Agenda and papers for, and minutes of, any meeting relating to Reserved Areas of Business shall be recorded separately and circulated only to those members of the meeting entitled to receive them. Any important general issues relating to academic quality and standards arising from reserved business will be discussed at future meetings under unreserved business.

### **10.2.3 Senate Postgraduate Taught Committee**

**PARENT BODY:** Senate

#### **PURPOSE**

Senate Postgraduate Taught Committee (SPGTC) is responsible for advising and making recommendations to Senate on the enhancement of academic quality and assurance of academic standards for postgraduate taught provision (PGT) up to and including Level 7. It reviews the academic provision to ensure that standards are maintained and opportunities developed to enhance academic quality. It reviews the academic regulatory framework and its operation, progress against LSHTM Strategy and the evidence on the student experience. It ensures that equity, diversity and inclusion considerations are integrated into all aspects of the committee's business.

Postgraduate taught provision covers (a) all **award-bearing provision** including programmes and modules, credit-bearing CPD, special programmes,<sup>1</sup> Professional Diplomas and (b) **other PGT provision** which comprises mainly continuing professional development such as CPD Short Courses, MOOCs and Open Educational Resources.

#### **COMPOSITION**

##### *Membership*

- i. Pro Director Education (Chair)
- 

<sup>1</sup> Special Programmes are those non-degree-awarding programmes defined by Senate as needing more scrutiny e.g., Executive Programme for Global Health Leadership and Professional Diplomas.

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- ii. Associate Deans of Education for (a) Quality, Academic Standards & Collaborative Provision (Deputy Chair) and (b) Student Experience & Student Journeys
- iii. Chairs of Faculty Postgraduate Taught Committees (FPGTCs) *Where there are co-Chairs one will be designated as the member of this Committee.*
- iv. Up to 3 Chairs / Deputy Chairs of Boards of Examiners appointed by Senate – one from each Faculty
- v. Up to 3 Chairs of Programme Postgraduate Taught Committees appointed by Senate – one from each Faculty
- vi. Up to 2 elected academic members of Senate
- vii. Head of Quality & Academic Standards
- viii. Vice-President (Taught Courses) of the Students' Representative Council (SRC)
- ix. Up to 3 students appointed by the SRC – one from each Faculty
- x. Head of Registry
- xi. Head of Programme Administration
- xii. Director of the Centre for Excellence in Learning and Teaching

In attendance:

- i. Other staff as required
- ii. Up to 2 co-opted external members appointed for their expertise in quality and standards
- iii. Secretary to Council
- iv. Secretary to the Committee
- v. Other staff may be invited to contribute depending on the topics for discussion.

Note: Members of staff who are not *ex officio* serve terms of three consecutive academic years. In exceptional cases, tenure may be extended for one further academic year provided a rationale found acceptable to the Chair is supplied by the relevant nominator. Student representatives normally serve one academic year but tenure may be extended for one further academic year if agreed by the Committee.



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**DELEGATED DECISIONS**

- i. Approve Programme and Module Specifications for new provision;
- ii. Approve terms of reference and appoint members of Validation Panels;
- iii. Approve and oversee the arrangements for the annual and periodic review of programmes and modules;
- iv. Approve and monitor implementation of any LSHTM action plans to enhance academic quality and monitor quality assurance. Review Faculty Action Plans<sup>2</sup>;
- v. Approve and oversee the Programme and Module Evaluation procedure;
- vi. Approve membership and terms of reference of the Programme Boards of Examiners including appointing their Chairs and Deputy Chairs;
- vii. Approve the allocation of modules to Lead Programmes for moderation by the Programme Boards of Examiners;
- viii. Approve the appointment of External Examiners;
- ix. Approve a summary of LSHTM-wide issues raised in External Examiners' reports produced by the Quality and Academic Standards office, and the programmes teams responses to External Examiners' reports;
- x. Approve the terms of reference for, and appointments to Periodic Review Panels;
- xi. Consider Periodic Review reports and recommendations from the Programme and Module Review Committee;

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<sup>2</sup> FPGTC approves and monitors a Faculty Action Plan which is proposed in the summary report on the Annual Programme Directors' Reviews (APDRs) from the Faculty's Taught Programme Director and covers any significant improvements required across the Faculty having considered any relevant issues from the Programme Boards of Examiners and the APDRs.

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- xii. Approve the revalidation of programmes following the report of the Periodic Review Panel and any resulting action plan;
- xiii. Approve the termination of PGT modules, and make a recommendation to Senate on the termination of Programmes.
- xiv. Appoint Chairs and Panellists for PGT Academic Appeals and receive reports from the relevant Panels
- xv. Review preparations for any external review of PGT provision. Approve and monitor any action plan following an external review;
- xvi. Determine the terms of reference of any sub-Committee or ad hoc working group including any appointments as Chair or Deputy Chair; and
- xvii. Approve a delegation framework identifying where authority delegated by Senate to the Committee is delegated. This will be reported to Senate.

**Other Terms of Reference**

- i. Provide assurance to Senate through an annual report covering the Committee's purpose as defined above;
- ii. Review progress against LSHTM Strategy and assist in the periodic review of that Strategy;
- iii. Review the management of risks relating to LSHTM's PGT educational activities and monitor actions taken to minimise those risks;
- iv. Recommend changes to Senate regulations and related policies & key procedures in respect of the Committee's purpose (above);
- v. Review LSHTM-level summaries of the Faculty quality reports and faculty action plans prepared by the Programme and Module Review Committee;
- vi. Review for the LSHTM:
  - Number of applications, and admissions data, and targets for the following year;

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- the amount of LSHTM funding for fee waivers and studentships for Intensive and distance learning Programme students on an annual basis;
  - student progression and achievement;
  - PGT student discipline and complaints;
- vii. Assure itself through reports based on Quality & Academic Standards attending a sample of the Programme Boards of Examiners, that the process of assessment has been conducted appropriately. Recommend any changes to the regulatory framework, policies or key procedures;
- viii. Recommend the academic calendar for each year to Senate;
- ix. Review any relevant information pertaining to student feedback from Senate Student Experience Committee (SSEC), Faculty Postgraduate Taught Committees and student surveys and monitor the response to student feedback by each Faculty; and
- x. Review and promote educational developments and innovation including sector scanning for best practice;

**MODE OF OPERATION**

The quorum of the Senate Post Graduate Taught Committee is 50% of members.

Meetings shall be held at least once a term.

**DELEGATIONS SCHEDULE**

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<b>Decision Delegated</b>	<b>Authority given to</b>
Approve any major changes <sup>3</sup> to existing PGT award-bearing provision	Programme and Module Review Committee (PMRC) following a review and recommendation by Faculty Postgraduate Taught Committees (FPGTCs) & Lead Programme Postgraduate Taught Committee
Approve any minor changes to existing PGT award-bearing provision	Faculty Postgraduate Taught Committees (FPGTCs) with responsibility to ensure published materials including the web reflect the correct position.
Approve changes to programme regulations for Distance Learning provision	PMRC
Approve new 'other PGT provision' and any major changes to or any discontinuation of existing other PGT provision	FPGTC provided there has been sign off by LSHTM Officers defined in the approved procedure
Approve minor changes to existing 'other PGT provision'	FPGTC with responsibility to ensure published materials including the web reflect the correct position. This needs to be done to an LSHTM timetable.
Approve and monitor implementation of the Annual Module Review and Action Plans (AMRAPs) for those Modules for which the Programme has lead responsibility after reviewing each Plan with the Module Organiser	Lead Programme Postgraduate Taught Committee

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<sup>3</sup> Major changes are as defined in [Chapter 3 of the LSHTM Academic Manual](#).

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<b>Decision Delegated</b>	<b>Authority given to</b>
Approve and monitor implementation of the Programme Action Plan <sup>4</sup> after reviewing the Annual Programme Director's Review (APDR) which will include any proposed actions at Programme level	Lead Programme Postgraduate Taught Committee
Approve and monitor implementation of the Faculty Action Plan for award-bearing provision following review of a summary report on the Annual Programme Directors' Reviews (APDRs) from the Faculty's Taught Programme Director which will include any proposed actions at Faculty level	FPGTC but reviewed at SPGTC and PMRC
Approves the membership of Periodic Review & Validation Panels	PMRC

**RESERVED BUSINESS**

Student members of the Committees shall not be entitled to participate in the consideration of reserved areas of business. Reserved areas of business normally include any sensitive or confidential matter relating to individual identifiable members of staff or students. It shall be for the Chair to decide in any case of doubt whether a matter is a reserved area of business and that decision shall be final. Agenda and papers for, and

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<sup>4</sup> The Lead Programme Postgraduate Taught Committee approves and monitors a Programme Action Plan which is proposed in the Annual Programme Director's Review (APDR) and covers any significant improvements required across the programme after considering the relevant Annual Module Review and Action Plans (AMRAPs) and any issues from the Programme Board of Examiners. In the case of compulsory modules, all the relevant Programme Postgraduate Taught Committees should receive a copy of the AMRAP for review and should report any issues or ideas for enhancement to the Lead Programme Postgraduate Taught Committee.

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minutes of, any meeting relating to Reserved Areas of Business shall be recorded separately and circulated only to those members of the meeting entitled to receive them. Any important general issues relating to academic quality and standards arising from reserved business will be discussed at future meetings under unreserved business.

## **10.2.4 Senate Research Degrees Committee**

**PARENT BODY:** Senate

### **Purpose**

Senate Research Degrees Committee (SRDC) is responsible for advising and making recommendations to Senate on the enhancement of academic quality and assurance of academic standards for Level 8 Research Degrees. It reviews the academic provision to ensure that standards are maintained and opportunities developed to enhance academic quality. It reviews and takes appropriate action on the academic regulatory framework and its operation, progress against LSHTM Strategy and the evidence on the student experience. The Committee works with its student members in the development, assurance and enhancement of the quality of the student educational experience. It also ensures that equity, diversity and inclusion considerations are integrated into all aspects of the committee's business.

### **Membership**

- i. Head of Doctoral College (Chair)
- ii. Pro-Director (Education)
- iii. Chairs of Faculty Research Degrees Committees
- iv. Level 8 Programme Directors
- v. Faculty Research Degree Managers
- vi. Quality & Academic Standards representative
- vii. Head of Registry
- viii. EDI Representative
- ix. Vice-President (Research Degrees) of the Students' Representative Council (SRC)
- x. Up to 3 students appointed by the SRC – one from each Faculty plus one student from a Level 8 Programme with assessed taught components;

In attendance:

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- i. Secretary to the Committee
- ii. Pro Director (Research and Academic Development)
- iii. Director of Education Services
- iv. Other staff as required and approved by the Chair

**Mode of Operation:**

Meetings shall be held at least once a term.

**Quorum**

The quorum of the Senate Research Degrees Sub-Committee is a minimum of four members.

**Delegated Decisions**

- 1.1. Approve the academic staff qualified to act as Research Degree Supervisors;
- 1.2. Approve the appointment of Research Degree Supervisors for specific Research Degree students;
- 1.3. Approve the appointment of Research Degree Examiners;
- 1.4. Award all Research Degrees on behalf of Senate;
- 1.5. Appoint Chair and Panel for Research Degree Academic Appeals and receive reports from the Panels;
- 1.6. Approve and monitor the implementation of School plans to enhance academic quality and monitor quality assurance for Research Degrees;
- 1.7. For any assessed taught components of Level 8 Programmes
  - 1.7.1. Approve new provision and any changes to existing provision including the termination of modules. Recommend to Senate the termination of a Programme;



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- 1.7.2. Approve terms of reference and appoint members of Validation Panels;
- 1.7.3. Approve and oversee the arrangements for the annual and periodic review of the assessed taught components of Programmes and Modules;
- 1.7.4. Approve and monitor implementation of any action plans to enhance academic quality and monitor quality assurance;
- 1.7.5. Approve Programme and Module Specifications;
- 1.7.6. Approve and oversee the Programme and Module Evaluation process;
- 1.7.7. Approve the appointment of External Examiners
- 1.7.8. Approve membership and terms of reference of the Programme Boards of Examiners including appointing their Chairs and Deputy Chairs;
- 1.7.9. Approve the Programmes' responses to External Examiners' reports;
  
- 1.7.10. Appoint Chair and Panel for Academic Appeals and receive reports from the Panels
- 1.7.11. Approve the terms of reference and appointments to Periodic Review Panels;
- 1.7.12. Approve the Periodic Review Report
- 1.7.13. Approve revalidation of assessed taught components of Programmes following the report of the Periodic Review Panel and any resulting action plan;
- 1.7.14. Review preparations for any external review of provision. To approve and monitor any action plan following an external review;
  
- 1.8. Determine the terms of reference of any sub-committee or ad hoc working group including any appointments as Chair or Deputy Chair; and
- 1.9. Approve a delegation framework identifying where authority delegated by Senate to the Committee is delegated. This will be reported to Senate.

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**Other Terms of Reference**

- i. Provide assurance to Senate through an annual report covering the Committee's purpose as defined above;
- ii. Review progress against LSHTM Strategy for research degrees and assist in the periodic review of that Strategy;
- iii. Review the management of risks relating to LSHTM's research degrees and monitor actions taken to minimise those risks;
- iv. Recommend changes to Senate regulations and related policies & key procedures in respect of the Committee's purpose (above). Promote harmonisation between Faculties;
- v. Review preparations for any external review of Research Degree provision. To recommend and monitor any action plan following an external review;
- vi. Assure itself that the process of assessment has been conducted appropriately having reviewed a report from the Level 8 Programme Committees and comments from the External Examiner for the assessed taught components of Level 8 Programmes. Also any other generic issues brought to the Committee's attention by Quality & Academic Standards including any issues raised in the Research Degrees Examiners' Reports. Recommend any changes to the regulatory framework, policies or key procedures;
- vii. Consider at least annually a cross faculty report listing those who have been Research Degree Examiners in the School in the last year; and
- viii. Review and promote educational developments and innovation including sector scanning for best practice. Share best practice across the School.

**Frequency of Meetings**

Meetings shall be held at least once a term.

**Reserved Business**

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Student members of the Committees shall not be entitled to participate in the consideration of reserved areas of business. Reserved areas of business normally include any sensitive or confidential matter relating to individual identifiable members of staff or students. It shall be for the Chair to decide in any case of doubt whether a matter is a reserved area of business and that decision shall be final. Agenda and papers for, and minutes of, any meeting relating to Reserved Areas of Business shall be recorded separately and circulated only to those members of the meeting entitled to receive them. Any important general issues relating to academic quality and standards arising from reserved business will be discussed at future meetings under unreserved business.

## **10.2.5 Senate Student Experience Committee**

**PARENT BODY:** Senate

**PURPOSE:** The Senate Student Experience Committee (SSEC) is responsible for advising and making recommendations to Senate, Senate sub-committees and the Director with the aim of improving the student experience. It provides a forum for listening to the student voice at School level, enabling students to provide input into enhancement of student facing School services and ensuring equity, diversity and inclusion considerations are integrated into the student experience. The focus is on major issues that affect a significant number of students. Student Experience covers PGT Programmes & Modules (both intensive and distance learning), Short Courses and Research Degrees.

### **1. Student Voice/Enhancement of Student Experience**

- 1.1 Ensure that all students have representation through the SRC and that all student representatives can participate in the Committee's business by adding to the membership of the Committee or any other method;
- 1.2 Approve the format for any internal School surveys of Student Experience;
- 1.3 Review the outcome of student surveys, including PTES, Distance Learning Student Experience Survey and PRES surveys and coordinate summary of responses and actions;
- 1.4 Review the management of risks relating to the student experience and monitor actions taken to minimise those risks;
- 1.5 Recommend to Senate and/or Senate Sub-Committees actions to enhance the student experience and monitor implementation of approved recommendations;
- 1.6 Review the format, process and outcomes for Programme/Module Evaluations making recommendations to PGT Committee;
- 1.7 Review any significant student experience issues raised at Faculty Committees;

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- 1.8 Discuss significant issues relating to student experience raised by the student representatives attending the Committee and set up task and finish groups as required to report to Committee;
- 1.9 Review the provision of the student support services;
- 1.10 Review reports from academic and support services on a cyclical basis with the key relevant managers in attendance and make recommendations;
- 1.11 Consider the composition of student representation on Senate sub-committees and how these representatives are appointed and make recommendations to Senate;
- 1.12 Review an annual report from the SRC executive;

**2. Communication and Reporting**

- 2.1 Ensure communication to students of decisions and outcomes in respect of issues raised to students and regularly review the success of these feedback methods;
- 2.2 Provide assurance to Senate through an annual report covering the Committee's purpose as defined above;
- 2.3 Review progress against the School Strategy in respect of the Committee's purpose and assist in the periodic review of that Strategy;

**3. Committee evaluation**

- 3.1 To review the Committee's effectiveness and the suitability of its terms of reference annually.
- 3.2 Approve a delegation framework identifying where authority is delegated to the Committee by Senate. This will be reported to Senate;
- 3.3 Determine the terms of reference of any sub-committee or ad hoc working group including any appointments as Chair or Deputy Chair;

**COMPOSITION:**

Membership:

- Pro-Director (Education)
- Associate Deans of Education

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- Student Experience & Student Journeys **(Chair)**
- Quality, Academic Standards & Collaborative Provision
- Chairs of Faculty Postgraduate Taught Committees
- Up to 2 Chairs of Taught Programme Committees
- Head of Doctoral College
- 1 Faculty Research Degree Director or Departmental Research Degree Co-ordinator
- Up to 2 elected members of Senate
- Head of Quality and Academic Standards
- Careers Team representative(s)
- Head of Student Support Services
- EDI Team Representative
- Head of Student Communications & Engagement
- SRC Executive Vice-Presidents
  - Taught Programme Communications & Activities
  - Research Degree Communications & Activities
  - Taught Courses
  - Welfare and EDI
  - Distance Learning
  - Research Degrees
  - Finance and Operations
- Up to 6 students appointed by the Student Representative Council
  - 3 Taught Degree Students (one from each Faculty)
  - 3 Research Degree students (one from each Faculty)

In attendance:

- Director of Education Services
- Head of Registry & Student Systems
- Head of Programme Administration
- Director of Library, Archive & Open Research Services
- Development and Alumni Relations Representative
- Director of Centre for Learning and Teaching Excellence (CELT)
- Secretary to the Committee
- Other Staff as required

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**MODE OF OPERATION:**

The SSEC meets once per term.

The quorum is a minimum of four students in attendance.

**RESERVED BUSINESS:**

Student members of the Committees shall not be entitled to participate in the consideration of reserved areas of business. Reserved areas of business normally include any sensitive or confidential matter relating to individual identifiable members of staff or students. It shall be for the Chair to decide in any case of doubt whether a matter is a reserved area of business and that decision shall be final. Agenda and papers for, and minutes of, any meeting relating to Reserved Areas of Business shall be recorded separately and circulated only to those members of the meeting entitled to receive them. Any important general issues relating to academic quality and standards arising from reserved business will be discussed at future meetings under unreserved business.

## **10.2.6 Programme and Module Review Committee**

**PARENT BODY: Senate Postgraduate Taught Committee**

### **PURPOSE**

The Programme and Module Review Committee reports to Senate's Postgraduate Taught Committee (SPGTC). It is responsible for reviewing in detail any new Postgraduate Taught (PGT) award-bearing provision, any major changes to or proposed discontinuation of existing PGT award-bearing provision, and annual and periodic review across all PGT award-bearing provision. The Committee works with its student member(s) in the development, assurance and enhancement of the quality of the student educational experience. It ensures that equity, diversity and inclusion considerations are integrated into all aspects of the committee's business.

PGT provision covers all award-bearing provision including programmes and modules, credit-bearing Continuing Professional Development (CPD), special programmes,<sup>5</sup> and Professional Diplomas. PMRC also reviews major changes to non-credit-bearing Short Courses.

### **COMPOSITION**

*Membership:*

- i. Associate Dean of Education (Quality, Academic Standards & Collaborative Provision) (Chair)
- ii. Chairs of Faculty Postgraduate Taught Committees. Where there are co-Chairs one will be designated as the member of this Committee.
- iii. 3 Faculty Teaching Representatives (one from each Faculty)

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<sup>5</sup> Special Programmes are those non-degree-awarding programmes defined by Senate as needing more scrutiny e.g., Executive Programme for Global Health Leadership and Professional Diplomas.



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nominated by Taught Programme Directors and approved by the Chair

- iv. Centre for Excellence in Learning and Teaching Representative
- v. Registry representative
- vi. Student Experience representative
- vii. Programme Administration Office representative
- viii. Quality and Academic Standards representative
- ix. Vice-President (Taught Programmes) of the Students' Representative Council

In attendance:

- i. Other staff as required
- ii. Up to 3 additional current or recent student representatives
- iii. Secretary – Quality & Academic Standards Officer

Note: Members of staff who are not *ex officio* serve terms of three consecutive academic years. In exceptional cases, tenure may be extended for one further academic year providing a rationale found acceptable by the Chair is supplied by the relevant Taught Programme Director. Student representatives normally serve for one academic year but tenure may be extended for a further academic year if agreed by the Committee.

**DELEGATED DECISIONS**

- i. Approve the procedure for approval of and major changes to programmes and modules;
- ii. Approve any major changes, and note minor changes, to existing PGT award-bearing provision and Short Courses following a review and recommendation by Faculty Postgraduate Taught and Lead Programme Postgraduate Taught Committees, and sign off by the Institutional Officers defined in the approved procedure;
- iii. Approve amendments to programme specifications;

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- iv. Approve new core modules that have been proposed outside of a new programme validation process. The PMRC may recommend the programme for revalidation if significant changes to the programme are being proposed;
- v. Approve changes to programme regulations for Distance Learning provision;
- vi. Approve terms of reference and appoint members of Validation Panels and Periodic Review Panels;
- vii. Review and evaluate annual and periodic review across all PGT award-bearing programmes;
- viii. Determine the terms of reference of any sub-committee or ad hoc working group including any appointments as Chair or Deputy Chair; and
- ix. Approve a delegation framework identifying where authority delegated by Senate to the Committee is delegated. This will be reported to Senate.

**OTHER TERMS OF REFERENCE**

- i. Review and recommend for approval any new PGT award-bearing provision following a report from the Validation Panel;
- ii. Review and recommend for approval any proposal for module suspension;
- iii. Review and recommend for re-approval any validated PGT award-bearing provision that has undergone Periodic Review following review and recommendation by the Review Panel;
- iv. Recommend changes to Senate regulations and related policies and key procedures in respect of the Committee's purpose (above) including those proposed by Faculty Postgraduate Taught Committees;
- v. Ensure Senate's regulations, policies and procedures are adhered to when conducting the Committee's business;
- vi. Ensure the enhancement of academic quality and maintenance of academic standards for postgraduate taught provision when conducting the Committee's business; and

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- vii. Review and promote educational developments and innovation, including sector scanning for best practice, under the direction of SPGTC.

**MODE OF OPERATION**

The quorum of the Programme and Module Review Committee is a minimum of 50% of members. One of the attending Chairs of Faculty Postgraduate Taught Committees will, by prior arrangement, deputise in the absence of the Chair. Meetings shall be held at least once a term.

**RESERVED BUSINESS**

Student members of the Committees shall not be entitled to participate in the consideration of reserved areas of business. Reserved areas of business normally include any sensitive or confidential matter relating to individual identifiable members of staff or students. It shall be for the Chair to decide in any case of doubt whether a matter is a reserved area of business and that decision shall be final. Agenda and papers for, and minutes of, any meeting relating to Reserved Areas of Business shall be recorded separately and circulated only to those members of the meeting entitled to receive them. Any important general issues relating to academic quality and standards arising from reserved business will be discussed at future meetings under unreserved business.

## **10.2.7 Boards of Examiners**

### **Purpose**

Programme Boards of Examiners report through Senate Postgraduate Taught Committee (SPGTC) to Senate within the Senate governance structure. There will be one for each Postgraduate Taught (PGT) programme responsible for the assessment of all the elements of the programme's awards. It agrees the examinations/assessments to be set for the programme the final grade marks and the awards for the programme's students and any prize winners. These terms of reference cover degree-awarding provision, special programmes and the DrPH.

### **Membership**

- i. 2 Senior Members of Academic Staff of LSHTM – one to act as Chair and the other Deputy Chair. Where possible they should not be involved in the management or curriculum design of the programme
- ii. Programme Director (s) (who may not be Chair or Deputy Chair) (*ex-officio*)
- iii. Faculty Taught Programme Director (s) (who may not be Chair or Deputy Chair) (*ex-officio*)
- iv. At least one External Examiner (not a member of staff of the University of London)
- v. Intercollegiate Examiners from the University of London (as appropriate)
- vi. Internal Examiners from LSHTM academic staff as appropriate to the needs of the Exam Board

Note: Members who are not *ex-officio* serve terms of four years. Internal examiners may be reappointed.

In attendance:

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- i. Member of Quality & Academic Standards Team (periodically))
- ii. Head of Registry or nominee
- iii. Other staff as required by the Chair
- iv. Secretary – Members of the Programme Administration Office or University of London Worldwide staff (for DL programme boards) will act as Secretary of the Programme Boards of Examiners.

The Board of Examiners for the Professional Diploma in Tropical Medicine and Hygiene East African Partnership have a different membership, which can be found in its [course-specific regulations](#).

### **Quorum**

Programme Boards of Examiners shall be quorate when attended by the Chair (or Deputy Chair), at least one External Examiner, a Taught Programme Director, the Programme Director (or designate), and no fewer than three internal examiners.

Exam Boards may be conducted in either a physical or online setting or a combination of both, as determined by the Chair. If an External Examiner cannot attend the Board of Examiners in person they can attend virtually, providing that the appropriate equipment is available at both locations.

### **Delegated Decisions**

- i. Review and approve the examinations/assessments to be set for the programme.
- ii. Review and confirm the final grade marks for all elements of the PGT degree or other awards and determine each student's eligibility for progression, compensation, award and classification;
- iii. Agree actions in the event of failure including compensation and resit provisions;
- iv. Confirm the award of PGT degree and its classification or other approved award for the programme's students on behalf of Senate,

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- and notify the students of the results; and
- v. Decide on any prize winners on behalf of Senate

**Other Terms of Reference**

- i. Set, safeguard and monitor the academic standards of the programme;
- ii. Ensure that assessment, marking and moderation procedures are appropriate, rigorous and fair;
- iii. Ensure equity of treatment for students;
- iv. Ensure that assessment follows the awards scheme and has been conducted within LSHTM's regulations and guidance;
- v. Receive a report from the External Examiner(s) on the appropriateness of the assessment process and on the extent to which the regulations governing the assessment of students have been rigorously and consistently applied and on the comparability of standards for grades and awards to those awarded in the UK HE sector;
- vi. Monitor that Programme Teams have responded to issues raised by the External Examiner(s);
- vii. Highlight any issues for discussion at Programme, Faculty or LSHTM level;
- viii. Consider any matter referred to it by Senate or its sub-Committees; and
- ix. Recommend the membership of the Board for the next year to be approved by SPGTC.

**Standing Orders for Exam Boards**

**Scheduling of meetings**

- i. Each Exam Board will meet at least annually, unless there are no student grades to consider. The final meeting of each Intensive MSc Exam Board should take place in the second half of October; DL Exam Boards should take place by the end of November. Results

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approved at Intensive Programme Boards **must** be with the Registry by that date at the latest. Results approved at DL Boards must be sent to the University of London Worldwide by mid-December at the latest.

- ii. Members should be notified about meeting dates well in advance of each meeting by the Secretary. Dates for final Exam Boards should be set at the previous year's final meeting, or else by no later than six months in advance. Interim meetings may be called at shorter notice, but it is good practice to confirm dates for interim meetings several months beforehand. In all cases, at least seven days' advance notice must be given.

#### Agenda

- i. Final Intensive programme Exam Board meetings must use the Template Agenda (internal access only). DL programmes must use the template agenda agreed by the University of London.
- ii. An agenda must be agreed by the Chair and circulated by the Secretary at least two weeks in advance of each meeting. Any papers that the Exam Board is being asked to consider (except for grades/results documentation, which should be tabled and presented at the meeting) should be circulated with the agenda so that members have time to consider them.

#### Preparation for meetings

- i. Ahead of each Intensive Programme Board meeting, the Secretary and Chair should prepare and check a grades sheet detailing all provisional candidate results. This should be based on a standard template spreadsheet supplied by the Registry, including formulae for combining degree elements in line with the Taught Programme Regulations – these formulae must not be adjusted. Ahead of each DL Board meeting, the DL Office should liaise with the Chair to prepare and check grade data detailing all provisional candidate results and progression status, which must comply with the rules for combining degree elements as outlined in [Chapter 8b of the](#)

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[Academic Manual](#). To maintain anonymity, documentation must contain candidate numbers only.

**Conduct of meetings**

- i. Exam Boards should only discuss assessment matters at these meetings. Items such as programme content should be referred to the Programme Postgraduate Taught Committee to discuss.
- ii. Results should be discussed anonymously, by candidate number. Inappropriate comments regarding particular candidates, which might have an impact on determining a fair outcome, are prohibited. Students should not be discussed by name until all grades, and where possible all awards, have been confirmed and ratified by the Board. Exam Board Chairs and External Examiners should have reviewed a full portfolio of work for each borderline candidate.
- iii. No proposal or motion proposed during the programme of a meeting shall be put to the meeting for resolution without the approval of the Chair. If the Chair determines that voting is required on any matter, this shall be by a show of hands. All full members (Chair, External Examiners and Internal Examiners) should have an individual vote, with the Chair having a casting vote where votes are otherwise tied. If a count takes place, the number of votes cast shall be recorded in the minutes of the meeting.
- iv. **Exam Boards may not re-mark work or change grades that have been confirmed through moderation.**
  - The section on Internal Moderation in [Chapter 8a](#) (for Intensive programmes) or [Chapter 8b](#) (for distance learning programmes) of the LSHTM Academic Manual includes guidance on how any re-marking should be undertaken if the Moderator identifies a problem.
  - If moderation of exam scripts or projects by an External Examiner identifies a potential problem, relevant work should be further-reviewed prior to the final Board meeting – in line with standard procedures as set out in the Assessment handbook. Any re-grading may then be done on a script-by-script basis; or where appropriate, based on a review of the distribution of



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grades by question and overall, the Exam Board may scale marks for affected questions up or down. Any such amendments should be noted in the minutes.

- If an Exam Board believes grades may require re-marking, they should decline to confirm grades for all work which may have been affected and recommend that it be reviewed further in line with standard procedures.

**Outcomes and minutes**

- i. By the end of final Exam Board, the following should be clear:
  - Final confirmed grades for degree elements (modules, exams, projects).
  - All candidates to be awarded a degree and their classification.
  - All candidates eligible to resit with recommendations on which assessments must or may be resat by which deadlines.
  - Progression status for all continuing candidates (DL programmes).
  - Any candidates who have failed outright without eligibility to resit.
  - Any prize winners.
- ii. Minutes **must** be taken for each meeting reviewed by the Chair and circulated to members of the Board (and Registry and Intensive Programme Boards) within one month of the meeting:
  - The minutes should provide a clear, accurate and appropriate summary of the decisions taken plus the general discussion leading to the decisions.
  - There is no need to list the decisions of the Board in respect of every candidate in the minutes; it is standard practice to attach the mark sheets and refer to that Intensive Programme Board, and only note any specific further amendments.
  - In line with anonymous consideration of results, minutes must not include student names, excepting prize winners who may be noted by name.

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- The minutes should summarise the comments of the External Examiner, even though External Examiners will also be producing written reports.
- The minutes should be marked STRICTLY CONFIDENTIAL, and treated as such. Be aware that any minuted discussion of an individual candidate can be disclosed to them under the Data Protection Act; whilst a redacted version of the minutes would be disclosable under the Freedom of Information Act.

#### Post-meeting follow-up

- i. The Exam Board Chair and External Examiner(s) should sign candidate results sheets (REP5 or ER1) directly after results have been agreed at each final Exam Board. These will be used for formal notification of results to students.
- ii. If the final Board meeting of each year has not been able to agree a date for the following year's meeting, this should be followed up by the Chair via email and confirmed within one month. If a change of date/time is required closer to the time, e.g. to accommodate External Examiners, the Chair should liaise with the Registry before confirming.

#### Frequency of Meetings

At least annually for the final decisions unless there are no students to consider. Otherwise other meetings will be as required and can be held by email, telephone or other digital means.

#### Reporting Arrangements

- i. The minutes of the Board should go Quality & Academic Standards team who will report them to SPGTC. They will also be received by Faculty Postgraduate Taught Committees and the Programme Postgraduate Taught Committee for information;
- ii. The Quality & Academic Standards team will attend a sample of

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Boards to assess their compliance with these terms of reference and regulations more generally each year and report their findings to Programme and Module Review Committee (PMRC);

- iii. The Faculty Taught Programme Directors will prepare a Faculty thematic report for PMRC. The Quality & Academic Standards team will use these reports to prepare an LSHTM report for SPGTC;

**Special Conditions**

- i. Candidates must only be discussed by the Board anonymously by candidate number;
- ii. The Board may not remark work or change grades which have previously been confirmed through moderation;
- iii. The Board will only be informed if extenuating circumstances have been accepted or rejected and will receive no further information;
- iv. The Board should concern itself only with assessment matters and should refer other issues such as programme content to Programme Postgraduate Taught Committees;
- v. The External Examiner(s) may meet a selection of students to confirm aspects of programme quality and the standard of students;
- vi. Boards should receive an appropriate time series of data covering the last 3-5 years from Professional Services to allow them to compare grade distributions;
- vii. The minutes of the Board should include a clear, accurate and appropriate summary of their decisions and their rationale. The minutes should have attached the final results list by candidate number (Intensive Programme Board).

**Delegations Schedule**

Decision Delegated	Authority given to
Confirmation of the results and/or award to students	Director of Education Services

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together with the arrangements for their progression, failure, resit, or graduation	
Confirmation to students and award of prizes agreed by the Board	Head of Registry

## **10.2.8 Faculty Postgraduate Taught Committees**

### **Purpose**

Faculty Postgraduate Taught Committees (FPGTCs) are committees of Senate and report to the Senate Postgraduate Taught Committee (SPGTC). They are responsible for ensuring that Senate's regulations, policies and procedures are implemented throughout the Faculty. They review the academic provision in their Faculty to ensure the reliability of degree standards and the continuous improvement of the student experience and of student outcomes. They ensure that the governance of their sub-Committees - Programme Postgraduate Taught Committees and the Faculty Student Experience Forum - is effective. The Committee works with its student members in the development, assurance and enhancement of the quality of the student educational experience.

Postgraduate taught provision (PGT) covers (a) all **award-bearing provision** including programmes and modules, credit-bearing CPD, special programmes,<sup>6</sup> and Professional Diplomas and (b) **other PGT provision** which comprises mainly continuing professional development such as CPD Short Courses, MOOCs and Open Educational Resources.

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<sup>6</sup> Special Programmes are those non-degree-awarding programmes defined by Senate as needing more scrutiny e.g., Executive Programme for Global Health Leadership and Professional Diplomas.

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**Membership**

- i. Faculty Taught Programme Director (Chair)
- ii. Dean of the Faculty
  
- iii. Chairs of Taught Programme Postgraduate Taught Committees in the Faculty
- iv. Member of Quality & Academic Standards Team
- v. Up to 3 Faculty Student Representatives or nominees

In attendance:

- i. Other staff as required
- ii. Secretary – Faculty Team Leader Teaching Support Office
- iii. Heads of Department in the Faculty (to receive papers)

**Quorum**

50% of members

**Delegated Decisions**

- i. Approve new 'other PGT provision'<sup>7</sup> and any major changes<sup>8</sup> to or any discontinuation of existing 'other PGT provision' provided there has been sign off by LSHTM Officers defined in the approved procedure;
- ii. Approve minor changes to existing 'other PGT provision';

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<sup>7</sup> These cover academic approvals only and start after a strategic decision by a Faculty and LSHTM leadership to support the proposed development.

<sup>8</sup> Major changes are as defined in [Chapter 3 of the LSHTM Academic Manual](#).

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- iii. Approve and monitor implementation of the Faculty Action Plan<sup>9</sup> for award-bearing provision following review of a summary report on the Annual Programme Directors' Reviews (APDRs) from the Faculty's Taught Programme Director which will include any proposed actions at Faculty level;
- iv. Approve any necessary changes to the Faculty Action Plan following a review of the External Examiners' reports or feedback from the Faculty Student Experience Forum;
- v. Approve module specifications and recommend programme specifications to PMRC for approval;
- vi. Approve new elective modules that have been proposed outside of new programme validation;
- vii. Approve and administer small ad-hoc Faculty specific student academic awards i.e.; donations to fund awards with a value under £500;
- viii. Determine the terms of reference of any sub-Committee or ad hoc working group including any appointments as Chair or Deputy Chair; and
- ix. Approve a delegation framework identifying where authority delegated by Senate to the Committee is delegated. This will be reported to Senate;

**Other Terms of Reference**

- i. Provide assurance to SPGTC through an annual report covering the Committee's purpose as defined above;
  - ii. Review the management of risks and opportunities relating to the Faculty's PGT educational activities and monitor actions taken to
- 

<sup>9</sup> FPGTC approves and monitors a Faculty Action Plan which is proposed in the summary report on the Annual Programme Directors' Reviews (APDR) from the Faculty's Taught Programme Director and covers any significant improvements required across the Faculty having considered any relevant issues from the Programme Boards of Examiners and the APDR.

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- minimise those risks;
- iii. Ensure Senate's regulations, policies and procedures are implemented throughout the Faculty;
  - iv. Recommend changes to Senate regulations and related policies & key procedures in respect of the Committee's purpose (above);
  - v. Review any Periodic Review reports relating to the Faculty's programmes and recommend & monitor any resulting action plan;
  - vi. Review preparations for any external review of PGT provision in the Faculty. Review any report. Recommend and monitor any resulting action plan;
  - vii. Review and recommend approval of any new PGT award-bearing provision and any major changes to or any discontinuation of existing PGT award-bearing provision;
  - viii. Review for the Faculty
    - applications and admissions for PGT Degrees and recommend any actions arising;
    - scholarship opportunities for PGT Degree students;
    - student progressions and achievement;
  - ix. Assure itself through reviewing a report from the Faculty Taught Programme Director on the assessment of the Faculty's programmes and receipt of the minutes of the Boards of Examiners for its programmes that the process of assessment has been conducted appropriately;
  - x. Review External Examiners' reports for the Faculty and recommend responses;
  - xi. Recommend any changes to the regulatory framework, policies or key procedures as result of key Faculty issues raised by External Examiners;
  - xii. Review any relevant information from the Faculty Student Experience Committee and student surveys and monitor and report on the Faculty response; and
  - xiii. Review and promote educational developments and innovation including sector scanning for best practice

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#### Frequency of Meetings

Meetings shall be held at least once a term.

#### Reserved Business

Student members of the Committees shall not be entitled to participate in the consideration of reserved areas of business. Reserved areas of business normally include any sensitive or confidential matter relating to individual identifiable members of staff or students. It shall be for the Chair to decide in any case of doubt whether a matter is a reserved area of business and that decision shall be final. Agenda and papers for, and minutes of, any meeting relating to Reserved Areas of Business shall be recorded separately and circulated only to those members of the meeting entitled to receive them. Any important general issues relating to academic quality and standards arising from reserved business will be discussed at future meetings under unreserved business.

#### Delegations Schedule

Decision Delegated	Authority given to
Approve minor changes to existing 'other PGT provision'	The Taught Programme Director with responsibility to ensure published materials including the web reflect the correct position. This needs to be done to an LSHTM timetable. The Taught Programme Director must notify FPGTC and notify Quality & Academic Standards when this delegation is exercised with details of the changes.

### 10.2.9 Faculty Research Degree Committees

#### Purpose

Faculty Research Degrees Committee (FRDC) is responsible for advising and making recommendations to the Senate Research Degrees Committee



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(SRDC) on the enhancement of academic quality and assurance of academic standards for research degrees. It reviews the academic provision in the Faculty to ensure that standards are maintained and opportunities developed to enhance academic quality. It reviews the academic regulatory framework and its operation, progress against LSHTM Strategy and the evidence on the student experience. The Committee works with its student members in the development, assurance and enhancement of the quality of the student educational experience.

#### **Membership**

- i. Faculty Research Degrees Director(s) (one of whom will Chair)
- ii. DrPH Programme Director – in the Public Health & Policy Faculty Research Degrees Committee
- iii. Faculty Research Degree Manager
- iv. Departmental Research Degree Co-ordinators
- v. Member of the Quality & Academic Standards team
- vi. Up to 3 students appointed by the Faculty plus one student from the DrPH Programme from the DrPH Programme in the Public Health & Policy FRDC

In attendance:

- i. Dean of Faculty
- ii. Head of the Doctoral College
- iii. Other staff as required

Secretary – Research Degree Administrator or as appointed by the Chair and the Director of Education Services

#### **Quorum**

50% of members.

#### **Delegated Decisions**

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- i. Approve the academic staff qualified to act as Research Supervisors;
- ii. Appoint Research Supervisors for specific Research Degree students;
- iii. Approve the appointment of Research Degrees Examiners;
- iv. Determine the terms of reference of any sub-Committee or ad hoc working group including any appointments as Chair or Deputy Chair; and
- v. Approve a delegation framework identifying where authority delegated by Senate to the Committee is delegated. This will be reported to Senate.

**Other Terms of Reference**

- i. Provide a regular report to SRDC covering the Committee's purpose as defined above and in particular the student data considered by the Committee see iii-vi below;
- ii. Recommend changes to Senate regulations and related policies & key procedures in respect of the Committee's purpose (above);
- iii. Review applications and admissions for research degrees in the Faculty and recommend any actions arising;
- iv. Review and develop scholarship opportunities for Research Degree students in the Faculty;
- v. Review student progressions and completion rates in the Faculty;
- vi. Review generic (not individual) Research Degree student disciplinary issues and complaints in the Faculty;
- vii. Review generic (not individual) supervisory issues in the Faculty;
- viii. Review the assessment processes in the light of comments from the External Examiner for assessed taught components of the DrPH Programme and any other generic issues brought to the Committee's attention from Research Degrees Examiners' Reports or generic complaints relating to assessment and recommend any changes to the regulatory framework, policies or key procedures;

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- ix. Review any relevant information from the Cross-faculty Research Students Experience Forum and student surveys and approve an action plan to address any significant issues in the Faculty;
- x. Review from time to time and at least annually a list of academic staff qualified to act as Research Supervisors and the numbers of Research Degree students they supervise;
- xi. Receive any cross-faculty report prepared for SRDC listing those who have been Research Degrees Examiners in LSHTM in the last year; and
- xii. Review and promote educational developments and innovation including sector scanning for best practice. Share best practice with LSHTM and other Faculties.

**Frequency of Meetings**

Meetings shall be held at least once a term.

**Reserved Business**

Student members of the Committees shall not be entitled to participate in the consideration of reserved areas of business. Reserved areas of business normally include any sensitive or confidential matter relating to individual identifiable members of staff or students. It shall be for the Chair to decide in any case of doubt whether a matter is a reserved area of business and that decision shall be final. Agenda and papers for, and minutes of, any meeting relating to Reserved Areas of Business shall be recorded separately and circulated only to those members of the meeting entitled to receive them. Any important general issues relating to academic quality and standards arising from reserved business will be discussed at future meetings under unreserved business.

**Delegations Schedule**

Decision Delegated	Authority given to
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Approve the academic staff qualified to act as Research Supervisors	Faculty Research Degrees Directors
Appoint Research Supervisors for specific Research Degree students	Faculty Research Degrees Directors
Approve the appointment of Research Degree Examiners	Faculty Research Degrees Directors

### **10.2.10 Programme Postgraduate Taught Committees**

#### **Purpose**

Programme Postgraduate Taught Committees are Senate Committees covering postgraduate taught award-bearing provision for a programme. They report to the Faculty Postgraduate Taught Committee. They are responsible for ensuring that Senate's regulations, policies and procedures are implemented for their programme. They review their programme to ensure the reliability of degree standards and the continuous improvement of the student experience and of student outcomes. They use approved feedback mechanisms to improve the student experience on the programme and ensure it is maintained at a high level. They have lead responsibility for modules as approved by the Senate Postgraduate Taught Committee. The Committee works with its student members in the development, assurance and enhancement of the quality of the student educational experience.

#### **Membership**

- i. Programme Director (Chair)
- ii. All academics involved in the management of the programmes (e.g., Deputy & Co- Programme Director(s), Distance Learning Content Directors)
- iii. The Module Organisers (MO) of the programme's compulsory modules should normally attend. Where a module is compulsory for many programmes, the MO for that compulsory module must attend the Lead Programme Postgraduate Taught Committee and is encouraged to attend the other Programme Postgraduate Taught Committees where possible.
- iv. All Module Organisers of modules moderated by the programme - the Chair should seek to identify people whose careers would benefit by being regular attenders.
- v. Exam Board Chair
- vi. Faculty Taught Programme Director (Directors if it is a cross-faculty

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programme)

- vii. Up to 3 students elected from the students on the programme

In attendance:

- i. Other staff as required
- ii. Secretary – Programme Administrator from the Programme Administration Office or Distance Learning Office

The Programme Postgraduate Taught Committee for the Professional Diploma in Tropical Medicine and Hygiene East African Partnership has a different membership, which can be found in its [course-specific regulations](#).

#### **Quorum**

50% of members but including at least 2 Module Organisers

#### **Delegated Decisions**

- i. Approve any minor changes to existing PGT award-bearing provision for modules for which the programme has lead responsibility;
- ii. Approve and Monitor the Annual Module Review and Action Plans (AMRAPs) for those Modules for which the programme has lead responsibility after reviewing each Plan with the Module Organiser  
[Note: all programmes should receive the AMRAP for their compulsory modules and may wish to pass comments to the Lead Programme Postgraduate Taught Committee.];
- iii. Approve and monitor implementation of the Programme Action

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Plan<sup>10</sup> after reviewing the Annual Programme Director's Review (APDR) which will include any proposed actions at programme level;

- iv. Approve any necessary changes to the Programme Action Plan following a review of the External Examiner's report or feedback from the Faculty Student Experience Forum;
- v. Determine the terms of reference of any sub-Committee or ad hoc working group including any appointments as Chair or Deputy Chair; and
- vi. Approve a delegation framework identifying where authority delegated by Senate to the Committee is delegated. This will be reported to Senate;

**Other Terms of Reference**

- i. Ensure Senate's regulations, policies and procedures are implemented for the programme and that academic standards are maintained;
- ii. Recommend to Faculty Postgraduate Taught Committee (FPGTC) any changes in respect of Senate regulations and related policies & key procedures in respect of the Committee's purpose (above);
- iii. Review the programme and the modules it has lead responsibility for regularly (including any risks or opportunities) and recommend to FPGTC any new modules, major changes<sup>11</sup> to or any discontinuation of existing PGT award-bearing provision;

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<sup>10</sup> The Lead Programme Postgraduate Taught Committee approves and monitors a Programme Action Plan which is proposed in the Annual Programme Director's Review and covers any significant improvements required across the programme after considering the relevant Annual Module Review and Action Plans (AMRAPs) and any issues from the Programme Board of Examiners. In the case of compulsory modules, all the relevant Programme Postgraduate Taught Committees should receive a copy of the AMRAP for review and should report any issues or ideas for enhancement to the Lead Programme Postgraduate Taught Committee.

<sup>11</sup> Major changes are as defined in [Chapter 3 of the LSHTM Academic Manual](#).

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- iv. Recommend module and programme specifications;
- v. Review preparations for any external review or the Periodic Review of the programme and support the review. Consider the recommendations from these reviews. Recommend any action plan following any external or Periodic Review;
- vi. Review for the programme and the modules it is responsible for:
  - Applications, admissions and induction for PGT Degrees and recommend any actions arising;
  - Scholarship opportunities for PGT Degree students;
  - Student progressions and achievement;
- vii. Assure itself through reviewing a report from the Programme Director on the assessment of the Faculty's programmes and receipt of the minutes of the Boards of Examiners for its programme that the process of assessment has been conducted appropriately;
- viii. Review External Examiners' reports for the programme and recommend responses;
- ix. Recommend any changes to the regulatory framework, policies or key procedures as result of reports on key issues for the programme raised by External Examiners;
- x. Review any relevant information from the Faculty Student Experience Committee and student surveys and make any necessary changes to the Programme Action Plan and monitor and report to FPGTC; and
- xi. Review and promote educational developments and innovation including sector scanning for best practice;

**Frequency of Meetings**

Meetings shall be held at least once a term.

**Reserved Business**

Student members of the Committees shall not be entitled to participate in



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the consideration of reserved areas of business. Reserved areas of business normally include any sensitive or confidential matter relating to individual identifiable members of staff or students. It shall be for the Chair to decide in any case of doubt whether a matter is a reserved area of business and that decision shall be final. Agenda and papers for, and minutes of, any meeting relating to Reserved Areas of Business shall be recorded separately and circulated only to those members of the meeting entitled to receive them. Any important general issues relating to academic quality and standards arising from reserved business will be discussed at future meetings under unreserved business.

**Delegations Schedule**

<b>Decision Delegated</b>	<b>Authority given to</b>
Approve any minor changes to existing PGT award-bearing provision for <b>programmes</b> for which the Programme Postgraduate Taught Committee has lead responsibility	Chair of Lead Programme Postgraduate Taught Committee but with responsibility to make every effort to ensure published materials including the web reflect the correct position. This needs to be done to an LSHTM timetable.
Approve any minor changes for existing PGT award-bearing provision for <b>modules</b> for which the Programme Postgraduate Taught has lead Responsibility	Module Organiser with responsibility to ensure published materials including the web reflect the correct position. This needs to be done to an LSHTM timetable. The Module Organiser must notify the Chair of the Lead Programme Postgraduate Taught Committee and Quality & Academic Standards when this delegation is exercised with details of the changes.

### **10.2.11 Programme Validation Panel**

**APPOINTED BY:** Programme and Module Review Committee

#### **PURPOSE**

The Programme Validation Panel is appointed by the Programme and Module Review Committee for the purpose of considering a new programme being proposed for approval. The Panel is responsible for ensuring that the quality and academic standards meet the requirements on all aspects set out in LSHTM's Academic Manual and relevant external reference points and reaching a decision on whether to recommend approval.

#### **COMPOSITION**

Appointment of members to the Programme Validation Panel is made by the Programme and Module Review Committee. Validation Panels will be constituted as follows:

- i **Chair:** A senior member of academic staff of LSHTM who is not connected to the programme's Faculty.
- ii **Internal academic staff:** Up to two members of staff from LSHTM; who are not involved in the development or delivery of the programme. One internal academic staff panel member will deputise for the Chair should the need arise, provided they are not from the programme's Faculty.
- iii **External Expert:** At least one subject expert from a University outside the University of London (UoL) or any partner institution of LSHTM. The External Reviewer is normally an academic with expertise in the relevant subject. In some circumstances a suitable subject expert from a non-academic background (e.g practitioner or PSRB representative) may be appointed. In such cases, the PMRC may require two external reviewers, one of whom will be from within HE and whose role will include evaluating how the proposal meets sector expectations. External subject experts should not be or have previously been External Examiners in the Faculty in the last 5 years;

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- iv **Student representative** (at least one) whose role is to contribute to discussions from a student perspective.
- v **Quality & Academic Standards Officer:** A designated member of the Quality and Academic Standards team will serve as the Panel Officer.

*DL Institutional Validation Panels will also include:*

- *UoL Academic Committee Representative*
- *UoL Quality and Academic Standards Representative*
- *Student Rep from UoL student affairs (organised by UoL)*

#### **TERMS OF REFERENCE**

The Validation Panel is responsible for:

- i. Reviewing and recommending whether to approve new programmes in accordance with LSHTM's Academic Manual and taking account of the relevant external regulatory frameworks and reference points;
- ii. Providing assurance to the Programme and Module Review Committee through a validation report, that quality and academic standards are met and that the programme is aligned to LSHTM's Strategic Objectives and the relevant external benchmarks;
- iii. Ensuring active consideration of equity, diversity and inclusion during the validation process;
- iv. Ensuring that the programme fully consider all stages of the student experience;
- v. Identifying good and innovative practices which enhance the quality of the student learning experience;

#### **VALIDATION PANEL ROLES AND RESPONSIBILITIES**

The Programme Validation Panel Chair and members should be familiar with LSHTM's Academic Manual including the academic programme regulations and the quality procedures for approval of new programmes. In addition, all internal and external academic panel members should have some familiarity with the relevant external regulatory frameworks and

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requirements, such as the Office for Students' Conditions of Registration, QAA Quality Code, Framework for Higher Education Qualifications (FHEQ) and other as appropriate.

The Panel Officer will provide the Chair and panel members with links to the relevant documents and guidance on potential lines of enquiry.

#### **Validation Panel Members**

All Validation Panel Members are expected to:

- i. Review the programme documentation submitted by the programme team to identify general and specific items needing discussion with the Programme Team (potential lines of enquiry). Individual Panel Members must provide their comments to the Panel Officer by the specified date.
- ii. Attend the Programme Validation Event and actively participate in the discussions during meetings with the programme team and support staff members.
- iii. Deliberate and collectively agree on the decision and final outcome.

#### **Chair**

- i. As a senior member of LSHTM's academic staff, the Chair fulfils the role of an internal academic panel member (outlined in ii *Internal academic staff member*: below) in addition to specific Chairing responsibilities, including:
  - determining the draft agenda based on the collective comments of panel members and supported by the Panel Officer;
  - determining the order of business and the amount of time to be spent on specific areas;
  - regulating the conduct of the meeting and ensuring that panel business is conducted in an objective manner;
  - leading the discussions and involving panel members to lead on specific items during meetings with the programme team and support staff;
  - leading the deliberations to reach consensual decisions at the conclusion of the validation event;

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- providing the programme lead / team with an oral communication of the panel's decision and outcome and agreeing a deadline by which a response should be received;
- providing the programme team with the final validation report with support from the Panel Officer;
- taking responsibility for reviewing the programme team's formal response to the validation report and ensuring that any conditions set have been satisfactorily addressed, recommendations responded to, and documentation revised as required.

ii **Internal academic staff member:**

The standpoint of internal academic staff panel members enables them to help maintain comparability of standards across LSHTM programmes. Internal academic staff members are also responsible for ensuring that the curriculum and the learning, teaching and assessment strategies are appropriate and aligned to LSHTM strategic objectives and to relevant external reference points.

iii **External Expert:**

External Experts offer a specialist academic and/or practitioner perspective and share their expertise on all aspects of the programme and in particular, content, structure and learning, teaching and assessment strategies. External Experts also offer insight on current developments and latest trends that may guide the programme team toward potential enhancement of the programme. The External Expert provides a written report. This will be appended in the final Validation Report and the comments and observations will be incorporated into the main body of the report as appropriate.

iv **Student representative**

The student panel member's role is primarily to help to ensure that the validation takes due regard of the issues of interest to students and matters likely to affect their experience, from the point of

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being a prospective student, through the journey once registered on the programme, to the employment and enrichment outcomes upon completion.

v **Quality & Academic Standards Officer (Panel Officer):**

The Panel Officer:

- provides the steer on LSHTM regulations and quality procedures and guidance on potential lines of enquiry, the relevant external regulatory frameworks and reference points;
- is responsible for ensuring the Panel is informed on documentary and regulatory compliance of the programme, and adherence to the programme validation and approval procedures set out in LSHTM's Academic Manual Chapter 3;
- is the central liaison between the Panel and programme team and offers guidance to both parties throughout the process, including for example, links to the relevant documents.

### **10.2.12 Programme Periodic Review Panel**

**APPOINTED BY:** Programme and Module Review Committee

#### **PURPOSE**

LSHTM Programmes undergo a Periodic Review on a cyclical basis. . A Programme Periodic Review Panel is appointed to review a programme/s generally within a 5-year cycle (although note this is not an arbitrary time frame) and confirming the continuing validity, relevance and currency of the programme/s.

#### **COMPOSITION**

Appointment of members to the Programme Periodic Review Panel is made by the Programme and Module Review Committee.

*DL Period Reviews: Membership of the Periodic Review Panel are approved jointly by LSHTM Programme and Module Review Committee and the UoLW Academic Quality Assurance Committee (AQAC).*

- i **Chair:** A senior Member of academic staff of LSHTM not connected to the programme's Faculty.
- ii **Internal academic staff:** Up to two members of staff from LSHTM who are not from the Faculty under review, one of whom will be Deputy Chair.
- iii **External Expert:** At least one subject expert from a University outside the University of London (UoL) or any partner institution of LSHTM. The External Reviewer is normally an academic with expertise in the relevant subject. In some circumstances a suitable subject expert from a non-academic background (e.g practitioner or PSRB representative) may be appointed. In such cases, the PMRC may require two external reviewers, one of whom will be from within HE and whose role will include evaluating how the proposal meets sector expectations. External subject experts should not be or have previously been External Examiners in the Faculty under review in the last 5 years;

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- iv **Student representative** (at least one) whose role is to contribute to discussions from a student perspective.
- v **Quality & Academic Standards Officer:** A designated member of the Quality and Academic Standards team will serve as the Panel Officer. The Panel Officer is the central liaison between the Panel and Faculty and supports the Chair throughout the process. The Panel Officer provides the steer on LSHTM and external regulatory frameworks and reference points and is responsible for ensuring these are taken into the Panel's consideration.

*DL Periodic Review Panel will also include:*

- i **An academic member of a senior University of London Worldwide (UoLW) committee**
  - o *The academic member from a senior UoLW Committee should be drawn from either QLTC or UoLW Academic Committee (UoLWAC). This person should normally come from another lead college and be nominated through UoLWAC, and their role should effectively function as a second 'internal reviewer'; but there are no prescriptive criteria for the appointment other than being judged suitable by LSHTM and the Chair of QLTC.*
- ii **A member of staff from the UoLW**
  - o *The UoLW staff member should usually be a role such as the relevant Programme Manager or Quality Manager. They normally also act as the Review Panel Officer, supporting all administrative aspects—particularly the preparation of documentation. There is no need for the UoLW staff member to be a subject specialist, though they should ideally have a background in a similar area to the programme under review as well as a knowledge of quality assurance and enhancement for distance-based provision.*

### **Terms of Reference**

The Periodic Review Panel is responsible for:

- i. Reviewing a programme/programmes in accordance with LSHTM's Academic Manual and confirming the continuing validity, relevance



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- and currency of the programme/s taking account of internal and external factors and reference points;
- ii. Providing assurance to the Programme and Module Review Committee through a periodic review report confirming
    - that quality and academic standards remain appropriate and continue to be met, and
    - the curriculum and pedagogical approaches remain appropriate and current; and
    - that the programme continues to be in alignment to LSHTM's Strategic Objectives and the relevant external regulatory frameworks and benchmarks and
    - the continuing high-quality of the learning experience being provided.
  - iii. Identifying areas of practice and innovation which enhance the quality of the student learning experience;
  - iv. Ensuring active consideration of equity, diversity and inclusion during the validation process;

The Panel Officer will provide the Chair and panel members with detailed information on individual roles.

### **10.2.13 Assessment Irregularities Committee (AIC)**

#### **Purpose**

The purpose of an Assessment Irregularities Committee (AIC) shall be to consider details of any alleged irregularity and the student's explanation, with the authority to make a final decision on the matter. It is a more formal mechanism than an Irregularity Investigation Panel, with authority to levy more severe penalties.

#### **Membership**

The AIC shall consist of at least three persons nominated by the Pro-Director of Education, on the advice of the Head of Registry, from the following. One of the persons appointed will be nominated as Chair by the Pro-Director of Education.

#### **Taught Programmes**

- Chairs of Boards of Examiners
- Deans of Faculty
- Faculty Taught Programme Directors

#### **Research Degrees**

- Deans of Faculty
- Faculty Research Degree Director
- Professors or Readers of LSHTM
- Chairs of Boards of Examiners
- Department Research Degree Coordinator

Persons who have already served as a member of an Irregularity Investigation Panel (IIP) which has considered the case, who have any direct interest in the case or who might be involved in an appeal at a later

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stage are not permitted to serve on the AIC. For research degree students, no member of the AIC shall be the supervisor of, or a member of the same Department as, any person against whom an allegation is made.

The Head of Registry (or nominee) shall act as Secretary to the AIC. The proceedings of the Committee shall be recorded and a full report prepared.

**Quorum**

The quorum for a hearing of the AIC shall be three members. If it is not possible to arrange a quorate meeting within the required timescales, the Chair should request that the Pro-Director (Education) extend or amend the membership, to enable a quorate meeting to be arranged with alternative members.

## **10.2.14 Assessment Irregularities Appeals Committee**

### **Membership**

The Head of Registry (or nominee), shall act as Secretary to the (Assessment Irregularities) Appeals Committee. Any nominee cannot have been involved in the Irregularities Investigation Panel or Assessment Irregularities Committee.

The (Assessment Irregularities) Appeals Committee shall consist of three persons as follows:

- Chair – The Pro-Director (Education) (or nominee)
- A senior member of Academic Staff, appointed by the Director of LSHTM
- An LSHTM student appointed by the Chair of the Students' Representative Council.

The following people may not serve on the (Assessment Irregularities) Appeals Committee:

- People who served on the Assessment Irregularities Committee, which made the decision against which the appeal is made.
- Anyone who has been directly concerned with the matters relating to the assessment irregularity or to the appeal.
- Anyone who has any direct interest in the case.

### **Quorum**

The quorum for the (Assessment Irregularities) Appeals Committee is three members.

### **10.2.15 Special Assessment Arrangements Panel (SAAP)**

#### **Membership**

Requests for non-standard arrangements will be co-ordinated by the Senior Student Adviser and agreed by the Special Assessment Arrangements Committee (SAAP), comprising:

- Taught Programme Director for the Faculty responsible for the assessment (or their nominee)
- Head of Registry (or their nominee)

#### **Conduct of SAAP Meetings**

SAAP meetings may be conducted by email or in person.

In the event that the above-named individuals are not able to reach a decision, the Director of Education Services may be consulted. Advice may also be sought from Student Advice & Counselling Service.

SAAC members will receive a copy of the student's LSA as well as the evidence supporting the request.

## **10.2.16 Extenuating Circumstances Committee**

### **Membership**

10.17.1 The composition of the Extenuating Circumstances Committee (ECC) shall be as follows:

- Associate Dean of Education (Quality, Academic Standards & Collaborative Provision)
- Faculty Taught Programme Director (EPH)
- Faculty Taught Programme Director (ITD)
- Faculty Taught Programme Director (PHP)

*Where there is more than one TPD in a Faculty one will be designated as the member of this Committee.*

- Faculty Research Degree Director(s) (when a research degree student is affected)
- LSHTM Registry Assessments Manager or nominee (Secretary)

Other staff may be consulted as necessary and appropriate for clarification.

10.17.2 If the Chair is unavailable then one of the Taught Programme Directors (TPDs) may act as Chair in their absence.

10.17.3 TPDs cannot appoint nominees if they are unable to attend.

10.17.4 The Committee shall be quorate when at least the Chair and one other member participate.

### **Terms of Reference**

10.17.5 To make decisions on extenuating circumstances requests from students in respect of summative assessments and report these to

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the appropriate Boards of Examiners or Supervisory Team (research degree students).

10.17.6 To review and make decisions on any extenuating circumstances notified by staff in respect of groups of students having taken summative assessments.

10.17.7 To liaise with LSHTM Registry, UoLW, the PAO, and Supervisory Teams as appropriate, regarding communication of decisions to students and application of decisions to student records and assessment requirements.

10.17.8 To provide the Senate Postgraduate Taught Committee (SPGTC) and Senate Research Degree Committee (SRDC) with an annual report on extenuating circumstances.

**Order and Conduct of Business**

10.17.9 The Committee shall make decisions regularly throughout the year as applications are received.

10.17.10 LSHTM Registry, UoLW and PAO will liaise with the Chair regarding requests received, and prepare and/or send out material for consideration.

10.17.11 The ECC shall work through the set of extenuating circumstances requests submitted since the last decisions were made. Members should give their view and recommended outcome for each case.

- Conflict of interest: Any member who knows the student in question, or feels they have a conflict of interest, should declare this for the record.
- Abstentions: If any members abstain from decisions on specific individuals, the committee's decision should be made by a

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minimum of two members, or deferred to the following meeting.

- Votes: If the Chair determines that voting is required, the votes of the majority shall decide. When equal numbers of votes are cast, the Chair shall have a casting vote. No record of votes shall be kept.

10.17.12 Meetings may be conducted either face-to-face, or through email.

(a) Face-to-face meetings may include input via teleconference or similar from members not physically present, or email submission of their views.

(b) Correspondence-led meetings should work as follows:

- Members email the ECC to provide their views on each case.
- The Chair compiles a set of decisions based on consensus or majority views, highlighting any requirements for further evidence, and provides this to the Secretary..

### **Record of Decisions**

10.17.17 Extensive minutes of discussions should not be necessary. A simple record of decisions on each case should be kept, listing student number, number and outcome as follows:

- Request accepted, noting the type(s) of circumstance this was based on (as per criteria in section 7.4 of [Chapter 7, General Academic Regulations of the LSHTM Academic Manual](#)).
- Request rejected, with a one-line summary of the reason why (e.g. 'does not meet LSHTM's published criteria for acceptable extenuating circumstances').
- Decision deferred pending further information, with a note of further evidence the Registry will need to ask the student for, or specific queries to investigate further.

10.17.18 The LSHTM Registry and/or UoLW and/or the LSHTM PAO will:



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- Contact the students concerned to let them know the decision on their request.
- Update related student records.

**Annual Report**

10.17.19 The Chair (in liaison with the ECC Secretary) shall compile a standard annual report on extenuating circumstances for SPGTC and SRDC.

10.17.20 This report should also be discussed by the ECC, reflecting on cases seen during the year and making general recommendations where appropriate for how LSHTM might consider modifying specific assessment practices or timing.

10.17.21 The report will summarise the following information:

- Number of requests accepted and rejected for Intensive and DL programmes
- Reasons for extenuating circumstances
- Types of assessment (coursework, exams or projects)
- Programme and Module

### **10.2.17 Termination of Studies Panel**

#### **Purpose**

To determine whether the student has met the required target and the appropriate course of action to take.

#### **Membership**

The Panel will be minuted by a member of Registry staff and will be comprised as follows:

- Taught postgraduate / Professional diplomas: The relevant Programme Director and Faculty Taught Programme Director.
- Research degrees: One member of the Supervisory Team and their Faculty Research Degrees Director.

#### **Other Terms of Reference**

The panel may consult with other colleagues, as necessary. The panel may be convened either in person or virtually for example by Zoom, Teams, Skype, etc.

### **10.2.18 Academic Appeals Panel**

#### **Purpose**

The purpose of LSHTM (Academic) Appeals Panel is to assess whether the student has valid grounds for their appeal. The panel will not re-examine any part of the student's work as part of this process.

#### **Membership**

The (Academic) Appeals Panel will consist of three members of academic staff:

- Chair: A Taught Programme Director/Faculty Research Degree Director (or their nominee) from outside the student's Faculty (if this is possible) and not connected with the case
- 2 members of LSHTM academic staff who are not from the same Faculty as the student (if this is possible) and are unconnected with the case

The Head of Registry (or their nominee) will act as Secretary to the Panel and will make all of the necessary arrangements for the Panel and take notes at the Panel Hearing.

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**Appendix 1: Senate Delegation Framework**

<b>DELEGATED DECISION/APPROVALS</b> + = SRDC covers Level 8 Awards only		<b>SENATE CHAIR</b>	<b>SUB-COMMITTEE APPROVAL</b>	<b>DIRECTOR</b>
Research	Research programme ethical approval		RG	
Approval of new Programmes & Modules, changes to them and discontinuation of modules. <b>Senate approves discontinuation of programmes</b>	Single Faculty programmes/modules		SPGTC/SRDC+	
	Cross-Faculty programmes/modules		SPGTC/SRDC+	
	Collaborative programmes/modules		SPGTC/SRD+	
	ToR & membership of Validation Panels		SPGTC/SRDC+	
Revalidation	Revalidation of award-bearing programmes following Periodic Review		SPGTC/SRDC+	
Development of All Existing Educational Programmes under PGT & Research Degree Regulations	Special schemes of study for individual students		SPGTC/SRDC+	
	Programme & module specifications		SPGTC/SRDC+	
	Arrangements for Annual Programme/Module Review & Action Plans		SPGTC/SRDC+	
	Arrangements for Periodic Programme/Module Review & Action Plans		SPGTC/SRDC+	
	Arrangements for the Student Evaluation of programmes & modules & Action Plans		SPGTC/SRDC+	
	Design of Student Surveys & communication methodology including feedback to students on what action has been		SSEC	

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	taken			
Integrity of All Awards made under PGT Regulations	Award and classification, progression, compensation for students		Programme Board of Examiners	
	Allocate modules to Boards of Examiners		SPGTC	
	Appointment of External Examiners		SPGTC	
	Appointment of Chair or Deputy Chair of Board of Examiners		SPGTC	
	Response to External Examiners' reports		SPGTC	
	Response to confidential External Examiner reports		SPGTC	
	ToR & membership of Periodic Review Panels		SPGTC	
	Appointment of Panel for PGT Academic Appeals		SPGTC	
Integrity of All Research Degrees	Award of DrPH		Programme Board of Examiners	
	PhD Awards		SRDC	
	Appointment of External Examiners		SRDC	
	Appointment of Research Supervisors		SRDC	
	Appointment of Chair or Deputy Chair of Board of Examiners		SRDC	
	Response to External Examiners' reports		SRDC	
	Action plans to improve quality & standards		SRDC	
	Appointment of Panel for Research Degree Academic Appeals		SRDC	

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Quality of Information for Students	Accuracy of programme/module marketing materials			Approves
	Programme specification content			Approves
	Student Handbooks			Approves

<b>DELEGATED DECISION/APPROVALS</b>		<b>SENATE CHAIR</b>	<b>SUB-COMMITTEE APPROVAL</b>	<b>DIRECTOR</b>
Committee Membership	Agree the best way for representatives of distance learning students to participate including adding to Committee membership		SSEC	
Other	Approves programme prizes		Programme Board of Examiners	
	Award of Faculty prizes and other awards up to £500 each in value		FPGTC	
	Award of other prizes, medals, scholarships	Approves		

## Appendix 2: Approval Routes for Key Academic Decisions – Up to & Including Level 7 Awards

			SPGTC	PMRC	FPGTC	Programme Postgraduate Taught Committee	Programme Boards of Examiners
NEW & CHANGES TO PROGRAMMES & MODULES – ACADEMIC CASES	Degree-awarding Provision (Programmes & Modules) including Credit-bearing CPD & Special Programmes <sup>12</sup>	New Provision	<b>APPROVE</b>	Recommend	<i>Recommend</i>	Recommend modules	
		Terms of Reference and membership of Validation Panels	<b>APPROVE</b> (delegated to Chair or Deputy Chair if urgent)	N/A	N/A	N/A	
		Major Changes to Existing Provision		<b>APPROVE</b>	Recommend	Recommend <sup>13</sup>	
NEW & CHANGES TO PROGRAMMES & MODULES – ACADEMIC CASES	Note: <b>Minor Changes</b> are changes to Session	Minor Changes to Existing Provision -				<b>APPROVE</b>	

<sup>12</sup> Special Programmes are those non-degree-awarding programmes defined by Senate as needing more central scrutiny e.g., Executive Programme for Global Health Leadership and Professional Diplomas.

<sup>13</sup> Programmes which use a module must be consulted on any major changes proposed but the Programme that has lead responsibility for the Module can still make a recommendation for a change

			SPGTC	PMRC	FPGTC	Programme Postgraduate Taught Committee	Programme Boards of Examiners
content and the reading list that do not impact intended learning outcomes  Note <b>Senate approves the discontinuation of programmes</b>	Programmes					(delegated to Chair)	
	Minor Changes to Existing Provision – Modules					<b>APPROVE</b> (delegated to Module Organiser) <sup>14</sup>	
	Discontinuing Programmes	Recommend	Recommend	Recommend	Recommend <sup>15</sup>		
	Discontinuing Modules	APPROVE	Recommend	Recommend	Recommend		

<sup>14</sup> Module Organisers must notify the Programme Postgraduate Taught Committee Chair and the Quality & Academic Standards office identifying the changes made when they exercise this delegation. For Other PGT Provision the FPGTC Chair and the Quality & Academic Standards office should be notified.

<sup>15</sup> Programmes can propose the discontinuation of a module for which they have lead responsibility or the transfer of lead responsibility to another Programme. If another Programme cannot be found to take on lead responsibility after it has been agreed that the lead Programme will no longer use the module then the approving Committee can agree that the module will be discontinued



			SPGTC	PMRC	FPGTC	Programme Postgraduate Taught Committee	Programme Boards of Examiners
	<b>Other PGT Provision</b> CPD Short Courses MOOCS Open Educational Resources <b>Minor Changes</b> have the same definition as above.	New Provision			<b>APPROVE</b>	N/A	
		Major Changes to Existing Provision			<b>APPROVE</b>	N/A	
		Minor Changes to Existing Provision			<b>APPROVE</b> (delegated to Organiser) <sup>3</sup>	N/A	
		Discontinuing Provision			<b>APPROVE</b>	N/A	
<b>PROGRAMME &amp; MODULE REVIEWS and ACTION PLANS</b>	<b>Action Plans for Degree-awarding Provision &amp; Special Programmes</b>	Annual Module Review and Action Plan (AMRAP)				<b>APPROVE &amp; MONITOR</b>	
		Annual Programme Directors' Reviews (APDRs) including Programme Action Plan				<b>APPROVE &amp; MONITOR</b>	
		Faculty Action Plan included with Faculty Taught Programme Director's Review of	REVIEW	N/A	<b>APPROVE &amp; MONITOR</b>	N/A	

			SPGTC	PMRC	FPGTC	Programme Postgraduate Taught Committee	Programme Boards of Examiners
		Programmes					
<b>PROGRAMME &amp; MODULE REVIEWS and ACTION PLANS</b>	<b>Periodic Reviews</b>	Membership of Periodic Review Panels		<b>APPROVE</b>			
		Report	<b>APPROVE</b>	N/A	REVIEW	REVIEW	
		Action Plan	<b>APPROVE &amp; MONITOR</b>	N/A	RECOMMEND	RECOMMEND	
		Revalidation	<b>APPROVE</b>	N/A	N/A	N/A	
	<b>External Review of a Programme</b>	Action Plan	<b>APPROVE &amp; MONITOR</b>	N/A	RECOMMEND	RECOMMEND	
<b>EXAMINATIONS</b>	<b>Appoint External Examiners</b>		<b>APPROVE</b> (delegated to Chair or Deputy Chair if urgent)				
	<b>Approve membership of the Programme Boards of Examiners including Chairs &amp; Deputy Chairs</b>		<b>APPROVE</b> (Delegated to Chair or Deputy Chair if urgent)				Recommend
	<b>Allocate Modules to</b>		<b>APPROVE</b>				

			SPGTC	PMRC	FPGTC	Programme Postgraduate Taught Committee	Programme Boards of Examiners
	<b>Programme Boards of Examiners</b>		(Delegated to Chair or Deputy Chair if urgent)				
<b>EXAMINATIONS</b>	<b>Approve examinations and assessments for Programmes</b>						<b>APPROVE</b>
	<b>Agree final grade marks, compensation awards, classification, progression, failure, resits.</b>						<b>APPROVE</b> (Secretary & Registrar confirms to students and make all arrangements)
	<b>Agree any prize winners as a result of the assessment process</b>						<b>APPROVE</b> (Head of Registry confirms to students)
	<b>External Examiner Reports</b>	REVIEW - summary prepared by QAS	N/A	REVIEW	REVIEW		
	<b>Responses to Individual External Examiner</b>	<b>APPROVE</b> (Delegated to Chair	N/A	RECOMMEND	RECOMMEND		

			<b>SPGTC</b>	<b>PMRC</b>	<b>FPGTC</b>	<b>Programme Postgraduate Taught Committee</b>	<b>Programme Boards of Examiners</b>
	<b>Reports</b>	or Deputy Chair if urgent)					
	<b>Updated Action Plans if necessary</b>	REVIEW Faculty Plan	N/A	<b>APPROVE</b> for Faculty and REVIEW for Programme	<b>APPROVE</b> for Programme		
<b>OTHER</b>	<b>Programme Specifications</b>		<b>APPROVE</b>	RECOMMEND	RECOMMEND		
	<b>Module Specifications</b>			<b>APPROVE</b>	RECOMMEND		
	<b>Appoint Chair &amp; Panel for PGT Academic Appeals</b>	<b>APPROVE</b> (Delegated to Chair or Deputy Chair if urgent)					