

01.13A

PORTFOLIO ENABLING GROUP

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Serviced By: Quality Enhancement Directorate
Reports To: Portfolio Development Committee

1. Terms of Reference

The Portfolio Enabling Group will critically review all proposals for academic development and divestment, ensuring these are academically robust, reflect the priorities of the University's Strategic Plan and can be supported by Schools. This multi-faceted remit includes the following categories of proposal types:

- Proposals relating to the Programme Lifecycle
- Proposals relating to the Partnership Lifecycle

1.1 Programme Lifecycle

The Group will consider and where appropriate approve all proposals to develop new programmes, franchise existing programmes and to suspend and discontinue programmes including, in particular:

- 1.1.1 New Programme Proposals: instigate the programme design and development and validation/franchise processes in accordance with the direction of the Programme Development Committee.
- 1.1.2 Programme Suspension: approve the suspension of programmes for up to two academic years.
- 1.1.3 Programme Discontinuation: consider applications to discontinue programmes and make recommendation to Portfolio Development Committee.

1.2 Partnership Lifecycle: the Group will consider collaborative provision partnership proposals including:

- 1.2.1 Periodic Due Diligence: reports on the outcomes of three-yearly due diligence checks of home and International partners and any interim checks triggered by a significant change to the partnership;
- 1.2.2 Campus Relocations: proposals by partners to relocate approved programmes from the original approved location to a new location;
- 1.2.3 Partnership Termination: exit strategies proposed by the International and Partnership Office (IPO), which give effect to home and international partnership termination, and on approval will instigate the appropriate CPC monitoring processes.

2. Authority

In relation to items 1.1.1, and 1.1.2. The Group is the decision-making body.

In relations to item 1.1.3, and 1.2 the Group makes recommendations to Portfolio Development Committee.

3. Reporting

Summaries of PEG outcomes and recommendations about programme discontinuation and suspension will be reported to Portfolio Development Committee.

4. Membership

Pro Vice-Chancellor Student Engagement (Chair)
Representative of the Learning and Teaching Development Unit
Deputy Director of Student Recruitment and Marketing
Marketing Intelligence Officer

Director of Registry Services
Strategy Development Officer
Head of Academic Standards and Quality Unit
Head of Partnerships

5. Frequency of Meetings and Conduct of Business

Monthly

5.1 Quorum

Meetings of the Portfolio Enabling Group shall be quorate if 50% or more members are present

5.2 Co-option

Up to three co-opted members who shall be at the discretion of the Chair

5.3 Observers

At the invitation of the Chair