

## PROGRAMME EVALUATION SUB-COMMITTEE (PEC) OF ACADEMIC COUNCIL TERMS OF REFERENCE

### 1. Purpose

The Programme Evaluation Sub-committee (PEC) shall determine whether proposed changes represent minor, structural or major change to the programme and shall advise the Academic Council as to whether the changes may be approved without recourse to either re-validation or differential validation, or whether in fact, re-validation or differential validation is required.

### 2. Terms of Reference

- (i) To be familiar with the DkIT Policy on the Design and Approval of Programmes.
- (ii) To consider if proposed programme changes submitted to PEC are minor, structural or major changes.
- (iii) Grant or refuse approval of changes to programmes on behalf of Academic Council. PEC may approve or refuse minor or structural changes to programmes and make recommendations as appropriate in line with the Policy on the Design and Approval of Programmes.
- (iv) Carry out any work assigned to it by Academic Council.

### 3. Membership

In accordance with the Academic Council Constitution, a committee shall have at least four Academic Council members, at least two of whom shall be elected members, nominated by the Academic Council from its membership:

<b>President:</b> The President is automatically a full member of all committees, sub-committees and working groups of the Academic Council.	1	Ex officio
<b>Vice President for Academic Affairs and Registrar</b>	1	Ex officio
<b>Head of Academic Planning and Quality Assurance</b>	1	Ex officio
<b>Members of the Academic Council</b>	6	Ex officio / Elected
	2	Elected
<b>Co-Options:</b> • The committee may co-opt members, with the agreement of	As required	-

the Academic Council, as it deems necessary to fulfil its functions.		
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<i>Maximum Membership</i>	<i>11 + co-options</i>
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#### 4. Officers

**Chairperson:** Elected by the sub-committee from the sub-committee membership at first meeting.

**Vice Chairperson:** Elected by the sub-committee from the sub-committee membership at first meeting.

**Secretariat:** Nominated by the Registrar's Office.

#### 5. Meetings

The frequency of meetings will be as per the agreed schedule. Emergency meetings can be called by the Chairperson or Vice Chairperson if required.

#### 6. Quorum

The quorum will be five members and must include one elected member. If unable to attend members should notify the Chairperson in a timely manner (48 hours in advance of meeting, if possible).

#### 7. Reporting

Minutes of sub-committee meetings will be made available to members of the Academic Council.

#### 8. Review

This sub-committee will be reviewed as necessary.

## Document History

Version Number	Date Approved	Approved By	Brief Description
1.00		Academic Council	<ul style="list-style-type: none"><li>• Terms of Reference approved.</li></ul>
2.00		Academic Council	<ul style="list-style-type: none"><li>• Terms of Reference updated to ensure they were aligned with the DkIT Policy on the Design and Approval of Programmes.</li></ul>