



## Sample Remit and Composition of Joint Management Board

### Joint Management Board

A Joint Management Board (or equivalent) will have overall responsibility for the strategy, priorities and management of the Programme. Day-to-day management will be devolved to the programme directors who may be supported by a course team that will report to the Joint Management Board.

#### 1. Composition

- 1.1. The Joint Management Board shall normally comprise:
  - i. the Heads of the Departments/Schools in which the Programme is located in each Party (or their nominees);
  - ii. the Programme director(s);
  - iii. representatives of the group of staff with responsibility for teaching major elements or for key aspects of the Programme; and
  - iv. student representation.
- 1.2. The membership can be added to by co-option to obtain particular expertise.
- 1.3. The Head of the Department / School from the Administering Institution (or their nominee) shall be the convener.

#### 2. Terms of Reference

- 2.1. The Joint Management Board will normally meet at least twice a year and will report to the Senate of the Administering Institution in accordance with the normal procedures of the Administering Institution.
- 2.2. The remit of the Joint Management Board is set out below:
  - i. Monitoring and ensuring that the terms, conditions and expectations that were originally approved/agreed between the Parties have been, and continue to be, met;
  - ii. Provision of ongoing risk management and the maintenance of a risk register in relation to the relevant programme;
  - iii. Oversight of the recruitment and admission of students;
  - iv. Oversight of the operation of the Programme (e.g. staffing, timetabling, accommodation);
  - v. Management of assessment including assessment requirements and boards of examiners;
  - vi. Identification of Programme-related resource needs;
  - vii. Oversight of the production and maintenance of comprehensive student course documentation;

- viii. Monitoring and evaluation of the programme including external examiner reports and follow up actions;
  - ix. Approval of the annual course monitoring report(s) for the Programme;
  - x. Recommendations relating to initial approval and subsequent modification of the Programmes and regulations;
  - xi. Nomination of external examiners; and
  - xii. Recommendations on the level of tuition fees and the distribution of tuition fees and shares of student load.
- 2.3. The Board will produce an annual report to be submitted to the administrative contact in the Administering Institution in February or March of each year, which will provide information on each of the areas of the Joint Management Board's remit as set out above at paragraph 2.2.
- 2.4. A copy of the annual report will be supplied to the administrative contact in the UoE.
- 2.5. The quorum of the Joint Management Board shall be four (4) and shall comprise at least two (2) representatives from each Party.
- 2.6. The membership of the Joint Management Board may be modified by the Parties in accordance with the nature of the arrangement.