

Terms of reference – NST II and III Biochemistry Management Committees

1. The Committees will meet at the end of Michaelmas and Easter Terms. They may choose to meet jointly and/or immediately after the Consultative Committees.
2. The Committees will monitor student workload and discuss further as necessary the results of student feedback questionnaires, additional feedback provided by the student representatives, and any other feedback.
3. The Committee may set up working parties or other groups to discuss matters (such as periodic review of the course) in further detail as necessary.
4. The Committee will discuss any other matters remitted to it by the Teaching Committee.
5. The Committee will make proposals, subject to the approval of the Teaching Committee for any changes in course content, organization or assessment it sees as appropriate.
6. The Committee will liaise as necessary with the Director of Teaching and Assistant Director of Teaching over any changes in staff teaching the course.
7. The Committee will submit Minutes to the Teaching Committee, which will include any major points identified in the feedback and/or a summary of feedback data.

Each Committee comprises:

- Course Organizer(s) (Chair/joint Chairs if meeting together)
- Director of Teaching and/or Assistant Director of Teaching
- Module Organisers
- Projects co-ordinator
- Senior Examiners for Part II and III (Easter Term meeting only)
- Teaching and Exam Secretary in attendance for Minute-taking