



School of Medicine, Faculty of Health Sciences, University of Pretoria
Terms of Reference – Undergraduate Programme Committee

The Undergraduate Program Committee (UPC) oversees the MBChB and BMCP courses and advises the School of Medicine on matters pertaining to these programs. This is achieved by providing oversight, reporting, review, policies and resolution of problems experienced in the respective programs.

Membership

The members of this committee will be elected by notification to all departments. A chair will be internally selected. Members will include:

- Representative(s) from the teaching staff of the BCMP course
- Representative(s) from the teaching staff of the MBChB course
- Two student representatives from each year group of the MBChB course
- One student representative from each year of the BCMP course
- A student representative from the PULSE organization
- A representative from the Education Office
- An education consultant and a faculty student advisor
- Ex Officio members will include the Chair of the School of Medicine and the Deputy Dean of Teaching and Learning in the School of Medicine
- The secretariat of this committee will be appointed by the Chair of the School.

The term of service for committee members is typically three years, unless filling a vacancy. Student representatives serve a 2-year term.

Meetings:

Meetings will be held every month from February to November of every year, as per a predetermined schedule.

Responsibilities of the Committee

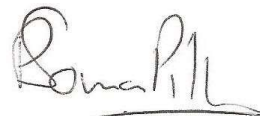
1. The UPC will consider proposals of new undergraduate courses or major changes to existing courses. The UPC will review all such programme proposals to ensure that the School's undergraduate components maintain its high standards; that units proposing new programmes have consulted appropriate stakeholders; and that there is minimal curricular overlap between or among the modules.
2. The UPC considers proposals that would change or modify undergraduate educational policies and makes suitable recommendations to the School of Medicine and Faculty of Health Sciences.
3. At the request of the Chair of the School of Medicine, or at its own discretion, the UPC may also formulate proposals on other matters that relate to undergraduate education in the University.
4. The UPC will interact with the Block Advisory Panel, an appointed subcommittee of the UPC, and with the School of Medicine to ensure that the educational goals of the curriculum are met and are consistent with the University of Pretoria's high educational standards.
5. The UPC will provide a platform at the end of each semester for feedback from year chairs regarding the activities of the various blocks assigned to them. Year Chairs will meet with Block Chairs on an annual basis in order to identify, solve and escalate problems as appropriate and also report back to the Committee about these meetings every semester.
6. The UPC will assist the Education Office in communicating with, and providing information to, Block Chairs regarding education policies and problems in the various blocks. In the event where Block Chairs do not comply with the Block Chair responsibilities as per the *Terms of Reference* document on the *Roles and Responsibilities of Block Chairs*, the Education Office will escalate the matter in accordance with the stipulated escalation policy to the Chair of the School of Medicine or

Deputy Dean of Teaching and Learning (as per the standard operating procedures document).

7. The UPC will provide a platform for discourse with student representatives around the challenges and proposed changes to the MBChB and BCMP curricula.
8. The UPC will consider and approve of block dates as drafted by the student administration office.
9. The UPC will assist the Chair of the School in planning the Annual Block Chair meeting. The members of the UPC will serve as session chairs at this meeting.
10. The UPC will ensure correctness of the MBChB and BCMP information in the Faculty Yearbook and keep other policies, study guides and documents relevant to undergraduate teaching and learning in the School of Medicine up to date.
11. The UPC will be represented on the Faculty of Health Sciences Teaching and Learning Committee.
12. The UPC will make recommendations regarding student feedback:
 - 9.1 Feedback from students and reformative steps to be taken
 - 9.2 Feedback to students following assessments



Signed:
Prof. G. Lippi
Chair: Undergraduate Programme Committee
School of Medicine



Signed
Prof. P. Soma-Pillay
Chair: School of Medicine

Last updated: 20/02/2023