

Central Film School

2025-26

Central Film School

New Programme Development Board - Terms of Reference

Section A – Purpose and Structure

1. Description

- 1.1. This board is appointed after a New Programme proposal has been approved by the Academic Board. Its purpose is to develop the necessary programme documentation in consultation with students, industry and external bodies in line with the Programme Design & Approval Process.

2. Membership

- 2.1. The below roles, or their designated nominees, form the membership of the Course Board:
 - Lead Developer (Chair) - appointed by the Academic Board
 - Director of Courses & Curriculum
 - Course Leaders
 - Senior Registry & Quality Manager
 - Other CFS staff where appropriate

3. Reporting Structure

- 3.1. The New Programme Development Board reports to the Courses Board.

4. Meetings

- 4.1. The committee will meet as and when required. Quorum is achieved by a minimum of 50% of members including the Chair.

Section B – Terms of Reference

5. Terms of Reference

- 5.1. To develop the new programme and programme documentation whilst ensuring effective quality assurance and academic delivery in line with the Programme Design & Approval process.
- 5.2. To ensure that the new programme meets the necessary baseline criteria as stated in the Programme Design & Approval Process.
- 5.3. To institute consultations with students, industry, and external bodies to ensure that these parties are actively engaged in the quality of the academic experience and the learning outcomes are aligned with industry requirements.
- 5.4. To utilise feedback from these consultations to identify appropriate actions in the further development of the new programme.
- 5.5. To submit finalised documentation to the Academic Board for approval.

Document Title	New Programme Development Board - Terms of Reference
Document Reference	CFS-L&T-2025-006
Issuing Authority	CFS Academic Board
Author	L&TC
Document Approval Date	Date
Date Last Amended	27 Jun 2025
Effective from	Date
Review Date	19 Jun 2026

Version History		
Purpose/Change	Author	Date
Terms of Reference created and ratified	L&TC	27/08/2024
Policy updated into new format and titles	L&TC	27/06/2025
Ratified for the 2025/26 academic year	AB	27/08/2025