Appendix C: Criteria for the appointment of and roles of members of Programme Approval Panels

A programme Approval Panel will consist of the following:

Position	Criteria for appointment	Role
Chair	A Pro-Vice Chancellor from outside of the College in which the programme is located, or another senior academic colleague approved by ULTC and meeting the following criteria: • knowledge of the University's mission and strategic priorities, as set out in the University Learning Strategy and Transferrable Skills Framework; • knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality • Extensive knowledge and experience of the University procedures for the design and approval of new programmes, ongoing monitoring and review of programmes of study; • Familiarity with the core features of a positive student experience, and how these inform programme design; • Knowledge of the wider University portfolio of programmes and the ability to evaluate new proposals within this context • Sufficient academic standing to command the respect of academic peers.	• To conduct the Panel meeting in such a way as to ensure that sufficient opportunities are given for the Panel to assure itself that the programme proposal meets the national and University level requirements as set out in the relevant codes and benchmarks; • To work with the Panel Secretary where necessary to ensure that all issues relating to compliance with University regulations, codes or policy are identified before the meeting, for discussion with the programme team; • To evaluate the mechanisms that would be in place within the proposing department(s) for the management, monitoring and enhancement of programmes of study, following approval; • To review the response of a programme team to the Panel's report, and to decide whether or not to endorse the proposal on behalf of the Panel for final approval by the Chair of Quality and Standards Sub Committee;
External Advisor(s)	• knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality; • competence and experience in the fields covered by the programme of study; • relevant academic and/or professional qualifications to at least the level of the qualification being considered, and/or extensive practitioner experience where appropriate;	• To confirm that the programme is at the correct level for the proposed award and contains appropriate material for the proposed title; • To confirm that the proposed content of the programme is in line with national benchmarks and comparable with similar programmes in peer institutions; • To confirm that the programme content reflects recent developments within the discipline; • To confirm that the assessment regime for the programme is appropriate to allow students to demonstrate completion of the intended learning outcomes.

	• competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures; • sufficient standing, credibility and breadth of experience within the discipline to be able to command the respect of academic peers and, where appropriate, professional peers; • fluency in English, and where programmes are delivered and assessed in languages other than English, fluency in the relevant language(s) • awareness of current developments in the design and delivery of relevant curricula; • competence and experience relating to the enhancement of the student learning experience; • where appointed to consider a distance learning programme, relevant experience of distance delivery	
Internal Academic Member (cognate discipline)	A member of the academic staff of the University drawn from a pool nominated by the College Deans of Education and approved by the Quality and Standards Sub Committee, who has: • knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality; • academic experience of programme delivery at an equivalent level in a cognate or related discipline, sufficient to evaluate the proposals for learning and teaching on the programme; • knowledge and experience of the University procedures for the design and approval of new programmes; • understanding of the principles of effective educational design, including but not limited to constructive alignment, module and programme cohesion and accessibility of the curriculum;	To review the proposals for teaching and learning on the programme, testing these against the design principles set out in paragraph 7 of the Code of Practice, specifically; • To review the intended learning outcomes and assessment regime at programme and module level in order to evaluate whether they are cohesive, and provide sufficient opportunities for students to demonstrate their learning; • To evaluating whether the proposal incorporates best practice in programme design • To confirm that the learning, teaching and delivery methods outlined within the proposal are appropriate for the discipline and the level of the programme; • To consider the student experience offered by the programme • To evaluate whether the proposals present a cohesive learning experience for students
Internal Academic Member (specialist)	A member of the academic staff of the University approved by the Quality and Standards Sub Committee with particular expertise in any of the following, dependent on the particular nature of the programme:	• To consider those aspects of the programme proposal which fall under their area of expertise, and evaluate the proposals for the delivery and management of the programme within this context;

	- Distance learning - Blended learning - Industry facing provision - CPD - Collaborative provision - Joint degrees or shared teaching	- To confirm whether the special features of a programme offer a high standard of student experience, and are informed by best practice developed in other similar provision within the institution; - To review any specialist documentation such as contracts which may accompany specific programme developments (such as collaborative contracts) to ensure that they meet University requirements; - To consider any other such elements of the proposal to which their wider experience of programme development and delivery may be relevant.
Sabbatical Officer and Student member	Including a member of the Students' Union Sabbatical team and a student representing the cognate subject area, to be present, commitments permitting, otherwise participation can be by correspondence	To review a proposed programme and confirm whether, from the perspective of prospective students: - The intended learning outcomes for the programme clearly illustrate what a student should expect to achieve through their studies; - That it is clear through the assessment regime how students will be tested, and what opportunities they will have to demonstrate how they meet the learning outcomes; - That the opportunities within the programme to develop transferable skills or undertake specific employability facing activities are clear to students; - That there are clear structures in place to support students in their studies, in particular in where the programme is delivered by distance learning or includes periods away from campus.
Student Success Team member	One of the Student Support Advisors from the Student Success Teams. Where possible, this should be the Advisor for the College within which the programme is based.	- To review the programme documentation and in advance of the Panel and ensure that there is evidence of how the programme develops transferrable skills as well as core study skills. - To ensure there is commitment to including a YA and YI placement or other professional placement activities where appropriate. - To identify opportunities within the programme for students to gain experience outside of the core curricula.

Commented [BKH1]: Add reference to Student reps

| Academic Advisor (Panel Secretary) | One of the Academic Advisors based in the Quality Office. Where possible, this should be the Academic Advisor for the College within which the programme is based. | • To organise the Panel meeting and ensure that the Panel members have all the documentation necessary to make an informed judgement on the quality and standards of the proposal;
• To review the programme documentation in advance of the Panel meeting to ensure that it is of the required standard, and if necessary
• To advise on compliance with University regulations and codes of practice, both before and during the Panel meeting;
• To advise on wider issues of quality assurance and enhancement as necessary;
• To draft the report of the Panel including all of the conditions set for approval, and liaise with the programme team regarding any follow-up actions |