

**University of Leicester**

**Programme Approval Panel**

**AGENDA [meeting date]**

**1. Introductory private Session for the Panel**

- Introduction & identify the role of each Panel member
- Confirm the documentation available to the Panel:
  - Programme documentation as set out in the Code of Practice
  - Relevant Senate Regulations, Codes of Practice and external benchmarks
- Identify themes for discussion with the programme team, on the basis of the documentation presented and the themes under section 4 below.
- Confirm that the programme complies with relevant Senate Regulations, or identify areas where a dispensation may be required and establish the context for the decision

**2. Full Panel meeting (programme team present)**

By the end of the Panel meeting, the Panel must be satisfied that the programme meets the criteria set out in the Code of Practice. To do this, the Programme Approval Panel should specifically explore the following themes with the programme team (*the extent of the consideration of each area will vary depending on the nature of the programme and the documentation presented*):

**a) Programme Aims and Entry requirements**

TO CONFIRM

- That that aims are appropriate for the content and level of the programme
- That the entry requirements are appropriate for the programme, and that sufficient consideration is given to non-standard entry qualifications or professional experience

**b) Academic standards and programme content**

TO CONFIRM

- That the programme content is at the appropriate level for the proposed award, and appropriate for the proposed title
- That the programme has been designed to meet relevant QAA Subject Benchmark Statement(s) and PSRB requirements (where applicable)
- That there is clear intellectual coherence and progression within the programme
- That ongoing monitoring and review processes will be in place to maintain academic quality following the approval process and enhance the programme over time

**c) Derogation from Regulations**

TO CONFIRM

- Where derogation is required, confirm whether there are appropriate pedagogic reasons or external professional requirements to justify a derogation
- That the proposed derogation does not compromise the academic standards and integrity of the proposal

**d) Programme organisation and delivery**

TO CONFIRM

- That the proposed learning and teaching methods, in terms of both the schedule of contact time and the additional guided learning activities, are appropriate for the intended learning outcomes of the programme
- That core module provision is protected by a plan to ensure teaching resilience

**e) Assessment and Feedback**

TO CONFIRM

- That the assessment methods used are appropriate to test the learning outcomes at module and programme level
- That there are a sufficient range of assessment methods used throughout the programme to test both students' subject specific and transferable skills
- That the assessment methods used are aligned to the University's Assessment Strategy

**f) Student Experience**

TO CONFIRM

- That the programme represents a coherent learning experience for students, and that it complies with the various policies and codes of practice to ensure the quality of the student experience.

**g) Employability**

TO CONFIRM

- That the programme embeds suitable employability provision for students
- That the programme includes explicit reference to the Transferable Skills Framework
- That the programme embeds The Leicester Award for undergraduate students

**h) Strategic Themes**

TO CONFIRM

- What provision has been made to ensure that the curriculum is addressing the current strategic themes of accessibility, education for sustainable development and internationalisation?

**3. Concluding Private Session for the Panel**

During the final private Panel session the Panel should explicitly confirm the following:

- Whether the proposal should in principle be approved in full, approved subject to conditions, or referred for redevelopment and resubmission
- If there are any derogations from Senate Regulations requiring approval by the Quality and Standards Sub-Committee
- If there are any commendations to be made by the Panel
- If there are any conditions to be set by the Panel
- If there are any recommendations to be made by the Panel
- If there are any enhancements the Panel have identified which can be shared as good practice
- Whether the departmental response to the conditions can be approved by the Chair, or whether they require consideration by the full panel