

Student Panel Member – Guidance Document

Thank you for agreeing to be a student panel member on one of the forthcoming approval events. This key role will provide you with the opportunity to contribute to the future academic portfolio at the University and ongoing enhancement of the student experience. Please find below guidance on the approval event process, role descriptor for student panel members, and what to expect prior to and at the approval event itself.

Approval Event Process

Programme proposals are developed within a School and undergo a three-stage approval process:

- Strategic approval of the portfolio development
- Academic design phase
- Compliance and University approval

Compliance and University approval is a two-phase stage comprising University confirmation that the proposal complies with University, sector and Professional and Statutory Regulatory Bodies (PSRB) regulatory and framework requirements followed by an external approval event. External and internal reviewers are involved in the second of these phases.

The programme team is asked to provide the following documentation for the compliance stage and University approval stage:

- **Programme specification** written in a student-friendly form, providing the basic statement of the proposed programme (i.e. **what** the programme is)
 - **Design narrative** providing the commentary on the programme (i.e. **why** and **how** the programme is as it is), plus additional necessary information for quality assurance
 - **Module specifications** providing essential information about each module; its title, credits, level, aims, assessment, plus its learning activities, indicative content and link to the programme learning outcomes
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Role Descriptor for Student Panel Members

As a student panel member, you are expected to:

- Read the documentation provided in advance of the approval event, focussing on the following areas:
 - Student experience on the programme
 - Programme structure and delivery of the modules
 - the student facing documentation, specifically the programme specification.
 - Learning, teaching and assessment strategies including how assessments are structured throughout the programme, the spread of assessment submissions and progression of assessments between levels

- Potential graduate outcomes of the programme(s)
 - Provide advance comments to the Event Officer using the form provided to highlight any questions or areas of discussion that you'd like to raise at the approval event
 - Attend the approval event
 - Actively participate at the approval event, including contributing to the discussions and the agreement on the outcome of the event

Please contact the Event Officer if you have any questions. This could include any queries regarding the documentation or your role on the approval event panel. We want to ensure that you feel supported in undertaking this important role.

What to expect prior to the approval event

Training will be provided by the Student Voice Coordinator and Academic Registrar (or their nominee).

You will receive a meeting invite to the approval event from a member of the Academic Quality Team in Registry, normally the Event Officer. Approval events take place via Microsoft Teams and are normally half a day.

The documentation will be circulated to you electronically, normally two weeks prior to the approval event. This period will give you the opportunity to read through the documentation and ask any questions/points of clarification that you may have in advance of the event.

You will receive the following documentation electronically two weeks in advance of the approval event:

- Documentation list
- Event details (which includes the panel membership, agenda for the event and briefing information)
- Student panel member advance comments form
- Programme specification
- Module specifications
- Design narrative
- Evaluation form

When the documentation is circulated to you in advance of the approval event, you will be asked to provide advance comments using the student panel member advance comments form, to the Event Officer by a specific deadline.

Advance comments from the two external panel members, one internal panel member and student panel member will be circulated to all the approval event panel members and the programme team prior to the approval event.

Approval Event Panel

Members of an approval event panel are as follows:

Chair – Independent from the School putting forward the proposed programme(s)

Two External Panel Members – Academic subject experts independent from the programme development, from other Higher Education Institutions (HEIs) or if appropriate, industry/professional normally appointed for Foundation Degree and Degree Apprenticeships).

One Internal Panel Member – member of YSJU academic staff from a different School and independent from the proposed programme(s)

Student Panel Member – student from YSJU

Event Officer – member of Registry Academic Quality Team

What to expect at the approval event

Please see below for an example of an agenda and timings for an approval event (approval events are normally either morning or afternoon):

Private meeting of the approval event panel to formulate the discussion agenda

The first meeting is a private meeting of the approval event panel where the questions and areas for discussion for the proposing team are formulated. The Chair will normally allocate questions/areas of discussion to specific panel members to ask the programme team.

Short presentation by lead proposers on the background to the proposals

The second meeting involves a short presentation given by the lead proposers of the programme(s) being considered for approval. This could take various forms including a powerpoint presentation or verbal overview on the background to the proposal.

Meeting with the proposing team to discuss the proposals

The third meeting is where the proposing team meet with the approval event panel to discuss the proposal. This is where the approval event panel members will ask the specific questions allocated to them during the first meeting. The approval panel members are free to ask any follow up questions or any questions that arise from information/detail provided by the proposing team.

Private meeting of the approval event panel to review progress and agree outcome

The fourth meeting is a private meeting of the approval event panel to review progress and agree one of the following outcomes:

1. Approval of programme(s) (no further action required by the proposing team) and the identification of features of good practice (commendations)
2. Approval with conditions and/or recommendations and the identification of features of good practice (commendations)
3. Unable to approve in relation to external sector benchmarking with reasons given

If outcome number 2 is agreed, the approval event panel will identify any conditions and recommendations for the proposing team.

Conditions must be met before the programme can be formally approved.

Recommendations relate to programme enhancements and are for consideration by the proposing team.

The panel can also make recommendations for action by the University.

Report back of conclusions to the programme team

The fifth meeting is between the approval event panel and the proposing team, where the outcome of the approval event will be fed back to the proposing team.

The Event Officer will produce a written record of the event, including the agreed outcomes.

Recommendations for approval will be made to the Quality and Standards Committee.