

# External Approval Event

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Remote virtual approval events are held by default unless there is a specific reason for an in-person meeting e.g. PSRB requirement

## Meeting Objectives

The final approval event, as well as being an opportunity for discussions that could develop and enhance programme delivery, ensures:

- independent external consideration of the programme's relevance and quality;
- independent YSJ consideration of alignment with YSJU academic practices.

The Chair of the approval event will recommend approval (as appropriate) to the Quality & Standards Committee.

## Who's involved and why

- A Quality & Standards Committee approved event Chair
- AQ project co-ordinator and event officer
- Two external subject experts
- Member of YSJU staff independent from the proposal
- Member of the Degree Apprenticeship team (at events where degree apprenticeship provision is being considered)

### *In attendance*

- Academic team (whole team or selected members, at team discretion)

Note: As YSJU compliance has been given at this point the Chair's function in this meeting is facilitative and not as an additional member of scrutiny.

## Expected outcomes

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

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

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

## Responsibilities

- The AQ officer will produce a written record of the event, including the agreed outcomes.
- If outcome 2 is reached, the Approval Panel Chair, in liaison with the AQ officer, will review the responses to the conditions and recommendations prior to recommendation for approval.

- If outcome 3 is reached, it is reported to the Chair of the YSJU Compliance meeting who will be responsible for deciding in conjunction with the Approval Chair what, if any, further action should be taken.
- At the end of the meeting, the programme team will be informed of the meeting outcome by the Panel Chair.
- The AQ officer will forward recommendations for approval to QSC. AQ will communicate final approval or non-approval to YSJU colleagues/departments.