

Appendix 8b: Schedule for a Virtual Programme Approval Event

Programme Approval Panel (Route B)

During the Coronavirus Covid-19 pandemic, the University is conducting virtual meetings using Zoom technology. In line with good practice for use of Zoom meeting technology, the optimum duration of face to face meetings is 30-40 minutes. This means that the panel members will be asked to submit the following in advance: lines of enquiry, detailed comments using a proforma.

The event schedule will normally consist of a series of focused meetings (30-40 min) of the Panel with the following groups:

1. Private Panel Meetings
2. The proposing team leader(s) and partner representatives, as relevant, for introductions and a focused presentation to orient the panel (20 minutes)
3. A representative group of prospective or current students (30 minutes)
4. The programme team and senior managers (30-40 minutes)
5. An optional virtual learning resources tour

The Panel will consult the written report of the stakeholder consultation with employers and professionals (Appendix 14 a) to gain the perspective of this group. The Panel will consult written evidence and video clips, as required, to confirm the human and physical learning resources for the proposal.

The Planning Meeting will consider and agree the timings and the overall Schedule. The following is an example of a typical Schedule.

<p>In advance</p> <ul style="list-style-type: none"> • -7 days⁸ • -5 days 	<p>SEO Officer sends the Zoom meeting link, Meeting ID and Password to all participants.</p> <ul style="list-style-type: none"> • Panel Members submit lines of enquiry to SEO Officer using the template for lines of enquiry, • SEO Officer collates lines of enquiry, which are incorporated within the themes for discussion, and uploads to PDR.
<p>Private Panel Meeting</p>	<p>To confirm the themes for discussion for the meeting with staff and the meeting with students. Duration: 20-40 minutes, according to complexity of the proposal.</p> <ul style="list-style-type: none"> • Chair to welcome members and invite introductions, explain the remit of the Panel and the arrangements for the Schedule of virtual meetings. • Chair to invite SEO Officer to share on screen the collated lines of enquiry with Panel members and to invite comments from Panel. Lines of enquiry adjusted live on shared screen.
	<p>Comfort break, as required</p>
<p>Meeting 1</p>	<p>The proposing team leader(s) present the proposal to the Panel, which covers the following criteria: Rationale for the programme, market demand and employment prospects for graduates</p> <ol style="list-style-type: none"> 1. Alignment with the strategic priorities of the University. To include the Curriculum Philosophy; either the undergraduate or postgraduate version

⁸ Working days

	<p>of the Graduate Attribute Matrix for Employability (GAME); Teaching Intensive and Research Informed (TIRI) nature of the curriculum; Learning, Teaching and Assessment Strategy.</p> <ol style="list-style-type: none"> 2. Market research and other evidence of demand, including findings from consultation with current and prospective students. 3. Demonstrable employment prospects for successful graduates including findings from consultation with employers and professionals. <p>Additional considerations for any of the following types of provision:</p> <ol style="list-style-type: none"> 4. Off Campus partnership with other organisations. 5. Qualifications awarded in conjunction with another degree awarding body or awarding organisation (e.g. Pearson Ltd., for Edexcel awards). 6. A proposal that involves accreditation by a Professional, Statutory and Regulatory Body (PSRB). <p>Duration: 20-30 minutes incl. questions, according to complexity of the proposal.</p>
	Comfort break, as required
Private Panel Meeting	<p>To review the outcomes of the presentation and make any required adjustments to the themes for discussion.</p> <p>Duration: 10-15 minutes</p>
Meeting 2	<p>Panel meets a representative group of 6-10 prospective or current students</p> <p>Chair uses the agreed themes for discussion to manage the meeting, within which all members of the panel ask questions of the students, as follows:</p> <ol style="list-style-type: none"> 1. Students invited to introduce themselves, identifying their programme and level of study, and if they are student representatives 2. Reasons for choice of HE Provider/ interest in proposed programme of study 3. Involvement of students in design and development of the proposal 4. Students' thoughts about the proposal: <ol style="list-style-type: none"> a. Rationale for the programme, market demand and employment prospects for graduates b. Programme structure and curriculum content c. Provision's strengths and areas for improvement. 5. Students' comments on the planned approaches to <ol style="list-style-type: none"> a. learning, teaching and assessment b. enabling student development, achievement and engagement c. human and physical learning resources d. maintenance of academic standards and enhancement of quality at module and programme level. <p>Members of staff do not attend meetings with students.</p> <p>Duration: 30 minutes</p>
	Comfort/ lunch break, as required.
Private Panel Meeting	<p>To consider the outcomes of the Student Meeting. Duration: 30 minutes</p> <ul style="list-style-type: none"> • Chair and Panel make any required adjustments to the remaining themes for discussion for use during the meeting with staff.
	Comfort break, as required

Meeting 3	<p>Panel meets the programme team and senior managers Duration: 30-40 minutes</p> <p>Meeting to cover the following criteria, by exception⁹:</p> <p>Standards</p> <ol style="list-style-type: none"> 1. Whether the programme meets the Expectations¹⁰ for Standards (UK Quality Code): <ol style="list-style-type: none"> a. The academic standards of courses meet the requirements of the relevant national qualifications framework. b. The value of qualifications awarded to students at the point of qualifications and over time is in line with sector-recognised standards 2. Whether the programme meets the following Core Practices¹¹ for Standards (UK Quality Code): <ol style="list-style-type: none"> a. The <u>threshold</u> standards for the qualifications are set and maintained at a level consistent with the relevant <u>national qualifications frameworks</u> [S1]. b. Those who study the programme will have the opportunity to achieve <u>standards beyond the threshold</u> level that are reasonably comparable with those achieved in other UK providers [S2]. c. Where the programme is offered in partnership with other organisations, the standard of the qualification(s) is credible and secure irrespective of where or how delivered or who delivers the provision [S3]. d. The programme team uses external expertise (i.e. consults external advisors, professional bodies, external examiners, employers) and uses assessment and classification processes that are reliable, fair and transparent [S4]. <p>Quality</p> <ol style="list-style-type: none"> 3. The programme meets the Expectations¹ for Quality (UK Quality Code) <ol style="list-style-type: none"> a. Programmes are well-designed, provide a high-quality academic experience for all students and enable a student's achievement to be reliably assessed. b. From admission through to completion, all students are provided with the support that they need to succeed in and benefit from higher education. 4. The programme meets the following Core Practices¹² for Quality (UK Quality Code for Higher Education): <ol style="list-style-type: none"> i. The programme has reliable, fair and inclusive admissions arrangements [Q1] that enable the University's policy on widening access and participation. j. The programme is designed to deliver a high-quality educational experience for students [Q2]. k. The programme team comprises sufficient appropriately qualified and skilled staff to deliver a high-quality academic experience [Q3]. l. The provider has sufficient and appropriate facilities, learning resources and student support services to deliver a high-quality academic experience [Q4]. m. The programme team actively engages students, individually and collectively, in the quality of their educational experience [Q5].
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⁹ Excluding those items about which the Panel has already satisfied itself.

¹⁰ Expectations - express the outcomes providers should achieve in setting and maintaining the standards of their awards, and for managing the quality of their provision. They are mandatory requirements for all UK providers.

¹¹ Core practices - represent effective ways of working that underpin the delivery of the Expectations and result in positive outcomes for students. They are mandatory requirements for all UK providers.

¹² Core practices - represent effective ways of working that underpin the delivery of the Expectations and result in positive outcomes for students. They are mandatory requirements for all UK providers.

	<p>n. There are fair and transparent procedures for handling complaints and appeals which are accessible to all students [Q6].</p> <p>o. Where the programme is offered in partnership with other organisations, it has in place effective arrangements to ensure that the academic experience is high-quality irrespective of where or how courses are delivered and who delivers them [Q8].</p> <p>p. The programme team supports all students to achieve successful academic and professional outcomes [Q9].</p> <p>5. Additional considerations for any of the following types of provision (Appendix 5):</p> <ol style="list-style-type: none"> a. Off Campus partnership with other organisations (Responsibilities checklist). b. Qualifications awarded in conjunction with another degree awarding body or awarding organisation (e.g. Pearson Ltd., for Edexcel awards). c. A proposal that involves accreditation by a Professional, Statutory and Regulatory Body (PSRB).
Private Panel Meeting	<p>To consider the outcomes of Meeting 3 and of the event. Duration: 30-40 minutes</p> <p>To determine the outcome of the event: whether to recommend approval of the programme(s) to Senate</p> <ol style="list-style-type: none"> 1. Chair outlines the responsibilities of the Panel and the decision to be made; 2. Chair to confirm whether the Panel has sufficient evidence on which to reach a decision; 3. The decision of the Programme Approval Panel, to be one of the following: <ol style="list-style-type: none"> a) Approval for a 5-year period or until the next Periodic Review and Re-approval b) Approval for a designated period of time (less than 5 years) c) Non-approval with detailed reasons and proposal returned to an earlier step in the process (cf. Chart 1) 4. Exceptionally, the Panel may specify mandatory <i>Conditions</i> of approval and/or discretionary <i>Recommendations</i> for action
	Comfort break, as required
Conclusion	<p>Final Meeting: Chair to provide verbal report on outcomes to the Programme Proposer and available staff and managers, to include:</p> <ul style="list-style-type: none"> • Thanks for participation in the approval process, the provision of documents and engagement in the meetings • Positive observations about the meeting with students, written feedback from employers • Indicate the decision...“We will be recommending to Senate that...(a, b, or c) • Any Commendations • Any Conditions with date for receipt of evidence of completion • Any Recommendations with date for receipt of a written indication of planned response from proposing team. Reminder about the need to monitor progress with recommendations and to report on outcomes during annual monitoring in the Programme Plan. • Thank the Panel