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| **USP TERMS OF REFERENCE AND MEMBERSHIP** |

**1. Authority of the Panel**

On behalf of Senate the panel is responsible for scrutinising proposals for new or revised academic programmes of study that lead to University or external qualifications.

**2. Duties of the Panel**

i. In advance of the meeting, to review Stakeholder, Advisor and SEO Report forms on the Programme Development Record and determine if due process has been followed.

ii. In advance of the meeting, to review a sample of documentation on the Proposal Development Record for the programme proposals in question and note any areas of concern and/or good practice.

iii. At the meeting to consider and confirm whether for each programme proposal there is sufficient evidence that due process has been followed, and to reach a clear decision on Panel outcomes/recommendations based on this and the sampling of documentation.

iv. To produce an outcome report about each proposal for the Education Committee and Senate, the purpose of which will be to

* list the new and existing University qualifications and programme tiles approved during the meeting;
* provide assurance that due process has been followed;
* highlight features of good practice for dissemination across the institution.

**3. Panel Outcomes/Recommendations**

i. Recommendation to Senate

* to approve the programme for a 5-year period or until the next Periodic Review and Re- approval;
* to approve for a designated period that is less than 5-years;
* not to approve with detailed reasons

ii. Determine that the proposal is returned to an appropriate earlier stage with detailed reasons.

iii. Determine that the proposal is considered at a Programme Approval Panel event with detailed reasons.

iv Commend features of good practice. A feature of good practice is a process or way of working that, in the view of the Panel makes a particularly positive contribution in relation to: assurance of academic standards; the quality and/or enhancement of the learning opportunities for students; the quality of the information produced about the higher education provision.

**4. Panel Membership**

* Chair
* External Reviewer with experience of external quality assessment e.g. QAA review, OfS Assessment, Ofsted Inspection.
* 1 Student Reviewer nominated by the Bolton Students’ Union, who must be independent from the programme(s) requiring approval
* 1 Internal Reviewer who will be members of University staff independent from the programme(s) requiring approval, with experience of programme approval and review
* the USP Secretary.

**\* Areas for Scrutiny (See Annex 2 for further information)**

**Chair to assess:** A: Rationale and Demand, B: Programme Contents, C: Programme Level Expectations, D: Programme Structure, G: Student Admissions, F: Assessment, G: Student Admissions and H: Student Engagement.

**External Panel Member to assess**: B: Programme Contents, C: Programme Level Expectations, D: Programme Structure, E: Teaching, Learning and Resources, F: Assessment, G: Student Support

**Internal Panel Member to assess**: , C: Programme Level Expectations, E: Teaching, Learning and Resources, F: Assessment, G: Student Support and H: Student Engagement.

**Student Panel Member to assess**: F: Assessment, G: Student Support and H: Student Engagement

**5. Quorum**

Meetings shall be quorate when the following are present:

* the Chair
* the External Reviewer
* One other member – either an Internal Reviewer or a Student Reviewer.

**6. Appointment of Chair/ Deputy Chair**

The Chair will be the Academic Registrar or an independent and experienced Chair of Programme Approval/Validation Panels.

**7. Meetings**

Meetings shall be held nine times during each academic year, as determined by the volume of business.

**8. Committee Reporting**

The Panel reports to Senate through its sub-committee, Education Committee.

**9. Review**

Terms of reference are reviewed at the final meeting of the Panel annually and any changes are subject to approval by Senate.