|  |  |
| --- | --- |
| **REPORT** |  |

### **University Standing Panel**

### A sub-committee of Education Committee

*For completion by the USP Secretary following consideration of a Programme Proposal by the University Standing Panel.*

|  |  |
| --- | --- |
| **Academic Year** |  |
| **Date of the USP Meeting** |  |
| 1. **Programme(s) title** |  |
| **2. Course code(s)** |  |
| **3. Final and exit awards** |  |
| **4. Mode of attendance** |  |
| **5. Anticipated number of intakes per year** |  |
| **6. Mode\* and Place of delivery**  \*blended, online etc. |  |
| **7. Proposed start date** |  |
| **8. School or Division** |  |
| **9. Professional Body and/or Partner** |  |
| **10.** Did USP members obtain **timely access to the PDR** for the Proposal? | Yes/No |
| **11.** In advance of the meeting did the Panel review **Stakeholder, Advisor and SEO Report forms** on the Programme Development Record and determine if **due process has been followed?** | Yes/No |
| **12.** In advance of the meeting, did the Panel 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?** | Yes/No |
| **13**. At the meeting did the Panel consider and confirm whether there is sufficient evidence that **due process had been followed**, and reach a **clear decision** on Panel outcomes/recommendations **based on this and the sampling of documentation?** | Yes/No |

|  |  |
| --- | --- |
| 1. **What is the outcome of the USP?**   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. | *Select outcome* |
| **15. Reasons for the final decision of the USP:** |  |
| **16. Date for completion any required follow up action**, and for representation of the proposal, normally a future USP | USP at which the proposal is to be reconsidered: |
| **17. List any commendations**  Panels are invited to 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. |  |

**Date of the Report:**

**Report Author:**