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| **REPORT**  |  |

### **Programme Approval Panel**

### A sub-committee of Education Committee

*For completion by the SEO Officer following consideration of a Programme Proposal by the Programme Approval Panel.*

1. **KEY DETAILS**

|  |  |
| --- | --- |
| **Academic Year** |  |
| **Date of the Approval Panel 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**  |  |

1. **DECISION**

The decision of the Programme Approval Panel is to recommend the following to the University Senate:

* 1. To approve the provision for a 5-year period, or until the next Periodic Review
	2. To approve the provision for a designated period of time (less than 5-years)
	3. That the provision is not approved for the following detailed reasons

*Delete outcomes that do NOT apply. For 1c. insert list of reasons for non-approval.*

1. **COMMENDATIONS**

The Panel commends the programme team on the following features of good practice:

* *[Insert features of good practice]*
1. **CONDITIONS** (Maximum of three)

To ensure that the programme is fit for purpose, exceptionally, the Panel requires the completion of the following CONDITIONS of approval, by *(insert date xx-xx-20xx )*

1. ………………………………………………

2. *………………………………………………*

1. **RECOMMENDATIONS** (Maximum of three)

To ensure that the programme(s) remains fit for purpose, the Panel makes the following recommendations for action during the first year of operation, *[insert academic year].*

1. ………………………………………………

*2. ……………………………………………….*

**6. PANEL AND MEETING PARTCIPANTS**

**SEO OFFICER:**

**PANEL**

|  |  |  |
| --- | --- | --- |
| **Panel Role**  | **Panel Member Name** | **Job Role Details**  |
| Chair  |  |  |
| External Panel Member |  |  |
| Internal Panel Member |  |  |
| Student Panel Member |  |  |

**STUDENTS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Current Programme**  | **Level of Study**  | **Student Rep – Y/N** |
| Student 1 |  |  |  |
| Student 2 |  |  |  |
| Student 3 |  |  |  |
| Student 4 |  |  |  |
| Student 5 |  |  |  |

**EMPLOYERS**

|  |  |  |
| --- | --- | --- |
| **Name** | **Job Role Details**  | **Organisation**  |
|  |  |  |
|  |  |  |
|  |  |  |
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**MANAGEMENT TEAM**

|  |  |
| --- | --- |
| **Name** | **Job Role Details**  |
|  |  |
|  |  |
|  |  |
|  |  |

**PROGRAMME TEAM**

|  |  |
| --- | --- |
| **Name** | **Job Role Details**  |
|  |  |
|  |  |
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1. **PRE-PANEL LINES OF ENQUIRY**

The following lines of enquiry were submitted in advance of the event.

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |

1. **PANEL OUTCOMES**

|  |  |  |
| --- | --- | --- |
| **Approval Area** | **Criteria Met Y/N**(see PAH Annex 2)  | **Comments**  |
| **A: Rationale and Demand**  |  |  |
| **B: Programme Contents**  |  |  |
| **C: Programme Level Expectations** |  |  |
| **D: Programme Structure**  |  |  |
| **E: Teaching, Learning and Resources**  |  |  |
| **F: Assessment**  |  |  |
| **G: Student Admissions and Student Support**  |  |  |
| **H: Student Engagement**  |  |  |
| **I: Additional Criteria for Apprenticeship Programmes**  |  |  |
| **J: Additional Criteria for Online Programmes**  |  |  |
| **K: Additional Criteria for Off-Campus Programmes**  |  |  |

**Date of the Report:**

**Report Author:**