Annex 13: Terms of Reference & Membership of the PRR Panel

The Periodic Review and Re-approval Panel has the following responsibilities:

1. To ensure that the proposed/modified programme or apprenticeship will fulfil the University's expectations of academic standards and quality;
2. To ensure that the provision meets the University’s Periodic Review and Re- approval criteria;
3. To ensure that students or apprentices (learners) will have the opportunity to develop and achieve the learning outcomes of the programme;
4. To ensure that students or apprentices (learners) will have the opportunity to engage as partners in the quality assurance of their education;
5. To identify and commend good practice in programme and/or apprenticeship design and delivery;
6. To identify and commend good practice in the management of academic standards and quality of the students’ or apprentices’ (learners’) educational experience;
7. To ensure that, where appropriate, the provision meets the requirements of any relevant PSRB and/or external awarding body/organisation. This to include the Institute for Apprenticeships and Technical Education (IfATE).
8. To advise the University Senate whether or not to re-approve/approve the programmes within scope and whether there should be any conditions (mandatory) or recommendations (discretionary) associated with that approval.

*Membership*

A Periodic Review and Re-approval Panel will normally comprise the following members, as a minimum.

* 1. Chair
  2. Internal Panel Member
  3. Student Panel Member
  4. External Advisor/Panel Member
  5. SEO Officer

1. The **Chair** shall be a member of University staff, external to the School/Division in scope, with considerable experience of and training in the Periodic Review and Re-approval process. The Chair’s responsibilities are as follows:
   * To attend the Planning Meeting and agree the schedule of meetings for the event;
   * To understand the broad nature of the process and the programmes in

scope;

* + To scrutinise the documents and identify lines of enquiry and any requirements for additional evidence;
  + To submit a written indication of the lines of inquiry and requests for evidence to the SEO Officer by a date agreed at the Planning Meeting;
  + In advance of the event, with the SEO Officer, to collate lines of enquiry and any requirements for additional evidence from the School in a timely manner;
  + To chair the Periodic Review and Re-approval event in a manner that enables the Panel to explore lines of inquiry and test the proposed changes and updates against the programme approval criteria;
  + To help ensure that the Periodic Review and Re-approval process and event is conducted in a respectful and collegiate manner that is transparent and fair;
  + To work in an open and transparent way that supports the Programme Team and AC (SELE) in meeting the demands and requirements of the process;
  + At the conclusion of the Periodic Review and Re-approval event to summarise the outcomes and provide a verbal report to the Programme Team Lead and AC (SELE);
  + To enable the outcomes of the Periodic Review and Re-approval event to be recorded formally by the SEO Officer;
  + To contribute to the production of the Summary Report and Report of the Periodic Review and Re-approval event that is written by the SEO Officer;
  + To review evidence that a proposal has met any conditions of approval and will address recommendations for action;
  + To sign off and submit the Periodic Review and Re-approval Sign-Off Form to the SEO Officer by an agreed date.

1. An **Internal Panel Member** will be a member of University staff, external to the proposing School/Division, with experience of and/or training in Periodic Review and Re-approval process. The role of the Internal Panel member is as follows:
   * To understand the broad nature of the process and the programmes in scope;
   * In advance of the event, to scrutinise the documents and identify lines of enquiry and any requirements for additional evidence;
   * To submit a written indication of the lines of enquiry and requests for evidence to the SEO Officer by a date agreed at the Planning Meeting;
   * To help ensure that the Periodic Review and Re-approval event is conducted in a respectful and collegiate manner that is transparent and fair;
   * To work with others constructively and as an effective member of the Panel;
   * With others, to explore the lines of enquiry and test the programme developments against University requirements, the OfS B Conditions and any relevant external requirements;
   * To work in an open and transparent way that supports the Programme Team Lead and programme team in meeting the demands and requirements of the process;
   * To support the Chair in ensuring that the outcomes of the Periodic Review and Re- approval event are summarised effectively in a verbal report to the Programme Team Lead and in the Report;
   * As required, to assist with the production of the Report and/or the review of evidence

that a Programme Team has met conditions of re-approval/approval and will address recommendations for action.

1. A **Student Panel Member** will be a current or recent student of the University, external to the proposing School/Division and is a trained member of the Panel. The Student Panel Member is nominated by the Students’ Union as a full member of the Panel. The role of a Student Panel member is as follows:
   * To understand the broad nature of the process and the programmes in scope;
   * In advance of the event, to scrutinise the documents and identify lines of enquiry and any requirements for additional evidence;
   * To submit a written indication of the lines of inquiry and requests for evidence to the SEO Officer by a date agreed at the Planning Meeting;
   * To help ensure that the Periodic Review and Re-approval event is conducted in a respectful and collegiate manner that is transparent and fair;
   * To work with others constructively and as an effective member of the Panel;
   * With others, to explore the lines of inquiry and test the programme developments against the Periodic Review and Re-approval criteria (Annex 4b);
   * To work in an open and transparent way that supports the Programme Team Lead and programme team in meeting the demands and requirements of the process;
   * To support the Chair in ensuring that the outcomes of the Periodic Review and Re-approval event are summarised effectively in a verbal report to the Programme Team Lead and in the Report;
   * As required, to assist with the production of the Report and/or the review of evidence that a proposal has met conditions of approval and will address recommendations for action.
2. An **External Advisor**, who will be a subject specialist nominated by the Programme Team Lead and will be approved at the Planning Meeting in line with University criteria. The role of External Advisor is as follows:
   * From the perspective of her/his subject specialist knowledge, industrial role and/or professional expertise, to act as a critical friend to the Programme Team and advise the Panel on the suitability of the programme developments;
   * To understand the broad nature of the process and the programmes in scope;
   * In advance of the event, to scrutinise the documents and identify lines of enquiry and any requirements for additional evidence;
   * To submit a written indication of the lines of enquiry and requests for evidence to the SEO Officer by a date agreed at the Planning Meeting;
   * To help ensure that the Periodic Review and Re-approval event is conducted in a respectful and collegiate manner that is transparent and fair;
   * To work with others constructively and as an effective member of the Panel;
   * With others, to explore lines of enquiry and test the programme developments the Periodic Review and Re-approval approval criteria;
   * To work in an open and transparent way that supports the Programme Team Lead and programme team in meeting the demands and requirements of the process;
   * To support the Chair in ensuring that the outcomes of the Periodic Review and Re-

approval event are summarised effectively in a verbal report to the Programme Team Lead and in the Report;

* + As required, to assist with the production of the Report and/or the review of evidence that a proposal has met conditions of approval and will address recommendations for action.

1. The **SEO Officer**, will normally be a member of the Standards and Enhancement Office, or, exceptionally, a member of Academic Support Services. The role of the SEO Officer is as follows:
   * To manage the operation and recording of the Periodic Review and Re- approval event effectively;
   * To organise and attend the Planning Meeting and note the meeting formally;
   * To recruit the Panel and provide them with guidance about their role in the Periodic Review and Re-approval process and with access to the Periodic Review and Re-approval Proposal Development Record (PRR- PDR) in Moodle containing the Critical Review Document and all supporting documents;
   * To make all necessary housekeeping arrangements for the Periodic Review and Re-approval event, including the access to information for virtual meetings; any hotel and travel arrangements, as required, for members of the Panel;
   * To help ensure that the External Advisor receives the claim form for expenses and payment of the agreed fee and to process the completed form;
   * To understand the broad nature of the programmes in scope and to have reviewed the documents;
   * In advance of the event, confirm the programmes (including Apprenticeship Routs, online and those at partner organisations) that are in scope for the event;
   * In advance of the event, by a date agreed at the Planning Meeting, with the Chair, to collate lines of enquiry and the draft themes for discussion;
   * In advance of the event, by a date agreed at the Planning Meeting, to send the collated list of lines of enquiry and any requests for further evidence to the Programme Team Lead and AC (SELE);
   * To support the Panel to explore lines of enquiry and test the programme developments against the Periodic Review and Re-approval criteria;
   * To ensure that the event is conducted in a respectful and collegiate manner that is transparent and fair;
   * To work in an open and transparent way that supports the Programme Team Lead, AC (SELE)and programme team in meeting the demands and requirements of the process;
   * To ensure that the main points of discussion and the outcomes of each meeting and the overall event are recorded formally;
   * At the conclusion of the event to provide a written summary of the outcomes

and support the Chair to provide a verbal report to the Programme Team Lead(s);

* + To write the Summary Report of the Periodic Review and Re-approval event in a timely manner (normally, within 5 working days) in the agreed format;
  + To use the formal written record of the event to inform the preparation of the Report;
  + To write the Report of the Periodic Review and Re-approval event in a timely manner (normally, within 20 working days) in the agreed format;
  + To monitor the timeliness of the response by the Programme Team Lead to any conditions of re-approval/approval and recommendations for action, issuing reminders as necessary;
  + To alert the Standards and Enhancement Senior Officer and Head of Standards & Enhancement (Operations) in cases of late submission (any more than 5 working days) of responses to conditions of approval and recommendations for action;
  + To receive evidence that any conditions of approval and/or recommendations for action have been met. To make this evidence available to the Chair and/or other members of the Panel, as required;
  + To confirm that the Chair signs off and submits the Periodic Review and Re-approval Sign-Off Form to the SEO Officer by the required date;
  + To maintain a full electronic record of the Periodic Review and Re-approval process from start to finish in the agreed manner within SEO;
  + To submit the Report of the event to Education Committee in a timely manner and once all relevant requirements have been met;
  + To submit the Summary Report of the event to Senate in a timely manner and once all relevant requirements have been met.

The exact composition of the Panel is determined at the Planning Meeting. The number of internal and external Panel members will normally be increased for large and/or diverse provision and/or where collaborative partnerships or external awards are involved.

In cases were the Periodic Review and Re-approval involve collaborative provision, normally the event will encompass on and off campus provision.

Members appointed on behalf of a PSRB, and/or an external awarding body / organisation, as relevant, can be included in the Panel. Their responsibilities will normally be similar to those outlined above, but the precise remit of such members is normally determined by the relevant PSRB/external awarding body/organisation. The arrangements for integration of external approval arrangements with the University approval processes will be determined at the Planning Meeting.

*Training and mentoring for members of a Panel*

Training is provided to ensure that all members of a Panel are informed about the University’s current process for Periodic Review and Re-approval. All Panel members, including Chairs, should successfully complete the University’s training for members of Programme Approval

Panels. SEO Officers are required to undertake training that is provided within the Standards and Enhancement Office.

Mentoring arrangements are provided for novice Chairs and members of the Periodic Review and Re-approval Panels, information about which is available on request from SEO.

*Panel decisions and reporting*

The Periodic Review and Re-approval Panel is required to make a recommendation to the University Senate on approval/ re-approval/non-approval of the developments.

The decisions of the Periodic Review and Re-approval Panel will be as follows:

1. Approval for a 5-year period or until the next Periodic Review and Re-approval;
2. Approval for a designated period of time (less than 5-years);
3. Non-approval with detailed reasons.

Additionally, the Panel may specify mandatory *Conditions of approval* and/or discretionary

*Recommendations for action*, as follows.

*Conditions of approval*

* Definition: A condition of approval/re-approval is a mandatory requirement that must be completed prior to the approval and sign-off of the programme(s).
* The current approach to Programme Design and Development is intended to obviate the need for academic conditions of approval.
* If the proposal has followed the process for preparation of programme documents, there should not be any academic or documentary conditions of approval.
* Where the Panel considers that a small number of conditions of approval are required, exceptionally, before a programme is fit for purpose, these should be specified.
* Where the Panel considers that more than five conditions of approval are required before a programme is fit for purpose, the decision of the Panel should be non-approval. In such cases, guidance is available from the Academic Registrar and members of SEO.

*Recommendations for action*

* Definition: A recommendation for action is a discretionary requirement for consideration and action, normally, within the first year of programme operation.
* The maximum number of recommendations for action is normally no more than three.
* Any recommendation should describe action that will enhance the fitness for purpose of the programme.
* Prior to the approval and sign-off of the programme(s), the Programme Team Lead may be required to provide a written indication of the ways in which any recommendation(s) will be addressed.
* Any recommendation should be the subject of monitoring and evaluation by the programme leader, AC (SELE) and programme team during the first year of operation of

the programme.

* A report of progress on Recommendations to be included in the Programme Plan that is completed for annual monitoring of the first year of operation.