

## Programme/Module Review and Approval Panel: Membership and Terms of Reference

There shall be a Programme/Module Review and Approval Panel, whose role is to receive proposals for new taught programmes and modules from Programme Development Teams and make recommendations to the Academic Council as to whether those proposals should go forward according to the criteria set out below.

### Membership

The Programme/ Module Review and Approval Panel (the Panel) shall comprise of at least:

- a. An independent, external member of the Academic Council, who will chair the Panel;
- b. The Director of Admissions and Student Support (or nominee);
- c. The Registrar
- d. At least one External Advisor with relevant academic experience;
- e. Where possible, an External Scrutineer(s) appointed to provide an advance written report on the credibility of the modules;
- f. Wherever possible, a student and/or alumnus, or equivalent.

### Secretary

A secretary appointed by the Registrar shall service the Panel. The secretary shall not have any voting rights.

### Quorum

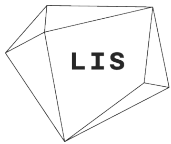
It is expected that the Panel will only meet when all members can attend. However, where a member is prevented from attending for unforeseen reasons the Panel may convene providing there are a minimum of three members, one of whom must be the Chair and one an External Advisor or External Scrutineer.

### Frequency

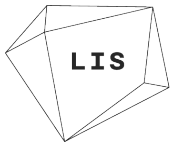
The Panel shall meet as required.

### Terms of Reference

1. The remit of the Panel extends to programmes and modules of the School that align to awards specified in the FHEQ. All modules within the programme at the point of validation are included within this process and must be considered both on their own merits and in their coherence to the programme overall.
2. The Panel shall:



- i. ensure that each programme and module proposed is compatible with the School's mission and business plan;
- ii. Ensure that the learning outcomes of each programme and module is relevant and current in the light of developing knowledge in the field;
- iii. establish how the academic and professional standards in each programme and module has been set, specifically with reference to the Framework for Higher Education Qualifications (FHEQ), national classification thresholds, and any relevant sector benchmarks (e.g., Subject Benchmark Statements or academic standards set for comparable programmes in the sector)
- iv. evaluate the appropriateness of these academic and professional standards. The Panel shall do so as follows:
  - In relation to the alignment with the FHEQ, the Panel shall ensure that:
    - The programme and component module learning outcomes align with the relevant qualification level descriptors in the FHEQ
    - The naming of the award is in accordance with the titling conventions specified in the FHEQ
    - The credit assigned to the award is aligned to the FHEQ
    - The award marks the achievement of positively defined programme learning outcomes.
  - The Panel shall assure itself that relevant sector benchmarks have been considered and taken into account (e.g., Subject Benchmark Statements or academic standards set for comparable programmes in the sector)
- v. establish whether the designed learning opportunities can be expected to give students a fair and reasonable chance of achieving the academic and professional standards required for successfully completing each programme;
- vi. ensure that all programmes, in design and assessment methods, anticipate the needs of students with disabilities and the diversity of their culture and religious faith;
- vii. promote confidence internally and externally in the standards and quality of the award programmes of the School;
- viii. ensure that programme re-approval gives careful regard to the experience of and feedback from students, alumni and staff from the programme over the previous period of validation;
- ix. have due regard for the Competition and Markets Authority guidance: [UK Higher Education Providers – Advice on Consumer Protection Law](#).

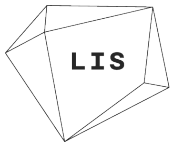


### **Authority**

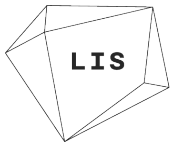
3. The Panel shall make recommendations to the Academic Council as described in the School's Programme Approval Procedure (in the document, [Programme Design, Development, Monitoring and Evaluation](#)).

### **Voting**

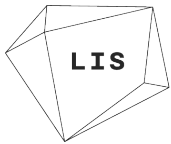
4. It is expected that decisions of the Panel will be reached by consensus and after due deliberation. However, if a resolution cannot be achieved by consensus, a decision shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote.



<b>Name of policy/procedure:</b>	<b>Programme/ Module Review and Approval Panel: Membership and Terms of Reference</b>
<b>Document owner:</b>	<b>Hannah Kohler, Director of Admissions and Student Support</b>
<b>Date Originally Created:</b>	<b>01/2019</b>
<b>Last reviewed:</b>	<b>01/2020</b>
<b>Reviewed by:</b>	<b>Prof. Chris Maguire (Registrar) Jasper Joyce (Director of Finance and Operations) Ed Fidoe (Chief Executive) Prof. Carl Gombrich (Director of Teaching and Learning)</b>
<b>Audited by:</b>	<b>Board of Directors Academic Council</b>
<b>Date of Audit:</b>	<b>07/2019 (BoD) 12/2019, 03/2020 (AC—approved)</b>
<b>Date of next review:</b> (annually unless otherwise agreed)	
<b>Related documents:</b> (eg associated forms, underpinning processes, related policies or overarching policies)	<b>Governance Overview Academic Council: Membership and Terms of Reference Programme Design, Development, Monitoring and Evaluation</b>



<b>Version Control</b>			
<b>Version</b>	<b>Author</b>	<b>Date</b>	<b>Brief summary of changes</b>
<b>1</b>	<b>Hannah Kohler (Director of Admissions and Student Support)</b>	<b>13/01/2019</b>	<b>Original draft</b>
<b>2</b>	<b>Prof. Chris Maguire (Registrar)</b>	<b>14/02/2019</b>	<b>Input on Membership and TORs</b>
<b>3</b>	<b>Jasper Joyce (Director of Finance and Operations)</b>	<b>23/02/2019</b>	<b>Minor wording changes</b>
<b>4</b>	<b>Ed Fidoe (Chief Executive)</b>	<b>23/02/2019</b>	<b>Minor wording changes</b>
<b>5</b>	<b>Prof. Carl Gombrich (Director of Teaching and Learning)</b>	<b>10/03/2019</b>	<b>Clarification of membership</b>
<b>6</b>	<b>Board of Directors</b>	<b>12/07/2019</b>	<b>Approved</b>
<b>7</b>	<b>Prof. Chris Maguire (Registrar)</b>	<b>24/07/2019</b>	<b>Inclusion of Registrar on the Panel to advise on the regulations, assist in the evaluation of design approaches and ensure I have a grip on the rationale and philosophy of the School's pedagogy; removal of reference to non-veto holding external member of AC (as no external member will have power of veto)</b>



<b>8</b>	<b>Academic Council</b>	<b>18/12/2019</b>	<b>Requires update in light of decision to pursue NDAPs</b>
<b>9</b>	<b>Hannah Kohler (Director of Admissions &amp; Student Support)</b>	<b>15/01/2020</b>	<b>Included External Scrutineer on Panel (where possible). Changed name of external expert to "External Advisor". Clarified ToR of Panel with reference to ensuring academic standards. Included greater clarity on how PMRAP will assure itself of appropriate academic standards</b>
<b>10</b>	<b>Academic Council</b>	<b>16/03/2020</b>	<b>Approved</b>