University of Huddersfield

**Course Validation Guidance:**

**Roles and Responsibilities of Panel members**

All Panel members will need to read and review the proposed course documentation and attend the scheduled event prepared with potential items for discussion.

**The Chair's role (independent, from a different School):**

* to enable the Panel to assess the academic validity, expertise of the staff, and resources and ensure QAA standards and University regulatory and policy requirements are met with the support of the Officer for the Event;
* to set the context of the meeting and its purpose and ensure the meeting runs in a timely manner to the designated schedule;
* to compile an agreed and specific agenda, with the external panel members, of items for discussion with the Team;
* to raise any issues of concern that other panel members have not identified;
* to organise the conduct of the discussions between the panel and the team in the spirit of peer group appraisal, to ensure that full consideration is given to the range of items on the agenda;
* to ensure that the panel arrives at a consensus regarding the decision to be made on the proposal, and any further action to be undertaken by the proposing team;
* to ensure that the panel's conclusions include, where appropriate, conditions (deficiencies which need to be addressed) or recommendations (that the team is required to consider), and commendations, and that these are clearly reported to the team.
* To feedback summarised conditions and recommendations agreed by the Panel to the course team (with the support of the Officer for the Event).
* To check the draft event report and confirm if happy to approve as accurate
* To read resubmitted documentation, supported by comments provided by the event officer, and review whether responses to conditions and recommendations, have been met and make a recommendation of approval accordingly.

**The External Academic Panel Member's role:**

* Panels must include external members from other academic institutions as appropriate to the proposal/s under consideration.  The remit of the external member is to some extent determined by their background, and may not cover all the points listed below:
* to provide specialist subject expertise in relation to the course curriculum/outcomes/areas under consideration;
* to consider the relevance of the course content to the named qualification and level of award proposed for the course;
* to advise on the appropriateness of the academic standards set for the course in relation to similar courses elsewhere in the UK and in keeping with QAA subject benchmarks and Qualifications Framework;
* to consider the clarity of the course documentation and how well this communicates the team's intentions;
* to review the inclusivity of the course design – see the University’s Inclusivity Framework for Course Design
* to advise on the appropriateness of the learning, teaching and assessment strategies for the proposal as they pertain to each named award
* to consider the student experience on the course, including pedagogical progression through the course, operational aspects such scheduling of assessment, timetabling and accessibility.
* to consider the viability of the proposal and to confirm relevant resources are in place, including the appropriateness of target markets, availability of any specialist resources such as labs/software etc, and that suitable staff with the relevant expertise are in place to deliver the proposed award/s
* to contribute to the drawing up of an agenda for discussion in relation to any issues noted from reading the course documentation;
* to pose questions to the team resulting from this agenda and the ensuing discussions;
* in conclusion, to contribute to the panel's recommendations about the approval of the course.

**The External Practitioner Panel Member's role:**

* Panels must include external members from professional/employment backgrounds, as appropriate to the proposal/s under consideration.  The remit of the external member is to some extent determined by their background, and may not cover all the points listed below:
* to provide practical expertise in relation to the course curriculum/areas under consideration, particularly as this relates to the skills and knowledge needed to ensure graduates are industry-ready;
* to consider the relevance of the course content and outcomes, particularly to potential employment routes;
* to consider the clarity of the course documentation and how well this communicates the team's intentions;
* to advise on the appropriateness of the learning, teaching and assessment strategies for the proposal in terms of how they might prepare graduates for the world of work;
* to consider the student experience and journey through the course, including clear, accessible, inclusive and appropriate: admission criteria; targeted support; feedback mechanisms; procedures such as those for selecting placements, choosing modules, opportunities to transfer etc
* to consider the viability of the proposal and to confirm relevant resources are in place, including the appropriateness of target markets, availability of any specialist resources such as labs/software etc, and any relevant connections to industry established etc
* to contribute to the drawing up of an agenda for discussion in advance of the meeting in relation to any issues noted from reading the course documentation;
* to pose questions to the team resulting from this agenda and the ensuing discussions;
* in conclusion, to contribute to the panel's recommendations about the approval of the course.

**The Internal Panel Member's role (SAVP Event Chair, same School):**

* to consider (as appropriate to the scope of the event) the proposed organisation, character and coherence of the course including assessment processes, drawing on general practice and norms of the School;
* to clarify, as required, any issues identified at the School event
* to raise issues concerning the operation of the course in relation to the regulations and general guidelines of the awarding bodies;
* to contribute to the preparation of an agenda in relation to any areas of concern identified from reading the course documentation;
* to engage team members in discussion on matters pertaining to the organisation, process, outcomes and regulations of the programme in response to the agreed agenda and as directed by the Chair;
* to contribute to the panel's conclusions about the approval of the programme.

**The Internal Panel Member's role (independent, from a different School):**

* to consider (as appropriate to the scope of the event) the proposed organisation, character and coherence of the course including assessment processes, drawing on general practice and norms of the University;
* to raise issues concerning the operation of the course in relation to the regulations and general guidelines of the awarding bodies;
* to contribute to the preparation of an agenda in relation to any areas of concern identified from reading the course documentation;
* to engage team members in discussion on matters pertaining to the organisation, process, outcomes and regulations of the programme in response to the agreed agenda and as directed by the Chair;
* to contribute to the panel's conclusions about the approval of the programme.
* to advise on the appropriateness of the academic standards set for the course in relation to similar courses elsewhere in the UK and in keeping with QAA subject benchmarks and Qualifications Framework;
* to consider the clarity of the course documentation and how well this communicates the team's intentions;
* to review the inclusivity of the course design – see the University’s Inclusivity Framework for Course Design
* to advise on the appropriateness of the learning, teaching and assessment strategies for the proposal as they pertain to each named award
* to consider the student experience on the course, including pedagogical progression through the course, operational aspects such scheduling of assessment, timetabling and accessibility.
* to consider the viability of the proposal and to confirm relevant resources are in place, including the appropriateness of target markets, availability of any specialist resources such as labs/software etc, and that suitable staff with the relevant expertise are in place to deliver the proposed award/s

**The Registry Panel Member (also event officer)**

* to ensure QAA standards and University regulatory and policy requirements are met together with the Chair;
* to support and contribute to the compilation of a specific agenda agreed by the Chair, with the external panel members, of items for discussion with the Team at the event;
* to raise any issues of concern that other panel members have not identified;
* to support the panel in arriving at a consensus regarding the decision to be made on the proposal, and any further action to be undertaken by the proposing team;
* to work with and support the Chair in ensuring that the panel's conclusions include, where appropriate, conditions (deficiencies which need to be addressed) or recommendations (that the team is required to consider), and commendations, and that these are clearly reported to the team.
* To support the Chair as needed with the feedback process for any summarised conditions and recommendations agreed by the Panel to the course team.
* To provide an event report capturing any points of discussions that relate to the event outcomes, including a list of detailed amendments to course and module documentation where applicable.
* To read resubmitted documentation and provide comments to the Chair on whether responses to conditions and recommendations appear to have been met.