

BRIEF FOR STUDENT MEMBERS OF PERIODIC REVIEW PANELS - ROLE

Periodic Review is an opportunity to reflect on provision within a subject area / School / Partner Institution and to support its future development. The Periodic Review Procedure is available on the University's Periodic Review website and outlines the purpose of Periodic Review, a key element of which is enhancement of the student experience.

Student members of Periodic Review Panels are full members of the Panel. Your role is particularly important in ensuring that the student experience is given appropriate consideration. As part of your preparation for the Periodic Review you will meet with the Chair of the Periodic Review Panel and Central Quality Office Representative to clarify the review process and discuss potential areas on which you may wish to focus. This should not limit your ability to participate fully in the review but we recognise that your time is valuable and you may find it helpful to have clearly defined areas of focus.

1 Background and Number

Normally Student Representatives will be studying at the same level as the programme/s under review and will come from a different school / faculty to ensure a broader, external perspective.

The remainder of the panel includes a core of internal and external staff members comprising:

- A Chair – normally representative from Teaching, Learning and Quality Committee from outside the Faculty under consideration (often an Associate Dean (Teaching and Learning))
- A member of staff from the 'home' Faculty (often a Dean or Associate Dean for Teaching and Learning)
- A Senior member of staff drawn from a Faculty not otherwise represented on the Panel
- Student Representative
- A Central Quality Office representative
- (for Partner Institutions only) Faculty Partnership Manager/s from Academic Partnerships
- (for Partner Institutions only) Head of HE/Quality Assurance Manager or equivalent

The external members of a Panel will be carefully selected to ensure a sufficient spread of subject expertise and independence of discussion at the periodic review event. The panel membership will reflect the size and complexity of the area under review.

2 Documentation

Student members of the Panel can access on the University's Periodic Review webpage the following procedure and guidance below:

- Periodic Review Procedure (including review procedure for Partner Provision)
- Aide memoire for a Stage One and Two Periodic Review meetings
- Step by Step guide for panel members
- Student Payment Form

The documentation for the periodic review (as detailed in the procedure paper) will be provided through a secure SharePoint library online.

3 Involvement of Student Members

The Periodic Review will consider all aspects of the subject area, but in particular will use the student expertise to ensure the student voice is heard and reflected appropriately within action planning.

An agenda will be drawn up on the day of the Stage Two meeting prior to the meeting with students and programme/subject team and professional service staff. (See Aide Memoire for a Stage Two Periodic Review Panel Agenda). Where possible, the CQO representative will request and collate agenda items in advance of the meeting.

January 2019