
Guidance 3v Roles and responsibilities of Panel Members

1. The Role of Panel Members

A Panel is appointed on behalf of the University's Assurance Committee and takes full responsibility for its collective decision. The purpose, authority and circumstances of the particular event are outlined in the Officer Paper (Appendix 3a). Panel members should understand as much as possible of the proposal's history, ethos and context as well as the detail for the Programme Specification and module narratives, and are invited to contact the Officer if they need further information or clarification in advance of the meeting.

All internal Panel members should be familiar with the current University Regulations and quality procedures. External Assessors are sent a link to the Regulations as part of the paperwork.

2. Staff Development for Internal Panel Members

Faculties should gradually prepare interested staff for the role of Panel members and Chair by encouraging staff to undertake staff development opportunities listed below, as appropriate.

Normally training entails:

- Attending an AQS workshop on either Chairing or acting as University Representative for Validation and Review events
- Acting as a University Representative on a number of events before serving as a chair.

AQS runs workshops for new panel members as well as for experienced panel members who are interested in chairing events.

3. The Panel

The Panel normally consists of:

- a Chair
- a University representative
- two External Assessors (subject perspective)
- a Student representative (for in-house events only)
- an Officer

and may also involve:

- Professional, Statutory and/or Regulatory Body (PSRB) Representative (if appropriate, perhaps as Co-Chair /Panel Member / Observer)

The Panel provides scrutiny of the proposal so as to ensure required standards at national, University and Faculty level. Internal and external Panel members have different roles within the overall task but, in practice, the concerns of all Panel members overlap and their roles are not rigidly fixed.

The Chair

This list is not exhaustive but the Chair should:

- be familiar with the University academic regulations, quality procedures and relevant policies
- Praise the positive elements
- Ensure consideration has been taken of the University academic regulations, quality procedures and relevant University policies as well as the QAA Quality Code, OfS conditions of registration and regulatory framework, Competition and Markets Authority obligations on providing information and Ofsted's Education Inspection Framework and is therefore able to establish that these are being pursued in the proposal, particularly in the articulation of outcomes
- Ensure that the programme specification accurately describes the programme
- Ensure discussion both of the programme ethos and the module detail
- Ensure that Learning Resources are appropriate
- For review of an existing programme, ensures the panel has considered statistical data and that there is discussion if necessary (student entry profiles, progression, achievement and, if available, first destination)
- Ensure conditions/recommendations are clear and achievable

Generic Chair responsibilities:

- Ensures that a thin or misleading response to a question is probed more deeply
- Controls the timetable, allowing time for discussion on key issues
- Distils and clarifies the discussion at the end of the main stages
- Takes firm decisions, where necessary

The University Representative

- Helps to maintain the comparability of standards across the University
- Should be familiar with the University academic regulations, quality procedures and relevant University policies as well as the QAA Quality Code, OfS conditions of registration and regulatory framework, Competition and Markets Authority obligations on providing information and Ofsted's Education Inspection Framework and is therefore able to establish that these are being pursued in the proposal, particularly in the articulation of outcomes
- Ensures that the curriculum and assessment scheme is inclusive
- Ensures that the rationale for the learning and teaching methods including employability and graduate competencies, assessment and student feedback are appropriate in the context of University policies and strategies
- For review of an existing programme, consider statistical data (student entry profiles, progression, achievement and, if available, first destination)

The Student Representative

- Assesses the arrangements, *from a student's point of view*, for academic delivery of the curriculum, and for student support and guidance
- Comments on the adequacy and 'understandability' of the paperwork
- For review of an existing programme, consider statistical data (student entry profiles, progression, achievement and, if available, first destination)

The Officer

- See Guidance 3ii

The External Assessors

- As subject experts, examine the proposal's aims, outcomes, content and assessment in the context of the [QAA Subject benchmarks](#), [QAA Foundation Degree, Master's or Doctoral Degree Characteristics Statement \(if appropriate\)](#), [Apprenticeships Characteristics Statement](#) or PSRB national standards and the [Framework for Higher Education Qualifications](#) to ensure that the proposal has taken account of these and focuses on academic standards
- Should be able to bring a national perspective to the proposal and judge the quality of provision
- For review of an existing programme, consider the statistical data with comparable programmes in other institutions
- Should have a knowledge of the market and/or comparable programmes in other institutions
- Should assess both the academic content and the relevance of the programme to subsequent employment
- Should judge the adequacy of the equipment and specialist facilities and the qualifications and expertise of the staff team
- Should scrutinise each module's outcomes, syllabus and reading list in detail (New modules need to be approved (with or without conditions); current modules should be confirmed as relevant, or otherwise).
- Review the paperwork in advance
- Review and provide comment on the Unconfirmed Report
- Scrutinise and comment upon the response to conditions and recommendations as agreed at the event

Where the External Assessor is from an organisational/practitioner/industrial background they should consider whether the proposal:

- Meets the needs of the profession and/or workplace
- Is concerned with current issues in the profession and/or workplace
- Is forward looking in relation to the way the profession and/or workplace is developing
- Prepares students for employment in the profession and/or workplace

PSRB Representative

- Judges the proposal in the light of Professional, Statutory and/or Regulatory Body requirements.

The Middlesex University Chair will make the decision in conjunction with all Panel members as to whether a Validation or Review is to be approved. The Co-chair may withhold his/her approval, which may mean the proposal is not accredited by the Professional, Statutory and/or Regulatory Body, but s/he cannot withhold approval of the proposal as appropriate provision to be offered at Middlesex University.

4. Preparation

All panel members are expected to read the documents far enough in advance of the event, and the Chair should query any problems concerning the paperwork or the proposal and ensure adequate time has been allocated in the agenda. These should be addressed to the Officer who will consult with the Deputy Dean as appropriate. The Chair should have a prior briefing on the proposal with the Officer, where required.

If the proposal is linked to accreditation by a Professional, Statutory and/or Regulatory Body (PSRB), the Chair must be fully briefed on the links to and requirements made by that body, and check that the status of any of its representatives at the event is clear.

5. The Event

The Officer will provide a schedule of meetings for the event.

6. Post Event

The Chair should:

- Be responsible for the text contained within the confirmed report.
- On receipt of a satisfactory response from the Programme Leader on action taken to fulfil conditions and recommendations, formally approve the fulfilment of conditions and sign the confirmation form (use Appendix 3e). If conditions are not satisfactorily met, the Chair refers the matter back to the Programme Leader.

The rest of the Panel:

- Should be sent the unconfirmed copy of the report, and asked to comment as to its accuracy.
- May be asked to comment on revised or additional documentation to be circulated to them, as set out in the report's conclusion. In this case, circulation and response dates should be agreed by Panel members at the event.
- May be asked to discuss a particular aspect of the proposal further by the programme team. The University may invite one or more Panel members to a subsequent Review to enable continuity of monitoring.