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## **Guidance 3vi Student involvement in validation and review events**

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### **1. Students as panel members**

Assurance Committee has endorsed the view that a student representative should be invited as a student panel member to all in-house validation and review events. Where practicable, this extends to collaborative events also.

#### **Organisation**

Students interested in undertaking the role of a panel member will be appointed to the role of Student Reviewer. Following a successful application, students will then be invited by AQS for interview and training for validation and review events.

#### **The student's role as panel member**

Students attend as panel members in order to:

- 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)

Students will be employed in this role and receive payment for it.

### **2. Students as programme representatives at review events**

All reviews, whether held at the university or at a partner Institution in the UK or overseas, include a meeting/consultation of the panel with a representative group or groups of students studying on the programme involved. It is very helpful to include one or more recent programme graduates if possible. The students should represent as far as possible all years and all strands of the programme. Students should not be members of staff of the university or the partner institution.

Such students should be briefed in advance of the review by their Programme Leader as to the nature and purpose of the event, and should have sight or a briefing in relation to the paperwork. At the review, they meet the panel and are encouraged to detail the strengths and/or weaknesses of the programme from their point of view. All meetings are confidential but anonymised notes will be taken for the report. Teaching staff will not be present at this meeting and information provided to the panel will not be attributed to any individual. Where it is impractical to meet students e.g. time zone issues, the Chair will agree with the Officer how students' views will be considered as part of the event.

Students are not paid for attendance, although they should be reimbursed as relevant by the Faculty concerned for any expenditure specific to the event.

These guidelines extend to collaborative events conducted with partner institutions, whether in UK or overseas.