School Scrutiny Panels

<u>Terms of Reference</u>

(i) Receiving programme and module approval documentation from Curriculum Boards and scrutinising such proposals;

(ii) Scrutinising and reviewing proposals for new and revalidated programmes that will come under the remit of the School once approved in accordance with the University's processes for programme approval and reporting its recommendations for approval of the following proposals to the University Approval Panel:
   a. New programmes
   b. Programmes delivered in partnership through collaborative arrangements, including programmes at XJTLU, unless bespoke arrangements are in place through AQSD
   c. Programme revalidations;

(iii) Taking responsibility for the approval of the following programme modifications:
   a. Proposals to offer current full-time programmes as part-time mode of attendance, or to offer current part-time programmes as full-time mode of attendance
   b. Proposals to have additional start dates for an existing programme
   c. Proposals to include a year abroad or in placement in an existing programme
   d. Proposals to identify a pathway within a programme or to create a single programme from existing pathways or to remove an existing programme and deliver it instead as a pathway in another programme
   e. Proposals to create new entry awards from existing exit awards e.g. PG Dip, PG Cert
   f. Changes to the title of a programme
   g. Addition or withdrawal of optional modules that do not impact on a programme's learning outcomes
   h. Minor changes to the programme syllabus or to learning activities that do not affect the programme learning outcomes
   i. Staffing updates
   j. Editing corrections or clarifications
   k. QAA benchmark statement updates
   l. PSRB updates where there is no related impact on the programme structure, learning outcomes or assessment of those outcomes
   m. Admission requirements
   n. Programme withdrawal or suspension;

(iv) Approval of new modules and the following changes to existing modules, reporting its recommendations or decisions to the University Approval Panel as appropriate:
   a. Module credit or level
   b. Module title if the change affects the nature or subject of the title
   c. Aims or learning outcomes
   d. Status of module e.g. to or from required, mandatory or optional
   e. Following consultation with the relevant Board of Studies or Coordinating Board of Studies, changes to semester of delivery for modules contributing to programmes offered across Departments and Schools/Institutes (see CB ToR (viii) (a) above)
   f. Assessment regime or weighting of assessments
   g. Module withdrawal or suspension (students consulted/informed via Curriculum Board)
   h. Mode of delivery
   i. Changes to contact hours

(v) Approving requests from Curriculum Boards or Boards of Studies for assessment tasks to be exempt from anonymous marking or electronic submission in accordance with the Code of Practice on Assessment.

(vi)   Scrutinising, reviewing and, if appropriate, recommending to the University Academic Quality and Standards Committee approval of requests for programmes to be exempt from requirements of the Code of Practice on Assessment, University Ordinances or Regulations, or other policies or procedures that cover the provision.

<u>Membership</u>

(i)   A minimum of three academic representatives from the relevant Faculty, but independent of the subject area and the Curriculum Board(s)
(ii)   Where proposals relate to cross-Faculty provision the membership of the SSP should allow for academic representation from all the contributing subject areas
(iii)   One or more representatives of the students registered on the programmes of study covered by the Curriculum Board(s) to be elected on an annual basis in a manner to be approved by the Dean of the level 2 School/Institute responsible for the Department or subject area of the Curriculum Board

<u>In attendance</u>

An academic member of staff from the proposing Curriculum Board, who may be the Programme Leader for a programme or Combined Degree subject components or a Module Coordinator or other, may be in attendance to provide any necessary clarification to the Panel.

Persons not included in the membership listed above, e.g. Professional Support Staff from the relevant School/Institute, may be co-opted by the Panel Chair to be in attendance; this means they may attend and speak at meetings, but not vote.

The **quorum** for a School Scrutiny Panel shall be the members listed at (i) - (iii) above and shall be stated in its terms of reference. Where student attendance cannot be achieved, the quorum can be reached if there is evidence of student input to the meeting that can be recorded in the minutes.

The Faculty APVC (Education) for the Department or subject area in which the SSP is located is responsible, in consultation with the relevant Dean of School, for annually appointing a Chairperson for the SSP from among the members listed in (i) and (ii) above.

The Secretary to the School Scrutiny Panel shall be appointed from appropriate professional services staff from the relevant level 2 School/Institute professional services staff.

The method and protocols for electing staff representatives as members of the Panel shall be submitted to the Chair of the Faculty Academic Quality and Standards Committee (FAQSC) or Faculty Education, Enhancement and Assurance Committee (FEEAC) as appropriate for approval prior to the first meeting of the Panel and, thereafter, whenever the election method and protocols change.

The method and protocols for electing for student representatives as members of the Panel shall be submitted to the Chair of the Faculty Academic Quality and Standards Committee or Faculty Education, Enhancement and Assurance Committee as appropriate for approval prior to the first meeting of the Panel and, thereafter, whenever the election method and protocols change.

<u>Frequency of meetings</u>

The School Scrutiny Panel shall meet on a minimum of four occasions during each academic year.

<u>Reporting relationship</u>

The School Scrutiny Panel shall report to the FAQSC or FEEAC and to the University Approval Panel as appropriate.

Reviewed by AQSD August 2023; relevant to AY 2023/24