

University Validation Panel: Terms of Reference



Purpose

The University Validation Panel is accountable to the Learning, Teaching and Student Experience Committee and exists to oversee the approval of new programmes or high impact changes to existing programmes as set out in the Enhancement Framework. It ensures that quality and standards are met and that curriculum is aligned to the Learning 2030 Strategy, Enhancement Framework and relevant external benchmarks.

Planned new programmes and high impact changes to existing curriculum should be aligned to and considered as part of a scheduled Programme Enhancement Review (PER) wherever possible and the PER schedule can be adapted accordingly. Where this is not possible or desirable, new programmes or high impact changes to curriculum will be considered by a University Validation Panel, convened for that purpose.

Membership

- 1 Associate Dean: Learning and Teaching or Head of Department (Chair)*
- 1 academic member selected from each of the other three faculties (e.g. Academic Director, Head/Associate Head of Department, Programme Leader)*
- External members from (an)other institution(s) as appropriate
- 1 student from each faculty, to be drawn from a pool of elected representatives (each to attend one session for a faculty other than their own)
- Further internal / external members as appropriate (e.g. External industry/ practice)

*Note: Each Faculty is represented by one member, who is either the chair or panel member.

In attendance

- A representative of the Quality Enhancement Team (Officer)
- A representative of the Academic Practice Directorate Committee Officer

Members “in attendance” do not have voting rights. The Chair has discretion to determine whether and how many post-holders or other individuals may attend a meeting in a non-voting capacity.

Responsibility

The University Validation Panel is responsible for:

- Approving new programmes and high impact changes to curriculum in accordance with the Academic Regulations and Procedures;
- Ensuring that quality and standards are met and that curriculum is aligned to the Learning 2030 Strategy, Enhancement Framework and relevant external benchmarks;
- Considering the impact on the student experience of teaching, learning and assessment, of proposed changes to programmes;

- Identifying and disseminating practice which enhances the quality of the student learning experience;
- Ensuring active consideration of equality, diversity and inclusion in the conduct of its business.

Special Validation Panels

A subset of the University Validation Panel can be established to act as an approval panel in special circumstances such as for Degree Apprenticeships, programmes with professional, statutory and regulatory body accreditation or to approve the delivery of programmes at Affiliated Institutions.

As a minimum membership must comprise: a chair, two academic members and an officer in attendance. Any Special Validation Panel approving new curriculum must have appropriate external input.

Accountability

The UVP is accountable to LTSEC, which provides assurance to Academic Board on the overall effectiveness of the conduct of UVPs through its annual assurance report. This includes:

- Assurance that quality standards are being met;
- Assurance that the curriculum is aligned to the Learning 2030 Strategy, Enhancement Framework and relevant external benchmarks;
- Any issues or concerns including those which require a response from outside the Faculty;
- An analysis of the impact of programme changes.

Issues raised in the annual quality monitoring report on the work of UVPs are also discussed at the relevant Faculty ASQC.

Administration

The UVP normally meets a maximum of four times a year. The duration of meetings may be up to two working days, divided into Faculty-specific slots. The Quorum for meetings is one-third of members eligible to attend.

A committee officer will be identified to support the Chair in the effective and efficient conduct of the Committee's business.

Review

The Terms of Reference for UVP will be reviewed annually to ensure they are still relevant, decision-making structures are effective and the UVP can effectively discharge its duties. The LTSEC annual assurance report will include any recommendations as to how UVPs can improve and better integrate practices which support equality, diversity and inclusivity.