UNIVERSITY VALIDATION PANEL

Terms of Reference

Purpose

The University Validation Panel (UVP) is accountable to the University Quality and Standards Sub-committee (UQSSC) 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, sector and PSRB requirements and relevant external benchmarks.

Membership

- Senior Member of the University (Chair) (e.g. College Dean for Learning and Teaching, Head of School, School Director of Learning and Teaching, or a member of academic or professional services staff with appropriate experience)
- Representatives selected from a College or School, or Professional Service (3; e.g. School Director of Learning and Teaching/Associate Director, Programme Leader, Library, Careers, Technical, Digital Learning) or with an area of expertise relevant to Learning and teaching (e.g. Inclusive and practice led curriculum, Education for Sustainable Development)*
- External members from (an)other institution(s) as appropriate
- A student to be drawn from a pool of elected representatives (1)
- Further internal/external members as appropriate (e.g. External industry/practice, apprenticeships, Doctoral Academy)

*Note: The membership should be drawn from a different School to that of the Chair.

In attendance

- Committee Officer(s) from Academic Quality and Partnerships Enhancement (AQPE) Team (1 or more depending on the number of proposals under consideration)

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 of proposed changes to programmes on the student experience of teaching, learning and assessment;
- 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 University Validation Panels (SUVP)

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

As a minimum, membership of SUVPs 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

UVPs are accountable to UQSSC and reports to it on:

- Assurance that quality and standards are 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 School/College;
- An analysis of the impact of programme changes.

Administration

The UVP normally meets a maximum of five times a year. The duration of meetings may be up to two working days, divided into programme-specific slots. As a minimum, membership of a UVP must comprise: a chair, two academic members and an officer in attendance.

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.