Faculty 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 programmes and the revalidation of programmes that come under the remit of the Faculty reporting its recommendations for approval of the following proposals to the University Approval Panel:

a.   New programmes

b.   New programmes and revalidation of programmes delivered in partnership through collaborative arrangements, including programmes at XJTLU, unless bespoke arrangements are in place through AQSD. XJTLU module specifications are scrutinised and approved (or conditions set) by Curriculum Board and Faculty Scrutiny Panel, with the appropriateness of programme aims, outcomes and curricula considered and reported to University Approval Panel by the Faculty Scrutiny Panel;

c.   Programme revalidations;

(iii)   Making any recommendation to the University Approval Panel to approve a new programme, confirming that the programme has the required resources (or approval has been given to put them in place) and that actions identified at design workshops have been addressed.

(iv)   Taking responsibility for ensuring proposals for new programmes and the revalidation of programmes are compliant with Office for Students (OfS) Sector Recognised Standards and any other external requirements.

(v)   Taking responsibility for the approval of the programme changes that have been identified as programme modifications by the FAQSC in accordance with the Taxonomy of Programme Proposals.

(vi)   Approving programme withdrawal or suspension and re-instatements of programmes.

(vii)   Approving new modules and major modifications to existing modules as defined in the University's Module Approval Guidance, reporting its recommendations or decisions to the University Approval Panel as appropriate.

(viii) Approving curriculum mapping where appropriate for collaborative programmes and arrangements. (e.g articulations, admissions arrangements etc)

<u>Membership</u>

i.   Chair, Associate Pro Vice-Chancellor (Education) or appropriate senior nominee with relevant QA experience and knowledge

ii.   At least one academic representative from each School/Institute within the Faculty)

iii.   One or more representatives of the students registered on the programmes of study covered by the Curriculum Board(s).

The Faculty APVC (Education) is responsible for annually appointing a Chair for the FSP from among the members listed if they are not the Chair.

Secretary to be appointed from Professional Services staff, to be identified by the Faculty.

<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 Faculty/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 Faculty Scrutiny Panel shall be four members, which should include at least two School/Institute representatives. 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.

Frequency of meetings

The Faculty Scrutiny Panel meetings shall align with the timetable for UAP submission deadlines and any requirements for module registration, and other relevant deadlines. There will need to be sufficient flexibility to meet any specified demands for programme approvals.

Reporting relationship

The Faculty Scrutiny Panel shall report to the University Approval Panel and Collaborative Provision Committee and FAQSC as appropriate.