

## Faculty Curriculum Approval Panel

### Terms of Reference

Deriving its authority from the Faculty Quality Committee, the Faculty Curriculum Approval Panel (FCAP) will consider proposed curriculum documentation so that it may:

1. Confirm that the course, and any associated routes, are designed effectively to deliver an excellent student experience and, if applicable, meet PSRB requirements.
2. Confirm that University expectations as set out in the Academic Framework and Curriculum Scrutiny Criteria have been fully met.
3. For University awards and major changes to awards, other than Short Courses, recommend for approval to the University Curriculum Approval Panel, providing the panel with any information required to support their decision making.
4. Approve short courses.

### Membership

The panel members will be coordinated by the Faculty Quality Office on the basis of the following requirements:

Chair	Member of the Faculty Executive
Quality and Standards Representative	From an area independent of the proposal/s (this may also be the Chair)
Learning and teaching Representative	From an area independent of the proposal/s (this may also be the Chair)
Professional Services Representative	This will be the Faculty Registrar or their nominee (the nominee should be from an area independent of the proposal/s) – this could be someone from central professional services
Academic panel member	Minimum of 1 from an area independent of the proposal/s
Additional Panel members	As appropriate where required by the nature of the proposal
Panel Secretary	A member of the Faculty Quality Office or nominated by the Faculty Quality Office
Other	Where appropriate the panel may include other members as recommended by the Faculty Quality Office for example (but not limited to) <ul style="list-style-type: none"> <li>• A representative from the Graduate College for Postgraduate Taught or Postgraduate Research proposals</li> <li>• A member of staff experienced with apprenticeships for proposals which include apprenticeship delivery</li> <li>• An experienced Link Tutor or other internal staff experienced in collaborative provision for proposals concerning collaborative provision</li> </ul>