

University Curriculum Approval Panel

Terms of Reference

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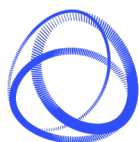
Deriving its authority from the University's Academic Board, the University Curriculum Approval Panel (UCAP) will consider the proposed curriculum documentation and an outcomes report from the Faculty Curriculum Approval Panel so that it may:

1. Confirm that University expectations regarding the function of Faculty review and approval processes have been met.
2. Confirm that the Faculty has developed courses, and any associated routes, which are designed effectively to deliver an excellent student experience, meet the appropriate standards and, if applicable, meet PSRB requirements.
3. Approve courses leading to University awards, other than short courses which can be approved at the level of Faculty Curriculum Approval Panels.

Membership

The panel members will be appointed by Quality and Standards Office on the basis of the following requirements:

Chair	At the level of Head of School or above from an area independent of the proposal/s OR nominees approved by the PVC Education and Student Experience NOTE: Where the UCAP will involve PSRB Accreditation or Validation of Collaborative Provision Curriculum the Chair will be at the level of PVC Dean or above from an area independent of the proposal/s OR nominees approved by the PVC Education and Student Experience
Quality and Standards Representative	Senior member from the Quality and Standards Office or a Faculty Director of Quality from a Faculty independent of the proposal/s
Learning and teaching Representative	Nominee from Learning Teaching Enhancement or Faculty Director of Learning from an area independent of the proposal/s
Academic panel member	From an area independent of the proposal/s at the level of Course Director, Senior Lecturer or above
Student Panel member – only where required by PSRB	Current student from an area independent of the proposal/s or a Students' Union Sabbatical Officer



External Advisor/Assessor – by report with attendance only where required by PSRB or the nature of the event	Nominated by the Faculty and approved by Quality and Standards Office
Additional Panel members where required by nature or the proposal or the PSRB (this may include Service Users, Industry Experts etc)	Nominated by the Faculty and approved by Quality and Standards Office NOTE: Where the UCAP will involve Apprenticeship Accreditation, the Director of UK Partnerships and Apprenticeships Unit will serve as an additional panel member
Panel Secretary	Normally a Quality Officer from the Quality and Standards Office