

Event programme Periodic Programme Review/Validation

[insert programme name and SIS codes] on [insert date]

via MS Teams

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| **Time** | | |  | **Meeting** | **Attendees** |
| 09:00 | - | 09:40 |  | **Meeting 1: private panel**  *To allow the Panel to be introduced to one another and to have an opportunity to discuss (based on the paperwork and the prior responses from the Panel) any potential questions for the Programme Team/areas on which to focus in the next meeting*. | *Panel joins meeting* |
| 09:40 | - | 09:45 |  | **Changeover**  *Time allotted for Panel to changeover to next meeting.* | *Programme team joins meeting 2* |
| 09:45 | - | 11:15 |  | **Meeting 2: programme team**  *This meeting is an opportunity for the Panel, based on their review of the documentation, to discuss with the Programme Team any questions they might have regarding the programme(s) or on any areas in which they feel they require clarification or reassurance.*  *This meeting may include a* ***max 5-10 minute*** *presentation by the Programme Team to introduce the programme(s) and highlight any key points to the Panel.* | Attendees are normally the Programme Leader and Module Leaders. All programme-based staff are welcome however, if available. The Subject Leader (if applicable) may also attend this meeting if available.  List attendees: |
| 11:15 | - | 11:25 |  | **Comfort break** |  |
| 11:25 | - | 11:45 |  | **Meeting 3: private panel**  *To allow the Panel to discuss any potential questions/areas upon which they would like to focus in their meeting with the students and, subsequently, their meeting with the senior management team.* | *Panel joins meeting* |
| 11:45 | - | 11:50 |  | **Changeover**  *Time allotted for Panel to changeover to next meeting.* | *Students join meeting 4* |
| 11:50 | - | 12:30 |  | **Meeting 4: student meeting**  *A private meeting between the Panel and a sample of students (ideally between 5-10) from a variety of levels/modes of study, either from the programme in question or, in the case of a validation, from a cognate area of study. Discussions in this meeting give the Panel an opportunity to gain the perspective of students and potentially triangulate with the discussions from the meetings with the Programme Team and the Senior Management Team.* | *Alumni may also be invited to this session, at the invitation of the Programme Leader.*  *List student names & email addresses:* |
| 12:30 | - | 13:00 |  | **Lunch break** |  |
| 13:00 | - | 13:35 |  | **Meeting 5: senior managers**  *This meeting allows the Panel to raise with the senior management team any questions regarding the operational management of the programme(s) or any relevant questions they may have following their meetings with the Programme Team and students.* | *School management team representatives join meeting 5*  *This is usually the Director of School and Subject Leader (where that role applies). Other members of the School Management Team are also welcome to attend, at the invitation of the Director of School.*  *List attendee names:* |
| 13:35 | - | 14:10 |  | **Meeting 6: private panel meeting**  *To allow the Panel to formulate their conclusions regarding the review, namely determining whether the programme(s) can be approved and, if so, for how long; determining any conditions for that approval and the deadline for their completion; any recommendations for the Programme Team; and any commendations or examples of innovative practice to note.* | *Panel only* |
| 14:10 | - | 14:15 |  | **Changeover**  *Time allotted for Panel to changeover to next meeting.* | *Programme team joins meeting 7* |
| 14:15 | - | 14:30 |  | **Meeting 7: feedback**  *To allow the Panel to notify the Programme Team of the outcome of the event and feedback any conditions, recommendations, commendations or examples of innovative practice. Where conditions are to be set, the deadline for these will be relayed to the Programme Team.*  *The Chair will confirm to the attendees that the verbal outcomes provided during this session will be followed up in writing by the Event Officer, usually within 2 working days of the event.* | *All relevant programme and School Management Team colleagues are welcome to attend this final session.*  *List attendee names:* |

**Panel Details**

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| **Chair (a senior representative from another Faculty/School):** |  |
| **University panel representative (lecturer from another Faculty/School):** |  |
| **Event Officer:** |  |
| **External subject specialist (from another HEI):** |  |
| **Student representative (not from the programme under consideration):** |  |
| **Other – as applicable to the event (e.g. professional body representative):** |  |