



COURSE REVALIDATION

PANEL MEMBER HANDBOOK



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UUSU PANEL MEMBER DETAILS

DATE :

LOCATION :

FULL NAME :

POSITION/ROLE :

COURSE NAME :

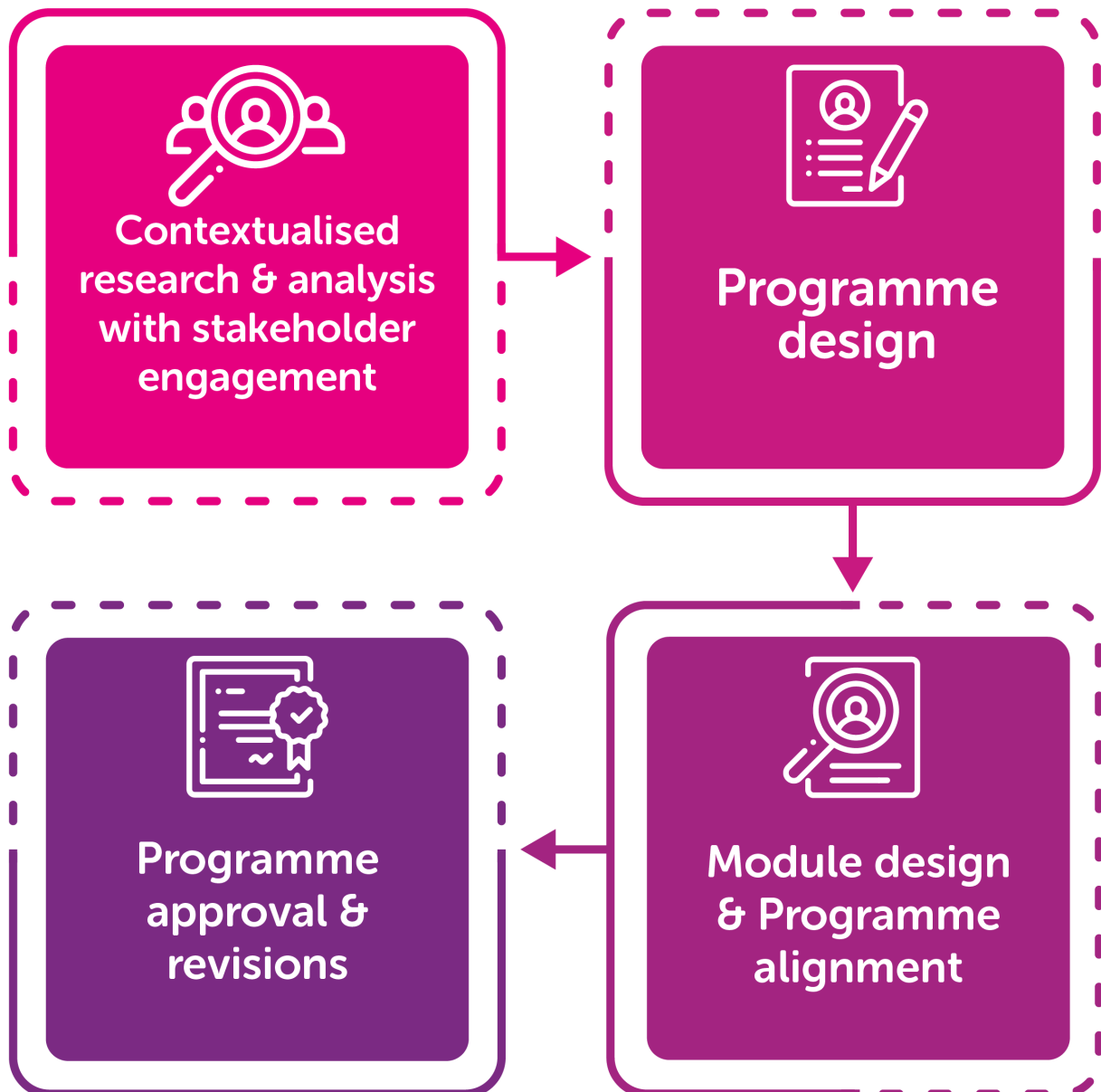
OTHER PANEL MEMBERS PRESENT :

Course and Programme Revalidation

In general, a course or a group of related courses at UU will go through a review cycle every five years. This forms part of quality enhancement and quality assurance processes. There will be exceptions made for those which are currently performing well.

Supporting the Student Voice

Revalidation Panels are the final stage of this cycle - stage 3 in the diagram below - which will have taken months to complete under the integrated curriculum design framework.





The Revalidation Panel (made up of internal and external experts) is expected to conduct a critically constructive and independent assessment of the course(s) presented.

Panel membership will include a variety of academic staff from the University and other higher education institutions. Its aim is to have final oversight that the course continues to provide students with a high-quality learning experience and remains relevant to its aims and objectives.

At the end of the meeting, after your day of meetings & discussions, the Panel Chair reports to the (Associate) Dean, Head of School and the revalidation unit co-ordinator the Panel's conclusions and recommendations, minimum and maximum cohort sizes, and any conditions of approval.

Post approval responses and revisions are compiled a brief paper indicating how recommendations and conditions have been addressed, and the amendments made. When a programme is approved, a definitive record is made, which becomes the reference point for the delivery of the programme.

This includes a clear and informative name for the programme and whether the programme is approved to be delivered for a fixed time period

or indefinitely, subject to usual monitoring and review.

As UUSU representative you will be key especially to conversations with student contributors on the day. Students are experts in their own learning experience, encourage open and honest feedback from them.

In summary of your role as UUSU representative on this revalidation panel will be:

- To contribute as a full and equal panel member.
- To represent and support the student voice in this final stage, ensuring it is heard, valued and respected.
- To provide a generic insight into the student journey and learner motivations.
- To observe if a 'student first' approach to programme design has been implemented.

To safeguard all student feedback as authentic, honest and varied. This will come through many sources prior to the panel meeting including external examiner reports, NSS scores (especially student voice questions), staff student consultation meetings and the student session during the revalidation.



The term 'partnership' has been embedded in the lexicon of higher education for the past decade. Intertwined with the term 'student engagement' it has become a common approach underpinning successful staff-student collaborations in quality assurance and enhancement processes within universities.

Through the QAA Section B5 of the quality code a national expectation and definition of partnership within this context was provided in 2013:

'.....partnership working is based on the values of: openness; trust and honesty; agreed shared goals and values; and regular communication between the partners.

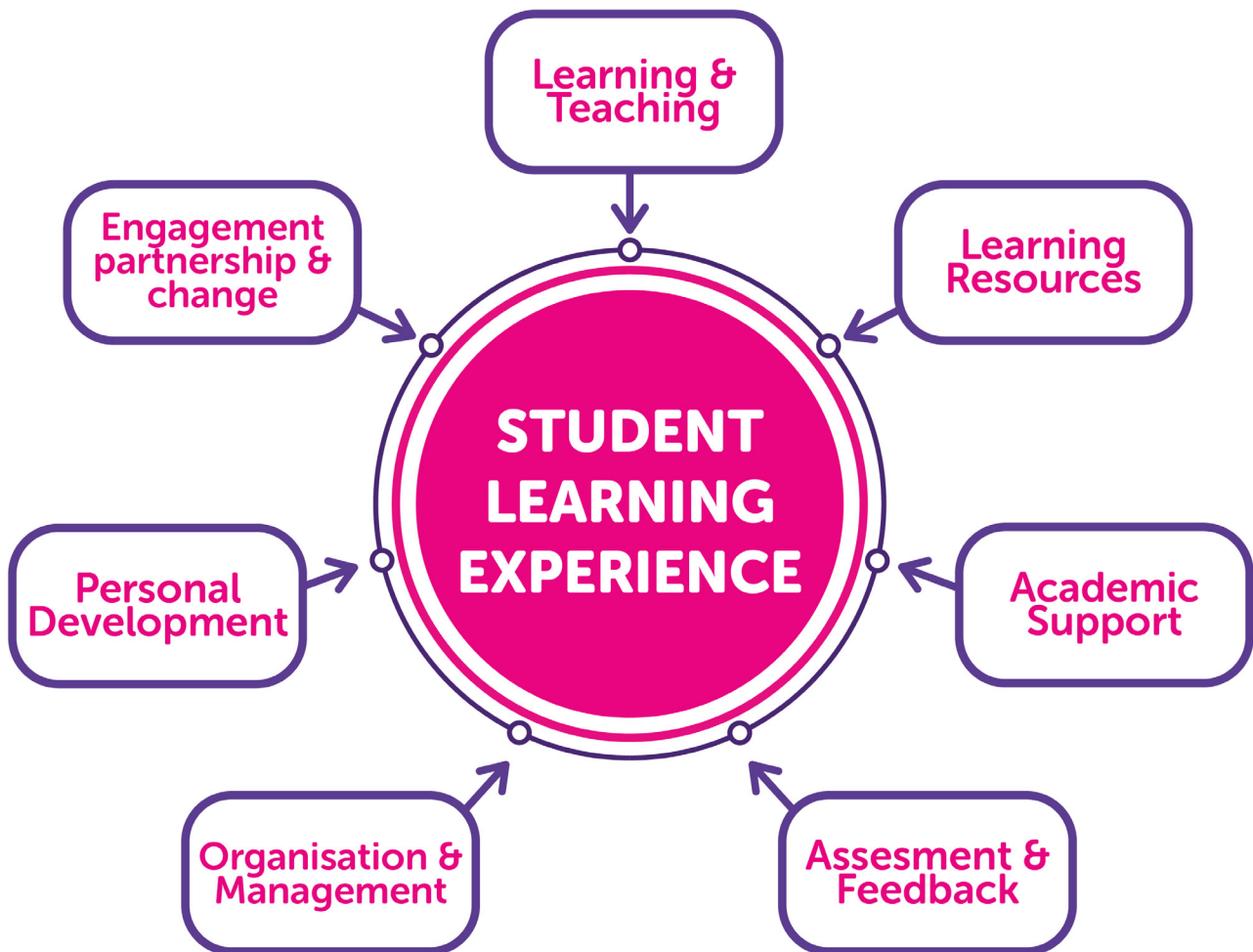
It is not based on the legal conception of equal responsibility and liability; rather partnership working recognises that all members in the partnership have legitimate, but different, perceptions and experiences. By working together to a common agreed purpose, steps can be taken that lead to enhancements for all concerned.

The terms reflect a mature relationship based on mutual respect between students and staff.'

By following this Student Voice Guidance and its values, Faculties, Schools, Departments, Courses and Programmes will ensure that Student Representatives can add to academic enhancement and the student experience with appropriate staff support. To achieve this, Faculties should monitor student representation and engagement within their area.



Everything around your day to day learning experience will fall into one of these areas:



REMEMBER:

Students are the experts when it comes to their learning experience



The Revalidation Panel will be made up of the following individuals

- Associate Dean (or nominee) or Head of School
- One internal University member
- One student representative (revalidation only)
- Two external members (subject experts)
- Industry/employer representative (optional except for Foundation degrees)
- PSRB representatives (joint events only)
- In Attendance: Secretary (Academic Office)

You will receive the below papers in advance of the Revalidation

- Handbook for Panel members
- Guidelines for panels
- Aide Mémoire
- Curriculum design at Ulster (internal provision)
- Agenda and programme
- Contextual information e.g. benchmark standards, external reports
- Course/subject documentation
- Preliminary comments - CA7 (panel members)
- CA4 form (collaborative provision)
- Faculty Partnership Manager

Academic Office Website: www.ulster.ac.uk/academicoffice

The following is an example of the agenda panel members will receive outlining the running of a Revalidation/Re-approval Meeting.

9.00 am – 10.00 am (tea/coffee)	Introductions and Private meeting of Panel To note the agenda and to identify matters to be discussed with a) the Faculty Senior Management Team, b) Students and c) the Revalidation Unit team.
10.00 am – 10.30 am	Meeting with (Associate) Dean, (Associate) Head of School and Revalidation Unit Co-ordinator To consider how the provision fits within the Faculty's overall academic plans, and to discuss such matters as the Faculty and School learning and teaching strategies, staffing and other resources.
10.30 am – 11.00 am	Meeting with Students
11.00 am – 12.30 pm	Meeting with Revalidation Unit Team To discuss the provision (see main agenda).
12.30 pm – 1.00 pm	Lunch (Panel only)
1.00 pm – 1.15 pm	Private meeting of the Panel To note strengths, creativity, innovation, good practice and other aspects for commendation. To confirm the qualification level of each course. To confirm the credit value and level of all modules. To confirm course regulations. To finalise the Panel's conclusions and consider: a) whether the provision within the Unit remains current and valid, and should be approved, and minimum and maximum cohort sizes; b) conditions of approval, if any; c) recommendations for further consideration by the Faculty; d) the date by which a response should be received.
1.15 pm – 1.30 pm	Meeting with (Associate) Dean, (Associate) Head of School and Revalidation Unit Co-ordinator To communicate the Panel's conclusions and recommendations.

Review the revalidation papers you have been provided and list here some of the main details of the course to help to keep you on track throughout the revalidation

Name of course	
Level of course	
Type of Study (FT/PT)	
How many students are currently on the course?	
What campus(es) is the course based at?	
Is there a UUSU Society in existence?	
Is there UUSU Reps in place? - Course Rep - School/Dept. Rep - Faculty Rep	
Is mental health & wellbeing addressed in the course?	



UUSU represents the student population on all University committees, ensuring the student voice is heard; giving feedback on teaching and facilities.

Our Academic Reps are the student voice at every level of the University, working with students and staff to create positive changes to the student experience. Speak with some of the Academic Reps before the Revalidation meeting and gather their feedback on how Student voice is working within their course. Listed below are some question ideas for you to choose from:

- Is student feedback encouraged and acted upon?
- Are there class feedback opportunities to share your views & opinions?
- Distance learners/those with caring responsibilities/ mature students - how are their voices heard?
- Do you feel there is partnership working with UUSU, other departments or any external partners?
- Do you feel there is support for students to get involved with extra-curricular activity – eg: Societies/Sport clubs/Work related experience/Skill building/Wednesday's kept free?
- Are students aware of the academic rep/student voice structure?
- How are School & Course reps supported in their role?
- Do Reps get time out of class to attend meetings?
- Is there good communication opportunities with those they represent?

Each revalidation meeting will include a meeting with students. This is when a range of students will be invited to join the meeting and give feedback on their experiences while studying on the course.

The UUSU Panel member should request from the Chair to lead on the student feedback session. To help you gather this feedback, below are some question prompts around the main areas of student experience. What do we mean by learning experience? It is everything related to how you learn and the way you are taught.

Remember: You don't need to ask every question - select a few from across the various topics that you feel will give you a better understanding of the student opinion. Use the text box to jot down some notes as you go.

Tip: Introduce yourself to the students, be friendly and welcoming. Note your thanks for joining the meeting and that their feedback is extremely valuable to the revalidation process. Explain that you will ask a range of questions around student experience and are keen to hear their views & opinions.

CURRICULUM

- Was there a curriculum outline provided and did this match your expectations?
- Do you feel your course is making you more employable?
- Were the learning expectations clearly outlined & did they correspond to what you learnt?
- Are you satisfied by the module choices and their structure?
- Do you find the course engaging and challenging?

LEARNING RESOURCES

- Are there adequate library and computing facilities?
- Do you have access to materials you need? (i.e books, lab equipment, art materials etc)
- Do department facilities & resources meet your expectations?
- Was the lecture material and learning resources easily accessible?
- Are you supported to use learning technology?

LEARNING & TEACHING PROCESS

- Are you able to learn in a way that suits you and is teaching accessible?
- Is the teaching material up-to-date?
- Were you consistently/sufficiently guided to practice your skills throughout your course?
- Did you find the size of your tutorials conducive to learning?
- Did you feel your department/course prepared you sufficiently for your assessments?
- Do you have enough close contact time with your lecturers/tutors?
- Are there opportunities for peer-to-peer learning?
- Do your classes motivate you to learn independently?

ASSESSMENT & FEEDBACK

- Does assessment adequately and fairly represent the content of the course?
- Was the course fairly marked across all modules?
- Do you receive adequate feedback from your assessments and is it useful?
- How is the frequency of course work, assessments and exams in your modules?
- Is the style of assessment appropriate and is the criteria clear to you?
- Is there too little or, too much continuous assessment?

STUDENT PROGRESSION & ACHIEVEMENT

- Are you able to evaluate and report on your own personal progress so far on the course?
- Do you feel you have improved your understanding of the subject by completing this course?
- Are further course opportunities and pathways made clear to you?
- Has your course made you more employable?

GUIDANCE & LEARNER SUPPORT

- Have you received support throughout your time on the course?
- Was academic support readily available?
- Was pastoral support readily available?
- Are staff and students aware of the channels for dealing with issues?
- Is there a place/person you can get help from if you're struggling with the subjects?

QUALITY ENHANCEMENT & ASSURANCE

- How do you feel your institution compares with others?
- Do you feel your course is of an acceptable standard?
- Do you feel that your department is receptive to your concerns?
- Do you consider that there is a strong student voice culture embedded in your course?

Please use this area to make any additional notes on the above sections.

Decision of the revalidation panel. Following discussion with the rest of the panel – please advise below what decision was made.

Concluding remarks. Please use this section to add any concluding remarks and/or recommendations that you have made to the revalidation panel

YOUR STUDENTS' UNION OFFICERS

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YOUR STUDENTS' VOICE TEAM

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For a full list of Students' Union contacts please visit

www.uusu.org/about/ourstaff/

USEFUL WEBSITES

Students' Union

www.uusu.org

Exam and Results Appeals

www.uusu.org/advice

Student Complaints Procedure

www.ulster.ac.uk/learningenhancement/cqe/procedures/student-engagement/student-complaints

Student Wellbeing website

www.ulster.ac.uk/wellbeing

Ulster Student Guide

www.ulster.ac.uk/student