

## **Programme Enhancement Review Panel: Terms of Reference**

### **Purpose**

Programme Enhancement Review (PER) Panels are accountable to the Learning, Teaching and Student Experience Committee and exist to oversee the reapproval of existing programmes, approval of new programmes or major changes to programmes considered as part of a Programme Enhancement Review, as set out in the Enhancement Framework.

### **Membership**

1 senior academic from outside the home faculty (e.g. Associate Dean, Academic Director, Head of Department) (Chair)

2 members selected from outside the home faculty (e.g. Academic Director, Head/Associate Head of Department, Programme Leader) or a Professional Service (Head/Deputy Head of Service)

1 or more subject experts from (an)other institution(s)

1 student from outside of the home faculty, to be drawn from a pool of elected representatives

Further internal / external members as appropriate (e.g. external industry/ practice)

### **In attendance**

A representative of the Quality Enhancement Team (Officer)

A representative of the Academic Practice Directorate  
Committee Officer

Members “in attendance” do not have voting rights. The Chair has discretion to determine whether and how many post-holders or other individuals may attend a meeting in a non-voting capacity.

### **Responsibility**

The PER Panel is responsible for:

- Approving new programmes and high impact changes to curriculum in accordance with the Academic Regulations and Procedures as follows:
  - Re-approval of existing programmes undertaking PER;
  - Approval of new programmes and modules and changes to programmes considered as part of a PER;
- Making judgements on and ensuring the alignment of programmes to the Learning 2030 strategy, the key principles of the Enhancement Framework for Academic Programmes and Practice and relevant external benchmarks;
- Ensuring the continual enhancement of programme quality and standards in line with the key principles of the Enhancement Framework for Academic Programmes and Practice;
- Considering how the student experience of existing curriculum might be enhanced and the impact on student experience of proposed programme changes.

**Accountability**

The PER Panels are accountable to LTSEC, which provides assurance to Academic Board on the overall effectiveness of the conduct of PER Panels through its annual assurance report. This includes:

- Assurance that quality and standards are being met and the enhancement of the student experience;
- Assurance that the curriculum is aligned to the Learning 2030 Strategy, Enhancement Framework and relevant external benchmarks;
- Any issues or concerns including those which require a response from outside the relevant Faculty;
- An analysis of the impact of programme changes.

Issues raised in the annual quality monitoring report are also discussed at the relevant Faculty ASQC, which receive the outcome reports from each PER.

**Administration**

PER Panels meet as and when required. The duration of meetings will be as required to fulfil the Panel's responsibilities given the number of programmes under review.

A committee officer will be identified to support the Chair in the effective and efficient conduct of the Panel's business.

**Review**

The Terms of Reference for PER Panels will be reviewed annually to ensure they are still relevant, decision-making structures are effective and PER Panels can effectively discharge their duties. The LTSEC annual assurance report will include any recommendations as to how PER Panels can improve and better integrate practices which support equality, diversity and inclusivity.