Programme Approval Panel: Remit and Membership

Reports to: Education Committee

1. Remit

1.1 The Programme Approval Panel is responsible for providing focused deliberation on proposals for new programmes and major programme amendments on behalf of Education Committee.

1.2 The Programme Approval Panel receives programme approval documentation for new programmes and major programme amendments from the relevant School's Board of Studies following detailed scrutiny of the documentation by the Board of Studies.

1.3 The Programme Approval Panel is responsible for recommending approval of new programmes and major programme amendments to Academic Council on the basis that:

(a) The documentation is of an appropriate standard; or
(b) Recommendations are addressed (normally within the first year of implementation); and/or
(c) Conditions are addressed (normally prior to Academic Council consideration).

1.4 The Programme Approval Panel is responsible for submitting a Programme Approval Report to Academic Council, via Education Committee, regarding its deliberations.

1.5 Following approval of new programmes and major programme amendments the Programme Approval Panel is responsible for confirming to the next meeting of Academic Council that conditions have been appropriately satisfied; and confirming to the next meeting of the University of Glasgow's Academic Standards Committee that any outstanding conditions have been appropriately satisfied, and for confirming to Academic Council, within 12 months of implementation, that any outstanding recommendations have been appropriately satisfied.

2. Membership

2.1 The Programme Approval Panel is comprised of:

- Deputy Director and Vice Principal [Academic] (Convenor)
- Academic Registrar (or their nominee)
- Head of Learning, Teaching and Enhancement
- Head of Academic Development
- President of the Students' Association or Vice-President of the Students' Association
- A Head of School (from a School not connected to the programme under consideration)
- Two members of academic staff (from a School not connected to the programme under consideration)
- A Professional Services Support Department Head
- A Representative of the University of Glasgow (exceptionally input may be written)
- Head of Academic Quality (or their nominee)

2.2 A member of staff from the Academic Quality Office acts as Secretary.

2.3 The Student Engagement Coordinator (Academic) will be invited as an attendee.

2.4 The proposing School must arrange for a member of staff, normally the Programme Leader, to attend the Programme Approval event to present the documentation for consideration.

2.5 The proposing School must also arrange for attendance, or written input by exception, from:

- At least one External Examiner per programme for major programme amendments;
- At least one External Subject Specialist per programme for new programmes; and
- At least one Student Representative per programme.

3. Frequency of meetings

Programme Approval will be scheduled at least three times per session.

4. Quorum

To be quorate, the following must be in attendance:

- At least two members of academic staff from outwith the proposing School;
- Two members of professional support staff;
- One student representative; and
- Representative of the University of Glasgow (exceptionally input may be written).

This is in addition to individuals invited by the School.