

Frequently Asked Questions - Student Panel Members

What do External Panel Meetings discuss?

External Panel Meetings discuss the approval of new programmes, the periodic review of a current programme or the closure of a programme. The University reviews programmes every six years to ensure the programmes remain up to date and current with new material, technologies and research.

Who attends an External Panel Meetings?

The meeting will include:

- A Chair and Independent Member who are both members of academic staff from BU.
- One or two members of academic staff from other Universities across the UK who will scrutinise the documentation for subject specific and specialist knowledge of the discipline.
- A panel member from Industry who will scrutinise the documentation from a vocational context and advise whether the programme is relevant to industry.
- There may be attendance from a Professional Body representative who will ensure the programme aligns with their specific requirements and competencies.
- Two members of staff from the Academic Quality Team will be present at the meeting. One to ensure the University's policies and regulations are followed and the other to take notes of the meeting.

Will the student panel member be able to meet the Chair before the meeting?

If possible, we will try to arrange a meeting with the Chair before the meeting so that you are familiar with the Chair and Academic Quality staff before the meeting.

How long does the External Panel Meeting last?

The meeting will normally start at 9.00am and end at approximately 4.00pm with short breaks and a lunch break.

How does the meeting run?

Initially the Chair will welcome everyone to the meeting and the panel members will discuss any questions for the programme team. For programmes being reviewed, a meeting will also take place with current students/graduates from the programme to hear their views of the programme and to ensure student involvement in maintaining and enhancing the student experience of the programme.

For those programmes being approved or reviewed that require specific resources, e.g., lab space, specific programme equipment needed, etc., the panel members may have a tour of resources. A meeting with the academic staff takes place to ask any questions they have identified that they would like a response to. If there are employers in attendance, panel members will discuss the programmes and ensure the programme is suitable for students entering employment.

At the end of the meeting, panel members outline conditions and recommendations for the programme team to address. Conditions must be responded to prior to approval and recommendations are optional.

What will the Student Panel Member's role be?

You will be reviewing the documentation from a student's point of view and consider aspects of the student experience.

What do I need to do to prepare for attending an External Panel Meeting?

You will need to set aside some time to read through the panel documentation and to prepare a list of questions you would like to ask the programme team or current students/ graduates attending part of the meeting. You will not be asked to review the subject content of the documentation but are asked to focus on areas that affect students e.g. library resources, handbooks, academic support, placements and workloads.

Will I have the opportunity to ask questions?

Yes, you will have the opportunity to ask questions and your questions will be equally as important as the External Panel Members' questions. During the training session you will be guided on the specific areas/topics that you should concentrate your reading on, identify areas to question the programme team.

Will I need to do anything after the meeting has taken place?

Approximately two/three weeks after the meeting, the programme team will submit their responses to the conditions and recommendations set by the panel, panel members will be asked to review the responses and either approve the responses or request additional information. You will need to be available two/three weeks after the meeting to be able to respond to the email within five working days of receipt.

When will I receive my fee payment?

The day after the External Panel Meeting has taken place a member of the Academic Quality Team will email a Fee Claim Form and a Bank Details Form to complete. The Fee Claim Form should be returned to your named contact in the Academic Quality Team and your Bank Details Form should be returned to the University's Finance Department.