
Guidance 3ii Panel Officer

The Panel Officer is responsible for:

- Setting up the event and Panel
- Co-ordinating the documents
- The report
- Co-ordinating responses to conditions and recommendations (if any)
- Ensuring signatories for the final approval form (Appendix 3e) and informing relevant parts of the university if the programme has been validated.

1. Check list - preparation for a Validation Event**The Officer:**

- 1.1 Recruits the Chair, University Representative and if required a Student Representative*.
- 1.2 Confirms the date with the Deputy Dean and Programme Leader/Link Tutor who is responsible for ensuring attendance of the programme team.
- 1.3 Gives a schedule for production of draft and final documentation to Programme Leader/Link Tutor.
- 1.4 Books a suitable room as required for the event (e.g. rooms with video conferencing) and all other logistical arrangements.
- 1.5 Forwards the choice of External Assessor to the Deputy Dean of Faculty or nominee for approval (see Section 3.3.4.2 for criteria).
- 1.6 Confirms details with External Assessors, ensures completion of Right to Work checks, books accommodation and makes travel arrangements, as appropriate.
- 1.7 Arranges an informal preparatory meeting to support the Programme Team.
- 1.8 Finalises the agenda with approval, if possible, by the Chair and programme leader/Link Tutor.

Note:

The agenda should list the full title of every programme to be considered (including the Apprenticeship Standard where appropriate), and (if it is a group event) state whether each is being validated or reviewed.

The status of people attending the meeting must be correctly recorded (e.g. representatives of institutions, observers etc.) Clarify whether they attend as Panel/Team/other. Titles (Dr/Professor) and job descriptions must be accurate.

- 1.9 Checks with the Chair if they would like Panel feedback in advance.
- 1.10 Writes the Officer Paper (Appendix 3a) stating the authority held by the Panel, and setting the event and remit in context.
- 1.11 Checks a full set of documents has been submitted.

- 1.12 Distributes papers two weeks before the event. The relevant Deputy Dean or Chair may postpone the event if there is a serious delay or if the documentation is inadequate.
- 1.13 Reads all the documents thoroughly, and early enough to follow up queries/problems with colleagues. Checks documents with the Chair, and discusses potential difficulties.

*People normally required to attend validation and review events are as follows:

Panel:	Chair	University Rep	Officer	External Assessor 1	External Assessor 2	PSRB	Student Rep
Event type:							
In-house Validation	Yes	Yes	Yes	Yes	Yes	If required	Yes
In-house Review	Yes	Yes	Yes	Yes	Yes	If required	Yes
Franchised Partner Validation	Yes	Yes	Yes	Yes	No	If required	No
Franchised Partner Review	Yes	Yes	Yes	Yes	No	If required	No
Joint Validation	Yes	Yes	Yes	Yes	Yes	If required	No
Joint Review	Yes	Yes	Yes	Yes	Yes	If required	No
Validated Validation	Yes	Yes	Yes	Yes	Yes	If required	No
Validated Review	Yes	Yes	Yes	Yes	Yes	If required	No

2. Documentation

For the documentation to be provided at validation and review events, please see Guidance 3iii.

3. During the Event

The Officer is responsible for:

- 3.1 Where video-conferencing is being utilised, agree at the start of the day with the Chair a back-up plan in case of technical difficulties.
- 3.2 If necessary, clarifying the purpose and order of documentation.
- 3.3 Reminding the panel of any specific issues to be discussed, such as RPL, admissions, Graduate Competencies, Subject Benchmark Statements, data (for reviews), transitional arrangements and additional costs for students.
- 3.4 Advising on quality procedures and/or the choices available to the Panel in coming to decisions.
- 3.5 Working with the Chair to ensure that decisions reached by the Panel are clear, unambiguous and complete, a clear deadline is set for responding to any conditions / recommendations and that there is agreement on who should consider the response to conditions / recommendations.

4. The Report

The Officer should prepare the report of the event, following the template (Appendix 3d or Appendix 3da, as appropriate).

Note: If the Panel has agreed changes to the proposal (alteration of title, etc.) these must be recorded. The new, agreed title is used as the Report title, with the original version in brackets after it, and with an asterisk reference to the relevant part of the Report Conclusions section.

5. After the Event

The Officer

5.1 (If the timescale is short) immediately circulates the conclusions to relevant staff in advance of circulating the unconfirmed report.

5.2 Circulates the unconfirmed report to:

- all panel members and senior staff at the event
- Programme Leader (for discussion with the team)
- Quality Administrator, AQS
- Link tutors (for collaborative events)

allowing two weeks for response or longer if over holidays.

5.3 Circulates the confirmed report to:

- everyone to whom the unconfirmed report was sent
- the Faculty Dean/Deputy Dean
- anyone invited to, but absent from the event

within six weeks of the event. The event is subsequently reported to Assurance Committee in an annual report from AQS.

5.4 Ensures External Assessor expenses forms have been approved and forwarded for processing.

5.5 Circulates the response to conditions / recommendations as agreed at the event.

5.6 When all conditions and recommendations are confirmed (Appendix 3e) by the Chair as *fulfilled*, circulates the signed confirmation form and notes any conditions which may have been set over a longer term. **For collaborative programmes** (both existing and new) there is an additional procedure. After the Chair has signed part A of the Confirmation Form, the Officer will send the 3e part A to Academic Partnerships to obtain a signature from the relevant University Executive member or nominee who will sign part B to declare that all necessary parts of the MoC have been completed and signed by both Middlesex University and the partner institution. The Officer can then confirm the event.

5.7 Adds the response to conditions / recommendations to the confirmed report.

5.8 Maintains a copy of the validation documents and a record of how conditions and recommendations were met.

5.9 Circulates the relevant paperwork as per the communication process.

5.10 For collaborative validations, the Officer will invoice the partner for the cost of the event together with all appropriate expenses of the Panel.

5.11 Update the University Portfolio and Curriculum Management System (PaCMan).