PROGRAMME VOICE PANELS (PVPs)

Serviced by:	*Registry and Programme Support Office*
Reports to:	Teaching, Learning and Academic Quality Committee

1. Terms of Reference

1.1 To receive, consider and discuss issues, concerns and good practice relating to:

- the learning, teaching and assessment of the programme;
- the resources of the programme including those provided by the programme team and the wider University.

1.2 To receive, and provide, feedback to the student cohort via the Student Representatives, raising issues and good practice to the Student Experience Forum and the Teaching, Learning and Academic Quality Committee for wider consideration.

1.3 To discuss any matters relating to the existing programme and / or any new developments / proposals within the programme.

1.4 To receive and consider issues or actions arising from:

- the Programme Advisory Group (PAG) or relevant PSRB where appropriate;
- University committees which are relevant to the programme and / or relate to the student experience.

1.5 To receive and discuss:

- Mid Module and End of Semester feedback summaries;
- Semester and Programme Reports, and actions arising from these;
- the annual External Examiner and Moderator Reports.

1.6 To receive, consider and monitor data from internal and external (e.g. NSS, PTES) student feedback surveys.

2. Membership

2.1 The membership of the Programme Voice Panels shall be as follows:

- Programme Leader (Chair)
- Members of the Programme Team
- Student Representatives (at least one from each year of study) selected annually
- Other members of academic staff contributing to the programme
- Support staff with specific programme responsibilities
- Liaison Librarian
- A member of the Registry and Programme Support Office (Secretary) (in attendance)

3. Frequency of Meetings and Conduct of Business

3.1 Programme Voice Panels will meet at least three times per academic year.

3.2 Meetings will be sequenced to meet the needs of the programme and its Student Representatives. The dates of each meeting will be determined by the programme team to precede the Student Experience Council meetings and to complement the structure of the programme.

3.3 The Programme Leader will ensure that the dates of the Programme Voice Panels are published on Canvas at the beginning of each academic year.

3.4 Meetings will be quorate when at least 50% of the Panel are in attendance.

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