



Policy for Student Participation in Quality Assurance

Documentation Management

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SECTION 1: APPOINTMENT AND SELECTION OF STUDENTS TO QUALITY ASSURANCE ACTIVITIES AND EVENTS

The University expects to have students as full panel members at its major review and approval events, and as team members in the development and design of its academic programmes, so that they can contribute to its quality assurance processes.

This policy sets out the process for identifying, organising, selecting and briefing students that will be involved in quality assurance (QA) activities and events including: Programme Design and Development, Programme Approval and Periodic Programme Review. Generic specifications for these different activities are given in Section 3 to illustrate what is involved (including timescales) for students taking part.

Appointment

1. The Union of Brunel Students will direct students to a Brunel webpage (see [here](#)) that will provide information on current opportunities for student involvement in QA activities or events. Students will contact Quality Assurance to register their interest and will be invited to an interview.
2. Through students registering their interest and undertaking QA roles, a pool of student panel/team members will be established from which the University can draw for specific activities.

Selection

1. Quality Assurance, working under the direction of the Vice-Provost (Education) will select students for programme design reviews, Periodic Programme Review and other quality assurance related events. Colleges are responsible for appointing students to programme development teams, in consultation with Quality Assurance.
2. Students who are confirmed to take part in a quality activity or event will be briefed by Quality Assurance on what is required of them.

SECTION 2: RECOGNISING STUDENT PARTICIPATION IN QUALITY ASSURANCE ACTIVITIES AND EVENTS

Participation in a quality assurance event or activity will be recorded in a student's Higher Education Achievement Report (HEAR).

In order to provide the opportunity to as many students as possible, the University has determined that students who are not paid officers of the Union of Brunel Students should be rewarded for engaging in the following activities:

Type of Event	Reward vouchers value
Programme Design and Development	£10/session to a maximum of £50
Programme Approval	£50 per event
Periodic Programme Review	£100

For Programme Design and Development, the student will be appointed from within the Department/Division. For Programme Approval and Periodic Programme Review, the student will be appointed from another College.

In order to be rewarded for their participation, students will be expected to provide relevant personal details, including for compliance with any relevant legislation. Quality Assurance will coordinate rewards to individuals.

In order to receive the recognition and reward for their contribution, the student must have satisfactorily discharged their duties, including attending all briefing sessions as required.

Student representation activities not otherwise covered by this policy, particularly internal programme-level activities such as meeting external examiners, contributing to focus groups, etc., are not normally eligible for remuneration.

SECTION 3: SPECIFICATIONS FOR QUALITY ASSURANCE ACTIVITIES AND EVENTS

Activity	Programme Development
Purpose/Focus	To join a programme development team to help design and develop a new programme of study, in line with the University's definition of successful programme attributes.
Duration	Students would be required to meet with the rest of the team on an ad-hoc basis over a period of approximately 3 to 12 months, including attending the final approval event (typically ½-1 day) to help present proposals.
Team Members	The normal composition of the team will be: <ul style="list-style-type: none"> • Team Leader, a Recognised Programme Developer (RPD) from within the College • At least two academic staff members from the Department/Division • At least two students from the Department/Division • Appropriate education administration staff from the College
Work of the student	<ul style="list-style-type: none"> • Be part of the programme development team and contribute to its design through consultation.

Event	Programme Design Approval (including re-approval)
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Purpose/Focus	To act as part of a Panel to approve a programme of study to be delivered at the University. This could be for a completely new programme or one that is allied to an existing programme. <ul style="list-style-type: none"> Note, the role of student Panel members is <u>different</u> to that of students who may also attend approval events as part of the programme development team.
Duration	Attendance required at the approval event (typically ½-1 day), with some preparatory reading work and usually a pre-briefing
Work of the student panel member prior to the event	<ul style="list-style-type: none"> Review documentation provided by Colleges/Departments prior to the event. Identify questions to ask and matters to clarify at the approval event. Discuss matters with other Panel members as appropriate.
Work of the student panel member at the event	<ul style="list-style-type: none"> Meet with staff and students Ask questions based on the documents provided and the discussion at the event. Provide input to the Panel's discussion.

Event	Periodic Programme Review
Purpose/Focus	Periodic Programme Review (PPR) is the process whereby individual Colleges' educational provision is reviewed through self-evaluation and peer discussion. The procedure for Periodic Programme Review can be found here .

Duration	Attendance required at the event (typically 1 day)
Work of the student panel member prior to the event	<ul style="list-style-type: none"> • Review documentation provided by Colleges/Departments prior to the event. • Prepare questions. • Discuss matters with other panel members as appropriate.
Work of the student panel member at the event	<ul style="list-style-type: none"> • Meet with staff and students • Ask questions based on the documents provided and the discussion at the event. • Provide input to the Panel's discussion.