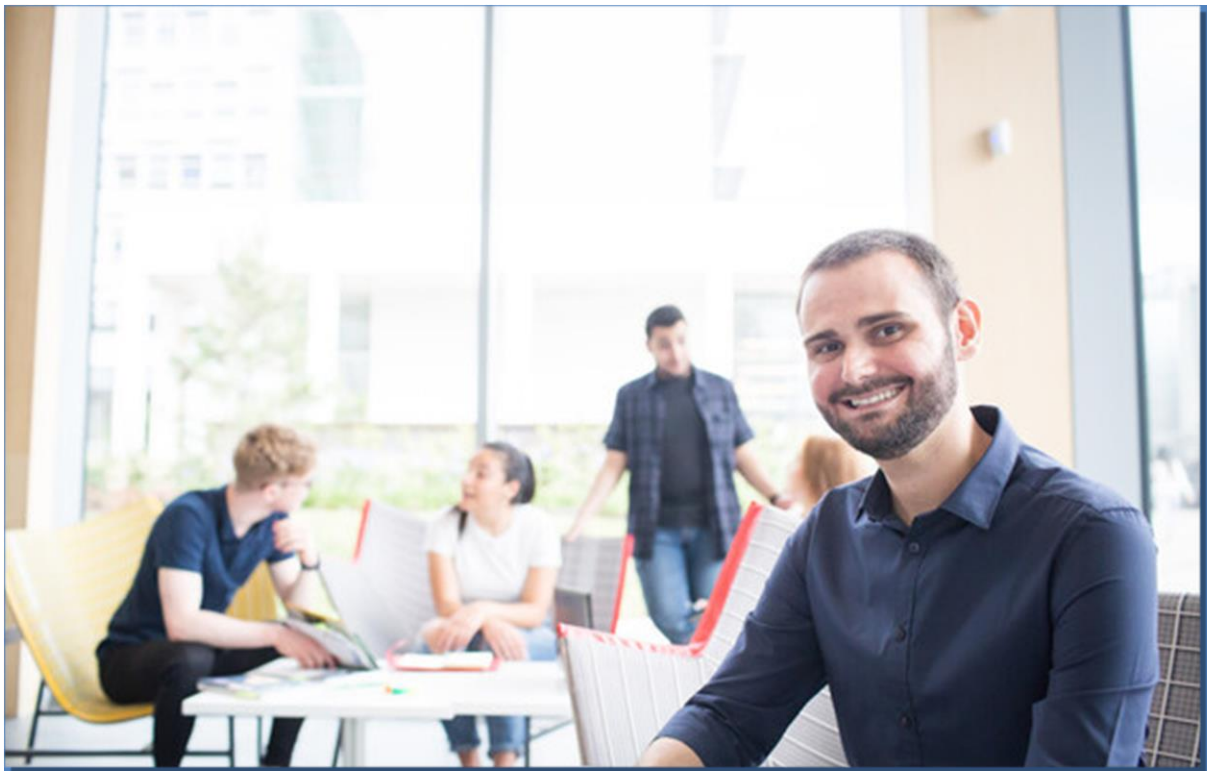


**Department of Quality Assurance and Enhancement  
Programme Approval, Review and Enhancement-Led  
Internal Subject Review (ELISR): Information for Student  
Panel Members**

**Frequently Asked Questions (FAQs)**



## What are Programme Approval, Review and ELISR events?

**Programme Approval** events take place when a new academic programme is proposed for delivery. A panel meets to consider the proposal and decide if the programme will be approved to run.

**Programme Review** events normally take place every five years. This is when an existing academic programme is presented for periodic review; a panel will consider things such as ongoing viability, annual monitoring outcomes, any proposed changes, and students' experience of the programme.

**Enhancement-Led Internal Subject Reviews (ELISR)** events take place in addition to, or are most often combined with, Programme Approval and Review. ELISR panels consider the provision of a whole subject area or Department (rather than an individual programme), usually every five years. The overarching theme is to consider the effectiveness of the Department and wider School in taking deliberate steps to enhance the student learning experience.

## What is the role of student panel members?

Your role as a student panel member is to bring the student expertise and voice to the Programme Approval, Review or ELISR event that you are participating in. The student learning experience is central to this, and you may find the [sparqs Student Learning Experience Model Digital Resource](#) helpful. You are not expected to get to grips with everything contained within the model, but it may give you a useful steer and inform thinking. Further detailed information on your role, as well as the Student Learning Experience Model itself is contained within the Student Panel Member Handbook.

A documentation set is produced by the academic team within the Programme or Department being reviewed. As a panel member, you will be expected to read the Programme Submission and/or Self-Evaluation Documentation in advance of the event, identify any areas you might like to ask more about, contribute to a series of discussions on the day itself, and review the final report after the event.

## Do I receive payment as a student panel member?

Non-salaried student panel members are paid **£250 for a programme approval or review** and **£600 for an ELISR** event.

For **combined Programme Approval/Review and ELISR** events, non-salaried student panel members are eligible for a payment of **£850**.

All payments are flat rates and are irrespective of length of the event. Please note that all payments are taxable and are paid through the GCU Payroll system.

Before you participate in an event as a paid student panel member, you will be asked to provide confirmation of your right to work in the UK, complete a Casual Worker Profile Form and provide bank details to receive your payment. Due to current UK Employment

Legislation, it is mandatory that we receive proof of your right to work in the UK before you participate in an event. **Please note, you will be required to provide the department with original documents, either via post or by attending campus in person.**

Please also note that we can only issue payment if you attend and participate in the full event, including attending a virtual briefing session and commenting on the final report.

### **What additional benefits are there to being a student panel member?**

- ✓ An opportunity to gain experience of influencing high-level decision making in a professional setting.
- ✓ Development of your knowledge and skills in a formal setting. These include, but are not limited to: communication; teamwork; time management; adaptability; work ethic; problem-solving; critical thinking; confidence; creativity; emotional intelligence. Prospective employers in a range of industries and professions like to hear examples of when you have demonstrated these skills.
- ✓ Enhancement of your CV. Showcase the experience and skills you have gained as a student panel member in your CV and job applications.
- ✓ The potential to put your experience towards achieving the Common Good Award.

### **What does an event look like?**

All events are organised by a representative from the Department of Quality Assurance and Enhancement who also acts as the Coordinating Reviewer They are normally held virtually via Microsoft Teams, but occasionally may be held on campus or by correspondence.

**Programme Approval, Review and ELISR** panels are normally comprised of a panel chair, two GCU academic staff members, two (or more) external panel members (one academic and one from industry/practice for each subject area), student representative (student panel member) and student services professional services staff (ELISR only).

Events take the form of a series of meetings which usually span one to three days. You are required to attend all these meetings and you will receive a firm agenda prior to the event you are participating in.

### **Do I need to do any preparation before the event?**

Yes, before the event, you will be required to attend an informal online briefing session with a member of the Department of Quality Assurance and Enhancement team to learn more about the process and your role. This normally takes place a couple of weeks after you have been confirmed as a student panel member for an event. All panel members are then provided with a set of documentation to read and consider four weeks before the event. This is usually quite large, and you should expect to set aside at least a day for reading and

preparation, though you may decide to do this in smaller chunks over a few days. During these four weeks, you will also be invited to a panel meet and greet session where you will have the opportunity to ask any questions you may have about the documentation and meet your fellow panel members. Following this meeting, you should complete the relevant sections of the document feedback template, identifying key areas that you would like to discuss on the day, before submitting to the Coordinating Reviewer.

After the event, the Coordinating Reviewer prepares a report outlining the conclusions of the event. Panel members are required to read this and confirm if they are happy that it accurately reflects the discussion undertaken at the event.

You will be supported to carry out your role as student panel member effectively at all stages of the process.

### **Who is eligible to be a panel member?**

**Programme Approval, Review and ELISR** student panel membership is offered to lead academic reps (Department Reps, PGT Reps, and PGR Reps), Representation Officers and Class Rep Associate Trainers.

Student panel membership is limited to one student per panel and you wouldn't normally participate in more than two events in one academic session. Student panel members are not normally allocated to approval or review events in their own department. Allocation to a panel is carried out by the Students' Association.

### **Do you have any top tips for being a successful student panel member?**

- ✓ Glasgow Caledonian takes a collegiate approach to ELISR, Programme Approval and Review. We try to make this a positive experience for everyone involved so keep this in mind when framing your feedback and/or questions to the different stakeholder groups.
- ✓ Preparation is key; you will feel at your most confident if you have done all the reading and preparation and are clear about what you'd like to ask. The Coordinating Reviewer will support you with this.
- ✓ Be open, honest, courteous, and respectful of others' views; this means that everyone can get the best out of the day(s).
- ✓ Speak clearly and concisely. Communicate your views as you would like others to do.
- ✓ Feel free to ask for clarification or further information at any point if you are not clear on anything, prior to and during the event itself.

- ✓ It's normal to feel a little nervous – the other panel members probably do too! Don't worry – you won't ever be "put on the spot", and all meetings take place in a group setting.
- ✓ Maintain confidentiality at all times.

A representative from Quality Assurance and Enhancement undertakes the role of Coordinating Reviewer for each event and will be your main point of contact and support. If you have questions about being a student panel member or would like to discuss the role further, please contact [quality@gcu.ac.uk](mailto:quality@gcu.ac.uk).