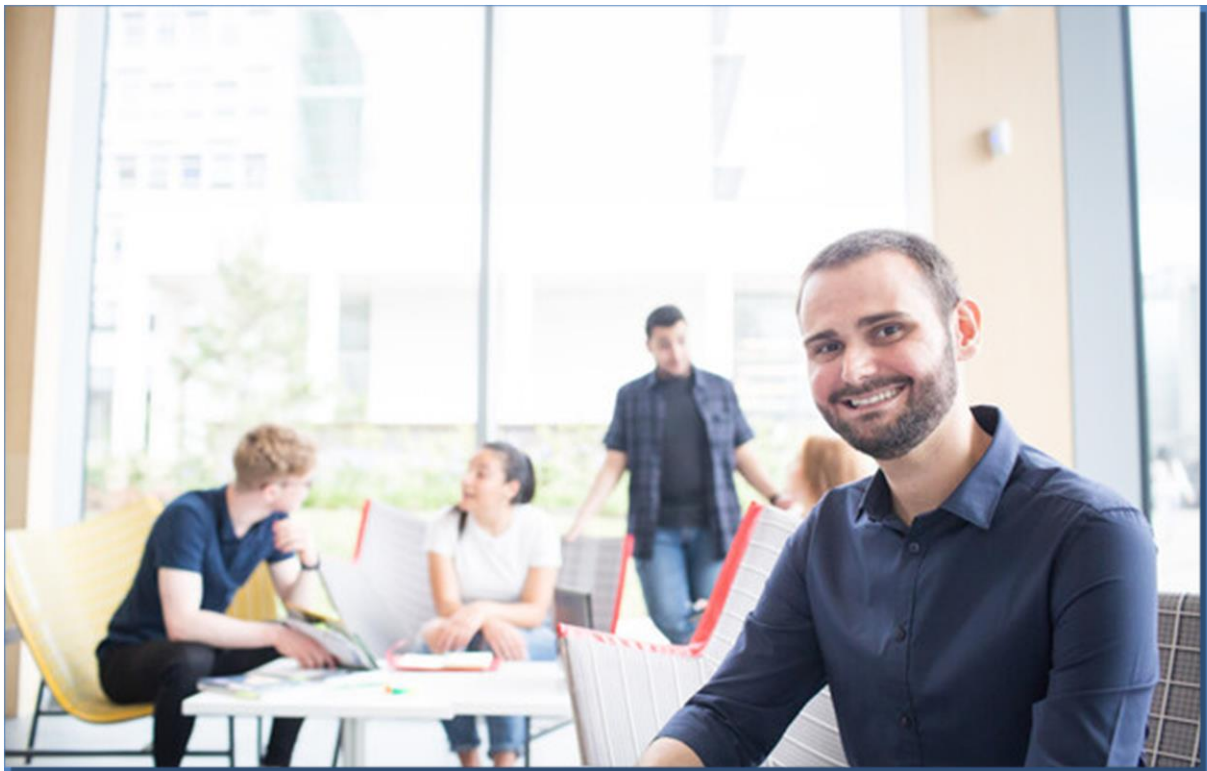


**Department of Quality Assurance and Enhancement**  
**Programme Approval, Review and Enhancement-Led**  
**Internal Subject Review (ELISR): Information for Student**  
**Panel Members**

**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 take place when an existing academic programme is reviewed (normally every five years). A panel meets to consider things like the programme's annual monitoring outcomes, ongoing viability, any proposed changes, and students' experience of the programme.

**ELISR** events take place when a whole subject area or department (rather than an individual programme) is reviewed (normally every five years). A panel meets to consider a number of themes which impact the student experience within that particular area or department. ELISR events are often combined with programme approval and reviews.

### What is the role of student panel members?

Your role as a student panel member is to bring the student perspective to the review, approval, and enhancement process. You are encouraged to raise questions and contribute to all aspects of the discussion and will be supported by the collective experience of the whole review team.

Discussions and questions are agreed by the full review panel prior to commencement of each stakeholder meeting.

### 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.

Once you have been allocated to a panel 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 you provide this information.

**Please 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?

- ✓ A chance to have your say and influence high-level decision making around programme and subject enhancements.
- ✓ The potential to put your experience towards achieving the GCU Common Good Award.
- ✓ Develop your transferable skills in a formal setting. These include, but are not limited to, communication; teamwork; problem-solving; critical thinking; creativity. Prospective employers like to hear about examples of when you have demonstrated these skills.
- ✓ Enhance your CV.
- ✓ Cultivation of a sense of pride, knowing that you have made a difference.
- ✓ Increased confidence.

### **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.

**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 online briefing session to learn more about the process and your role. All panel members are provided with a set of documentation to read and consider. This is usually quite a large document set, and you should expect to set aside at least a day for reading and preparation. You will be supported by the Coordinating Reviewer to do this. We will then ask you to complete a feedback sheet on the documentation and identify key areas that you would like to discuss on the day which will be submitted 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.

### **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 must come from a different department than the one being reviewed.

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

- ✓ GCU takes a collegiate approach to ELISR, programme approval and review. We try to make this a positive experience for everyone involved.
- ✓ Preparation is key; you will feel at your most confident if you have done all the preparatory work and are clear about what you'd like to ask. The Coordinating Reviewer will support you with this.
- ✓ Being open, honest, courteous, and respectful of others' views 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.
- ✓ 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 virtual 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).