**Validation/Periodic Review - Student Panel Member Duties and Criteria**

**Duties**

The main duties of student panel members are to:

1. Participate in the scrutiny of academic standards and quality through an initial paper-based review of the documents for the programme under evaluation/review.
2. Obtain student feedback through the student representation system prior to the panel meeting to inform panel discussions; for example on assessment practices, student support and guidance.
3. Attend the validation/review visit.
4. Assist in identifying good practice and recommendations for improvement in relation to academic standards and the student experience through participation in panel activities.
5. Maintain confidentiality before, during and after the validation/review process.
6. Contribute to the preparation and review of the Validation/Periodic Review report which will be presented to the University’s Education Committee Quality and Standards (ECQS).

**Criteria**

The following criteria should inform the selection of student panel members to undertake a Validation/Periodic Review (PR):

1. The student panel members should be drawn from the School or Faculty under review.
2. One student panel member is required and should be either Undergraduate, Postgraduate taught or Postgraduate Research, relevant to the programme under evaluation/review.
3. Student panel members may be programme or School student representatives but this is not a necessary requirement.

**Support for Student Reviewers**

Support and guidance meetings for student panel members for Validations/Periodic Reviews will be provided by Academic Affairs and may include a Briefing Meeting. Students will also be provided with a letter for the Degree Plus Award.

For additional advice and guidance on the nomination of student panel members, please contact Educational Governance and Partnerships in Academic Affairs at [egp@qub.ac.uk](mailto:egp@qub.ac.uk)