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Swansea
University
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Abertawe



Programme Approval Committee Student Guide



What does the Programme Approval Committee do?

The **Programme Approval Committee**, often referred to as '**PAC**', reviews all new programme proposals and amendments to existing programmes.

The Committee will normally consist of an External Subject Specialist, a Student Representative, Academics and where appropriate an Employer.

External Subject Specialists are normally senior and experienced academics in a relevant field to the programme proposed, who will review the academic and subject-specific content of the programme and advise the PAC on any aspects that require enhancement.

What is the role of External Subject Specialist?

What is the role of an Employer?

The **Employer Reviewer's** role is to review the programme proposal from the perspective of industry to ensure that the programme provides graduates with the relevant skills and attributes to maximise their employability.



Your role is to represent the student body throughout the process of the design and development of new courses.



Prior to a PAC meeting you will be asked to scrutinise the pro-gramme documentation.



During the PAC meeting you will be given an opportunity to ask any questions.

What is my role as Student Representative?

What support and training will be available to me?

Members of the Academic Quality Services department will arrange an initial training session with you to explain the organisation of PAC meetings and documentation in greater detail.

If necessary, members of Academic Quality Services will also be available for a further meeting if you need support in preparing questions.



Being a student representative on PAC will help you:

- Gain experience of participation in a committee.
- Develop employability skills such as time management, planning, organisation and communication.
- Gather hours towards your [HEAR Award](#).

How will being a Student Representative on PAC help me?

What should I look for when I review a programme?

Assessment

- Is it clear how the intended learning outcomes will be assessed?
- Are assessment deadlines appropriately balanced across the programme?
- Has a range of appropriate assessment methods been used?
- How will assessment criteria be shared with students?
- How will assessment feedback be used to improve the student learning experience?

'Inclusive' Learning, Teaching and Assessment

- Are proposed learning and teaching methods accessible and inclusive?
- Are proposed assessment methods accessible and inclusive?
- Have alternative assessment methods been provided where required?
- What additional support will be available for students with specific needs?

Resources and Expertise

- Are there sufficient staff in place to deliver this course and support students?
- Do the staff within the College have the appropriate expertise?
- Are there any resource issues which may affect the programme?
- Are the resources in place or committed for the programme?

Employability and Entrepreneurial Skills Development

- Does the course include opportunities for students to develop skills and attributes which will enhance their employability?
- Are there opportunities for students to develop entrepreneurial skills?

Work based learning (applicable to programmes which include placements)

- Are the different roles and responsibilities clearly explained for work based learning?
- Will students have sufficient access to resources whilst on placement?
- Who will cover travel and accommodation costs for students on placement?
- How will quality assurance of placements be carried out?
- How well do you feel students will be supported whilst completing work based learning?



For further information please contact
academicprogrammes@swansea.ac.uk

Academic Quality Services are located in the Talbot Building,
Room 177.