

Student Panel Adviser: Guidance for Applicants

This guidance provides information on the role of the Student Panel Adviser and how you can apply to become one.

The guidance has been written to support students interested in becoming a member of the Curriculum and Assessment Check-in Panel, and should be read before completing an application form.

WHO CAN BE A STUDENT PANEL ADVISER?

To be considered for the role of Student Panel Adviser, you must meet at least one of the criteria listed below:

- Serve as a course representative
- Serve as a representative on a College or University committee (this includes School Community Representatives).
- Be involved with the [‘Students as Co-Creators’](#) project.

If you are currently serving as a course representative or as a representative on a College or University committee, you should be an active representative and at a minimum have attended a UWSU course representative training session.

The role is open to all Westminster students who meet the criteria above, including undergraduate and postgraduate students, whether you're studying full-time or part-time.¹

HOW TO APPLY

If you are interested in applying for the role of Student Panel Adviser, and meet the above criteria, please complete the application form and submit it to the Quality and Standards Office. The application form can be found on the [Student Panel Adviser](#) page on the University website.

Please note: if you are already an active School Community Representative, as you have already undergone an interview there is no need to apply, as long as you have undertaken the mandatory training.

¹ This does not include students on courses at partner institutions.

All completed application forms should be submitted to the Quality and Standards Office by email: student-engagement@westminster.ac.uk. If you have any questions about the application process or need help figuring out if you're eligible, feel free to contact us at the same email address.

Student Panel Advisers will be selected jointly by the Quality and Standards Office and the University of Westminster Students' Union and will normally be eligible to continue in the role for the duration of their studies.

YOUR ROLE

A full list of responsibilities and expectations for Student Panel Advisers is included at the end of this document, but here are the main things you'll be expected to do:

- Attend an initial briefing with staff from the University's Quality and Standards Office to learn about the role and the Curriculum and Assessment Check-in process. You'll also have the chance to ask any questions you may have.
- After being assigned to a Curriculum and Assessment Check-in panel, read the relevant documents and note any questions, issues, or concerns you want to raise at the panel meeting in the template provided.
- Attend the panel meeting and actively participate in discussions with students and other panel members.

WHAT'S IN IT FOR YOU?

Being a Student Panel Adviser is a great opportunity to get directly involved in improving courses at Westminster. By sharing the student perspective during the Curriculum and Assessment Check-in process, you'll help shape a better academic experience for all students.

You'll also learn how courses are developed and designed at the University, while building valuable employability skills. The main skills you'll strengthen include critical thinking, time management, presenting, networking, and communication.

Student Panel Advisers will receive a standard fee of £200 per Curriculum and Assessment Check-in meeting in recognition of their time and contribution to the process.² Payment is made once the Panel Chair and the Quality and Standards Office confirm your attendance and contribution.

² This fee may be subject to HMRC deductions.

WHAT IS THE CURRICULUM AND ASSESSMENT CHECK-IN?

The aim of the Curriculum and Assessment Check-in is to make sure all existing courses go through a process of independent review. This helps ensure courses are being delivered properly, kept up to date, and are meeting the right academic standards.

Curriculum Check-ins usually take place every six years for a single course, or a group of related courses.

There are three possible outcomes for a Curriculum and Assessment Check-in event. These are as follows:

- Course approved with no time limit (i.e. course will be reviewed again in 6 years)
- Course approved for a limited time (less than 6 years)
- Course not approved and further action is required.

WHO MAKES UP THE CURRICULUM AND ASSESSMENT CHECK-IN PANEL?

Panel Chairs are nominated by the Quality and Standards Office, there are usually two Chairs; one from the same College³ (but not the same School), as the courses and another Chair from another College who is completely independent of the courses being considered.

Student Panel Advisers bring the student perspective to the process. Student Panel Advisers will be independent of the course(s) under review (i.e. you wouldn't review your own course or any course from the same College). Student Panel Advisers are expected to contribute constructively and meaningfully to the quality assurances processes by attending the panel meeting and commenting on documents.

External Advisers are subject specialists who provide up-to-date academic or industry insight. They are usually university staff teaching similar courses elsewhere, or professionals from industries linked to the course.

Learning Teaching and Quality Representatives (LTQ) support the review by offering teaching and learning expertise. They come from different Colleges and help provide **peer scrutiny** during the course review.

Secretary/Quality and Standards Advisers are members of the Quality and Standards Office, and they provide advice and guidance on a number of areas to both the course team and the panel. The Quality and Standards Adviser will also have responsibility for any meeting arrangements including confirming dates, booking a room and circulating documents.

³ The University has three Colleges, and each made up of four Schools. In addition, some courses are run by the Centre for Teaching Innovation. More information is [available here](#).

WHAT CAN YOU EXPECT AS A MEMBER OF THE CURRICULUM AND ASSESSMENT CHECK-IN PANEL?

Documentation

You will be sent a pack of documentation in advance of the meeting. This will include:

- **Programme specifications** – summaries of the courses, as published on the university website
- **Module information** – details of the modules that make up the courses
- **External Examiner Reports** – feedback from external academics on the courses
- **Continuous Improvement Reports** – recent updates and actions taken to improve the courses

All documents are confidential and only for panel use only. As a Student Panel Adviser, you're expected to review them in advance, focusing on anything relevant to the student experience.

The meeting

At the Curriculum and Assessment Check-in meeting, the panel (including you) will first meet in private. This gives everyone a chance to raise questions and share their initial thoughts on the courses and assessments. Each panel member brings a different perspective, yours is the student voice. You'll have an equal say in the discussion and are encouraged to share your feedback and questions.

Next, the panel will meet with the Course Representatives and, where possible, recent graduates from the courses being reviewed. This is your chance to hear directly from students and ask about their experiences with learning, teaching, and assessment. You may also be invited to lead on a student-focused question during this part of the meeting.

Outcomes

After meeting with students, the panel will meet privately again to agree on recommendations for the School or College to take forward. These will depend on the panel's discussions and what was raised by students.

The recommendations will be shared with course leaders, Heads of School, and other relevant staff. Sometimes, they'll also go to specific teams, for example, if there are issues around careers or employability, those may be passed on to the University's employability leads.

FURTHER INFORMATION

If you would like any further information, guidance or support on the Curriculum and Assessment Check-in process and your role in it, please visit the [Student Panel Adviser](#) page on the website or contact student-engagement@westminster.ac.uk

Student Panel Adviser: Expectations

This document gives you a clear overview of what's involved in being a Student Panel Adviser, including your main responsibilities and the support you can expect from the University and the Students' Union (UWSU).

WHAT YOU'LL BE EXPECTED TO DO AS A STUDENT PANEL ADVISER...

- Attend a short briefing with staff from the University's Quality and Standards Office to learn more about the role and the Curriculum and Assessment Check-in process and ask any questions you have.
- Make sure you've read the *Student Panel Adviser's Guide to Curriculum and Assessment Check-in*.
- Once allocated to a Curriculum and Assessment Check-in panel – read the documents and note any questions, concerns, or points you'd like to raise.
- Attend a pre-meeting with staff from the Quality and Standards Office (including, where possible, the panel secretary) to discuss the documents and prepare for the panel meeting.
- Attend the panel meeting and actively contribute to the discussions with students and the other panel members.
- After the meeting, submit your fee claim form and complete the anonymous feedback survey.

HOW THE UNIVERSITY AND THE STUDENTS' UNION WILL SUPPORT YOU...

- Organise an initial briefing to introduce the role and explain how the Curriculum and Assessment Check-in process works.
- Make sure you receive the *Student Panel Adviser's Guide to Curriculum and Assessment Check-in* (or a link to it).
- Set up a pre-meeting with you to go through the documents and help you get ready for the panel meeting.
- Process your fee claim form quickly once you've submitted it.