



Policy for Student Participation in Quality Assurance

Documentation Management

Document Record

Maintained by:	Quality Assurance
Owned by:	University Education Committee
Approval Date:	October 2015
Location of Master Document:	https://intra.brunel.ac.uk/s/QSO/Team/Student Policies/Student Participation in QA

Version Control

Document Version	Amendments	Amended By	Date	Approved By
2.0	Amendments to recruitment and payment process; and role of students.	Head of Quality Assurance	March 2022	University Education Committee
2.1	Amendment to recruitment eligibility of Brunel students based outside the UK	Senior Quality Officer	January 2023	N/a
2.2	Adjustments to the order of activity expectations for SQAs at PPR	Senior Quality Officer	March 2023	N/a

1 Introduction

- 1.1 The University values student contribution and involvement in its quality assurance processes and facilitates this activity through the appointment of Student Quality Advisors (SQAs).
- 1.2 Being a Student Quality Advisor provides students with a unique opportunity to represent the student body in quality review processes, such as programme approval and periodic review. By being directly involved in course enhancement and review, SQAs provide a valuable contribution that enriches the student experience at Brunel University London.
- 1.3 This policy sets out the process for recruiting, organising, selecting and briefing students that will be involved in quality assurance (QA) events.

2 Appointment and Selection of Students to Quality Assurance Events

Appointment

- 2.1 The appointment process of Student Quality Advisors is outlined below:
 - Recruitment of Student Quality Advisors will take place in October and February each academic year via the Union of Brunel Students. Students will complete a short application form to outline their suitability for the role.
 - Application forms will be reviewed by representatives from the Union of Brunel Students and Quality Assurance Team. Students will then be selected to be part of a pool of Student Quality Advisors from which the University can draw for specific quality assurance events. This pool will contain Undergraduate students, Postgraduate students and Doctoral Researchers from across the University.
 - Selected students will be contacted directly by the Quality Assurance Team and given details on how to register with the on-campus HR Job Shop. The HR Job Shop will complete all necessary right to work and employment checks, and will facilitate payment.
 - The Quality Assurance Team will prepare Student Quality Advisors prior to attending any quality assurance related events.

- 2.2 Appointment to the pool of Student Quality Advisors does not guarantee appointment to quality assurance events. Opportunities will be provided as they occur and based on student availability and eligibility.
- 2.3 Initial appointment to the role will be for a full academic year. After this time and subject to satisfactory engagement, Student Quality Advisors will be asked if they wish to continue the role into the next academic year.
- 2.4 Salaried, elected Student Union Officers may apply to be a Student Quality Advisor, however their right to work checks and employment will be managed through the Union of Brunel Students. They will receive no additional remuneration for tasks undertaken as they are already paid through the Union of Brunel Students.
- 2.5 Due to visa and payment implications, the role of Student Quality Advisor will not be available for students who are studying a Brunel programme overseas.

Selection and Preparation for Events

- 2.6 The selection and preparation process for Student Quality Advisors is outlined below:
- Quality Assurance will approach students from the pool of Student Quality Advisors for programme approval and periodic programme review events (see section 2).
 - For programme approval and periodic programme review, the Student Quality Advisor will be appointed from outside the Department/Division seeking approval/being reviewed. Student Quality Advisors will be required to confirm any conflict of interest for any event should any exist or arise prior to the event.
 - For international students, restrictions on working hours will be taken into account as part of the recruitment process and also monitored through the HR Job shop to ensure compliance is adhered to.

3 Quality Assurance Events

Event	Programme Approval
Purpose/Focus	To act as part of a Panel to approve a programme of study to be delivered at the University.
Duration	Typically ½-1 day attending a meeting, with some preparatory reading work beforehand.

Work of the Student Quality Advisor panel member prior to the event	<ul style="list-style-type: none"> Review documentation provided by Colleges/Departments prior to the event. Identify questions to ask and matters to clarify at the approval event.
Work of the Student Quality Advisor panel member at the event	<ul style="list-style-type: none"> Meet with the academic staff proposing the programme Ask questions based on the documents provided and the discussion at the event. Provide input to the Panel's discussion and decision making.

Event	Periodic Programme Review
Purpose/Focus	Periodic Programme Review (PPR) is the process whereby individual Colleges' educational provision is reviewed through self-evaluation and peer discussion. The procedure for Periodic Programme Review can be found here .
Duration	Typically 1 to 2 days attending a meeting/s, with some preparatory reading work beforehand.
Work of the Student Quality Advisor panel member prior to the event	<ul style="list-style-type: none"> Review documentation provided by subjects prior to the event. Prepare questions. Discuss matters with other panel members as appropriate. Meet with staff and students
Work of the Student Quality Advisor panel member at the event	<ul style="list-style-type: none"> Ask questions based on the documents provided and the discussion at the event. Provide input to the Panel's discussion and decision making.

4 Expectations & Payment for Student Participation in Quality Assurance Events

4.1 Student Quality Advisors, who are not salaried officers of the Union of Brunel Students, will be paid as follows:

Event	Payment
Programme Approval	£9.30 per hour up to a maximum of 12 hours (12 hours distributed into 4 hours for preparatory reading, 8 hours for event attendance)
Periodic Programme Review (1 day event)	£9.30 per hour up to a maximum of 12 hours (12 hours distributed into 4 hours for preparatory reading, 8 hours for event attendance)

Periodic Programme Review (2 day event – if required)	£9.30 per hour up to a maximum of 20 hours (20 hours distributed into 4 hours for preparatory reading, 8 hours for day 1 event attendance & 8 hours for day 2 event attendance)
--	--

- 4.2 Following an event, Students Quality Advisors will be required to submit an accurate time sheet to the HR Job Shop. The HR Job Shop will pay the Student Quality Advisor directly and in accordance with their policies and procedures. Student representation activities, such as meeting external examiners, and contributing to focus groups, etc., are not covered by this policy.
- 4.3 Student Quality Advisors are required to be professional and engaged when undertaking the role. They are expected to contribute and offer opinions based on theirs and other students' experience to enhance quality review processes. In order to receive payment the Student Quality Advisor must have met these expectations and the requirements of the role, this includes:
- attending all briefing or training sessions as required
 - attending the review event
 - contributing directly to the work of the Panel
 - engaging in all process and events as required
 - adhering to the proper conduct and standards expected of a student at Brunel University London (as stated in the Senate Regulation 6 Student Conduct, which can be found [here](#))
- 4.4 If the Quality Assurance Team believes that a student is not meeting the required standard or unable to commit or engage with the designated activities appropriately, the SQA will initially be offered further training and assistance. If the required standard is still not met the Student Quality Advisor (SQA) will be withdrawn from the role.
- 4.5 An SQA will be withdrawn immediately from their position if they have been found in breach of Senate Regulation 6 Student Conduct.
- 4.6 Should a Student Quality Advisor wish to withdraw themselves from their position, they must provide 1 months' notice and attend any events designated to them during that month. The notice period may be reviewed or reduced in certain circumstances at the discretion of the Quality Assurance Team (e.g. in the case of a family bereavement or accident or injury preventing the Student Quality Advisor from completing the role). A student who withdraws themselves may reapply in subsequent recruitment periods, however this will not guarantee that they are reappointed.

- 4.7 Should a Student Quality Advisor have any queries or concerns while undertaking their role they can contact the Quality Assurance Team (quality-officers@brunel.ac.uk) in confidence.