#### **Annex 12: PRR Mid-Point Gateway Meeting – Standard Agenda and Decision Record**

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| AGENDA |  |

**Procedure in advance of the meeting:**

A PRR Mid-Point Gateway Meeting to be arranged by the SEO Officer, who invites

* Head of School/Centre
* the Programme Leader(s) for the programme(s),
* The Academic Coordinator (SELE) /Operational Lead for the School/Centre
* Senior SEO Representative to chair the meeting
* Chair of Panel

For OfCD programmes:

* the Head of School Academic and Collaborative Partnerships and/or relevant Senior Partnership Manager

If new programmes or change of mode of delivery (ie online), change of delivery location of programme, are to be proposed, in addition to the above, the following are to be invited to discuss the merits of the new programmes and the need for further approval:

* Dean of Faculty
* Director of Marketing, Recruitment and Admissions
* Assistant Vice Chancellor (Postgraduate Development) (where relevant)
* Director of Apprenticeships (where required)

B The SEO Officer to distribute the following **in advance** of the meeting:

* Draft Critical Appraisal Document including draft Annex 6 and 7
* Generic Agenda for the PRR Mid-Point Gateway Meeting
* The Periodic Review and Re-approval Handbook
* **Chart 1** “Periodic Review and Re-approval process”

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| **Proposed Programme(s)** | **Notes** |
| Title(s) of the programme(s), their CRS codes and award(s) |  |
| Proposed NEW programmes |  |
| Proposed NEW delivery methods |  |
| Name and details of any Professional Statutory and Regulatory Body(ies) |  |
| Name and location of any partner(s) |  |
| Nature of the partnership (franchise/ validation/ articulation/ flying faculty) |  |
| **Periodic Review and Re-approval Process** | **Notes** |
| Presentation of proposals supported by Critical Appraisal by Subject/Programme Team |  |
| **Support of proposal(s) for new programmes by PRR Mid Point Review Participants** | **Notes** |
| Dean of Faculty |  |
| Director of Marketing, Recruitment and Admissions |  |
| Assistant Vice Chancellor (Postgraduate Development) (where relevant) |  |
| Director of Apprenticeships (where relevant) |  |
| **Next steps** | **Notes** |
| Programme/Subject Team to review proposals based on findings of PRR Mid-Point Gateway Meeting Feedback and resubmit |  |
| Proposals require investment and/or SPRDC approval |  |
| Proposals require Programmes Committee Approval |  |
| **Any other comments** | |
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