



Role description for student quality reviewers

Overview

The main objective of Faculty Quality Teams is to provide assurance on the quality and standards of educational provision at undergraduate, postgraduate taught and postgraduate research levels.

This job description should be read in conjunction with the FQT policy (see <http://www.bristol.ac.uk/academic-quality/groups/fqt.html>). The membership of each FQT will consist of academics and student quality reviewers. There will be four student quality reviewers appointed for each FQT, with each level of study (UG, PGT and PGR) covered.

Student quality reviewers may also be involved in the Periodic Programme Review process (<http://www.bristol.ac.uk/academic-quality/facultyadvice/ppr/>).

The role of student quality reviewer is open to all students, including previous applicants and student representatives.

The appointment of student quality reviewers will normally be for the duration of their time at the University after their appointment, by mutual agreement by the student and the University, so that they develop expertise over the course of their participation. Annual refresher training will be provided.

Role outline

The main duties of student quality reviewers are:

- to attend a student quality review training event;
- to attend FQT meetings as necessary;
- to participate in the scrutiny of quality and standards through a paper-based review of the documents from the University's Quality Framework;
- to obtain student feedback through the student representation system;
- to participate, as necessary, in engagement with schools in relation to FQT activities;
- to assist in identifying good practice in relation to academic standards and the student experience;
- to contribute to FQT school reports for each school as a result of the FQT review;
- to contribute to the preparation of the FQT overview reports which will be presented to Faculty Board and to the University Academic Quality and Standards Committee; and
- to consider opportunities for involvement in other related activities as they arise, such as Periodic Programme Reviews.

Payment of fees

A fee is paid to student quality reviewers to acknowledge their participation in FQT and PPR activities, as follows (a holiday allowance will also be included in the payment).

- Student quality reviewers will receive a standard basic fee of £150 for their FQT role, plus £20 per FQT school meeting and £50 per FQT school visit they participate in.
- Student quality reviewers will receive a fee of £100 per Periodic Programme Review they participate in.

More information on the fees and responsibilities is available in the student quality reviewer agreement (see <http://www.bristol.ac.uk/academic-quality/groups/fqt.html>). By accepting the role, student quality reviewers agree to meet the expectations set out in the agreement.