

Professional Review Panel: Terms of Reference

The Professional Review Panel (PRP), on behalf of the Supervisory Board of the Institute of Hospitality, is empowered to undertake the accreditation and endorsement process and to consider all aspects of the status of the provider of the programme submitted for review as well as the specifics of the content and delivery of the programme.

The panel is comprised of academic and professional members appointed by the Institute of Hospitality for their expertise in the field and led by the Chair of the panel. Panel members are appointed for an initial period of three years. The panel is supported by the Institute of Hospitality Accreditation and Endorsement Manager. The panel is required to have a balance of members with regard to expertise and international experience. For international applications, the panel may seek the external advice of an Institute of Hospitality member or specialist with the appropriate qualifications, expertise and local or regional knowledge.

Role of the Institute of Hospitality Professional Review Panel

The role of the panel is to evaluate accreditation and endorsement applications and:

- To undertake a detailed assessment of the application and the supporting material to determine if the application meets the criteria as defined in the relevant guidelines.
- To make recommendations to the Institute on the outcomes of the application for accreditation / endorsement and registration.
- To advise the applicant, where considered appropriate, on the nature of the application and any recommendations that the panel believe will enhance and improve the application.

Ethical Guidance

The panel in their consideration of all applications and in other related matters adopt the following ethical guidance:

- To act in a professional manner in respect of all aspects of work undertaken.
- To make all decisions without fear or favour.
- To make all judgements based on objective criteria in accordance with the evidence presented.
- To treat all applications in an appropriately confidential manner.
- To state any potential conflicts of interest that may arise in respect of individual applications.
- To withdraw from any decision process for any application with which the individual is directly associated.