

# Periodic Review Guidance

## Guidance for Panel Members

### Aims and Purpose of Review

The periodic review process is designed to enable each faculty and the University to:

- Consider whether the characteristics and intended learning outcomes set for a programme in the template are valid.
- Evaluate the extent to which intended learning outcomes are being met, and standards attained, taking account of the award qualifications and external reference points (Quality Assurance Agency (QAA) and other professional/industry bodies).
- Think strategically about their programmes and review longer term plans and objectives, taking into account external developments (e.g. changes to entry profiles and employer expectations) and evaluating the cumulative effect of change.
- Consider and review the management of the programmes to ensure that appropriate student experience is being provided, and continually reviewed.
- Validate claims of good practice and to initiate its dissemination.
- Initiate specific action to (a) remedy identified short-comings (b) improve current practice if possible, given the resource base.

In order to achieve the purposes listed above, subject teams need to be explicit about their strengths as well as areas for improvement. Reviewers need to have access to information to confirm their confidence in the standards and quality of the provision. The first two aims will be mainly achieved through the writing of the SED and the consideration of the documentation by the external panel member.

### Process of Review

Teams will have been preparing for the review for between six and twelve months and it is expected that this will have been a period of evaluation based on the evidence available to them such as student feedback, statistical data, self-evaluation and external examiners reports. The result of this is the production of a self-evaluation document (SED), alongside key supporting materials. The SED is the focus point of the review event and will always be supplied in hard copy, whilst the supporting documentation may be supplied electronically.

A panel is made up of independent internal and external colleagues, a student representative and a member of the Department of Academic Quality as servicing officer.

The documentation is circulated to the review panel approximately 8 weeks prior to the review. Panel members are asked to review the documentation and bearing in mind the aims and purpose of periodic review and the areas for discussion identified by the team (section 12 of the SED), feedback to the servicing officer their comments on the documentation using the provided proforma, identifying areas that they would wish to pursue on the day.

The Chair and the servicing officer will then work together to draw all panel members comments into one coherent agenda of topics for discussion on the day. This will form the basis of a brief preliminary meeting with the subject team, attended by the chair and servicing officer. Notes from this meeting as well as the proposed agenda for discussion will then be circulated to all panel members prior to the review event.

The event will conclude with a feedback of strengths and exemplary / good practice, as well as an enhancement plan for the team to take forward.

Following the review a report will be produced which will be approved by the panel prior to circulation to the subject team and University at large. All panel members should ensure that they review the final report and approve / amend as necessary within the specified timescales, when received from the servicing officer. If it is not possible to meet their deadline please let them know at your earliest convenience.

## **Responsibilities and expectations of External panel members**

In addition to the responsibilities of all panel members detailed above external panel members should:

- Understand that they have been selected based on their experience and expertise in the subject being reviewed. The primary responsibility of the external on the panel is to consider the evidence in light of their subject expertise. The panel will be looking to the external panel member to comment specifically on the validity and appropriateness of learning outcomes.
- Be aware of the purpose and aims of the review process as outlined in the periodic review guide.
- Attend the review day and contribute to discussions as an expert in the field under review.
- Submit expenses claims to faculty administrator in good time, to ensure that fee and expenses are processed effectively.