

Periodic Review Process

1. Periodic Review

- 1.1. Periodic review is the process that provides the University with an opportunity to critically reflect on the performance of a course or subject area, make the case for its continuation, assess its academic health and currency, and, if necessary, to propose and validate changes. In effect, periodic review is a mechanism for both reviewing and reapproving the course.
- 1.2. Unlike Continuous Monitoring, periodic review considers a changing environment, longitudinal data, market trends and current research. Periodic reviews encompass a more holistic and fundamental review than Continuous Monitoring, drawing on the outcomes of the Course Enhancement Process (CEP), and the outcomes of student feedback mechanisms such as course committees and surveys.

2. Stage 1 - Setting a Date for the Periodic Review Event

- 2.1. AQD will be responsible for managing the schedule of periodic review events for both internal and collaborative academic partner institutions.
- 2.2. Dates for periodic review events will usually be set by AQD in consultation with Heads of School/ Heads of Subject. AQD will provide support throughout the periodic review process.

3. Appointment of External Advisors

- 3.1. Heads of Subject and Course Leaders are responsible for nominating suitably experienced External Advisor(s) to AQD using the External Advisor Appointment Form (AQD013). In the case of collaborative academic partner institutions, the Dean of School will nominate the External Advisor.
- 3.2. AQD will confirm the appointment and liaise with External Advisors in completing the Right to Work process and engagement with the event.

4. Paperwork Required for a Periodic Review

- 4.1. Course teams will need to complete the following paperwork and submit them to the agreed location. The Course team must complete a Self-Evaluation Document (SED) (AQD023 or AQDC011 for collaborative partners) and submit to AQD for review by the agreed deadline. In addition to the SED, the following paperwork must be

submitted:

- Subject Area Overview (AQD022) (*For Reviews involving a SED that covers multiple Subject areas*)
- Course and modules mapping matrix (AQD018) (*For Reviews involving a higher number of courses*)
- Updated course and module specifications
- Learning, teaching and assessment strategy (where available separately),
- Education for Social Justice Checklist, (AQD011)
- Digital Literacy Checklist (AQD010),
- Assessment map (AQD008),
- Staff CVs (AQD009)
- External Examiner Reports for the last 2 years.
- Course committee minutes (last 2 years),
- Course Enhancement Plans for the last 2 years (where not available, Course and Module Action Plans may be used).

4.2. Additional information including requesting codes, WBL modules, qualifying marks which you should also review can be found in the [Additional Supportive Information](#) document.

5. Internal Scrutiny

5.1. Before a course proceeds to periodic review, the Course team must submit all required paperwork to AQD for scrutiny.

5.2. AQD will consider the paperwork and confirm whether to proceed to a full periodic event or a desk-based process. The latter decision is based on the completeness and accuracy of documents submitted.

5.3. AQD scrutiny may also result in recommended changes to the documentation to be completed prior to submission to the periodic review panel, or if there are serious concerns a recommendation that the Course team delays the review to allow time for significant changes.

6. The Periodic Review Event

6.1. A standard periodic review involves an event with a Panel and Course team and can take up to a full working day. The periodic review Event Agenda Template (AQD025) outlines an indicative agenda for periodic review events, panel members and Course

team members involved and the suggested duration of each event.

- 6.2. All revalidation events, including Desk based, will require the Chair and Internal to complete an Internal Panel Member feedback form (AQD037A), for Student Panel Members a Report (AQD026) and the External Advisor(s) a report (AQD014).
- 6.3. All reports must be received by AQD two weeks before the event, to allow the Course team time to respond. This will enable AQD to decide whether the Course team is required to attend the revalidation meeting to deal with any outstanding issues, or whether the Panel can meet alone to agree the outcomes.

7. Periodic Review Panel Role Descriptor

- 7.1. Typically, each periodic review panel should include the following personnel, and their roles are to function as below:

Chair:

- Complete an Internal Panel Member Feedback Form
- Guide the discussion during the event.
- Assign areas of questions to panel members.
- Agree the event outcomes and provide a summary conclusion!
- Ensures the Course team are clear on any further actions required as a condition of the course(s) being approved.
- Work with the Officer to confirm the event outcomes report.
- Receive revised paperwork and sign off once all conditions have been met by the Course team.

External Advisor (Academic and/or Industry):

- Provide an independent external view of the course(s)
- Advise the panel on any necessary revisions to course content, module content and assessments.
- Contribute to the summarizing of the debate.

Internal Representative (Academic staff from a different School or an AQD representative in a managerial role):

- Complete an Internal Panel Member Feedback Form
- Follows line of questioning agreed with Chair and plays an active part in discussions with the Course team.
- Ensures compliance of the courses being reviewed with relevant internal and external academic regulations and frameworks.
- Ensures quality assurance processes have been embedded in the course by the Course team.

Student Panel Member:

- Provides a student's view on the content of the course(s) being reviewed by completing the Student Panel Member Report Form
- Shares relevant experience as a student within the institution.
- Advise the panel and Course team on issues such as resourcing, assessment methods and chosen mode(s) of delivery.
- Explores issues of further study/employability connected to the course(s) being reviewed.

Officer:

- Arranges the event, liaises with Course team(s), the panel and other members of professional staff.
- Ensures the periodic review process is followed before, during and after the meeting.
- Works closely with the Chair of the panel to make sure thorough questioning of the Course team takes place and that the meeting(s) keep to the agenda and to time
- Ensures an accurate record of commendations, conditions and recommendations is made by the end of the meeting.
- Produces an outcomes report and circulates to the Course team within one week of the event taking place.
- Produce a full report on the review event and circulate it to the Course team within three weeks of the event taking place where an in person/ PSRB accredited event occurs.
- Works with the Course team to ensure they submit revised course documentation by the due date, that this documentation and attached commentary on any changes is sent to the Chair and that the Chair feeds back via the Officer in a timely fashion.

8. Periodic Review Outcomes

- 8.1. The panel may choose to commend the Course team for any areas of good practice which stand out in either the course documentation or because of the discussion on the day. Possible periodic review outcomes are as follows:
- Approved
 - Approved with conditions (and recommendations)
 - Not Approved / Referred back to the Course team for further consideration.
- 8.2. The Course team must revise the documentation considering any conditions set by the panel, using track changes or highlighting to indicate changes. The revised documentation must then be resubmitted along with a supporting summary explaining the changes, by the deadline agreed by the Panel.
- 8.3. The Panel Chair must check the revised documentation and put in writing that the

course can be signed off and confirmed as re-approved on behalf of Academic Board.

- 8.4. The Course team will also be provided with a specific list of minor changes required in course and module specifications which should also be completed by the deadline set and reviewed by the Panel Chair. Periodic review panels do not have the authority to delete or change course titles but may make a recommendation.
- 8.5. Following a successful periodic review, courses are re-approved for a period of five years.
- 8.6. Where the panel considers there to be serious concerns with quality or viability of a course or courses the panel will not recommend the course(s) for reapproval. At this stage the courses will be referred back to the Course team for further consideration and a new deadline given if feasible.
- 8.7. An unsuccessful review could also mean deferring the implementation date of the revalidated version of the course(s) and continuing with the existing programme. In some instances, it may not be productive or viable to continue with the existing programme and this should also be discussed with the Dean of School and AQD.
- 8.8. Where possible the original make-up of the panel will remain to ensure concerns are addressed going forward. In instances where this is not possible, new panel members will be privy to the outcomes set by the original panel to ensure continuity and to uphold the expected standards of the course(s).

9. The Periodic Review Reports

- 9.1. The Panel Officer is responsible for preparing the periodic review reports, in agreement with the Chair. The reports provide detail on the outcome of the meeting and any further work required by the Course team.
- 9.2. The Outcomes Report, detailing commendations, conditions, and recommendations must be sent to the Course team within one week of the periodic review event. For a standard periodic review a full outcome report will be sent to the Course team within three weeks of the event where an in person or PSRB accredited event occurs.
- 9.3. Course team(s) will usually have four weeks to formally respond to conditions, unless there is a decision agreed by the Panel and Course team to vary.

10. Periodic Review Timeline

