

## **Periodic Review Policy**

### **1. Internal and External Reference Points**

- 1.1. The London Metropolitan University policy and process for periodic review have been developed in consultation with the QAA Quality Code published in March 2018, the QAA Advice and Guidance on Course Development and Design and the QAA Advice and Guidance on Monitoring and Evaluation published in November 2018.
- 1.2. Course teams should consult and consider internal (Academic Regulations, General Student Regulations) and external reference points in the periodic review of courses including Subject Benchmark Statements, the Framework for Higher Education Qualifications in England (FHEQ), Apprenticeship Standards and any Professional, Statutory and Regulatory Bodies (PSRB) requirements.

### **2. Periodic Review**

- 2.1. London Metropolitan University aims to ensure that courses that continue to meet appropriate threshold standards, provide students with an inclusive and up to date curricula, prepare students for employment, and provide students with a high-quality experience and positive outcomes. To ensure courses continue to meet these standards, all courses are subject to periodic review, including those at collaborative partners. AQR appoints periodic review panels to consider continuous approval on its behalf.
- 2.2. The Academic Portfolio Committee (APC) has delegated responsibility on behalf of the Academic Board for the continuous approval of courses at London Metropolitan University and its collaborative partners.
- 2.3. Periodic reviews build on the continuous monitoring process and are designed to critically evaluate the course over the validation cycle, considering areas for development, enhancement and good practice to be shared at London Met. In the final year of the validation cycle a periodic review event will take place. This event will also be triggered if courses exceed material modifications of 30% of core modules, or 20% of core modules and another material change such as a change of title.

- 2.3 As part of the periodic review event Course teams can review and modify the course based on the critical evaluation and feedback from students, employers, and PSRBs.
- 2.4 Courses can also be updated to ensure that threshold standards are maintained. At this stage the periodic review panel will recommend APC approval for a further 5 academic years.
- 2.5 Periodic review events will be comprised of internal and external Panel members including academic and industry experts and students.
- 2.6 The Panels will confirm that threshold standards continue to be met for the course(s) to be re-approved. Periodic review events will also take into consideration any requirements from PSRBs where applicable.

### **3. Course Suspension or Closure**

- 3.1. An unsatisfactory periodic review may result in either suspension or closure of a course, or a recommendation for significant changes and reapproval.
- 3.2. Where significant changes are recommended, the course will be suspended until the course is reapproved. If the Course teams are not able to address these changes within the agreed deadlines, the course closure process outlined in sections 8 and 9 of the Quality Manual will be followed and the Academic Portfolio Committee (APC) will be notified.
- 3.3. For courses at collaborative partners, the termination process as outlined in section 11 of the Quality Manual may also apply.