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 Course and Module Action Plans and Performance Enhancement Meetings, 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. Dates for Periodic Review events will usually be set by AQD in spring annually. AQD will provide support throughout the Periodic Review process.

3. Appointment of external advisors

3.1 Heads of Subject 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 Head of School will nominate the External Advisor. 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 to Box. The Course Team must complete a Self-Evaluation Document (SED) (AQD023 or AQDC028 for collaborative partners) and submit to AQD for review by the agreed deadline. In addition to the SED, the paperwork submitted to Box must include:

- Course committee minutes (last 3 years),
- Student Survey Action Plans (last 3 years),
- Summary of modifications for entire validation period,
- Evidence of student and employer engagement,
- Course and Module Action Plans for the last 3 years,

- Updated course and module specifications (showing track changes),

- Staff CVs (AQD009)

- Learning, teaching and assessment strategy,

- Inclusive Curriculum Checklists – Course and module Design /Delivery (AQD011a & AQD011b),

- Digital Literacy Checklist (AQD010),

- Assessment map (AQD008),

- External Examiner Reports for the last 3 years.

5. Internal review

5.1 As part of the Periodic Review process, the Course Team must submit all paperwork to an internal review panel. The panel, drawn from colleagues from AQD and within the School, will scrutinise the paperwork before proceeding to the Periodic Review event. This process allows for any issues to be considered internally before the formal review panel meets.

5.2 The Internal Review panel will be formed of senior academics and AQD staff. Key members of the Course Team responsible for writing the paperwork must be present. It is expected the Internal Review would only last 1-2 hours.

5.3 The Internal Review panel can agree for the course to proceed to Periodic Review; it can recommend changes to the paperwork be completed before the date of the event or if serious concerns are raised, the panel can recommend that the Course Team delays the periodic review if significant changes are required. The AQD staff present will record a short summary of changes recommended to the paperwork before the course can proceed to the Periodic Review event.

6. Indicative periodic review event agenda

6.1 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.

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:

NB: for Periodic Reviews at collaborative partners, the Student Panel Member role will be agreed on a case by case basis with AQD.

Panel Member	Role in the Periodic Review Process
Chair	• 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)	• 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 summarising of the debate
External Advisor (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 summarising of the debate
Internal (Academic staff member from a different School) NB: This may be an AQD representative in exceptional circumstances.	• 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 • 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 • Produces a full report on the review event and circulates to the course team within three weeks of the event taking place • 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 course documentation considering any conditions set by the panel and resubmit, along with a supporting summary in the Periodic Review Full Report explaining the changes, by a deadline agreed by the panel. The panel Chair must check the revised documentation and put in writing that the course can be signed off and confirmed as reapproved on behalf of Academic Board.

8.3 The Course Team must consider any recommendations the panel make and address those through action plans arising through the Continuous Monitoring process. Resolution of any review recommendations must be discussed at School-level committees and via the Continuous Monitoring process.

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.
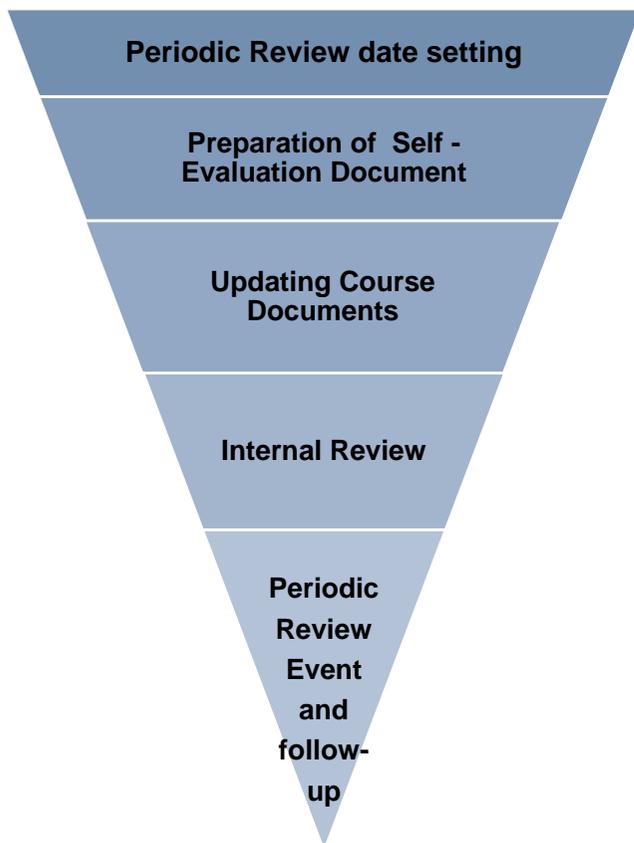
8.5 Periodic Review panels do not have the authority to delete or change course titles.

8.6 Following a successful Periodic Review, courses are reapproved for a period of five years.

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. The **Outcomes Report**, detailing commendations, conditions and recommendations must be sent to the Course Team **within one week** of the Periodic Review event. The **Full Report** will be sent to the Course Team **within three weeks** of the event. Course Teams usually have **six weeks** to formally respond to conditions.

Periodic review event timeline

Periodic Review date setting

Preparation of Self -
Evaluation Document

Updating Course
Documents

Internal Review

Periodic
Review
Event
and
follow-
up

Time	Action/Detail
Spring	AQD to confirm the list of courses to be going through Periodic Review in the following academic year
-10-20 weeks	Preparation of Self-Evaluation Document by Course Team(s)
-10 weeks	External Advisor nominations to be sent to AQD External Advisor Right to Work Check to be completed AQD to confirm External Advisor appointment(s)
-8 weeks	Course team to send documentation to AQD
-6 weeks	Internal Panel Review Meeting – AQD Officer to inform the Course Team if course documents are needed to be revised
-5 weeks	Course Team to update documentation and return to AQD
-4 weeks	Documentation sent to the Panel and to External Advisors for comment
-2 week	External Advisor reports shared with the Course Team
Week 0	**Event to take place by 31 December**
+1 week	Outcomes Report distributed
+3 weeks	Full report distributed
+6 weeks	Course Team(s) to formally respond to conditions and send updated course documents to AQD
+7 weeks	Panel to review post-periodic review course documents and sign off the course
+8 weeks	AQD to inform relevant professional service departments of the periodic review