

## **Guidance for External Panel Members on Periodic Review Panels**

### **Scope**

All taught and research students studying on programmes at City, University of London, including all collaborative provision except validated programmes (for which a separate process of revalidation exists)

### **To be read in conjunction with**

Periodic Review Policy  
Periodic Review Guidance  
Briefing for Students and Alumni  
Briefing for Chairs  
Checklist of Tasks  
Sample Topics for Periodic Review Day  
Proposed Development Event Agenda  
Proposed Periodic Review Day Agenda  
Annual Programme Evaluation policy and guidance

## Periodic Review - Guidance for External Panel Members

Thank you for agreeing to participate in this Periodic Review. We value the input of our External Panel members greatly, particularly the knowledge you bring of similar provision at other higher education institutions, of the industry to which the subject relates or of the professional bodies associated with the provision under review. We also value your independence and objectivity and the perspectives this enables you to bring to the discussions.

City's Periodic Review Policy and Principles, which sets out our approach to Periodic Review and its purpose, can be found in our Quality Manual (see [here](#)).

We ask that our External Panel members provide insight into the profession(s) and/or discipline(s) under review. It is likely that you will be the Panel member closest to the subject(s) and will, therefore, be able to assist the rest of the Panel in considering whether the content and educational approach to the provision under review remains appropriate, current and effective. If possible, please contribute to email or other discussions in advance of the Periodic Review Day, identifying topics for discussion on the Day. This will help to facilitate a smooth event on the Day. The Chair and the Secretary are able to provide advice and support throughout the process.

Periodic Review forms part of City's framework for the management of the quality and standards of our provision, all aspects of which are detailed in our [Quality Manual](#). In addition to Periodic Review, key policies and activities include:

- Programme approval: this considers the strategic fit, educational offer, quality of learning opportunities, academic standards, demand and financial viability of provision. External advisers are involved in approving provision.
- Annual Programme Evaluation: this provides a mechanism for reviewing successes as well as capturing and then monitoring actions to aid programme enhancement. It also enables programmes to consider various sources of feedback, qualitative comment and management information in one place, including comments from External Examiners.
- Module evaluation: this is undertaken for each module and provides students' views on teaching and assessment practices and learning resources. It provides important and comparable information to support enhancement activity, as well as the identification of good practice.
- Professional, Statutory and Regulatory Body monitoring and (re)accreditation: this supports City's 'business and professions' focus and provides an additional mechanism by which the quality and standards of provision is benchmarked. PSRB (re)accreditation activities also contribute to enhancement.
- External Examiners (taught provision): every taught programme (including taught components of research degrees) has at least one External Examiner who reports annually on the standard of awards made and their comparability with awards conferred by other universities. External Examiner reports are considered by Boards of Studies. Responses are also monitored to ensure that points raised by External Examiners are addressed satisfactorily.
- External Examiners (research degree provision): examination of each research degree includes at least one External Examiner to ensure externality and objectivity of decision-making.
- Assessment Boards: these recommend the award of degrees, diplomas and certificates, passes and failures and oversee resit arrangements.
- Partner reviews: for collaborative provision, these help to ensure that the quality of delivery, and student support arrangements, are comparable to those on internal programmes.

- External Advisory Committees: used by a number of programmes to obtain feedback from employers, purchasers and alumni.

Periodic Review is also designed to support the realisation of City's Vision and Education & Student Experience Strategy. These demonstrate commitment to high quality education for business and the professions and continuous enhancement of learning opportunities for our students, outlining various institution-wide and programme-specific actions to be undertaken in pursuit of this.

If you would like any further information, guidance or support on Periodic Review and your role in it, please contact a member of Student & Academic Services. Key contacts are the secretary to your Periodic Review, who should have made contact with you already, Lucy Dawkins, Academic Development and Quality Officer (020 7040 4024).