

Guidance for Students and Alumni meeting Periodic Review Panels (research degree provision)

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 the following documents found in [Section 8 of the Quality Manual](#)

Periodic Review Policy

Periodic Review Guidance

Checklist of Tasks Briefing
for Chairs

Briefing for External Panel Members

Sample Topics for Periodic Review Day

Proposed Development Event Agenda

Proposed Periodic Review Day Agenda

Annual Programme Evaluation policy and guidance

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Thank you for agreeing to participate in this Periodic Review. We value the views we gain from our meeting with students and alumni greatly, particularly your first-hand experiences of the supervision practices, professional development and preparation for future careers, learning resources and the research environment and student support mechanisms associated with the provision under review. Without your input, we would find it difficult to make an informed decision on the quality and standards of the provision being considered.

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

Students are usually involved in Periodic Review in two ways:

- You will consider and provide input to the Reflective Review and Action Plan, for example providing your views on whether the document reflects student opinions and whether the action plan focuses on the right areas and contains actions that you feel will enhance provision into the future.

The Reflective Review and Action Plan is the key document associated with Periodic Review. It is developed by the Programme Team and provides reflection on the programme(s) to date and forward-looking strategies to enhance provision in the future. One of the key sources that Programme Teams use to develop the Reflective Review and Action Plan is feedback from students.

- You will meet with the Panel on the Periodic Review day. This meeting will help the Panel assess your experiences, as well as your views on any proposals for changes going forwards. It is an opportunity for the Panel to hear your views on the provision under review, including positives and any areas you feel could benefit from further development. Your involvement is designed to support the development process and will be used to assist the programme team in enhancing its provision. Any comments you make will be kept anonymous.

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 for research degree programmes include:

- Programme approval: this considers the strategic fit, educational offer, quality of learning opportunities, academic standards, demand and financial viability of provision. Students are often involved in market research and consideration of proposals whilst proposals are under development; a member of the Students' Union also sits on the City's Stage 2 Programme Approval Committee, which recommends approval or otherwise of programmes.
- 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 the various sources of student feedback. Students are involved in considering and amending APEs, mainly through discussions at SSLCs.
- Professional, Statutory and Regulatory Body monitoring and (re)accreditation (where relevant): this supports the 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 (where there is a taught component to a research degree): where there is a taught component to a research degree, it 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.
- Research degree external examiners: examination of each research degree includes at least one External Examiner to ensure independent decision-making.
- 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 your Senior Tutor for Research. Further key contacts are the secretary to your Periodic Review, Lucy Dawkins, Academic Development and Quality Officer, 020 7040 4024. Your feedback on the helpfulness of this guidance is also appreciated and can be emailed to Lucy.Dawkins@city.ac.uk.