Periodic Review Policy

**Scope**
All taught and research programmes at City, University of London, including those delivered through collaborative arrangements (but excluding those delivered through the validation framework, for which a separate process of revalidation exists).

Arrangements for Periodic Review of partnership provision will be included in the Memorandum of Agreement for the partnership.

**Date approved/re-approved**
April 2009 with minor updates in June 2012

**Date for review**
To be reviewed on a periodic basis, with allowance for minor annual updates of roles and responsibilities by Education and Student Committee, as required

**To be read in conjunction with Section 8 of the Quality Manual including:**
Annual Programme Evaluation Policy and Guidance
Periodic Review Guidance
Briefing for Students and Alumni
Briefing for External Panel Members
Briefing for Chairs of Periodic Review Panels

**Equality and Diversity statement**
City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Where relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.
Periodic Review Policy

City will operate a process for the Periodic Review of its provision at departmental or discipline level. The process is both an opportunity for retrospective analysis of the period of time since the last Periodic Review, and an opportunity to consider the medium-term, planned development of provision.

Periodic Review is considered to be an essential mechanism to support:

- forward looking development (growth and/or refinement) of programmes;
- enhancement of the student experience; and
- strategic fit of provision.

Additionally, it will provide confirmation of the effectiveness of the standards of the provision and quality of the learning opportunities. Periodic Review accords with guidance in the QAA’s Code of Practice section on programme design, approval, monitoring and review that “Institutions periodically undertake a broader review of the continuing validity and relevance of programmes offered”.

The scope of the review will include research degrees provision, foundation degrees, distance learning programmes and partnership provision. It will normally operate on a 6 year cycle, although circumstances may arise when a review is required earlier. Such circumstances might be to take account of professional body requirements, for example.

Annual Programme Evaluation (APE) may not always be necessary in the academic year of review. This will depend on the timing of the review and should be discussed with the Learning Enhancement and Student Committee (LEaD) link.

The review process will be managed by Student & Academic Services on behalf of the Deputy Vice-Chancellor (DVC) and the report summarising the outcome from the review day together with actions plans will be provided to Education and Student Committee for information.

For partnership arrangements the periodic review should explicitly address the effectiveness of the partnership elements of the programme.

Principles of Periodic Review

The principles of Periodic Review are that it will:

- Be a review of programme(s) to ensure there is an enhanced student experience.
- Be a peer review process; drawing on the expertise of internal colleagues and external experts.
- Promote constructive and challenging discussion of matters related to academic provision.
- Have significant staff and student input.
- Articulate appropriately with and support other key activities such as:
  - annual planning round
  - Annual Programme Evaluation (APE)
  - PSRB reviews
- Be an evidence-based process and will draw on a wide range of available management information.
- Provide an opportunity to reflect on existing and potential partnerships.
- Help to facilitate the development of:
- new, amended or enhanced provision (agreed as part of the review)
- innovative approaches to delivering programme content
- student support and increased levels of satisfaction
- links to and/or joint provision with other departments, Schools or partners.

- Result in an achievable Action Plan that is supportive of the aims of the department/discipline area and accords with the goals of the School Plan and the Learning and Teaching Strategy.

Responsibilities of different individuals in Periodic Review are detailed in the Guidance.