



# 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**

May 2018

## **Date for review**

*To be reviewed every three years, with allowance for minor annual updates of roles and responsibilities by Educational Quality Committee, as required*

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

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, University of London operates a process of Periodic Review, which is a developmental peer-review process to review a programme of study (or set of related programmes). The process is an opportunity for enhancing the programme through a retrospective analysis since programme approval or the last Periodic Review. Periodic Review also provides an opportunity to consider future development of the provision. Each programme (or set of related programmes) should undergo Periodic Review every 5 years.

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
- Strategic fit of provision

Periodic Review is a key mechanism for City to monitor and review its programmes. The Periodic Review process is managed by Student & Academic Services on behalf of the Deputy President and Provost.

The Periodic Review Policy and Guidance applies to all taught and research programmes of study, including foundation provision, distance learning programmes and partnership provision leading to a City, University of London award. Where partnership provision is included within the scope of a review, the review should explicitly address the effectiveness, and continued appropriateness of the partnership elements of the programme.

The review process will be School-led. Student and Academic Services will provide University-level oversight and developmental, policy and governance support.

## **Principles of Periodic Review**

The University is committed to regular evaluation of its programmes in order to:

- assure the quality and currency of its programmes
- facilitate continuous enhancement based on student experience, giving due consideration to the diverse student body
- promote constructive discussion to facilitate improvements to its provision, drawing on the expertise of internal colleagues, students and external experts
- facilitate holistic evaluation of provision in the context of the School, University and wider sector considerations.

The review process should:

- have significant staff and student input
- work alongside other activities including Annual Programme Evaluation, Staff Student Liaison Committees and external examining, and where applicable the requirements of professional, statutory or regulatory bodies (PSRBs)
- be evidence-based
- provide an opportunity to reflect on existing and potential partnerships
- aid in the development of:
  - new, amended or enhanced provision
  - innovative approaches to delivering programme content
  - a robust Assessment Strategy, which should be inclusive and include authentic design
  - student support, to promote increased levels of student satisfaction
  - links to and/or joint provision with other departments/schools or partners.

- review alignment of the Programme to City's Credit Framework
- identify good practice within the programme
- identify areas for improvement and future development
- result in an achievable Action Plan that is supportive of the aims of the Department and School, in accordance with the University Vision, Education and Student Strategy and School Plan.

### **Scheduling of Periodic Review**

The Educational Quality Committee is responsible to Senate for setting a timetable for Reviews according to a 5-year cycle, in liaison with Student and Academic Services.

Where substantial changes are proposed to a programme, outside of the Periodic Review cycle (such as in response to student feedback, external examiner reports, to align to the strategic vision of the School or City or if there are substantial changes in PSRB standards/requirements/guidelines), then consideration should be given to making effective use of the Periodic Review process. For this purpose, in such cases it may be preferable to bring forward the scheduled Periodic Review.

It is expected that Periodic Reviews should be undertaken one year prior to any external review (for example professional accreditation), so that the Periodic Review can help inform preparations for the external review. In certain situations it may be appropriate to more closely align the timing between Periodic Review and external review, or schedule a combined review event, where the underlying objectives of both review processes are similar and in liaison with Student and Academic Services and the relevant PSRB. In such cases proposed changes to Periodic Review timings should be approved by the Educational Quality Committee.

### **Periodic Review Process**

Full details of the Periodic Review process can be found in the published Guidance.

The Periodic Review is comprised of the following stages:

- (i) Preliminary Meeting**
  - For the School, Senior Programme Team and relevant Professional Services to discuss the scope and timeline of the review.
- (ii) Development Event**
  - Members of the Programme Team, School and relevant Professional Services meet to discuss the programme, and in particular to identify key strengths and areas for development.
- (iii) Periodic Review Event**
  - The Periodic Review Panel meets with senior members of the School, the Programme Team, Students and Alumni to discuss the programme. This is informed by the Reflective Review and Action Plan of the programme/s submitted by the Programme Team and supporting evidence.

The School Programme Approval and Review Committee (PARC) is responsible for ensuring the quality of the Reflective Review and Action Plan and the supporting documentation.

For programmes with PSRB arrangements, it is possible to combine PSRB review with City's Periodic Review process. This should be discussed on a case by case basis with Student and Academic Services.

Following consideration of the Reflective Review and Action Plan, supplementary information and discussion at the Review Event, the Panel will confirm whether confidence can be placed in the academic standards of the reviewed provision and the quality of the learning opportunities available to students. The Panel will seek to identify areas of good practice for commendation and may set conditions that need to be met within a prescribed timescale, and recommendations for consideration and response.

In some circumstances, the Panel may decide that it is not able to confirm confidence in the academic standards and/or quality of the learning opportunities of the provision. If this is the case, next steps will be agreed by the Chair and the Deputy President and Provost, with support from Student and Academic Services.

### **Periodic Review Panel**

Student and Academic Services will establish the Review Panel, which will be constituted as:

- the Chair (see below)
- one academic member of staff not associated with the programme from the School undergoing Review
- one academic member of staff not associated with the programme from a different School
- one student member from a different School
- one member external to the University who is familiar with UK academic standards in relation to the programme, but not currently an External Examiner or those who have served, or will serve, in this capacity within 5 years of the Review event.
- the Secretary to the review, normally a member of professional staff (see below).

The Chair is an academic member of staff not associated with the programme from another School. The Chair should have committee experience at University level, or be familiar with School committee activity. The Chair is responsible for:

- Ensuring all processes and procedures pertaining to the Periodic Review event are followed
- Confirming that the programme's action plan meets the expectations of the Panel and align to the principles set out above.

The Secretary will provide advice and guidance on regulatory, policy and procedural matters and produce the formal report of the review. Further details about the Secretary's role are available in separate guidance notes.

### **Reporting of Periodic Review**

The Periodic Review Report and Action Plan will be considered by the PARC on behalf of the Board of Studies prior to consideration by the Educational Quality Committee. These committees should review the Periodic Review Report and Action Plan to:

- be satisfied due process has taken place within the review
- approve the Action Plan
- approve how the Action Plan will be implemented, and within what timescale
- approve how the Action Plan implementation will be monitored
- identify any Departmental/School/University issues that may require action
- identify good practice and identifying methods for dissemination across the Department/School/University

Progress against the agreed action plans should be embedded in the Annual Programme Evaluation (APE) action list for ongoing monitoring and review by the School PARC.

An annual report on the process, covering the outcomes and key themes, will be produced by Student and Academic Services to be considered by the Educational Quality Committee and Senate.

<b>Policy Title</b>	
Periodic Review	
<b>Policy Enabling Owner and Department</b>	<b>Responsible for Implementation and Department</b>
Student & Academic Services (S&AS)	S&AS
<b>Approving Body</b>	<b>Date of Approval</b>
Senate	May 2018
<b>Last Reviewed &amp; Version</b>	<b>Review Due Date</b>
May 2018 (V1)	May 2021
<b>Publication of Policy</b> ( <i>tick as appropriate</i> )	
For public access online (internet)? <input checked="" type="checkbox"/>	For staff access only (intranet)? <input type="checkbox"/>
<b>Website Link:</b> <a href="https://www.city.ac.uk/about/education/quality-manual/8-programme-evaluation-and-review">https://www.city.ac.uk/about/education/quality-manual/8-programme-evaluation-and-review</a>	<b>Intranet Link:</b>
<b>Storage of Policy</b> ( <i>Previous versions of the policy must be stored in the drive by the author</i> )	
Drive Address: S:\QUAD\Policy and Regulation Changes for 2017-18	
<b>Queries about this policy should be referred to</b>	
Helen Fitch <a href="mailto:Helen.fitch.1@city.ac.uk">Helen.fitch.1@city.ac.uk</a> S&AS	