

Guidance for student members of Periodic Review Panels

Scope

This guidance is for all students acting as members of Periodic Review Panels. It covers all taught and research programmes including collaborative arrangements and partnership delivery (where details will be specified in the Partnership agreement).

To be read in conjunction with Section 8 of the Quality Manual.

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Periodic Review is both an opportunity to reflect on provision within a programme and to support its future development. The Periodic Review Policy (see [Section 8 of the Quality Manual](#)) outlines the purpose and principles behind Periodic Review, a key element of which is the enhancement of the student experience.

Student members of Periodic Review Panels are full members of the Panel. Your role is particularly important in ensuring that the student experience is given appropriate consideration. The Panel's activity is centred around a 'Periodic Review Day' but there will have been a great deal of preparation done in advance of this day and the day will result in detailed reporting and further actions right up until the next review (reviews normally take place at five yearly intervals). Although referred to as the 'Periodic Review Day', sometimes the meetings will not all take place on the same day (e.g because of availability).

As part of your preparation for the Periodic Review Day you will meet with the Chair of the Periodic Review Panel to identify the key areas it would be useful for you to focus on. This shouldn't limit your ability to participate fully in the review but we recognise that your time is valuable and you may find it helpful to have clearly defined areas of focus.

The Review documentation and Periodic Review Day itself includes contributions from students undertaking the programme/s under review. It is important to remember that your role is to ensure that the student voice is heard and reflected appropriately within action planning; you are not acting as the student's representative but rather as the champion for the 'student voice' within the review. Ideally your own studies will be at the same level as the programme/s under review; however, you will come from a different School to ensure you bring a broader, external perspective.

What you can expect

The Periodic Review Day centres on a document prepared in advance called the 'Reflective Review'. The Reflective Review needs to be evidence based and will include evaluation and action planning based around the following:

- Annual Programme Evaluations for the past 2-3 years
- Student Surveys (e.g. NSS, Your Voice, Postgraduate Taught Experience Survey (PTES), Postgraduate Research Experience Survey (PRES) for the past 2-3 years
- External Examiner reports for the past 2-3 years
- Student destination data following graduation for the past 2-3 years

The Reflective Review will already have been checked for quality by the School's Programme Approval and Review Committee before you receive it and will be accompanied by supporting documentation.

On the Periodic Review Day the Panel will meet with a number of different groups including students (and sometimes alumni), the programme team and the senior staff team. A list of suggested topics is provided to Panels but these can be amended to suit the needs of the individual review. The Chair and Secretary will bring together the agenda based on your views and those of the other Panel members. The Panel Members are:

- Chair (normally an Associate Dean (Education) or senior member of academic staff)
- Student Panel Member
- Internal academic member from within the School (but external to the Programme/ Department)
- Internal academic member from another School

- External panel member appointed because of their knowledge of the discipline/ profession
- Secretary – Member of Student & Academic Services

Your role

- Attend a briefing session provided by the SU/ Student & Academic Services. By the end of the session you should:
 - a) Understand the aims and objectives of the review process
 - b) Be acquainted with the procedures involved
 - c) Understand your own role and the types of tasks you are likely to undertake
 - d) Have had an opportunity to ask questions
- Read the Reflective Review and supporting documentation and identify any particular questions/ issues/ concerns or commendations you might like to make
- Meet with the Chair of the Panel and the Secretary to:
 - a) Go through your comments resulting from the Reflective Review which will help to formulate the Periodic Review Day agenda (you may find it helpful to look at the list of sample topics to help you with this)
 - b) Identify the focus of your role. This might include, for example: student support, assessment and teaching quality, student satisfaction scores, student-facing documentation.
 - c) Identify any items on the Periodic Review Day agenda where it may be helpful for you to take the lead (e.g. student focused elements or meetings with students)
- Act as a Panel member on the Periodic Review Day
- Contribute any feedback to the resulting Periodic Review report

Resources

[Section 8 of the Quality Manual](#) provides you with further information about Periodic Review. You may find it particularly helpful to look through the following in advance of your briefing session:

- Periodic Review Policy
- Periodic Review Guidance
- Sample topics for Periodic Review Day

Further information

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 (you should already know who this is) Lucy Dawkins, Academic Development and Quality Officer, 020 7040 4024.

Other processes designed to manage quality and standards at City

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:** All new programmes go through an approval process; this process is also used when amendments to existing programmes are required. The approval process focuses on: the strategic fit of the programme with the overall

objectives of the School and City; the educational offer being made to students; the quality of the learning opportunities; academic standards; market demand and the financial viability of the provision.

- **Annual Programme Evaluation (APE):** APE is undertaken every year for all programmes. Programmes consider a number of sources of feedback including student surveys, module evaluation, External Examiner comments, management information and qualitative feedback. The APE provides a regular mechanism for reviewing successes and capturing and then monitoring actions designed to aid programme enhancement.
- **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 (PSRB) 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. Sometimes it will be considered helpful for a Periodic Review and PSRB re-accreditation event to be combined.
- **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. Periodic Reviews will normally include consideration of partnership provision where this forms part of the programme/s.
- **External Advisory Committees:** used by a number of programmes to obtain feedback from employers, industry and alumni.

Periodic Review is also designed to support the realisation of City's Strategic Plan and Education and Student Strategy and Operational Plan. 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.