

**Guidance for Periodic Review – Proposed Periodic Review Day Agenda**

**Scope**

All taught and research students studying on programmes at City University 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

Briefing for External Panel Members

Sample Topics for Periodic Review Day

Checklist of Tasks

Proposed Periodic Review Day Agenda

Annual Programme Evaluation policy and guidance

**Proposed Periodic Review agenda**

**CITY UNIVERSITY LONDON**

**PERIODIC REVIEW OF [PROVISION]**

**PERIODIC REVIEW DAY [DATE AND LOCATION]**

**Panel**

|  |  |
| --- | --- |
| **Name** | **Role** |
| XXX | [Title, Department, School] (Chair) |
| XXX | [Student, Role – e.g. programme rep, School] (Student Panel Member) |
| XXX | [Title, Department, School] (Internal Panel Member) |
| XXX | [Title, Department, School] (Internal Panel Member) |
| XXX | [Title, Institution] (External Panel Member) |
| XXX | [Title, Academic Services] (Secretary) |

**Students/Alumni:**

*Should ideally fully reflect all types of student from the programmes being reviewed, plus alumni (e.g. FT, PT, research and distance learning; home and overseas; student representatives and non-representatives; each year of an UG programme)*

|  |  |
| --- | --- |
| **Name** | **Programme, Year, Mode of Study** |
|  |  |
|  |  |
|  |  |
|  |  |

**Programme Team**

|  |  |
| --- | --- |
| **Name** | **Title/Role** |
| XXX | Head of Department |
| XXX | UG Programme Director |
| XXX | MSc Programme Director |
| *XXX* | *Senior Tutor(s) for Research* |
| XXX  XXX  XXX | Programme staff (list roles) *(may include Research Degree supervisors)* |
| XXX | LDC Liaison |
| XXX | Associate Dean (Education) |
| *XXX* | *Associate Dean (Research)* |

**Senior Staff Team**

|  |  |
| --- | --- |
| **Name** | **Title/Role** |
| XXX | Dean/Chair of Board of Studies |
| XXX | Chief Operating Officer |
| XXX | Head of School Administration/Academic Services |
| XXX | Associate Dean (Education) |

**Agenda:**

|  |  |  |
| --- | --- | --- |
| **Time** | **Activity** | **Attendees** |
| 09:30-10:30 | Introductions and panel discussion | Panel members |
| 10:30-12:00 | Meeting with students and alumni | Students and Panel members |
| 12:00-12:15 | Break | |
| 12:15-13:00 | Meeting with Senior School Team | Senior School Team and Panel members |
| 13:00-13:45 | Lunch | |
| 13:45-15:15 | Meeting with Programme Team | Programme Team and Panel members |
| 15:15-15:30 | Break | |
| 15:30-16:00 | Panel meeting to discuss outcome | Panel members |
| 16:00-16:15 | Feedback from the day | Programme Team, Senior School Team and Panel members |

*Additional meetings may be inserted with senior school team, tour of teaching facilities, etc. as required.*

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

* Forward looking educational development of programmes.
* Enhancement of the student experience.
* Educational strategic fit of provision.
* Confirmation of the effectiveness of the standards of the provision and quality of the learning opportunities.

The principles of Periodic Review are that it will:

* Promote constructive and challenging discussion of matters related to academic provision.
* Be a review of programmes to ensure there is an enhanced student experience.
* Be a peer review process; drawing on the expertise of internal colleagues and external experts.
* Have significant staff and student input.
* Articulate appropriately with and be informed by other key activities such as:
  + Annual planning round (which considers the strategic direction and viability of provision)
  + APE.
  + PSRB reviews.
* Be an evidence-based process and will draw on a wide range of available educational quality information.
* Provide an opportunity to reflect on existing and potential partnerships.
* Help to facilitate the development of:
  + New, amended or enhanced provision (which can be considered 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:
  + Supports the aims of the department/discipline area.
  + Accords with the goals of the School Plan and the University’s Learning and Teaching Strategy.
  + Will feed into the next APE Development Plan.