



leeds metropolitan university

Academic Principles and Regulations

**Section B3:
Periodic Review**

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SECTION B3: PERIODIC REVIEW	1
B3.1 Periodic Review: General	1
B3.1.1 Definition	1
B3.1.2 Purpose	1
B3.1.3 Consideration of Scheme and Courses	1
B3.1.4 Enhancement	1
B3.1.5 Decision to Undertake a Periodic Review earlier than 5 years.....	1
B3.1.6 Subject Areas	1
B3.1.7 Content of Periodic Review	1
B3.2 Periodic Review: Faculty	1
B3.2.1 Scheme or Course Team	1
B3.2.2 Periodic Review Panel Composition	1
B3.3 Periodic Review: Panel, Documentation and Outcomes	2
B3.3.1 Membership of the Periodic Review Panel.....	2
B3.3.2 Documentation	2
B3.3.3 Submission for Periodic Review.....	2
B3.3.4 Review Panel Decisions.....	2
B3.3.5 Approval without Conditions: Information to Quality, Standards, Review and Enhancement	2
B3.3.6 Approval with Conditions	2
B3.3.7 Information to the Quality, Standards, Review and Enhancement	2
B3.3.8 Approval with Recommendations	2
B3.3.9 Consideration of the Confirmed Report	2
B3.3.10 Withdrawal of Approval.....	3

SECTION B3: PERIODIC REVIEW

B3.1 Periodic Review: General

B3.1.1 Definition

Periodic review is the process whereby the progress of an approved Scheme or Course is critically appraised at intervals, determined by the University, by a Review Panel including external peers. All Schemes and Courses must be periodically reviewed within a 5 year period, without exception. The Dean of Faculty or Associate Dean must provide the Registrar and Secretary via the Head of Quality, Standards, Review and Enhancement with an annual Schedule of Approval and Review for the entire faculty portfolio for the current academic year by 30 September including details of periodic review.

B3.1.2 Purpose

Periodic Review is undertaken in order to confirm that:

- the Scheme or Course retains continued validity and academic relevance
- it continues to meet the University's requirements for an award of the level concerned

and

- it is aligned with the broader subject area.

B3.1.3 Consideration of Scheme and Courses

Where a scheme has been established this does not negate the requirement for each course within the scheme to be considered in periodic review on an individual basis. Separate events must be established.

B3.1.4 Enhancement

The process will enable:

- identification of the strengths and weaknesses within the provision
- development of enhancements to the Scheme or Course
- external developments relevant to the Scheme or Course
- preparation for external quality assessment such as that carried out by HEFCE or by Professional, Statutory or Regulatory bodies.

B3.1.5 Decision to Undertake a Periodic Review earlier than 5 years

As a result of consideration of relevant evidence, the Dean of Faculty or Associate Dean may decide that it is appropriate to conduct a periodic review of a Scheme or Course earlier than the 5 year cycle. Such consideration would include annual review outcomes, major and minor modifications, management information

e.g. National Student Survey, External Examiner reports, Professional, Statutory or Regulatory Body requirements and the Schedule of Approval and Review.

B3.1.6 Subject Areas

Where periodic review is undertaken, issues relating to the wider subject area shall be integral to the review.

B3.1.7 Content of Periodic Review

Periodic review shall, in the wider context of University and external developments:

- build directly on a critical appraisal of the evidence provided by the continuous annual review and evaluation of the Scheme or Course
- register examples of good practice
- make an evaluation of modifications to the Scheme or Course
- consider external examiner reports and other external reference points e.g. QAA Academic Infrastructure
- consider module evaluations
- consider management information e.g. non-completion, cohort statistics
- consider research within the subject area in relation to course content

B3.2 Periodic Review: Faculty

B3.2.1 Scheme or Course Team

The Dean of Faculty or Associate Dean is responsible for convening the scheme or course team who will be led by the Scheme or Course Leader. The scheme or course team is responsible for:

- review of provision
- preparation of documentation for the periodic review event
- liaison with Quality, Standards, Review and Enhancement on regulatory matters
- liaison with University Library and Information Technology Services to consider resources for the ongoing delivery of the Scheme or Course.

B3.2.2 Periodic Review Panel Composition

The Chair must be selected from an approved list of academic staff who has attended relevant staff development. The approved list is available from the Registrar and Secretary's Office.

B3.3 Periodic Review: Panel, Documentation and Outcomes

B3.3.1 Membership of the Periodic Review Panel

The Membership of an approval panel will be appropriate to the Quality Assurance requirements of the programme(s) under consideration in accordance with guidance issued by the Registrar and Secretary's office. The following members are common to all panels:

- A Member of academic staff from the University but not from the Faculty responsible for the proposal who has attended relevant staff development (Chair)
- A member of academic staff external to the University from the subject area related to the scheme or course (External Panel Representative)
- Other members will be required and assigned as appropriate to the provision under consideration.

B3.3.2 Documentation

The panel will be provided with adequate documentation to support their consideration. This will include, as a minimum:

- Briefing Statement
- Critical Appraisal
- Scheme Document, if applicable
- Course Document
- Programme Specification
- Mapping of Subject benchmark statements
- Module Specifications
- Admissions profile
- Staff CV's
- Statement of Resources
- Professional, Statutory or Regulatory body requirements, if applicable

B3.3.3 Submission for Periodic Review

The Dean of Faculty or Associate Dean is responsible for submitting documentation for institutional oversight in accordance with guidance issued by the Registrar and Secretary's Office.

B3.3.4 Review Panel Decisions

The Review Panel can make one of the following decisions:

- that the Scheme or Course remains in approval
- or
- that the Scheme or Course remains in approval subject to specified conditions and/or recommendations

or

- that the Scheme or Course does not remain in approval.

B3.3.5 Approval without Conditions: Information to Quality, Standards, Review and Enhancement

On approval without conditions the Registrar and Secretary via the Head of Quality, Standards, Review and Enhancement must receive a Final Review Form in order that the provision may be entered on the appropriate University database which allows students to be registered. The following documentation must be provided:

- Final Review Form
- Scheme Document, if applicable
- Course Document(s)
- Programme Specification
- Module Specifications
- Admissions Profile
- Confirmed JACS code
- Confirmed event report

B3.3.6 Approval with Conditions

The Approval Panel is responsible for ensuring that any conditions for approval have been met and for establishing the deadline for meeting conditions.

B3.3.7 Information to the Quality, Standards, Review and Enhancement

The Dean of Faculty or Associate Dean is responsible for informing the Registrar and Secretary's Office via the Head of Quality, Standards, Review and Enhancement that the conditions have been met. Documentation detailed in B3.3.5 must be provided.

B3.3.8 Approval with Recommendations

The Dean of Faculty or Associate Dean must ensure that due consideration is given to any recommendations from the Periodic Review Panel within six months of commencement of the Scheme or Course. The Registrar and Secretary via the Head of Quality, Standards, Review and Enhancement must receive a copy of the six month report and extract of corresponding minutes of Faculty Board or its committees where the report was considered.

B3.3.9 Consideration of the Confirmed Report

The confirmed report will be considered by the Faculty Board or its committees and copied to the Head of Quality, Standards, Review and Enhancement.

B3.310 Withdrawal of Approval

Following a recommendation that the Scheme or Course does not remain in approval, the Dean of Faculty will determine whether the Scheme or Course should be re-developed.

Where the decision is taken to do this, the following apply:

- in respect of the re-development of the Scheme or Course in question, the process is that followed for academic approval, commencing with strategic planning approval;
- in respect of the existing programme, the provision will be subject to the University Regulations for the withdrawal of provision.