



leeds metropolitan university

# **Academic Principles and Regulations**

## **Section B3: Periodic Review**

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## **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 6 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.

#### **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 6 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 6 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 external advisors and other members of the periodic review group.

### **B3.3 Periodic Review: Group, Documentation and Outcomes**

#### **B3.3.1 Membership of the Periodic Review Panel**

The Membership of a periodic review group 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:

- External Academic Advisor(s)
- External Professional Advisor(s), if applicable

- The Course Team
- Student(s), if applicable
- Member(s) of Staff from:
  - Library
  - Registrar and Secretary's Office
  - Marketing and Communications
  - Centre for Teaching and Learning
- 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:

- Course Approval Template
- Module Approval Template(s)
- Staff CV's
- 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 in accordance with guidance issued by the Registrar and Secretary's Office.

### **B3.3.4 Periodic Review Approval Group Decisions**

The Approval Group can make one of the following decisions:

- that the Scheme or Course remains in approval

or

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

### **B3.3.5 Decision Not to Approve**

Where a scheme or course is not approved the Faculty may re-submit the proposal for approval within 3 weeks of notification of the decision not to approve.

### **B3.3.6 Re-submission for Approval**

Upon re-submission the Periodic Review Approval Group will re-consider the proposal and make one of the following decisions:

- To approve the proposal
- Not to approve the proposal

### **B3.3.7 Decision Not to Approve on Re-submission**

Where the Periodic Review Approval Group does not approve the proposal upon re-submission the DVC will sanction an appropriate course of action in accordance with guidance issued by the Registrar and Secretary's Office.

Any unresolved disagreements between approval group members will be referred to Academic Board.

### **B3.3.8 Outcome Report**

The Registrar and Secretary's Office will issue an outcome report to the relevant Faculty Board or its committees and provide an overview report to Quality, Standards and Regulations Committee.

### **B3.3.9 Withdrawal of Approval**

Following a decision 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 not to approve a scheme/course, 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.