****

**Arrangements for a University periodic PROGRAMME (and partnership) review Panel Meeting**

**Guidance for Faculties**

This document outlines the arrangements for the periodic programme (and partnership) review process and should be read in conjunction with the Quality Manual: <http://www.canterbury.ac.uk/quality-and-standards-office/quality-manual.aspx>

You are permitted to propose modifications to your programme as part of the periodic programme review (and partnership) process. In the event that such modifications are to be made please also read these guidance notes in conjunction with those relating to the programme validation process specifically those relating to good practice in programme design (<http://www.canterbury.ac.uk/quality-and-standards-office/periodic-programme-review/periodic-programme-review.aspx>).

It should be noted that the Planning process is not required for Periodic Programme (and partnership) Review as it was for re-validation. However if you wish to propose a new programme title as part of the review process, prior approval will need to be sought from the Academic Planning Committee via a change of programme title form.

**Logistics**

The date of the Periodic Programme Review (and partnership) Panel Meeting, the Chair, the internal panel members, venue, electronic distribution of documents, drafting of the agenda and the writing of the report will be arranged by the Quality Officer (Reviews and Enhancement).

**Timing**

A Periodic Programme (and partnership) Review takes place in the sixth year of the operation of a programme. All Periodic Programme Review (and partnership) Events must take place by the end of the Lent term in the year of review.

**External Advisor**

If the Programme Team wish to propose changes to their programme as part of the Periodic Programme (and partnership) Review process, the Programme Team will need to appoint an External Advisor with whom to work on the development of the programme. The role of the External Advisor will be to aid the programme team in developing a coherent programme that meets national, subject and employer expectations, to its consideration by the University Validations Panel.

As the External Advisor will have no role in making a recommendation to the University on the suitability of the programme, a wide range of nominations may be considered for approval, including:

* An external subject academic (including current or previous external examiners for the programme)
* Employers/representatives of professional bodies.

Departments will be responsible for nominating External Advisors. Nominations will nonetheless be scrutinised by QSO. Nominations will not be rejected without good reason.

**Fee**

The External Advisor is paid a feel of £50 if they submit comments or £100 if they attend the University to meet with the Programme Team. This payment will be made without deduction of Income Tax and National Insurance on the assumption that they will declare their earnings under Schedule D as a self-employed person.

Travel expenses must be reimbursed by the Academic Department.

**External Assessor**

**Nomination**

The Programme Team is responsible for nominating one External Assessor. The nominee must be entirely independent from the University, the department and the programme team. Nominations will be scrutinised by QSO against the academic External Assessor criteria in the Quality Manual. Current or recent external examiners will not be approved as external assessors. It must be noted that the External Assessor MUST be available to attend the review meeting.

To make a nomination, the completed form and relevant CV must be submitted to QSO for approval. Once approved, the Quality Officer will handle all correspondence with the External Assessor.

If the external assessor is NOT approved, the programme team will be notified and will need to nominate another.

**Role**

The role of the external assessor will be to advise the University on whether the programme meets national and subject expectations, to comment on the quality of the student experience from a subject-specific perspective and to review whether the programme remains fit-for-purpose. The External Assessor can only fulfil this role by attending the panel meeting.

**Fee**

The External Assessor is paid a fee of £200 for participating in the periodic programme (and partnership) review. This payment will be made without deduction of Income Tax and National Insurance on the assumption that they will declare their earnings under Schedule D as a self-employed person.

Fees will not be authorised for payment until after the periodic programme (and partnership) review panel meeting has taken place.

**Review Documentation**

The Programme Team is responsible for submitting the review documentation to the Quality Officer 6 weeks prior to the scheduled periodic programme review meeting. The information should be provided in electronic format as the documentation will be made available to the panel prior to the Review through Blackboard. The Quality Officer will arrange for the information to be uploaded on to Blackboard. Access to the Blackboard site can also be granted to the Programme Team but the Programme Director will need to give the details of those requiring access to the Quality Officer.

A range of documentation is required for the review – please see the checklist provided in Appendix 1.

Hard copies will not be provided unless the Academic Department covers the cost of production. The periodic programme (and partnership) review meeting will be held in a room which has computer and projector facilities to allow electronic viewing of the documentation; however attendees may find it useful to bring a hard or soft copy of the documents with them.

All documentation should be submitted by the programme team to the FDQ for approval, prior to being sent to QSO.

**Students to meet the panel**

The Panel will need to meet with a group of current students on the programme for approximately 45 minutes. The programme team is responsible for recruiting the necessary students to meet with the panel (please liaise with the Quality Officer to agree timings). There is not a fixed number of students that the panel will want to meet and it is expected that the number of students will vary depending on if there are multiple pathways to a programme. However they will want to meet a range of students representing a cross section of those on the programme under review in terms of stage of study, gender, home/international, part-time/full-time and different locations of study where relevant. In order to make the meeting manageable a maximum of 15 students should be put forward to meet the panel.

It is the responsibility of the programme team to make the arrangements for student attendance, and inform the Quality Officer of the names of the students attending (no later than 1 week before the event). This applies to all reviews.

Normally a review meeting will occur at a time when students are likely to be available to meet with the Panel. If this is not the case, or if students have to travel long distances to attend the meeting, QSO may be able to pay travel expenses. This must be by prior agreement with QSO and under these circumstances, the number of students attending will be limited.

**Other Stakeholders to meet the panel**

Where relevant it would be desirable for the Panel to meet with a group of other stakeholders for approximately 45 minutes. This would be a compulsory requirement for a programme with a professional element / a programme involving placements. Generally, but not exclusively, the other stakeholders would be employer / professional links involved in the provision of placements, input in to curriculum design, members of Curriculum Advisory Boards, those who have employed recent graduates for example.

The programme team is responsible for recruiting the necessary stakeholders to meet with the panel (please liaise with the Quality Officer to agree timings). It is the responsibility of the programme team to make the arrangements for stakeholder attendance, and inform the Quality Officer of the names of the stakeholders attending (no later than 1 week before the event).

**Programme Team**

It is normally expected that the Programme Director, Module Leaders (for the core modules as a minimum) and any relevant Academic Link Tutor will attend the Periodic Programme Review Panel Meeting. Other members of the programme team, including the Head of School may attend if they wish to do so.

The Programme Director is responsible for informing the Quality Officer of all those from the programme team who will be representing the programme at the programme periodic (and partnership) review panel meeting. If any of the presenters will not be internal CCCU staff then contact details (email address) will also need to be supplied.

Alison Coates

Assistant Director Quality and Standards

August 2015

**Appendices**

Appendix 1:

**CANTERBURY CHRIST CHURCH UNIVERSITY**

Checklist of Documentation Requirements for Periodic Programme (and partnership) Review

**QSC11/xx**

The following documentation must be submitted to QSO 6 weeks in advance of the Periodic Programme (and partnership) Review Panel. All documentation should be submitted by the programme team to the FDQ for approval, prior to being sent to QSO.

|  |  |
| --- | --- |
| **Document** |  |
| A programme briefing paper, identifying issues such as from annual reporting (a template is provided for this) |  |
| Annual programme reviews and associated documentation, for all years of operation since the last periodic review, including* + Annual review action plans
	+ External examiner reports and responses
	+ Programme and completion summary data
	+ NSS / USS scores
 |  |
| The existing programme specification |  |
| The proposed programme specification |  |
| A list of minor / major modifications approved since the last periodic programme review |  |
| First destination data (for the last 2 years of operation) |  |
| Minutes of programme boards, where these are available (for the last two years of operation) |  |
| Minutes of student-staff liaison meetings (for the last two years of operation) |  |
| The existing collaborative Agreement (for collaborative programmes) |  |
| The existing student handbook, and a sample of core module handbooks (where these are available) |  |
| Annual partnership review meeting minutes (for collaborative programmes) (for all years of operation since the last review) |  |