**CANTERBURY CHRIST CHURCH UNIVERSITY**

**PERIODIC PROGRAMME AND PARTNERSHIP REVIEW PROCESS**

1. **Introduction**
   1. The aim of the Periodic Programme and Partnership Review Process is as follows:

* an explicit review of each programme of study is conducted in the sixth year of operation of the programme;
* the Review Event should concern itself with whether threshold academic standards are being maintained, and whether the programme provides a good student experience and is fit for purpose;
* the Review Panel will make a recommendation to the Education and the Student Experience Committee regarding the reapproval of the programme;
* the Review will test whether the programme team has a clear understanding of the challenges faced by the programme, and appropriate plans to tackle them;
  1. The Review will make use of existing evidence of the programme’s effectiveness and the views expressed to the Panel, as well as any updated programme documentation.
  2. Where the programme operates within a collaborative partnership, the Review will normally consider the operation of the partnership in respect of that programme.

# Timing of review

* 1. Regularity of review is part of the QAA’s expectation. Most programmes are currently approved for six years. The Review will be conducted in the sixth year of operation of the programme (prior to the end of the Lent term), and will take into account any and all modifications or pathways to the programme approved during the period since its approval or last periodic review.
  2. The timing of the Periodic Review will take into account the requirements of relevant professional, statutory and/or regulatory bodies, for example where these require review and reapproval in the fifth year of operation.
  3. Where a programme requires major changes before the normal date at which a Review is due, perhaps because of legislative changes, the Review element will not be required. Approval of the revised programme specification will be treated as a Major Modification, approved for the lifetime of the programme. The programme will be expected to undergo a Periodic Review within the original timescale.
  4. Programme planning approval will need to be obtained in advance of the review event taking place.

# The Panel

* 1. The Review Panel will comprise the following:
* Chair (Senior member of academic staff at Head of School level or above)
* External Assessor (present at the event)
* Student Panel Member
* Internal Panel member (academic panel member at Senior Lecturer or above)
* Learning and Teaching representative (as nominated by the Director of Learning and Teaching or senior nominee)
* Senior member of the Quality and Standards Office (as nominated by the Director of the Quality and Standards Office or senior nominee)

3.2 All events will be serviced by a Panel Secretary, who will be a member of the Quality and Standards Office.

* 1. All members of the Panel shall be drawn from outside of the Faculty(ies) in which the programme being reviewed sits.

# Documentation

* 1. Documentation for the Review will include:
* a Programme Briefing Paper, identifying issues such as from annual reporting
* 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
* progression and completion summary data
* NSS/USS scores;
* the existing programme specification;
* the existing student handbook;
* the proposed programme specification;
* the proposed student handbook;
* staff CVs for those teaching on the programme;
* a sample of core module handbooks (where these are available);
* a list of minor modifications approved;
* first destination data (for the last two years of operation);
* minutes of Programme Management Committees, where these are available (for the last two years of operation);
* minutes of Boards of Examiners (for the last two years of operation);
* minutes of student-staff liaison meetings (for the last two years of operation);
* Programme planning form (as approved by the Faculty);
* the existing collaborative Agreement (for collaborative programmes);
* annual partnership review meeting minutes (for collaborative programmes – for all years of operation since the last review);
  1. An In-Principle form is required if there are resource implications and this needs to go to Faculty Programme Planning Executive and Academic Strategy Committee. If there are no resource implications, then a Detailed Programme Planning form is required, including a financial annex and a student numbers annex.
  2. Where documentation is specified to cover the last two years of operation, this relates to the previous two full years of operation plus any relevant documentation for the academic year in which the review is taking place.
  3. All this documentation will be made available prior to the Review through Blackboard.

# Indicative Agenda

* 1. It is intended that the Periodic Review will also meet with students, staff and, where relevant, other stakeholders, to triangulate the picture of the programme given in the Briefing Paper and the documentary evidence.
  2. The following offers an indicative agenda for the Review meeting.
* 10.00am Panel Meeting
* 10:30am Panel Meeting with Students
* 11.30am Panel Meeting with Stakeholders
* 12.30pm Panel Meeting (with working lunch)
* 1.00pm Panel meeting with Programme Team
* 3.00pm Panel Meeting to discuss outcomes
* 3.30pm Panel reconvene with Programme Team for Feedback
* 4.00pm Close
  1. The programme may be modified to include a tour of resources where specialist resources are required for the delivery of the programme.

# Outcomes

* 1. The Review Panel will decide what kind of approval activity is required for the new revised programme. The Panel may decide on one of the following:
  + no amendments are required and the Education and the Student Experience Committee is recommended to recommend approval to Academic Board for another six years;
  + the programme may be recommended to the Education and the Student Experience Committee for recommendation for approval to Academic Board, subject to the fulfilment of conditions and recommendations, which will be checked and signed off in a manner to be determined by the Review Panel;
  + if, in exceptional circumstances, the Review Panel cannot approve the revised programme specification, then the programme will be referred to a reconvened meeting of the Panel.
  1. In addition to these outcomes, the Review will identify good practice (commendations). Conditions and recommendations will address matters of substance, and, other than the revised programme specification or student handbook, will not require the resubmission of the Briefing Paper or the documentary evidence provided for the Periodic Review. Conditions and recommendations may relate either to the existing programme or to the new proposed programme specification.
  2. Programme teams will be required to submit a response to each condition and recommendation to indicate how it has been addressed, or in the case of recommendations, how it will be addressed in the future.
  3. The Review Panel will have the capacity to make recommendations to the University where, for example, there are serious concerns about the quality of a programme.
  4. An annual report on the operation of the periodic programme review process will be submitted to the Education and the Student Experience Committee.

# Partnerships

* 1. Where possible, the Periodic Review will encompass a review of the operation of the partnership and will be conducted at the partner organisation. This will be relatively straightforward where a Partner teaches only one University programme.
  2. Where a partner delivers a number of programmes, the Quality and Standards Office will, following discussion with the appropriate SMT Strategic Lead(s), determine how the review of the partner is to be carried out. The following offers indicative arrangements.
* In the case of a University Strategic Partner, the University will normally set up a comprehensive review of the collaborative arrangements with the Partner, as it did with YMCA George Williams College.
* Two or more programmes may be drawn together for a single Review.
* The Review of one programme may be undertaken in the same way as if it were the sole provision, with any wider outcomes being considered separately.
* One programme/partnership review event may be designated to look for partner-specific issues that cross programme boundaries, and will receive the reports of other programme reviews at the partner to do so.
  1. Where a programme is taught at the University and across multiple partners simultaneously, there will be a single Review of the programme conducted at the University. QSO will agree a mechanism to check that the operation of programme and partnership is appropriate at each of the collaborative partners.