



PERIODIC DEPARTMENTAL REVIEWS OF UNIVERSITY DEPARTMENTS BRIEF GUIDANCE FOR STUDENTS

All Departments of the University (academic and professional service) undergo Periodic Departmental Reviews once every six years. Periodic Departmental Review Panels operate as a critical 'friend', and a supportive approach to the exercise is adopted.

The primary aims of the process are to assess the general health of departmental work in the context of its aims and the University's Strategic Plan, to identify and share good practice, and to make recommendations for further development.

The Process

A Review Panel usually consists of three members of University senior and middle management, two external experts, a member of staff from the Quality and Standards Office and, wherever possible, a student panellist.

During a review event (normally lasting two days), the Panel meets with various stakeholders including students / customers (direct recipients of provision or services), University staff from both inside and outside the department under review and external stakeholders (for instance, collaborative partners, employers and other parties with a vested interest in the work of the department undergoing review).

Lines of enquiry during a Review are guided by a self-assessment document called a Departmental Evaluative Profile (DEP). The DEP is produced by the department undergoing review. Panels also consider relevant supplementary documentation.

At the end of a Review, the Panel produces a Report, which is used by the Department and the University to inform both operational and strategic management activity.

The Student Voice

The opinions of students are extremely important to the University, and the system of Periodic Departmental Review is one of several mechanisms by which those views can be shared within the institution.

The Panel will use its meeting with students to gain a fuller picture of how the department operates. The meeting is conducted formally with members of the Panel asking questions to a group of students. A group of 8-15 students from a range of programmes and levels within the department is usually invited to attend. Meetings usually last for approximately 1 hour.

Questions to be asked by Panels are decided at the initial Panel meeting on day one, so it is not possible to provide a list of questions to participants in advance of the event. However students meeting Review panels are invited to share their experiences of interaction with the University ranging from contact made prior to starting a course of study through to graduation and securing employment.



The University also welcomes feedback about provision and services in advance of Reviews by circulating a University-wide message inviting comments. This system allows a wide range of stakeholders to contribute to the review process.

Summary

The review process is intended to be developmental. The University encourages comments on departmental activity from a wide range of stakeholders. Periodic Departmental Review events result in a full Report for use by the institution.

For further information on Periodic Departmental Review, please visit the Quality and Standards Office web pages on <http://www.canterbury.ac.uk/quality-and-standards-office/periodic-departmental-review/periodic-departmental-review.aspx>

Also, please feel free to contact the Quality and Standards Office on internal extension 2257 (external line: 01227 782257) or on the following e-mail address: kate.barry@canterbury.ac.uk.