

Periodic Programme Review.

What is the purpose of PPR?

Usually a programme is approved for a period of 6 years. Programme teams use the continuous improvement process to regularly update the programme throughout its approval cycle. The PPR process begins in year 5 of the cycle and is a systematic and comprehensive evaluation of a programme to ensure that it is still fit for purpose; that it:

- Meets academic and sector standards
- Provides a suitable student experience
- Continues to be financially viable and sustainable

A new process and a pandemic

The Quality and Standards Office planned to implement an updated process for periodic programme review in September 2020. However, due to the Covid-19 pandemic, the Senior Management Team (SMT) decided to postpone implementation of the full new process for one academic year and agreed an interim process.

The Process for 2020-21

For this academic year (2020-21), SMT have agreed two cases where a stream-line re-approval process will take place:

- programmes which have an identified business critical need for PPR; Heads of School work with QSO to identify the business case
- programmes with a PSRB requirement for PPR
- all other programmes due for PPR will have their approval period extended by one year

Full guidance on this year's process including documentation templates are available on the [QSO web pages](#).

Although this is an interim measure, it incorporates the critical elements of the full process.

The Head of School takes responsibility with the Faculty Directors of Quality and Learning and Teaching to work with the programme team to identify aspects needing revision. Scrutiny of the programme documentation is undertaken in Faculty before it is released to a University Standing Approval Panel. Externality is still embedded in the process.

The Quality and Standards Office webpages will be updated with the full process for 2021 onwards in due course.

Role of the University Standing Approval Panel

- Panel composed of: Head of School, FDLT, FDQ, Faculty Registrar, a Programme Director (each from a School different to the programme under review), Planning and Academic Administration member of staff / senior academic due to go through review in following year, QSO representative
- Review the submission from the programme team
- Receive the Focus Area Tracking document outlining the development of the programme in Faculty
- Confirm that University processes have been followed
- HoS advises the Programme Development team of the outcome:

APPROVAL

Recommend the programme to the University as presented
or
Recommend with minor drafting alterations

FURTHER DEVELOPMENT

Proposal returned to the Faculty for further consideration, identifying development required and resubmission date

REJECT

Reject the proposal in its current form with reasons for the decision

Next steps (2020/21)

Further information on the process for this academic year can be found on the [Periodic Programme Review web page](#).

Review the University academic framework and regulations which will assist you in updating the programme documentation.

You will be required to submit the following documentation for the Programme Periodic Review. Templates and guidance are on the [QSO web pages](#).

- **Programme Specification**
- **Programme Document**
- **Module specifications**
- **Programme Planning Proposal part 2 (PPP2)**
- **Focus Areas Tracking Document**

If you have any queries, you can seek advice from your Faculty Director of Quality, Faculty Director of Learning and Teaching, Head of School or contact the Quality Officers on quality@canterbury.ac.uk