



University of Wales  
Prifysgol Cymru

**University of Wales**  
**Periodic Review**  
**Handbook for Students**  
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## Contents

1. Introduction.....	2
2. What is a Periodic Review?.....	3
2.1. Aims and Purpose of the Periodic Review.....	3
2.2. Who is Involved in the Periodic Review?.....	3
2.3. Periodic Review Process.....	4
3. Student Involvement in the Periodic Review Process.....	5
3.1. Preparation.....	5
3.2. The Periodic Review Event.....	5

## 1. Introduction

The following handbook is prepared for students who are provided with the opportunity to participate in the University of Wales periodic review procedure at collaborative centres. As part of its responsibilities as a degree awarding authority within the United Kingdom, the University of Wales (the University) is required to maintain oversight of the quality and standards of its validated awards.

As part of the process for monitoring the standards of its awards, the University undertakes reviews of collaborative centres which offer validated awards. This is also in keeping with the expectations of the UK Quality Assurance Agency (QAA), who are an independent body entrusted with the monitoring and advising of standards and quality within UK higher education. As part of the QAA's role, the *UK Quality Code for Higher Education* is used as a reference point for all UK higher education providers. In the instance of periodic review, the University makes reference to the following expectations set out within the *Quality Code*:

- A4:** Higher education providers have in place effective processes to approve and periodically review the validity and relevance of programmes.
- B8:** Higher education providers, in discharging their responsibilities for setting and maintaining academic standards and assuring and enhancing the quality of learning opportunities, operate effective, regular and systematic processes for monitoring and for review of programmes.
- B10:** Degree-awarding bodies take ultimate responsibility for academic standards and the quality of learning opportunities, irrespective of where these are delivered or who provides them. Arrangements for delivering learning opportunities with organisations other than the degree awarding body are implemented securely and managed effectively.

A central part of the periodic review process is to seek enhancement to the student experience, and to ensure that students are provided with an opportunity to comment, and give feedback, on their own experiences while studying.

## **2. What is a Periodic Review?**

Each course validated by the University has undergone a demanding process of academic and administrative review in order to ensure that it meets the demanding standards of the University. Following the validation of each course, the University undertakes periodic reviews in a timely manner to ensure that the quality and standards of the programmes are maintained, that the course is still relevant, and that the student experience continues to meet or exceed expectations.

### **2.1. Aims and Purpose of the Periodic Review**

Periodic review provides the University and each collaborative centre with an opportunity to scrutinise the operations of the validated provision over recent years, reflecting on its successes and difficulties. The periodic review seeks ways that it is able to enhance validated programmes for the future. Central to the periodic review process is the student experience and feedback from students at all levels of study. The periodic review looks at the following broad themes:

- Student feedback and experience;
- Institutional management and leadership;
- Currency of curriculum;
- Quality of teaching;
- Assessment and achievement;
- Resources available at the institution.

### **2.2. Who is Involved in the Periodic Review?**

The periodic review will include groups from both the University and your collaborative centre during the process. This will include the senior management team of the collaborative centre, managers of validated programmes delivered at the centre, teaching staff, students studying on validated programmes, and a panel from the University.

The University panel will normally consist of:

- a Chair;
- an experienced University of Wales moderator;
- an external academic;
- a recorder.

The Chair will be a senior officer of the University, approved by the University's Degree and Academic Awards Board. The Chair will be an expert in the University's academic and quality framework, as well as have considerable knowledge of UK and international quality assurance frameworks, and practices within UK higher education institutions.

The moderator will be an experienced academic, appointed by the University as a moderator, who is not be familiar with the collaborative centre under review, but will have knowledge and understanding of the disciplines under review at that centre.

The external academic will have suitable discipline expertise, as well as experience of academic review / audit. The external academic will provide an informed and objective viewpoint for the process, as well as facilitating an element of externality to the process.

The recorder will be an officer of the University, appointed by the Chair to take notes of the proceedings, and will draft the report arising from the review.

### 2.3.Periodic Review Process

The periodic review process begins by the University confirming with a collaborative centre at the beginning of each year that they are scheduled for a periodic review. Eight weeks before the periodic review, a date is confirmed with the collaborative centre. For the next four weeks, the collaborative centre completes a self-evaluation document (SED) and submits it to the University.

Before the scheduled periodic review event, the University panel members review the SED, as well as a variety of documents arising from annual processes that monitor the quality and standards of the validated programmes at the collaborative centre.

The periodic review event will normally consist of a one-day visit to the collaborative centre by the University panel. During the day, the panel will meet with senior management, programme management, teaching staff, and students. During the meetings, the panel members will ask a variety of questions that seek to understand the current operations of the collaborative centre and the validated programmes.

Following the panel’s visit, a report is written by the recorder, which is first agreed by the panel, and then by the collaborative centre for factual accuracy, and finally submitted to the University. A timeline of the process can be seen below:

<b>Week</b>	<b>Activity</b>
Eight weeks before the panel review event	Review date confirmed with the partner organisation  Panel membership confirmed and communicated to partner organisation
Four weeks before the panel event	Partner organisation submits self-assessment document to the University  Review documentation is circulated to panel review members by the University
Agreed date	Panel review event
No later than four weeks after the review	First draft of the panel’s review report sent to partner organisation
No later than eight weeks after the panel visit	Partner organisation provide a response to the review report

### **3. Student Involvement in the Periodic Review Process**

The following section is meant as a guide of what to expect as a student who may be involved in the meeting with a periodic review panel. The meeting with panel members will be in private, and held in strict confidence allowing students to have an opportunity to speak openly about their experiences while studying at the collaborative centre. The panel is not there to examine students in any way, and will ensure that the meeting presents an opportunity for all students to actively participate in the process.

#### **3.1. Preparation**

In preparation for the meeting with the periodic review panel, you may wish to consider with your peers the student experience under the following themes:

- Your experience as a student at the collaborative centre;
- Your induction to the centre and your introduction to the University of Wales, as well as familiarisation with its academic regulations;
- What mechanisms are made available to you in order to support both your academic study and personal development;
- The appropriateness of curriculum to your career goal;
- The teaching and learning opportunities given to you within your collaborative centre;
- The quality of the teaching that you receive;
- The opportunities for you to meet as a student body to discuss matters;
- The resources that are available to you to aid your experience at the collaborative centre;
- How you are able to influence the direction of your study and developments within your collaborative centre;
- How often you are provided with the opportunity to meet with senior management;
- How often you are provided with the opportunity to give feedback on your study experience;
- The quality of training provided to you in order to engage with the strategic direction of your centre.

You may also wish to read the self-evaluation document that has been submitted to the University by your collaborative centre and discuss it with senior members of staff at your centre before the periodic review event.

#### **3.2. The Periodic Review Event**

Students are likely to meet with the periodic review panel in the early afternoon of the day. The panel meeting will not have any staff from the collaborative centre present in order to ensure that there is opportunity for students to clearly articulate their views of their study experience in a confidential forum. In some cases, an independent translator will be present.

The review panel will be led by the Chair, and introductions will be made by the panel to the students before the main agenda items are covered. The panel will ask you a variety of questions related to the topics presented within 3.1 above. The panel will be particularly interested in your experiences as a student, and how you feel about the way in which you are supported by the collaborative centre in your academic and personal / professional development.

The meeting with the panel will normally last one hour. Notes of the meeting will be taken by the recorder, who will ensure that all comments kept anonymous so that individuals involved are not identified in any way.