

Step by Step Guide for School/subject area representative

- **Preliminary meeting:** This will be organised by a Central Quality Office (CQO) representative, usually during the summer term of previous academic year. At the meeting various deadlines will be agreed with yourself, such as, the nomination of external advisers to the panel and the submission of required documentation to SharePoint or via memory stick sent to the CQO. The dates for the Stage One and Stage Two meetings will also be considered. Prior to this meeting it would be helpful for you to familiarise yourself with the Periodic Review procedure, which is available on the University's Periodic Review web page and to consider potential dates for the meetings.
- You will co-ordinate the preparation of the supplementary documentation for the review and the Self-Evaluation Document (SED) (which must be completed following a standard outline – please see the University's Periodic Review web page) in accordance with the deadlines agreed at the preliminary meeting. Our preferred option for you to submit the documentation is via a temporary SharePoint site, using a link provided by CQO. If you do not wish to use this option, the alternative is to provide us with a memory stick containing all of the documentation by the required deadline.
- A draft Stage Two Schedule will be considered early on in the process and confirmed nearer the date of that meeting. It will be important for you as School/subject area representative to ensure that employers/graduates have been contacted for their feedback by questionnaire and that a representative number of students across programmes and stages will be able to attend a meeting with the Panel.
- **Stage One meeting:** This will involve a meeting of yourself and your Head of School with the internal members of the review panel. Following this meeting you may be asked to address specific areas of discussion in supplementary documentation for the Stage Two meeting.
- **Stage Two meeting:** Students and members of the programme/subject team and professional service staff will meet with the panel including an external representative. You need to ensure that staff and students are available to meet the panel at the times agreed and hence you will need to liaise with them as early as possible in the academic year to establish their availability on the day set for the Stage Two event.
- At each meeting the Chair will ask everyone to introduce themselves and s/he will briefly outline the purpose of Periodic Review.
- The Review Panel will follow an Aide Memoire at each meeting (these are available on the University's Periodic Review pages) and will also establish whether academic standards continue to be maintained satisfactorily.
- The Chair is likely to summarise the topics which the panel would wish to address in the meeting.

- The Panel will ask specific questions that they would like to be raised under the Aide Memoire headings. You and your colleagues should respond as you see fit and also ask for clarification of any points that you are not sure of.
- The Chair will endeavour to keep each meeting to time to ensure that all agenda points are covered.
- **Summary:** The Panel will agree the conclusions of the Stage Two report under each of the following headings and will establish whether academic standards continue to be maintained satisfactorily.
 - Conclusions on innovation and good practice
 - Conclusions on quality and standards, points to be considered when reaching this conclusion include:
 - Whether the requirements of the FHEQ are being responded to appropriately;
 - Are Programme learning outcomes aligned with the relevant qualification descriptors;
 - Has account had been taken of the QAA qualification characteristics and subject benchmarks;
 - Do programmes included within the Periodic Review meet the University's requirements in relation to academic frameworks and regulations for the award of credit
 - Conclusions on whether the programmes remain current and valid in the light of developing knowledge in the discipline, practice in its application and developments in teaching and learning
 - Forward-looking recommendations for actions to remedy any identified shortcomings, and for further enhancement of quality and standards
- **Feedback:** There will be the opportunity for short feedback to yourself and any of your colleagues who are available at the end of the day.

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