

Internal Periodic Review

Information for Students on Programmes under review

The University carries out regular reviews of its subject areas and Schools as one of the main ways in which it assures itself of the quality of its academic provision and the student experience. The reviews are carried out on a six-year cycle. Reviews cover all provision; undergraduate, postgraduate taught and research.

Student support services are reviewed by a parallel process in which student views about the quality of service form a key part.

Before the review visit

Review information meeting:

- Takes place approx. five months before the review visit.
- A student representative could be invited to provide a brief overview (2-3 mins) of being a student within the School/subject area.
- A student could also be involved with the tour of any relevant student facilities.

Remit meeting:

- Takes place approx. 4 months prior to the review visit.
- The purpose is to agree the remit for the review with the School/Subject area.
- School/Subject area and Students from the review area are asked to propose subject-specific items for the remit.
- Each School/Subject area has its own mechanisms for seeking student views to contribute to the remit meeting.
- Student representatives may be invited to attend the remit meeting to speak to the student proposed remit items.
- Subject areas/ Schools are encouraged to consult with students on the Reflective Report, potentially at a Student Staff Liaison Committee meeting

The review visit

- The review team scrutinise documentation about the School/Subject area prior to the review visit (normally two days)
- The review team meets with representative groups of students and with groups of staff.
- The meetings with students are normally held over lunchtime and a sandwich lunch is provided
- No staff from the School/Subject area are present during the student meetings, and no comments will be attributed to any individuals.
- Online Learning/Year Abroad students will be given an opportunity to engage with the review process, this could be through anonymous questionnaires and/or video conference/skype sessions.

After the visit

- The review team produces a report containing recommendations to further improve the quality of provision and the student experience and commendations on areas which the School/Subject area is doing particularly well.
- Some recommendations will be taken forward by the Subject Area/School, while others may be addressed for action to other bodies in the University who are responsible for a particular aspect of the student experience
- The report should be used to inform students about the outcome of the review, usually via Student Staff Liaison Committees.
- The report is published on the University's website and are thus available to students across the University and to prospective students
- 14 weeks after receiving the final review report, the School/Subject area is asked to report on the action taken in response to the recommendations. This is an initial plan of how it will address the recommendations
- One year after receiving the report, the School/Subject Area reports on what actions have been completed and any barriers to completing outstanding actions. This report forms part

of the School annual quality report to the Senate Quality Assurance Committee. In this way the University and College have an overview of progress and barriers and can help to address the latter where appropriate

How you can contribute

Before the review: help to shape what the review will cover

- Feed in to requests from your programme representatives and School/Subject area for suggestions for the remit for the review.
- Contribute to any requests for comment about the Reflective Report.

During the review: turn up and have your views heard

- If you accept an invitation to meet with the review team, do attend the meeting. It is important that the review team meets a good number and representative range of students.
- The review team will ask students questions about a wide range of areas, including your views on admission and induction, your opinion of the learning experience, student support, the quality and usefulness of course documents, assessment and feedback on your work, opportunities for you to provide feedback and how it is responded to, the accessibility of the curriculum for all students, and the availability and quality of learning resources and study space. You will be given an opportunity to raise and discuss other issues.

After the review: follow up on actions and progress

- Read the review report and feed in comments to the Student Staff Liaison Committee about the proposed actions through your student representatives.
- Continue to feed in to progress on meeting the recommendations, through your student representatives or other mechanisms set up by the School/Subject Area.