

Internal Periodic Review

Information for Schools and Subject areas on student involvement

Students make a vital contribution to Internal Periodic Reviews. This guidance outlines suggestions for their involvement in the preparations for the review, the review itself, and the follow-up.

Initial review preparations

- Let students know that a review will be taking place, and that their input is welcome. Circulate the '[Information for Students](#)' sheet to student representatives and more widely as appropriate.
- Notices about the forthcoming review could be posted throughout the School/subject area.

Review Information meeting

- Invite a student representative to attend and provide a brief overview (2-3 mins) of being a student within the School. The student could also be involved with the tour of any relevant student facilities.

Remit items and remit meeting preparations

- Before the remit meeting, invite suggestions from students on items for the subject-specific remit. Items to go forward to the remit meeting can be discussed at a meeting of the Student Staff Liaison Committee.
- Invite a student representative to speak to the proposed student remit items.

Reflective report preparation

- Consult with students on the draft Reflective Report, potentially via a student staff liaison committee meeting, with a view to seeking feedback on whether it is a fair reflection of the School/Subject Area

Review visit

- Students are invited to meet with the review team according to the schedule for the review visit.
- Aim for a diverse range of students as far as possible, so that the review team encounters a wide range of views.
- Staff from the School/subject area are not present during the student meetings, and no comments will be attributed to any individual students.
- For on-campus students these meetings are normally held over a sandwich lunch.
- Online Learning (OL) /Year Abroad students can contribute by various means:
 - Circulating an anonymous questionnaire to students to gather feedback on their experience as an online learning student. A template questionnaire is available on the wiki page.
 - Virtual meetings with students could be arranged to enable the review team to meet with a representative sample of OL/Year Abroad students. Consideration should be given at the earliest opportunity when drafting the review schedule to ensure that these meetings can be arranged well in advance.
- A number of options exist for School/Subject Area to set up meetings to enable OL/Year Abroad students to participate such as Collaborate, Skype or video

conference. The timing of these meetings will need to take into account the availability of students who may have work commitments and time zone considerations. Please speak with your review team administrator to arrange this.

- Just before the review visit, remind students to attend the meetings with the review team. Experience shows that this helps ensure a good attendance.
- A wiki could be set up to involve students in the preparations for the review and to comment on the draft reflective report.
- Invite students to attend the open meeting at the end of the review visit to hear the feedback from the review. Posters or Digital Displays can be used to advertise the open meeting to staff and students
- The open meeting for all staff and students at the end of the review visit could be video recorded and uploaded on the School/Subject Area intranet so that those who are unable to attend can view the summary of commendations and recommendations. This is particularly useful for reviews with OL Programmes or staff who work at different locations across the campus.

After the review

- Use the final report to inform students about the outcome of the review via Student Staff Liaison Committees or other mechanisms as appropriate. Final reports are published on the University's website and are thus available to current and prospective students.
- Include the School/Subject area's 14 week and Year on response in Student Staff Liaison Committee meetings and invite comments on proposed actions.
- Publish the final report on the School/Subject Area intranet/website.
- Continue to invite students to feed in to progress on meeting the recommendations, through Student Staff Liaison Committees or other mechanisms as appropriate.