



Periodic Review: Guidance for Student Panel Members

These guidance notes are intended to provide information to students who are interested in getting involved in Periodic Review panels at the University of Worcester.

Why does the University carry out periodic reviews?

Operating alongside annual monitoring, periodic review is one of the principal means by which the University of Worcester assures itself of the current and future health of its taught degree programmes, identifying and assessing actual and potential risks to their quality, standards and viability and highlighting areas for development as well as good practice with the potential for wider dissemination (for quality enhancement). Periodic review enables the University to take a holistic and strategic view of a Department's complete portfolio of courses with critical advice from a panel of internal peers and external subject experts.

Periodic reviews are programmed on a six-yearly cycle, and Judgements are made on the overall academic health of the Department as well as the individual courses delivered by it. An outcome from the Review may include a requirement to re-approve a course within a certain time period in order to guarantee standards or the quality of the student learning experience, or exceptionally, suspension or closure. Further information on the process can be found here: <https://www2.worc.ac.uk/aqu/701.htm>

How are students involved in the Periodic Review process?

The University, as part of its wider student engagement agenda, is interested in understanding students' views on the courses that are offered by the University, and how these courses support students' learning and development. Participating in the periodic review process provides students with an opportunity to actively engage in the development and improvement of our courses.

To participate in the process, Student Panel Members are expected to:

- Read the documentation provided for the review event
- Provide in advance to a set deadline, written comments by email to the Academic Quality Officer
- Attend the review meetings (may be online via Microsoft Teams)
- Read through the review report and give comments

Student Panel Members receive payment for their role in this process.

Who conducts the review?

The University's Academic Standards and Quality Enhancement Committee (ASQEC) is responsible for periodic reviews. Each review is carried out by a review team consisting of:

- Chair: independent senior member of UW staff
- Academics from external universities x 2
- Student representative
- Staff member from within the School but from a different Department
- Senior experienced member of staff from outside the School
- AQU officer
- Other post holder (i.e.: international officer, employer rep)

What happens during a review?

The process of review begins with the Department writing a self-evaluation document called the Evaluation and Development Document (EDD). The EDD and a range of supporting documentation is considered by the review team in advance of the meetings. There are two review meetings, usually held six weeks apart; the first review meeting includes the student group meeting and the stakeholder/employer group meeting. The second review meeting is with senior managers and the Department teaching team. Review panels will be required to make a Judgement against each of the University Expectations that are mapped to the strategic goals of the University Learning and Teaching Strategy. Verbal feedback will be given to the Department on the key issues identified at the end of the second review meeting.

Role and Responsibilities of Student Panel Members

Student panel members will be required to attend a briefing prior to undertaking the role to explain the role and answer any questions. Once allocated to an event, you will also be supported by the Academic Quality Officer for the event who will be available to answer any queries. As a student panel member, you are a full member of the panel. You will be expected to be fully participative, actively contributing to the discussions and the decision-making process. Your views will be equal to those of any other panel member.

You will be expected to:

- Acknowledge receipt of the EDD and supporting documentation. The documentation in total may, at first glance, appear overwhelming; do not be put off by this. The main focus is the EDD, the statistical digests relating to student recruitment and outcomes and the student survey results, and Annual Evaluation Report (AER); the other documents will contain supportive evidence which you may wish to refer to as you read. Seek guidance from the AQU Officer if you have any concerns about the documentation or your role in the review; feel free to ask as many questions as you need, we want to ensure that you feel supported in this important role.
- Spend some time reading through the EDD and AER commentary, making notes of key points as you read. Highlight points of good practice and areas on which you would like further clarification. These will form the feedback you submit to the AQU Officer. When reading the documents, it might be useful for you to ask yourself:
 - Are there any issues student have highlighted in student surveys? How is the Department responding to these?
 - Does the course representative system seem to be working effectively? What issues have been raised by students in course committee meetings?
 - Does the personal academic tutoring system appear to be working well
 - Do students have the opportunity to gain work experience, and are they effectively prepared for this?
 - Do students get graduate level jobs at the end of the course?
 - What do students say about the quality of the teaching, and feedback on assessments
- Do not worry that you are not an expert in the subject matter or in educational quality standards; those are the areas of expertise for which the other members of the panel have been appointed. You are on the panel to offer the student viewpoint, the other panel members will be happy to help if you have questions about some of the more complex issues.
- Whilst your own experiences are of value, it is more important to consider the general student experience of the courses under review in the light of the processes and practices as described in the EDD. It is important that any issues you raise are based on the evidence received and not on your own experience as a student at UW.

Effectively, you will need to:

- Provide comments on the documentation within the specified deadline.
- Attend both panel meetings
- Review the final report and approve or suggest amendments as necessary within the specified timescales.

Once you have been confirmed as a panel member you will receive the documentation, via One Drive, usually 2 to 3 weeks before the event date. This will give you plenty of time to read through and ask for any clarification you need. You will be given a deadline by which your comments on the documentation should be submitted to the AQU Officer;

What are the outcomes of the review?

After the final review meeting, the review panel will collectively arrive at a Judgement about each of the University Expectations based on the evidence provided and the discussions that take place during the review event itself. AQU will produce a detailed report, and (in consultation with Department) an action plan.

The report includes areas for the Department to develop further and also identifies good practice. You will:

- receive a summary of the outcomes within one week of the second review meeting.
- receive a Chair approved draft of the final report within two weeks of the review event, with the expectation that you will confirm approval or return comments within two weeks.

The final report is submitted to Academic Standards and Quality Enhancement Committee. The Department keeps ASQEC informed of progress with actions via its annual programme review reporting. Students should be kept informed of the outcomes of the review, and progress with action,