



## **Periodic Review: a brief guide for students**

### **Introduction**

This guide provides students with a brief introduction to periodic reviews. If you are reading the guide you have probably been invited to participate in the review of your department. Student input into these reviews is highly valued both as a way of telling us about your learning experience in the department and the University, and also as a way of helping us to continue to improve and develop the learning experiences of all students.

### **Why does the University carry out periodic reviews?**

The University carries out a review of each department once every six years. Reviews provide an opportunity for the University and departments to reflect on the quality of courses; an important part of which is the student experience. The reviews are designed to complement the other quality assurance activities that departments carry out on an annual basis.

### **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 x2
- Student representative
- Staff member from within the Institute but from a different Department
- Senior experienced member of staff from outside the Institute
- AQU officer
- Other post holder (ie: 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 meeting. The second review meeting is with senior managers and the department teaching team. Verbal feedback is given to the department on the key issues identified at the end of the second review meeting.

### **What is the role of students?**

The first review meeting includes opportunities for the panel to meet with a group of students from departmental courses at different stages in their programmes. This is an important part of the review as it allows the panel to hear directly about your learning experiences.

The meetings are conducted in as informal a way as possible. The review panel are genuinely interested to hear about your views, which will be taken into account in their deliberations. However, nothing you say will be quoted in the report, nor will you be identified in the report or in any other way to the department.

### *How long will the meeting last?*

Meetings with groups of students normally last between 60 and 75 minutes.

### *What are the review team interested in?*

The review team will be interested to hear about both what has worked well in your courses and learning experience and what might be improved. Reviews provide an opportunity for individual departments, and the University as a whole, to develop further and improve practices – your views are essential for this.

There are a range of questions that the review team may wish to ask you, such as:

- *What are your views on the quality of teaching?*
- *Where do you go for help if you have a problem?*
- *Is information in handbooks and on the web clear and up to date?*
- *Do you have appropriate access to necessary resources? (e.g. library, labs, computers)*
- *Do you get helpful feedback on your work?*
- *How does the department obtain feedback from you? Is it acted upon?*
- *Would you recommend the programme to others?*
- *What have been the highlights of studying in your department whilst at Worcester?*

There will also usually be a brief opportunity at the end of the meeting for you to raise any issues or questions with the review panel. These might include, for example, issues that students have previously raised with the department that you feel need to be addressed further or areas where the department needs support from the University.

### **What are the outcomes of the review?**

After the review visit, the team produces 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. The final report is submitted to ASQEC. 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 actions.