



# **Academic Quality Framework**

## **Section 6: Periodic Review**

### **2023-2024**

## Academic Quality Framework

### Section 6: Periodic Review

**This Section of the Academic Quality Framework should be of particular interest to Course Leaders, Heads of Area, Unit Leaders and members of relevant UCO Committees including student representatives, and Collaborative Partner staff.**

<b>Version number</b>	<b>Dates produced and approved (include committee)</b>	<b>Reason for production/ revision</b>	<b>Author</b>	<b>Location(s)</b>	<b>Proposed next review date and approval required</b>
V1.0	March 2014 Academic Council	To define the procedures for the management of academic quality and standards in teaching and learning at the UCO.	Head of Quality	Master Version: J:\0 Head of Quality – AQF Published Version: Intranet	Annually and on an “as required” basis.
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V3.0	Sept 2017 Academic Council	Annual Review including amendments to reflect the name change of the British School of Osteopathy to the University College of Osteopathy	Head of Quality	Master Version: J:\ Quality Team \ 0 Quality Team – AQF Published Version: Intranet	Annually and on an “as required” basis.
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V7.0	Aug 2021 PRAG Chair	<i>Administrative Amendments to correct typographical errors and update section to reflect revised templates / forms in line with current practice.</i>	Head of Quality	Master Version: J:\ Quality Team \ 0 Quality Team – AQF Published Version: Website	Annually and on an “as required” basis.
V8.0	July 2022 Academic Council	<i>Major Amendments to remove the Preparatory PCR Event following a successful pilot of this change in process, and amendment of the PCR agenda to allow flexibility and focus of discussions at PCR Events depending on the nature and complexity of the provision under review.</i>	Head of Quality & Partnerships	Master Version: J:\ Quality Team \ 0 Quality Team – AQF Published Version: Website	Annually and on an “as required” basis.
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<b>Equality Impact</b>					
Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)					
Neutral equality impact (i.e. no significant effect)					X
Negative equality impact (i.e. increasing inequalities)					
<b>If you have any feedback or suggestions for enhancing this document, please email your comments to:</b> <a href="mailto:quality@uco.ac.uk">quality@uco.ac.uk</a>					

## Academic Quality Framework

### Section 6: Periodic Review

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## 6.1 PERIODIC REVIEW INTRODUCTION

- 6.1.1 Periodic Review (PR) focuses on how providers (i.e., the UCO, Collaborative Partners delivering courses that lead to a UCO award and any Professional, Statutory and Regulatory Body (PSRB) or other relevant external organisation) manage the quality of provision and maintain academic standards. It is an in-depth process which enables greater reflection than single annual monitoring activity and covers progress over a longer time frame (typically the past five years).
- 6.1.2 Periodic reviews of subject areas, courses and institutions ensure that academic provision is subject to effective scrutiny and self-reflection with an emphasis on constructive feedback from peers such that the student learning experience and quality processes may be enhanced and promoted as appropriate.
- 6.1.3 The UCO holds internal PRs of its Collaborative Partners and course provision that leads to a UCO award and is itself subject to external PRs as required by PSRBs and other external bodies as appropriate.

## 6.2 INTERNAL & EXTERNAL PERIODIC REVIEWS

### A) INTERNAL PERIODIC REVIEW

- 6.2.1 PR of courses within a subject area (Periodic Course Review (PCR)), also known as course re-approval or revalidation) is an internal periodic review process which enables the UCO to check the health of its course provision, identify areas for development, and disseminate good practice.
- 6.2.2 PCR allows for a broad and holistic consideration of courses, through a process of self-evaluation undertaken by staff working in the area in question, and involving stakeholder input (including student involvement), peer and external review. It includes the identification of good practice and strategies for enhancement.
- 6.2.3 Each PCR includes related provision within its scope, as appropriate.
- 6.2.4 PCR at the UCO provides assurance to the Academic Council that it can have confidence in the academic standards and quality of its courses and in the structures and processes that will maintain standards and quality in the future.
- 6.2.5 The UCO's processes for PCR align with the Quality Code published by the Quality Assurance Agency (QAA) regarding Monitoring & Evaluation<sup>1</sup>.
- 6.2.6 Normally, PCRs of courses that lead to a UCO award are undertaken by the UCO every five years from the date of Course Approval.
- 6.2.7 The UCO's internal PCR processes are agreed by the Academic Council and are monitored by the Policy & Regulations Group to ensure that they are followed appropriately and remain effective.
- 6.2.8 Procedural support for PCRs is provided by the Head of Quality & Partnerships.
- 6.2.9 Detailed criteria guide the PCR process. These may include a review of strategic fit and viability, management of quality and standards, assessment, staffing, and learning resources. Relevant staff and PCR panel members are provided with documentation specifying procedural requirements and guidance to support development.
- 6.2.10 It is appropriate for PCRs to include consideration of new and changed provision within a subject area in line with requirements for the approval of new provision and/or modifications to current

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<sup>1</sup> <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/monitoring-and-evaluation>

provision (see AQF Section 4: Course and Unit Approval & Modifications). Such approval must be agreed at the Review Scoping Stage.

- 6.2.11 Internal Institutional Periodic Review of Collaborative Partners of the UCO is described in AQF Section 16: Collaborative Activity.

## **B) EXTERNAL PERIODIC INSTITUTIONAL & COURSE REVIEW**

- 6.2.12 As mentioned above, the UCO and its Collaborative Partners may be subject to external periodic review as required by PSRBs and other external bodies, such as LASER Learning Awards (for the Access to Higher Education Diploma course).
- 6.2.13 The UCO and Collaborative Partners adhere to the periodic review processes as required and stipulated by external organisations.
- 6.2.14 Periodic reviews by PSRBs are not interchangeable with internal PCRs, although some areas may be common for each review, such as a focus on the curriculum and staff expertise.

## **C) ALIGNMENT OF INTERNAL AND EXTERNAL PERIODIC REVIEWS**

- 6.2.15 Internal PCR processes and the external PR processes may be aligned if appropriate. For example, internal assurance and preparatory events often closely resemble external events. In the case of two review requirements – for instance, a PCR and renewal review for courses accredited by a PSRB – the UCO may schedule these within an appropriately close timeframe. This aims to avoid duplication and burden of workload where possible and appropriate.
- 6.2.16 Similarly, in some circumstances a combined review may be undertaken with a PSRB.

## **6.3 PERIODIC REVIEW PROCESS STAGES**

- 6.3.1 The stages that constitute periodic review processes are outlined in the sections for PCR and PIR processes below.
- 6.3.2 Periodic review documentation development involves consultation with relevant stakeholders and internal peer review through the UCO's committee structure and preparatory periodic review events before submission to the final periodic review event.
- 6.3.3 Periodic review events are held following the submission of documentation, to enable reviewers to meet with staff and students, and to discuss and clarify lines of enquiry to inform the outcome of the periodic review.

## **6.4 PERIODIC COURSE REVIEW PROCESS**

- 6.4.1 All courses that lead to an award of the UCO including those delivered by Collaborative Partners are normally expected to undergo a PCR once every five years (normally from the date of course approval) using the process described below.
- 6.4.2 A PCR typically includes all provision within a subject area and may include consideration of new and modified provision within a subject area, in line with requirements for the approval of new and modified provision (see AQF Section 4: Modifications to Courses & Units).
- 6.4.3 Where a single course is recommended for periodic review based on substantial proposed modifications or concern, this will be considered and recorded as an 'approval' event, and the New Course Approval process will apply (see AQF Section 4: New Course Approval Process).
- 6.4.4 PCR documentation should normally be submitted at least four weeks prior to each PCR event, to provide adequate time for panellists to review the documentation and identify lines of enquiry.
- 6.4.5 Processes for course and partnership closure are provided in AQF Section 4: Closing a Course and AQF Section 4: Closing a Partnership.

## 6.5 OBJECTIVES OF PERIODIC COURSE REVIEW

- 6.5.1 Periodic Course Review provides an opportunity in particular for the evaluation of:
- a) Subject standing and development, in the context of the UCO's strategy and sector norms and development.
  - b) Management of quality and standards in the provision offered within a subject, including the maintenance of core documentation (Course and Unit Information Forms) and the appropriate management of modifications to provision.
  - c) Academic standards and the maintenance of structures and processes designed for their support (including external examination, annual monitoring, unit and course reporting, and academic due process in the assessment and grading of student performance).
  - d) The quality and the student-led enhancement of the learner experience and opportunity in the context of the UCO's mission.
  - e) External engagement and benchmarking, e.g., with the QAA Quality Code, sector benchmarks, PSRBs (where relevant), employers, alumni and other external reference points that support the development and enhancement of provision and the learner experience.
  - f) Engagement and compliance with UCO strategy, policy, and initiatives over the period of review.

## 6.6 PREPARATION & TIMESCALES FOR PERIODIC COURSE REVIEWS

- 6.6.1 The Head of Quality & Partnerships will normally manage the PCR process at the UCO in liaison with relevant UCO and Collaborative Partner staff as appropriate.
- 6.6.2 Each PCR will commence in the academic year preceding review with a PCR Scoping Meeting between the following staff (as a minimum): Course Leaders of the provision within the review and the Head of Quality & Partnerships.
- 6.6.3 At this scoping meeting:
- a) The Periodic Course Review Form (AQF06-01) will be finalised.
  - b) The scope of the review and of the provision within it will be finalised.
  - c) The date and duration of PCR Event(s) will be confirmed.
  - d) The institutional benchmark set will be confirmed.
  - e) The requirement for externality at the Periodic Course Review Event will be established on the basis of subject and course breadth and level.
  - f) The inclusion of any planned course approval within the review will be confirmed (subject to completion of the UCO's New Course Approval processes); additional approvals may be added later, in which case the relevant form (New Course Proposal Form (AQF04-01) / Course Modification Form (AQF-04-16) will be appended to the Periodic Course Review Form (AQF06-01).
  - g) Any relationship between the PCR and PSRB engagement will be established.
- 6.6.4 The Head of Quality & Partnerships will submit a Periodic Review Schedule to the Teaching Quality & Standards Committee (TQSC) to consider and recommend for approval by the Academic Council, and keep these committees apprised of any changes to the schedule.
- 6.6.5 Following the PCR Scoping Meeting relevant staff will prepare the required documentation as agreed at this meeting.
- 6.6.6 The typical timescale for PCR's is shown in [Diagram 6.1](#).



## 6.7 APPOINTMENT OF PERIODIC COURSE REVIEW PANELS

- 6.7.1 The Head of Quality & Partnerships, in consultation with relevant senior staff, will appoint and invite the panel for the PCR Event, including internal panel members, external subject specialists, and student representation.
- 6.7.2 The initial identification of external subject specialists should be made at least three months prior to the PCR Event.
- 6.7.3 The Course Leader/s of the course/s being reviewed in consultation with their Course Team/s are responsible for nominating appropriate external subject specialists by completing the Periodic Course Review External Panel Member Nomination Form (AQF06-02), which should be accompanied by the CV of the nominated individual.
- 6.7.4 External panel member nominees should have sufficient specialist knowledge but not have been engaged in teaching, research or scholarly activity relating to the course(s) under review, including recently serving as an External Examiner for the course(s) under review. Neither should any of the Course Team putting forward the proposal be acting as an External Examiner on a course with which the external nominee is associated.
- 6.7.5 Nomination forms and CVs should be submitted to the Quality Team for approval by the TQSC (or where timescales do not permit committee approval, the Chair of the TQSC) normally no later than three months prior to the PCR Event.
- 6.7.6 The Quality Team will thereafter be responsible for liaising with the nominated External Panel Members regarding the arrangements and logistics of the review event. This will normally include providing guidance to the External Panel Members regarding the expectations of External Panel Members, their expected time commitment, fees and expenses and opportunity for a pre-panel meeting to ensure that they are clear about their role.
- 6.7.7 [Table 6.1](#) shows the typical membership of a PCR Event Panel, the criteria of appointment of each panel member, and their role for this event.

**TABLE 6.1: TYPICAL PCR EVENT PANEL MEMBERSHIP, CRITERIA FOR APPOINTMENT & PANEL ROLES**

Panellist	Criteria for Appointment	Role
Chair	Normally an academic member of the UCO's Academic Council or Teaching Quality & Standards Committee not involved in the submission.	The panel chair will lead the panel and ensure that the requirements of the review process are achieved effectively.  The chair approves the responses to any conditions from the event.
One or Two (depending on subject breadth) Academic External Panel Members	The Academic External Panel Members should be specialists in the field of the subject provision under review.  External academic specialists will be selected on the basis of their coverage of subjects under review at an appropriate level of seniority.  They will be independent of the UCO, i.e., not have been engaged in teaching, research or scholarly activity relating to the course(s) under review such as	The role of the external panel members is to draw upon their subject specialism and professional experience to provide an objective and independent judgement of the quality, standards and coherence of the provision under review.  It is expected that external panel members will undertake the role of "critical friend" and constructively challenge viewpoints or assumptions



	<p>recently serving as External Examiners for the course(s) under review.</p> <p>Neither should any of the Course Team putting forward the proposal be acting as an External Examiner on a course with which the external nominee is associated.</p> <p>Where a review includes a range of subjects deemed sufficiently broad to require additional external academic input (as indicated, for example, by the range of subject benchmarks to which the provision responds), this will be specified on the Periodic Course Review Form.</p>	that are held by the Course Team or institutionally.
An Industry External Panel Member	<p>The Industry External Panel Member should be a practitioner from a practice field related to the subject provision.</p> <p>External practitioners must have substantial practitioner expertise relevant to graduates of the provision under review.</p> <p>The practitioner may not be involved in the direct delivery or support of the provision under review.</p>	
One or Two Senior Academic Internal Representatives	The senior academic representatives should be from outside of the subject provision under review.	To give an internal but independent view on general teaching and learning issues, the learning experience and environment and general resource issues.
A Student Representative (or an approved representative if a student representative is formally noted at the review panel event and documented in the final report as not available)	Student representatives must have current or recent experience as a student of UCO (within the previous two academic years).	The role of the student panel member is to contribute to the assessment of all areas of the review, but with a particular focus on the student experience.
A Quality Assurance Representative	The Quality Assurance Representative should be a member of the UCO's Quality Assurance Team.	To look at issues relating to continued compliance with UCO processes and with QAA requirements / external reference points.
A Secretary	The Secretary is normally appointed by the Head of Quality & Partnerships.	The Secretary's duties include liaising with the Head of Quality about the arrangements for the periodic review process, communicating with panel members, drawing up a draft programme for the panel review event and preparing the review report.

		The Secretary is responsible for acting as conduit between the panel and the Course Team regarding initial observations prior to the event and in the response to the outcomes of the review.
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## 6.8 PERIODIC COURSE REVIEW REQUIRED DOCUMENTATION

- 6.8.1 Responsibility for preparing the PCR submission documentation resides with the Course Teams concerned in liaison with the Head of Quality & Partnerships.
- 6.8.2 It is usually expected that consultation with students and relevant staff (faculty, student support, learning resources and human resources as appropriate) and external experts (External Examiners and PSRBs) will be undertaken regarding proposed modifications which arise from the review preparation process, in line with AQF Section 4: Course and Unit Approval & Modification.
- 6.8.3 Periodic Course Review documentation should be produced and reviewed in line with the UCO's Version Control Policy<sup>2</sup>. This includes using tracked changes to identify amendments and including footers to show the date and version number of the document.
- 6.8.4 Responsibility for the accuracy and completeness of documentation production rests with the Course Leader/s of the provision under review.
- 6.8.5 Internal peer review before submission to the PCR Event is the responsibility of the relevant Course Leader/s.
- 6.8.6 [Table 6.2](#) shows the documentation required to be produced and submitted for PCRs. In all cases coverage should normally include the period since the previous PCR or Course Approval Event unless otherwise stated.

**TABLE 6.2: REQUIRED PERIODIC COURSE REVIEW (PCR) DOCUMENTATION**

Required Document	PCR	Document Description
A Self-Evaluation Document (SED) (AQF06-03) SED Appendices (AQF06-03a-g)		<p>The SED is a critical self-evaluation of the subject and its provision in the context of UCO benchmarks and policies, and external benchmarks and requirements.</p> <p>The SED should be approximately 20 pages long and provide evidence that sufficient and effective attention is being given to the enhancement of quality and the maintenance of standards.</p> <p>The SED should be produced using the PCR SED template (AQF06-03).</p> <p>Guidance for writing the SED is provided in the template.</p> <p>The SED should be accompanied by the following appendices:</p> <p>AQF06-03a Appendix 1: Market Research Summary</p> <p>AQF06-03b Appendix 2: Competitor Analysis Summary</p> <p>AQF06-03c Appendix 3: Course Data</p> <p>AQF06-03d Appendix 4: External Benchmark Mapping (for each course under review)</p> <p>AQF06-03e Appendix 5: UCO Teaching, Learning &amp; Assessment Strategy Mapping</p> <p>AQF06-03f Appendix 6: Course Re-Approval Criteria</p> <p>AQF06-03g Appendix 7: Course Equality Impact Assessment</p>

<sup>2</sup> <https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy>

Course Information Forms for the course/s under consideration	Reviewed Course Information Forms (CIFs) for each of the courses under review with any modifications track changed, using the current CIF template (AQF04-05a).
Unit Information Forms	Reviewed Unit Information Forms (UIFs) for each of the courses under review with any modifications track changed, using the current UCO UIF template (AQF04-06a).
Course Handbooks	Reviewed Course Handbooks for each of the courses under review with any modifications track changed, using the current Course Handbook template (AQF04-07).
Course Modifications	<p>Course Modification Forms (AQF04-16) should be submitted alongside any proposed changes to courses or units as part of the Periodic Review.</p> <p>These should clearly identify the rationale for the modification and any resource implications.</p> <p>A summary of the proposed course modifications should also be identified in the appropriate section of the SED.</p>

6.8.7 Course Teams will be provided with the following information by the Quality Team to enable them to reflect on the course since it was last approved / reviewed:

- a) Current course documentation, including Course Information Forms, Unit Information Forms and Course Handbooks for the course/s under review.
- b) Annual Monitoring Reports since the previous internal / external periodic review or Course Approval (whichever is the most recent).
- c) External Examiner Annual Reports from the previous three academic years and the responses to these reports.
- d) Any PSRB Reports from the previous three academic years and the responses to the reports or since the previous internal / external periodic review or Course Approval (whichever is the most recent), together with evidence of any action taken in response to those reports.
- e) Outcome reports from the last Course Approval or Periodic Review Events of the courses under consideration (whichever is the most recent).
- f) Course Team and other key committee minutes since the previous internal / external periodic review or Course Approval (whichever is the most recent).
- g) National Student Survey (NSS) and Destination of Leavers from Higher Education (DLHE) / Graduate Outcomes Survey or similar data covering the provision under review.

6.8.8 The Quality Team will also provide Course Teams with the following internal and external reference points (as agreed at the Periodic Review scoping stage to enable benchmark mapping and the completion of SED Appendix 4: External Benchmark Mapping (AQF06-03d) and SED Appendix 5: UCO Teaching, Learning and Assessment Mapping (AQF06-03e):

- a) The QAA Framework for Higher Education Qualifications (FHEQ)
- b) Appropriate QAA Subject Benchmark Statements
- c) Appropriate QAA Degree Characteristics Statements
- d) The QAA Credit Framework for England
- e) The SEEC Credit Level Descriptors
- f) Relevant PSRB Standards
- g) The UCO's Strategic Plan
- h) The UCO's Teaching, Learning & Assessment Strategy

- i) Other relevant documentation that Course Teams consider would support the PCR submission
- 6.8.9 Copies of the reference point documentation will be supplied to the PCR Event Panel by the Quality Team.
- 6.8.10 Deadlines for PCR submission documentation are produced by the Head of Quality & Partnerships in liaison with relevant Course Leader/s.
- 6.8.11 All PCR documentation should normally be submitted electronically to the Quality Team at least four weeks prior to each PCR event.
- 6.8.12 The PCR documentation will be circulated to the PCR Event Panel together with guidance and relevant benchmarking standards to enable panel members to consider submitted documentation prior to the PCR Event and to provide them with the opportunity to put forward comments or areas for clarification as appropriate.

## 6.9 PERIODIC COURSE REVIEW EVENTS

- 6.9.1 Normally one PCR Event is arranged however, depending on the nature of the course/s under review and other risk factors, a second PCR Event may take place.
- 6.9.2 The PCR Event normally lasts for one day, however if significant modifications or a new course are proposed as part of the PCR, the event may be scheduled over more than one day.
- 6.9.3 The purpose of the PCR Event is to:
  - a) Provide assurance to the UCO about the quality and standards of the provision concerned.
  - b) Consider the effectiveness with which UCO policies are being implemented, including approaches to teaching, learning and assessment.
  - c) Confirm that research, advanced professional development, and scholarly activities are impacting the provision at FHEQ Levels 6 and 7.
  - d) Identify good practice and particular strengths and strategies for quality enhancement.
  - e) Approve new courses and / or approve modifications to existing courses and units that are confirmed to occur as part of the PCR process, in line with the UCO's course and unit approval and modification processes as documented in AQF Section 4: Course and Unit Approval & Modifications.
- 6.9.4 The PCR Event Panel will achieve this by considering and questioning the PCR documentation submission, meeting with Course Team members, students, teaching staff, senior and support staff and, as appropriate, alumni of the provision under review. A tour of the location of delivery of the course/s may also be undertaken to review facilities and resources.
- 6.9.5 An indicative agenda for PCR events is provided in [Table 6.3](#).
- 6.9.6 Any variation to the agenda or to the duration of the PCR Event, other than that produced by the addition of the approval of new courses and modifications to existing courses and units, must be agreed at the PCR Scoping Meeting or by the Vice-Chancellor.
- 6.9.7 Depending on the nature and complexity of the provision under review, the agenda may include additional meetings with non-academic staff, senior staff, professional services staff, and students.

TABLE 6.3: INDICATIVE AGENDA FOR PERIODIC COURSE REVIEW EVENTS

Time	Meeting	Expected Attendance
9.30 – 10.30	Private meeting of the panel to discuss the format for the event meeting, overall impression of the review documentation and to identify any lines of enquiry.	Panel
10.30 – 12.30	Discussion with the Course Team to pursue agreed lines of enquiry.	Panel Course Team
12.30 – 13.30	Panel meeting to discuss responses to lines of enquiry, identify any re-approval conditions (as appropriate) and identify further lines of enquiry.	Panel
13.30 – 14.00	Lunch	Panel Course Team
14.00 – 14.30	Private meeting of the panel to discuss further lines of enquiry.	Panel
14.30 – 15:30	Discussion with the Course Team to pursue further lines of enquiry.	Panel Course Team
15.30 – 16:00	Private meeting of the panel to discuss outcome and conditions.	Panel
16:00 – 16:30	Feedback outcome and any conditions to the Course Team.	Panel Course Team
16.30	End of Meeting	Panel Course Team

## 6.10 PERIODIC COURSE REVIEW EVENT OUTCOMES

6.10.1 The outcome of the PCR Event will be made based on the considerations and judgements of the PCR Event Panel regarding academic standards and the quality of provision as outlined below.

### A) JUDGEMENTS ON ACADEMIC STANDARDS

6.10.2 The panel will reach a single judgement on academic standards that is based on consideration of the specified outcomes of provision (in relation to relevant external benchmarks), including the content and design of the curriculum, and the design and effective implementation of assessments as a means of testing the outcomes. Exceptionally, different areas of provision may be subject to different judgements, although normally one judgement will be made across the provision.

6.10.3 The judgement will normally be one of the following:

- Confidence:** i.e., re-approve provision normally for another 5 years subject to further annual and periodic review, i.e., the panel was satisfied with current management of academic standards and quality and the prospect of these being maintained in the future.
- Confidence subject to specified conditions:** the panel may identify issues with some/all provision and require the Course Team/s to provide progress reports on these, normally at six-monthly intervals, until the issues are completed.

- c) **No Confidence:** i.e., this judgement should only be reached if there are fundamental and very significant weaknesses that had not been identified in the Self Evaluation Document with appropriate plans in place to address within a suitable timeframe with appropriate arrangements for the management of any required suspension of provision.

## B) JUDGEMENTS ON THE QUALITY OF PROVISION

6.10.4 The outcome of the PCR Event will also include judgements on the quality of provision in respect of:

- a) **Academic strength and viability** (i.e., the effective understanding and focus on the academic position and strategic development of the subject area and its provision, its effective use of benchmarks, staff development and external engagement, and evidence of the effective integration of its academic activities including research and teaching);
- b) **Learning opportunities and resources** (i.e., the evidence that the provision and Course Teams provide their students with opportunities to achieve and develop);
- c) **Student focus and support** (i.e., evidence that the provision and Course Teams are both proactive and responsive in their management and enhancement of the learner experience).

6.10.5 The judgement will normally be one of the following:

- a) **Commendable:** i.e., the provision is approved; most elements are of good quality, with identifiable areas of excellence. Some areas for improvement may be noted.
- b) **Approved:** i.e., the provision is approved; most elements are of good quality, with identifiable, but not significant, areas for improvement.
- c) **Approved, subject to the following time-limited conditions:** i.e., some identifiable and significant weaknesses that can be addressed. The nature of the weaknesses should be clearly identified, and the conditions should be time-bound so that they can be effectively monitored.
- d) **Failing:** i.e., the provision is inadequate, and a recovery plan is required, to include arrangements for the management of any suspension of provision.

6.10.6 The panel may also identify as commendable or failing specific areas of activity or provision within the judgements on quality of provision.

6.10.7 Recommendations may be made in respect of all judgements other than those of 'failing'. These should be monitored through the normal Annual Monitoring and Reporting processes (AQF Section 5: Annual Monitoring & Reporting).

6.10.8 In addition to the above possible outcomes, the panel may set 're-approval conditions' in accordance with AQF Section 4: Course and Unit Approval & Modification. These will be differentiated from judgement conditions and will require a response and completion prior to the next commencement of the operation of the course to which they pertain using the approach to approval conditions specified in relation to the approval process.

## 6.11 PERIODIC COURSE REVIEW REPORTING AND RESPONDING TO THE OUTCOME

6.11.1 Periodic Course Review and Course Approval processes enable the UCO to demonstrate public accountability for the standards achieved by its courses. Peer groups' academic judgements, and the evidence on which they are based, must be substantiated and accessible through reports.

6.11.2 The secretary to the PCR Event Panel will draft a Periodic Course Review Outcome, Conditions and Response Form (AQF06-04) that will provide the Course Team with the outcome and any

- (re)approval conditions, recommendations and commendations immediately following the event to enable Course Teams to begin work on any conditions.
- 6.11.3 The secretary to the PCR Event Panel will also draft a formal and more detailed Periodic Course Review outcome report, normally within two weeks of the PCR Event, and circulate this to the members of the panel for confirmation and is then provided to the relevant Course Team.
- 6.11.4 The outcome report will identify and confirm continued approval (or otherwise) for all provision within the review, and any approved variations to this process. It will also confirm the date of operation in post-review form of the courses reviewed. Where the panel requires essential action other than as (re)approval conditions, it will report these as conditions, identifying responsibilities and a timescale. Other suggested actions may be reported as recommendations and should be responded to as part of the normal annual monitoring process. (Re)approval conditions will be identified in relation to specific courses and have separate timeframes for response and completion.
- 6.11.5 The detailed outcome report will provide a clear indication of the discussions to explain the panel's conclusions and any conditions and recommendations, together with the dates by which they should be met.
- 6.11.6 In respect of judgement conditions, specified arrangements for monitoring, review and sign-off will be specified in the outcome reports.
- 6.11.7 Where it is found that a course requires suspension, the External Examiners for that course will be informed of the start and end dates of the suspension and the reasons for the suspension.
- 6.11.8 The Course Team, in consultation with the Head of Quality & Partnerships, is required to respond to the Periodic Course Review outcome report using the Periodic Course Review Outcome, Conditions and Response Form (AQF06-04) within an agreed timeframe.
- 6.11.9 The Course Team's response should be submitted to the Quality Team who will forward it on to the PCR Event Panel for review and approval.
- 6.11.10 The PCR Event Panel must be satisfied with the Course Team's responses to their conditions and recommendations, and which will be authorised by the Chair of the panel.
- 6.11.11 The authorised response form together with the Periodic Course Review Outcome Report will be considered by the TQSC prior to being submitted to the Academic Council for formal re-approval of the course as recommended by the Chair of the PCR Event Panel.
- 6.11.12 Further to the Academic Council approving the outcome report and response, a Periodic Course Review Confirmation Form (AQF06-05) is produced and signed off by the Chair of the Academic Council. The confirmation form details the outcome of the PCR Event, the length of time for which the course is approved, and the date of the next periodic review of the course. It also serves as confirmation that the Periodic Course Review process is concluded, and that the submitted course documentation is approved for implementation as specified in the Periodic Course Review outcome report.
- 6.11.13 The signed confirmation form and approved course documentation is then circulated to Course Leaders and other relevant staff by the Quality Team as confirmation of course re-approval and conclusion of the PCR.
- 6.11.14 Monitoring of ongoing approval conditions and recommendations is overseen by the CPSC / TQSC in respect of educational matters and the Senior Management Team (SMT) in respect of institutional matters.



## 6.12 PERIODIC REVIEW OF PROVISION ACCREDITED BY A PROFESSIONAL, STATUTORY & REGULATORY BODY (PSRB) AT THE UCO

- 6.12.1 Where a course delivered by the UCO is accredited by a PSRB, the PSRB's re-accreditation / review process shall be followed.
- 6.12.2 Where possible, internal PCRs will normally be scheduled to coincide with PSRB reviews to manage workload.
- 6.12.3 The Course Team responsible for the accredited provision shall liaise with the UCO's Head of Quality & Partnerships to confirm:
  - a) The point of contact for the PSRB.
  - b) Documentation requirements.
  - c) Meeting / visit requirements by the PSRB.
- 6.12.4 An internal preparatory PSRB review event will normally take place prior to the PSRB event to critically review and recommend enhancements to the required PSRB review documentation.
- 6.12.5 The internal preparatory PSRB review event will be co-ordinated by the Quality Team.
- 6.12.6 The internal preparatory PSRB review event will be undertaken by a panel appointed by the Head of Quality & Partnerships in liaison with relevant senior staff normally consisting of the panel members identified in [Table 6.4](#).
- 6.12.7 The Internal Preparatory PSRB Review Event Panel will undertake a desk-based review of the proposed PSRB review documentation referring to guidance and requirements published by the PSRB to identify enhancements to the documentation and lines of enquiry.
- 6.12.8 The Preparatory PSRB Review Event Panel will then meet to discuss the findings of their desk-based review and meet with the Course Team to pursue any lines of enquiry and discuss enhancements.
- 6.12.9 The Course Team will review the PSRB review documentation and make revisions in line with the Preparatory PSRB Review Event Panel's recommendations.
- 6.12.10 The Course Team will provide the Preparatory PSRB Review Event Panel with a response to describe how they have acted on the recommendations, which will be confirmed by the Panel prior to submission to the PSRB.
- 6.12.11 Following submission to the PSRB, the PSRB's review process shall be followed.
- 6.12.12 The outcome to the PSRB review event will be noted by the TQSC and Academic Council.
- 6.12.13 Any conditions resulting from a PSRB review event will be monitored by the TQSC on behalf of the Academic Council.

**TABLE 6.4: INTERNAL PREPARATORY PSRB REVIEW EVENT PANEL**

<b>Panellist</b>	<b>Criteria for Appointment</b>	<b>Panel Role</b>
Chair	The Chair is a senior member of academic staff who has not had direct involvement with the PSRB review submission.	<p>The Chair of the panel is expected to ensure that discussions during the event are developmental and enhance the review submission.</p> <p>The Chair should use the initial private meeting of the panel to agree who will lead on which themes, which areas should be highlighted for clarification as well as the order of topics.</p> <p>The Chair will open the event by clarifying the aims and objectives of the event and will close the event by summarising the conclusions and outcomes. Issues which are not fully clarified should be pursued and any areas of concern should be shared with the Teaching Quality &amp; Standards Committee.</p> <p>The Chair approves the response to any conditions arising from the event.</p>
One Internal Academic Representative	<p>The Internal Academic Representative should not have had direct involvement with the PSRB review submission.</p> <p>They will normally have expertise within the subject area under review.</p>	The role of the academic representative is to draw upon his/her experiences within his/her own academic area to provide an objective and independent view of the quality of the review submission.
One External Representative	<p>The External Academic Representative should not have had direct involvement with the PSRB review submission.</p> <p>They will normally have academic and / professional experience within the subject area and will normally be registered with the PSRB undertaking the review.</p>	<p>The role of the external representative is to draw upon their subject specialism and / or professional experience to provide an objective and independent judgement of the quality, standards and coherence of the review submission.</p> <p>It is expected that external representatives will undertake the role of a "critical friend" and constructively challenge viewpoints or assumptions that are held by the Course Team or institutionally.</p>
A Student Representative	The Student Representative should be a student within the same subject area as that of the review submission and to have been a student for at least one year.	The role of the student panel member is to contribute to the assessment of all areas of the review submission, but with a particular focus on the student experience.
A Quality Assurance Representative	The Quality Assurance Representative should be a member of the UCO's Quality Assurance Team.	The role of this representative is to advise on quality assurance and regulatory issues and to confirm that the review submission considers UCO regulations, policies, and other quality matters.

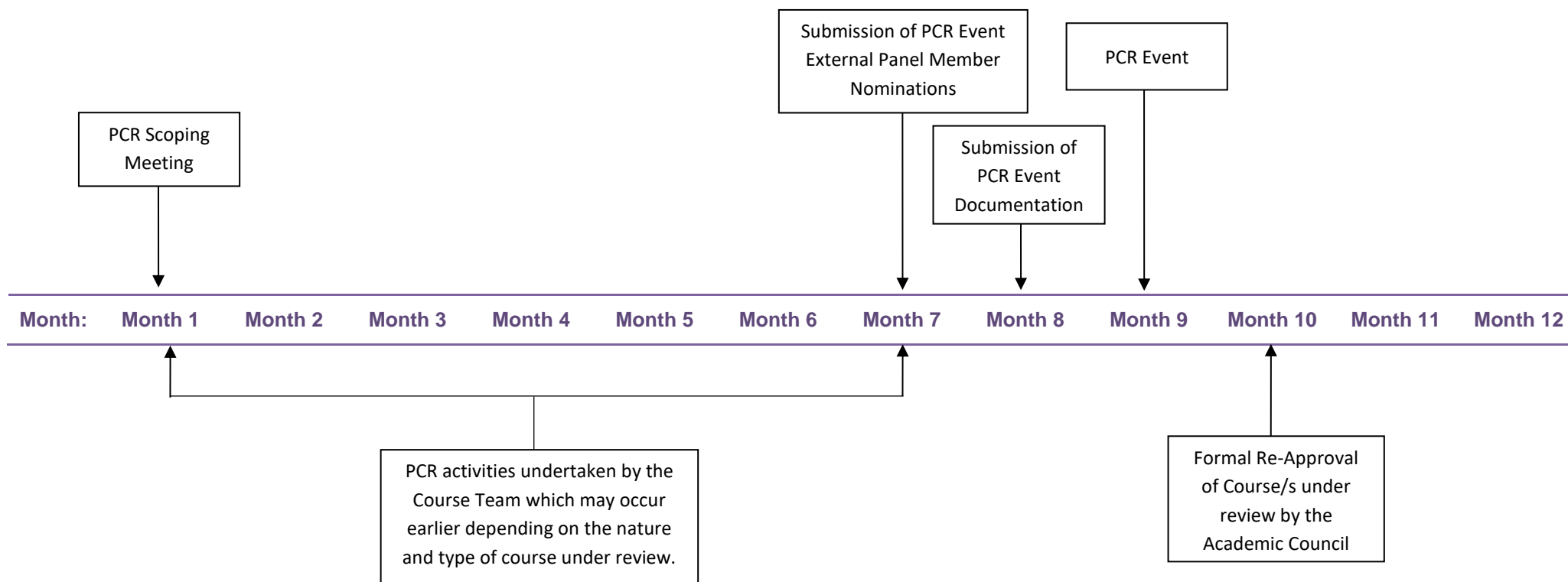
Secretary	The Secretary is usually assigned by the Quality Team.	The role of the Secretary includes taking notes at the event and preparing the outcome report of the event in liaison with the Chair of the Panel.
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### 6.13 PERIODIC REVIEW OF PROVISION ACCREDITED BY A PROFESSIONAL, STATUTORY & REGULATORY BODY (PSRB) AT COLLABORATIVE PARTNERS

- 6.13.1 Where a course delivered by a Collaborative Partner is accredited by a PSRB, the PSRB's re-accreditation / review process shall be followed.
- 6.13.2 The Collaborative Partner will normally be responsible for liaising and complying with the re-accreditation requirements of the PSRB and for informing the UCO of any role it needs to fulfil as part of the re-accreditation process.
- 6.13.3 The Collaborative Partner will normally report the outcome to a PSRB re-accreditation to the UCO when it is received and through the UCO's evaluation, reporting and monitoring activities.

## DIAGRAM 6.1: TYPICAL TIMESCALE FOR PERIODIC COURSE REVIEWS

NB. This diagram shows minimum timescales for typical PCR's and may take longer depending on the nature of course under review.



## AQF06: APPENDICES

Appendix Reference Number	Appendix Title
AQF06-01	Periodic Course Review Form
AQF06-02	Periodic Course Review External Panel Member Nomination Form
AQF06-03	Periodic Course Review Self-Evaluation Document Template
AQF06-03a	SED Appendix 1: Market Research Summary
AQF06-03b	SED Appendix 2: Competitor Analysis Summary
AQF06-03c	SED Appendix 3: Student Data
AQF06-03d	SED Appendix 4: External Benchmark Mapping
AQF06-03e	SED Appendix 5: UCO Teaching, Learning & Assessment Strategy Mapping
AQF06-03f	SED Appendix 6: Course Re-Approval Criteria
AQF06-03g	SED Appendix 7: Course Equality Impact Assessment
AQF06-04	Periodic Course Review Outcome, Conditions and Response Form
AQF06-05	Periodic Course Review Confirmation Form