**Periodic Review Planning and Timeline**

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|  | **Responsibility** | **Completion Date** |
| **May-October** |  |  |
| * Pre-meeting between QUAD and Department for events scheduled for the year ahead (May-August). | **QUAD** |  |
| * Liaison between QUAD/Faculty Deans and the Department over possible dates for the Periodic Review meetings. * If apprenticeship provision is under review, contact Apprenticeship Hub to make them aware and include them in arrangements | **QUAD** |  |
| * Dates of reviews finalised and circulated to Departments and Deans. | **QUAD** |  |
| * QUAD contact HoDs to nominate internal academics to take part in Periodic Reviews during the year. | **QUAD** |  |
| * Departments discuss key themes and focus points for the Review and the Reflective document, drawing on existing information and action plans. | **Department** |  |
| * Department and QUAD liaise over the membership of the Review Panel and agenda for review. Department nominates subject expert, industry expert /employer, PSRB contacts, student panel member. | **Department**  **QUAD** |  |
| * Potential Panel members are contacted to complete the Panel.   + QUAD to contact internal academics, members of Apprenticeship Hub as needed   + Department to contact subject expert, industry expert /employer, PSRB contacts, student panel member. | **QUAD**  **Department** |  |
| * Department invites students to meet and to agree department representatives to meet with Panel. | **Department** |  |
| * Panel members and agenda are approved by the Chair. | **Secretary** |  |
| **3 months before initial Panel meetings** |  |  |
| * Final nominations of Panel Members, including external academic(s), industry and/or professional body representative(s), and student panel member. QUAD complete Right to Work checks. | **Department**  **QUAD** |  |
| * Guidance for Panel Members circulated | **QUAD** |  |
| * QUAD provide feedback on the reflective document, as required, by the Department. | **QUAD** |  |
| **At least 6 weeks before initial Panel meetings** |  |  |
| * Reflective document and key list of documents submitted to QUAD by Department | **Department** |  |
| * QUAD check documentation and any queries addressed with the department | **QUAD** |  |
| **At least 3 weeks before initial Panel meetings** |  |  |
| * Documentation and guidance circulated to the Panel via Box.   Panel members sent feedback form and instructions to return one week before Stage 1. | **QUAD** |  |
| * Department offer briefings for students and staff meeting with the Panel. | **Department** |  |
| **1-2 weeks ahead of initial Panel meetings** |  |  |
| * Panel members submit a brief summary of their feedback and questions (template feedback form provided) and can request any additional documentation (list of further documentation that is available will be provided). | **Panel** |  |
| * QUAD circulate completed feedback forms to panel. | **QUAD** |  |
| * Secretary and Chair hold pre-meeting to determine key themes and questions from feedback forms submitted by Panel members ahead of Stage 1. | **Chair**  **Secretary** |  |
| **Stage One - Initial Panel Meetings (via Zoom or face-to-face)** |  |  |
| * **1 hour** – Initial Panel meeting * **1 hour** – Panel meeting with students (taught programmes) * **1 hour** - Panel meeting with students (research programmes) * **1 hour** – Panel meeting to agree themes and questions for department | **Panel** |  |
| **Before the Stage Two meeting** |  |  |
| * Key themes and questions sent to the department with request for any additional information/documentation. | **Secretary** |  |
| **Stage Two** |  |  |
| **Approximately 6 weeks after the panel meetings in Stage One\*** |  |  |
| * **1.5-2 hours** – Panel meeting with the department * **1 hour** – Panel meeting with any other groups, as appropriate e.g., PSRB * **1.5 hours** – Final Panel meeting * **15 minutes** – Outcomes verbally communicated to department | **Panel** |  |
| **3 days after final Panel meetings** |  |  |
| * Following approval by the Chair and Panel, summary of outcomes sent to the department | **Secretary** |  |
| **3 weeks after final Panel meetings** |  |  |
| * Draft report written and circulated initially to Chair and then to the Panel for comment | **Secretary** |  |
| **5 weeks after final Panel meetings** |  |  |
| * Finalised report sent to Department | **Secretary** |  |
| **Approximately 8 weeks after final Panel meetings** |  |  |
| * Department provide a written response to the conditions and recommendations (deadlines to be agreed by Panel) | **Department** |  |

\* *The panel meetings take place via Zoom or face-to-face. It is not anticipated that both Stage One and Two would be conducted face-to-face unless there was a specific rationale for this. It is recognised that there would be cases in which a different format or approach would be needed; for instance, if the periodic review were to be combined with an accreditation visit or PSRB review. Procedures are varied for partner institutions to ensure that reviews continued to be suitable for their specific needs. Wherever possible. enough time will be allowed between stage 1 and stage 2 to allow for the pre-circulation of the key themes and questions, but the exact window will depend on the individual events, the preference of the chair and the availability of panel members.*

**Final approval checklist**

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| **Activity** | **Responsibility** | **Completion date** |
| Final report submitted to Faculty Education Committee (FEC) for recommendation to AQSC | **Secretary** |  |
| FEC recommendation and report submitted to AQSC. AQSC may request more information.  Authority for final approval rests with AQSC. | **Secretary submits FEC report to AQSC secretary** |  |
| AQSC decision reported to Education Committee and Senate for information | **AQSC Secretary** |  |
| Response to conditions, recommendations and developments in progress sent to the Chair (copied to Secretary/QUAD) | **Department** |  |
| Any University-level issues are forwarded to the Deans / PVC (Education) for referral as appropriate (copied to Secretary/QUAD). | **Department** |  |
| Feedback from the Deans/PVC (Education) regarding University-level issues sent to departments for inclusion in ARCs. | **PVC (Education) Deans** |  |
| Response considered, amended, and approved by the Chair in consultation with the wider Panel if needed. | **Chair** |  |
| Report to FEC and AQSC confirming the completion of the Periodic Review process, including approval of the response to the conditions/recommendations. | **QUAD Manager** |  |
| Commendations and good practice (including response to the conditions/recommendations) disseminated to Departments/Deans/Organisational Development | **Department / Deans / QUAD / OD** |  |
| Outcome to be communicated to students | **Department** |  |
| Response to conditions and recommendations included in the ARC | **Department** |  |

**Contacts and further guidance:** QUAD [contacts](https://www.essex.ac.uk/staff/professional-services/quality-and-development-team) Further [guidance](https://www.essex.ac.uk/staff/academic-standards-and-quality/periodic-review-of-courses).

**Document review information**

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