UNIVERSITY OF ESSEX

PERIODIC REVIEW EVENT

**[Name of School/Department]**

**[Undergraduate or Postgraduate taught/research] Programmes**

INDICATIVE AGENDA

(Final agendas will be agreed for each event)

**[Date]**

**[Location of event/zoom link]**

Stage One

|  |  |
| --- | --- |
| 9.15 | Arrival |
| 9.30 | Welcomeand introduction to the event |
|  | Closed Panel discussion: Agenda setting for the student meeting and departmental team meeting |
| 10.30 | Meeting with students/apprentices (‘x’ programmes)  |
| 11.30 | Break |
| 11.45 | Meeting with students/apprentices (‘x’ programmes) [if necessary for provision under review] |
| 12.45 | Lunch  |
| 13.15 | Closed Panel discussion: Agree themes and questions for the departmental team meeting |
| 14.15 | Close  |

*Provisional timetable depending on level of provision under review (agenda to be confirmed with the Chair prior to each event)*

AGENDA

**[Date]**

**[Location of event/zoom link]**

**Stage Two**

*(Approx. 6 weeks after Stage 1)*

|  |  |
| --- | --- |
| 9.00 | Arrival  |
| 9.10 | Follow-up from Initial Stage One meetings |
| 9.30 | Panel meeting with department[this meeting can be divided into UG/PG course team depending on the provision under review; duration will be adjusted if needed] |
| 11.30 | Break |
| 11.45 | Panel meeting with any other groups, as appropriate, e.g., PSRB, employer |
| 12.45 | Lunch |
| 13.15 | Closed Panel discussion: Outcome of the Periodic ReviewIn reaching a decision to recommend that the courses continue to be offered by the University, the Panel should confirm that it has confidence:* in the continuing validity and relevance of the stated aims and intended learning outcomes of the courses, in accordance with relevant internal and external reference points[[1]](#footnote-1)
* that the award(s) conferred by the University are of an equivalent standard to comparable awards throughout the UK, and that UK threshold standards are being achieved
* in the quality of the learning opportunities students are provided with
* in the department’s procedures for quality assurance and enhancement and the maintenance of academic standards as they apply to the course(s) under review
* that all areas which should be explored during Periodic Review were covered in discussion during the event or were sufficiently covered in the documentation.
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| 14.45 | Feedback to the departmental team: Summary, conclusions, and recommendations |
| 15:30 | Close |

\**The panel meetings would 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 would be varied if appropriate for partner institutions to ensure that reviews continued to be suitable for their specific needs.*

**Document review information**

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| --- | --- |
| Document owner | Quality and Academic Development Team |
| Document last reviewed by | Aminah Suhail, Quality and Academic Development Manager |
| Date last reviewed | August 2023 |
| Review frequency | Annually |

1. Please refer to the guidance to Periodic Review Panels for information on internal and external reference points. [↑](#footnote-ref-1)