University of Worcester

Periodic Review Timescales

TASK	**WHEN** (in relation to main Event)	**WHO**
Preliminary meeting with HoD and Institute Quality Lead		AQU & Department
Identify Chair and Panel Members		AQU & Department
Provide AQU with names of 2 (+) external panel members to check suitability		Department
AQU to request production of data by DMU	-17 weeks	AQU
Department to review all Course documentation	Start semester 2 of year before and completed by -12 weeks	Department
Confirm date of review and the first panel meeting	-16 weeks	AQU & Department
Inform all staff who will attend the Review; ask to keep the morning free (as per suggested agenda)	-16 weeks	Department
Inform students of the first panel date and ask for nominations to meeting the review panel; selected student representatives to attend.	-16 weeks	Department
Check suitability and availability of external panel members	-16 weeks	Department
Make arrangements for first and second panel meetings	-16 weeks	Department
AQU to agree with Department a sample of documentation for Panel* (to include sample AERs, Course Handbooks, Module Outlines, Course Management Committee minutes	-11 weeks	AQU
Submit EDD and supporting evidence to AQU (see below)	-11 weeks	Department
AQU produce briefing paper**		
Documentation to be sent to the Panel	-10 weeks (-4 weeks of first panel)	AQU
First Panel Meeting	-6 weeks	
Request further information, following First Panel Meeting	-5 weeks	AQU
Department provides additional information	-2 weeks	AQU
Disseminate additional information to the Panel	-2 weeks	AQU
Pre-Review Meeting with HoD & Chair	-1 week	
Second Panel meeting	**0 week**	
Report produced and approved by the Chair	+2 weeks following second event	

Approved draft is circulated to the rest of the panel for verification and HoD invited to comment on factual accuracy	+3 weeks	
AQU to make any amendments and gain Chair final sign-off	+4 weeks	
Report is received at next available ASQEC		

* **Sample based on:**
- Cumulative change
- Courses identified as requiring additional support through the AER
- Sample size minimum of 3 and up to 5

***Briefing paper to include:**
- List of courses for which the Department is responsible and link to all Programme Specifications
- Periodic Review process, timeline and organisational arrangements
- Summary of outcomes from last periodic reviews for courses within the Department
- Summary of EE Report outcomes for courses within the Department
- Dashboard information for all courses (recruitment, retention, completion etc)