

# Information for students on programmes under review

Internal Periodic Reviews focus on students' experience of their programmes, courses and support\* available within their School. The University carries out regular reviews of all undergraduate, postgraduate taught and postgraduate research programmes as one of the main ways of assuring itself of the quality of its academic provision and the student experience. Reviews are carried out on a six-year cycle.

## How you can contribute

Before the review: help to shape what the review will cover

- Feed in to requests from your programme representatives and School/subject area for suggestions for the review remit.
- Contribute to any requests for comment about the Reflective Report.

During the review: turn up and have your views heard

- If you accept an invitation to meet with the review team, please do attend. It is important that the review team meets a good number and representative range of students.
- The review team will ask questions about a wide range of topics, for example your views on admission and induction, your opinion of the learning experience, student support, the quality and usefulness of course documents, assessment and feedback on your work, opportunities for you to provide feedback and how it is responded to, the accessibility of the curriculum for all students, and the availability and quality of learning resources and study space. You will also have an opportunity to raise and discuss other issues.

After the review: follow up on actions and progress

- Read the review report and feed in comments to the Student Staff Liaison Committee (SSLC) about the proposed actions through your student representatives.
- Continue to feed in to progress on meeting the recommendations, through your student representatives or other mechanisms set up by the School/subject area.

For more information on how you can get involved, contact your Teaching Organisation or Graduate School.

## IPR Process

There are a number of stages in the Internal Periodic Review process – these are outlined below.

Before the review visit

Review information meeting:

- Takes place approximately five months before the review visit.
- A student representative could be invited to provide a brief overview (2-3 mins) of being a student within the School/subject area.
- A student could also be involved with the tour of any relevant student facilities.

Remit meeting:

- Takes place approximately four months prior to the review visit.
- The purpose is to agree the remit for the review with the School.

\* Student support services are reviewed by a parallel process in which student views about the quality of service form a key part.

- School and students from the review area are asked to propose subject-specific items for the remit.
- Each School has its own mechanisms for seeking student views to contribute to the remit meeting.
- Student representatives may be invited to attend the remit meeting to speak to the student proposed remit items.
- Schools are encouraged to consult with students on the Reflective Report, potentially at a SSLC meeting.

#### The review visit

- The review team scrutinise documentation about the School prior to the review visit.
- The review visit normally takes place over two consecutive days on campus, with digital feedback meetings on the day after the review visit.
- The review team meets with representative groups of students and with groups of staff.
- The meetings with students are normally held over lunchtime and a sandwich lunch is provided.
- No staff from the School are present during the student meetings, and no comments will be attributed to any individuals.
- Online Learning/Year Abroad students will be given an opportunity to engage with the review process; this could be through anonymous questionnaires and/or digital meetings.

#### After the visit

- The review team produces a report containing recommendations to further improve the quality of provision and the student experience, and commendations on areas in which the School is doing particularly well.
- Some recommendations will be taken forward by the School, while others may be targeted for action by other areas in the University with responsibility for a particular aspect of the student experience.
- The report should be used to inform students about the outcome of the review, usually through SSLC meetings.
- The report is published on the University's website and is available to students across the University as well as prospective students.
- 14 weeks after receiving the final review report, the School is asked to report on the action taken in response to the recommendations. This is an initial plan of how it will address the recommendations.
- One year after receiving the report, the School reports on what actions have been completed and any barriers to completing outstanding actions. This report forms part of the School annual quality report to the Senate Quality Assurance Committee. In this way the University and College have an overview of progress and barriers and can help to address the latter where appropriate.
- Students are encouraged to comment on both the 14 week and one year reports, often through SSLC meetings.