



# Periodic Programme Review Procedure

## Documentation Management

### Document Record

<b>Maintained by:</b>	Quality Assurance
<b>Owned by:</b>	Senate
<b>Approval Date:</b>	November 2016
<b>Location of Master Document:</b>	<a href="https://intra.brunel.ac.uk/s/QSO/Team/Monitoring and Review/Periodic Programme Review (PPR)">https://intra.brunel.ac.uk/s/QSO/Team/Monitoring and Review/Periodic Programme Review (PPR)</a>

### Version Control

<b>Document Version</b>	<b>Amendments</b>	<b>Amended By</b>	<b>Date</b>	<b>Approved By</b>
3.0	Major revisions including addition of re-approval element and review by subject.	Head of QA	April 2022	Senate
3.1	Enhancements to detail; clarification of PPR procedure for BPC.	Head of QA	Nov 2022	Senate

# Periodic Programme Review Procedure

## 1 Introduction

- 1.1 Periodic Programme Review (PPR) is the process whereby a subject's taught programmes are reviewed, modified and re-approved through self-evaluation and peer review. It is designed to enable the University to have confidence in the ongoing standards, currency, coherence, and relevance of a subject's provision, and that all students achieve their intending learning outcomes.
- 1.2 This procedure adheres to the expectations set out in the QAA UK Quality Code for Higher Education, and also the Advice and Guidance for Monitoring and Evaluation; and the European Standards and Guidelines (ESG) 2015 Part 1.
- 1.3 The opportunity to periodically reflect on the achievement and academic experience of students, academic standards, and the continuing currency and relevance of its provision, is central to an institution's quality assurance and programme enhancement processes, and for ensuring that programmes provide a high-quality academic experience and successfully facilitate further study and professional employment.
- 1.4 PPR is undertaken by a Panel of internal and external academics, student representatives, representatives from University services, and is chaired by a senior member of Brunel academic staff. For Brunel University London Pathway College (BPC), the role of external academics will be conducted by Brunel academic staff.
- 1.5 Each subject undergoes PPR normally every 5 years. The schedule for PPR is approved by Senate and presented under Appendix A.
- 1.6 For BPC, PPR will only be undertaken for foundation and pre-masters programmes. Periodic Programme Review of alternative level 4 programmes is achieved through the associated Brunel programme's PPR, which will typically require mandatory changes to the BPC alternative level 4.
- 1.7 College Management Boards may approve the grouping of subjects and have them considered under one PPR process. The Schedule presented under Appendix A will identify where this is the case.

## 2 Overview of PPR

### 2.1 PPR involves the:

- review of a subject's taught programmes in the context of academic standards, student and other stakeholder feedback, student outcomes, and programme design; and
- the scrutiny of programmes, including proposed modifications, resulting in re-approval of the programmes for a period of 5 years.

2.2 PPR will be conducted over 1 or more days, depending on the complexity of the subject's provision.

2.3 All PPR meetings will be conducted online.

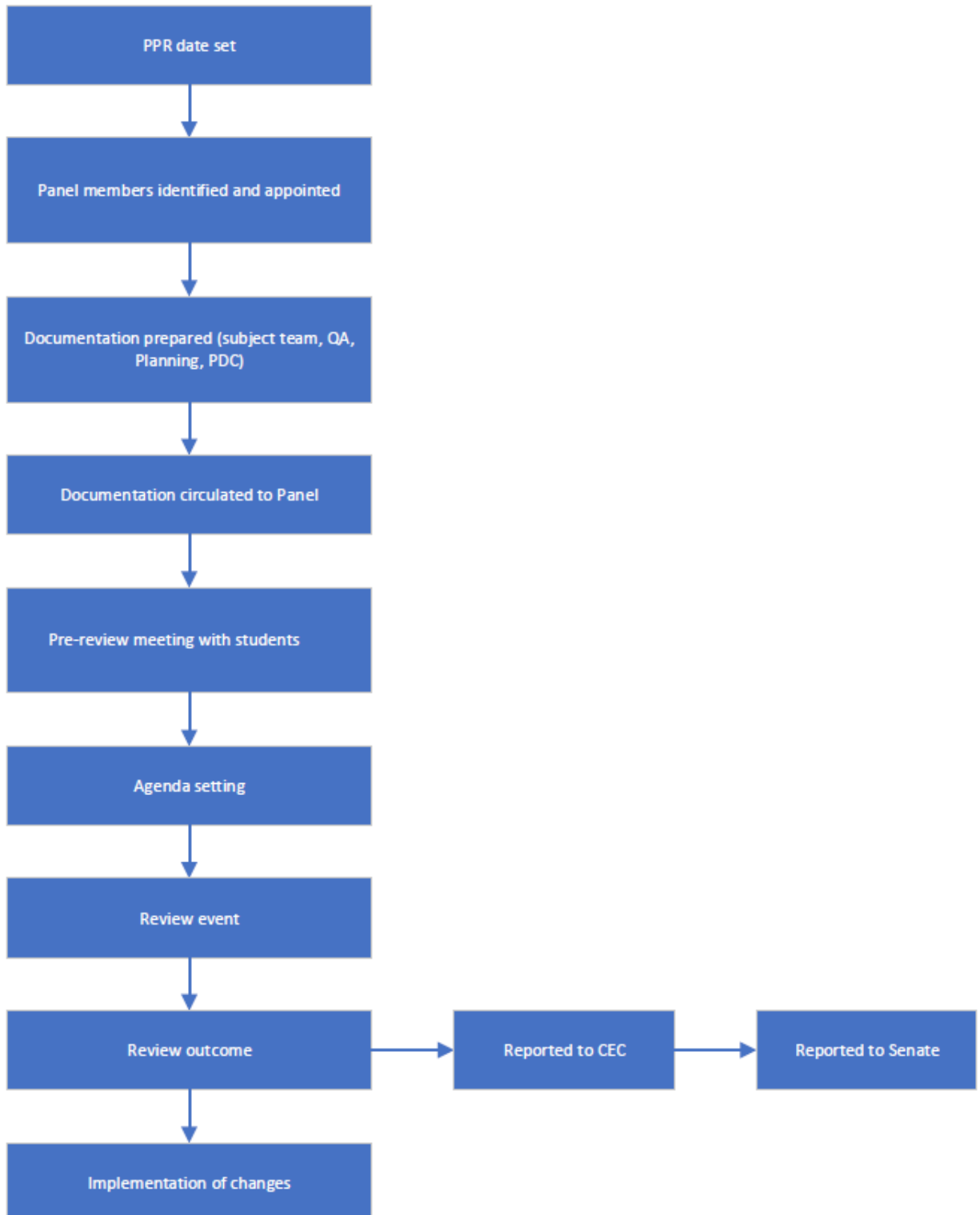
2.4 To conduct a PPR effectively, Panels will consider the following in relation to the programmes submitted:

<b>Consideration</b>	<b>Evidence Base/Data</b>
Academic Standards	External Examiner Reports; alignment of learning outcomes with the Framework for Higher Education Qualifications (FHEQ).
Student and other stakeholder feedback	Pre-review meeting with students; survey data (NSS, internal survey data); accrediting and professional body (PSRB) reports; employer/industry board feedback.
Student outcomes including attrition, awards, and destinations	Annual monitoring data, destination data.
Programme design – Curriculum	Programme Specifications and Block Outlines; Subject Benchmark Statements.
Programme design - Teaching and assessment strategies	Programme Specifications and Block Outlines, stakeholder feedback, External Examiners reports, alignment with University Education and Student Experience strategy.

2.5 The agenda for a PPR will investigate issues as required, and the precise items to be explored by a Panel and the proportion of time to be spent on each of the considerations identified above will only be determined once a pre-review meeting with students has taken place.

### 3 PPR Process Diagram

3.1 The following diagram provides an overview of PPR.



## 4 Timescales

4.1 The timeline for a PPR is as follows.

Stage	Weeks
Planning discussions	January of the year prior to the year of PPR
Window for PPR identified	-30 weeks
Chair approved	-28 weeks
Confirmation of PPR date	-26 weeks
PPR Panel approved	-17 weeks
Meeting invitations sent to PPR Panel and students	-16 weeks
Submission of documentation	-8 weeks
Documentation circulated to Panel	-7 weeks
Pre-review meeting with students	-5 weeks
Confirmation of Agenda	-3 weeks
Review Event	Week 0
Conditions (where applicable) agreed by College	+1 week
Report of Review Event	+1 week after conditions are met

4.2 Subject areas are advised to begin considering and planning programme changes in advance of the formal PPR timeline above.

4.3 At the outset of a PPR, a scoping meeting should take place between the subject undergoing review, and division, department or college level representatives to identify expected outcomes and agree areas of focus for the self-evaluation and modification of programmes.

4.4 For periodic programme review of BPC provision, BPC should ensure that consultation meetings with representatives from associated Brunel departments have taken place prior to the submission of documentation. These consultation meetings should discuss areas of focus and agree the modifications to be proposed by BPC. There should be a minimum of 2 consultation meetings held with department representatives:

- an initial meeting to discuss proposed modifications; and
- a final meeting for BPC and the associated Brunel departments to agree the revised documents and proposals.

4.5 Minutes of the final meeting should be produced to record agreement of the proposed modifications by all associated Brunel departments, and these should

be submitted alongside other documentation for the review. Where necessary, record of approval by a Brunel department may be achieved via correspondence, and evidence should be appended to the minutes.

- 4.6 It is recommended that a PPR event takes place in Term 1 of an academic year, enabling any approved programme or block changes to potentially be implemented for the following academic year.
- 4.7 The timescale for the implementation of programme or block outline changes resulting from PPR will depend on the timing of the PPR event and the nature of the changes.
- 4.8 PPR Panels will not be required to confirm precise dates for the implementation of programme or block outline changes resulting from PPR, only that they are approved and should be implemented.

## 5 Review Events

- 5.1 The Review Event is the formal meeting of the PPR Panel with the subject undergoing review. Review Events will be, at minimum, one day, with the total duration determined by the complexity of the provision.
- 5.2 The Review Event day will typically have the following structure.

Activity	Purpose
Private Panel Meeting	For Panel Members to discuss the self-evaluation report and supporting data submitted, and the programmes submitted for review and any proposed modifications, and agree conversation points.
Meeting with Subject	To discuss the conversation points identified in the private panel meeting with the subject team.
Private Panel Meeting	<ul style="list-style-type: none"> <li>• To identify commendations</li> <li>• To confirm re-approval of all programmes submitted for review and any proposed modifications</li> <li>• To agree recommendations and/or conditions</li> </ul>
Feedback meeting with Subject	<ul style="list-style-type: none"> <li>• To inform the subject of the outcome of the review</li> </ul>

- 5.3 Where a PPR is conducted over more than one day, the first day may typically include the private panel meeting and the meeting with the subject.

## 6 Outcomes

6.1 A PPR will result in two main outcomes for the subject going through periodic review.

Outcome		Explanation	Implementation
1	Re-approval of programmes	<p>All programmes considered through the PPR will be re-approved for 5 years, confirming ongoing suitability in the context of curriculum, learning outcomes, programme structure, pedagogy and assessment strategy.</p> <p>Any conditions resulting from the review must be met before re-approval of a programme can be confirmed.</p>	<p>Modifications submitted and approved as part of the PPR will be implemented in an appropriate timescale.</p> <p>Revised programme specifications and block outlines will be published for the year in which they are to take effect.</p>
2	Action Plan	<p>A plan identifying specific actions for the subject.</p> <p>The action plan may include conditions and recommendations.</p>	<p>Actions should be monitored by the associated Board of Studies and Department Management Board until all are completed or closed. College Education Committees will maintain oversight of PPR action plans through the annual monitoring process.</p>

6.2 Verbal feedback on the draft outcomes and action plan will be provided to a subject at the close of the Periodic Review meeting.

6.3 The outcome and action plan for a PPR may include one or more of the following:

- Commendations – recognition of good practice
- Recommendations – suggestions for the further enhancement of a programme, which do not require a formal response in order for the PPR to be concluded
- Conditions – a specific action which requires addressing in order for the PPR to confirm re-approval of a programme/s, and for the review to be concluded. Where a condition is attached to a programme, the programme will not be re-approved until the condition is met.



- 6.4 A draft of the action plan will be provided to the subject and College shortly after the event. Colleges will endorse the action plan, and where necessary, consult with the Panel Chair.
- 6.5 Conditions resulting from a PPR should be addressed within 4 weeks of the action plan being endorsed.
- 6.6 Where a condition will require significant revision to a programme, an appropriate timescale will be set. This may also require a virtual re-convening of the Panel, or select members of the Panel where appropriate, to review the modified programme/s and confirm re-approval.
- 6.7 Following confirmation by the Chair that all conditions listed in an action plan have been completed, the PPR will be considered closed, and a report will be produced by Quality Assurance confirming the outcome.

## 7 Documentation

- 7.1 PPR is a paperless process and, therefore, all documentation should be gathered and provided in electronic format and shared with Panel members via Microsoft Teams.
- 7.2 The documentation required for PPR is as follows.

Document/Evidence	New or Existing	Provider
Self-Evaluation Report (template available <a href="#">here</a> )	New	Subject Area
PSRB/Accrediting Body Reports covering the period in review	Existing	Subject Area
Programme Specifications and Block Outlines	Existing - Drawn from the <a href="#">Programme Documentation Repository</a> with proposed modifications highlighted (see Section 10)	Subject Area
Pre-review Student Meeting Summary	New	Quality Assurance Manager
Previous PPR Report	Existing	Quality Assurance
Annual Monitoring data covering the period in review	Existing	Quality Assurance

Document/Evidence	New or Existing	Provider
External Examiner Reports and responses covering the period in review	Existing	Quality Assurance
Destination Data	Existing	Professional Development Centre
Student Feedback Data: <ul style="list-style-type: none"> <li>NSS</li> <li>Module Survey Data</li> </ul>	Existing	Strategic Planning Comms

7.3 All documentation is gathered by/submitted to the Quality Assurance Manager assigned to the PPR.

7.4 The Pre-review Student Meeting Summary will be circulated to the PPR Panel as a separate document once available.

## 8 Panels

8.1 The Panel composition for a PPR will be as follows.

Panel Member	Number and Criteria	Role
Chair	<p>A senior academic who is external to the subject's College.</p> <p>Typically a Deputy Dean Academic Affairs, Vice Dean Education, Associate Dean Quality Assurance, Head of Department, Divisional Lead, or Director of Teaching and Learning.</p> <p>For BPC PPR events, the Chair is required to be an Associate Dean Quality Assurance, Deputy Dean Academic Affairs or Vice Dean Education.</p>	<ol style="list-style-type: none"> <li>To confirm the agenda for the PPR event.</li> <li>To ensure that the PPR event is conducted according to the University's procedure</li> <li>To facilitate effective discussion between Panel members, and between the Panel and subject team</li> <li>To ensure that student feedback is appropriately considered through the PPR</li> <li>To ensure that the action plan resulting from the PPR has value for both the University and subject.</li> </ol>

Panel Member	Number and Criteria	Role
An Internal member of Academic Staff	An academic who is external to the subject and its department.	To scrutinise the programmes submitted for review in the context of: the information provided; the University's Education Strategy, regulations and policies; and general expectations regarding higher education provision.
External Academics	<p>Academic staff, external to the University, with relevant subject expertise.</p> <p>The number of external academics appointed to a PPR Panel should typically be two at minimum, but also sufficient enough to ensure coverage of the programmes submitted for review and re-approval.</p>	To scrutinise the programmes submitted for review in the context of: the information provided; expectations regarding the subject and wider sector; and general expectations regarding higher education provision.
External stakeholder	At least one external representative from a stakeholder group (e.g industry/ business or a professional body)	To scrutinise the programmes submitted for review in the context of the information provided; and the wider sector including potential roles/graduate destinations and skills needs.
Student Panel Member/s	<p>One undergraduate student external to the subject area.</p> <p>One postgraduate student external to the subject area.</p> <p>Where a PPR considers only one level (UG or PGT), only one student panel member will be required.</p>	To scrutinise the programmes submitted for review in the context of the information provided and expectations regarding the student experience

<b>Panel Member</b>	<b>Number and Criteria</b>	<b>Role</b>
University Representative	As required depending on the nature of the subject and its programmes.	To provide specialist input on any curricula or operational aspects of the programmes under review.
Quality Assurance Manager	The Quality Assurance Manager for the College within which the subject area is located.	To guide the Panel and provide information on University programmes, policy and regulations.

8.2 Panel membership will be proposed by the subject under review, in consultation with Quality Assurance, and formally approved by the College Management Board.

## **9 Reporting**

9.1 The PPR Outcome Report will be submitted to the associated College Education Committee, which will then report on the outcome to Senate via the College Education Committee Report.

## **10 Responsibilities**

10.1 The responsibilities for PPR are as follows.

<b>Staff/Team</b>	<b>Responsibilities</b>
College Management Boards	<ol style="list-style-type: none"> <li>1. Approval of subject groupings for PPR</li> <li>2. Approval of PPR Panels</li> </ol>
Subject Area	<ol style="list-style-type: none"> <li>1. To produce the self-evaluation report</li> <li>2. To provide PSRB/Accrediting Body Reports covering the period in review</li> <li>3. To assemble all programme documentation and, where necessary, modify programme documentation (see Section 10)</li> <li>4. To propose external academics and external stakeholder representatives for appointment to the PPR Panel.</li> </ol>

Staff/Team	Responsibilities
Quality Assurance	<ol style="list-style-type: none"> <li>1. To appoint the Review Panel</li> <li>2. To set up all formal meetings of the PPR.</li> <li>3. To provide documentation as per Section 5.</li> <li>4. To provide Panel members with the full PPR documentation set.</li> <li>5. To answer any queries regarding procedure.</li> <li>6. To organise and produce a record of the pre-event meeting with students.</li> <li>7. To produce the report of the PPR</li> </ol>
Professional Development Centre	To provide destination data at the request of Quality Assurance
Planning	To provide NSS and other student survey data at the request of Quality Assurance
Boards of Studies	To monitor progress against the PPR action plan.
Department Management Boards	To monitor progress against PPR action plans for all subjects within the Department.
College Education Committee	To monitor progress against PPR action plans for all subjects within the College. To report PPR outcomes to Senate.
Senate	To consider PPR outcomes as communicated through the College Education Committee Report. To agree the PPR Schedule. To agree modifications to the PPR Procedure.

## 11 Presenting Programme Documentation for PPR and proposing Modifications

- 11.1 Modifications to any programme specifications or block outlines to be proposed as part of a PPR must be shown through tracked changes, and a description and rationale for the changes should be included in Appendix 1 of the self-evaluation report.
- 11.2 When developing and proposing modifications to programmes, subjects should carefully consider, and where appropriate consult with, related programme/block leads, subjects and other departments. This could include:
- Alternative level 4 programme delivered by BPC. Any change to level 4 of a Brunel programme would need to be appropriately addressed in the BPC alternative level 4 programme.
  - Foundation or pre-masters programmes delivered by Brunel or BPC. Careful consideration would need to be given to the ongoing suitability of these programmes in light of the modifications being proposed through the PPR.

- Joint awards.
- Other subjects whose programmes draw on blocks delivered by the subject undergoing PPR.

11.3 All programme specifications and block outlines relevant to a PPR should be drawn from the [Programme Documentation Repository](#).

## **12 College Approval of Periodic Programme Review Documentation**

12.1 College Education Committees and College Management Boards will approve all documentation to be submitted for a subject's PPR. This includes specific consideration and approval of the self-evaluation report and all proposed modifications, prior to formal submission to the PPR Panel.

## **13 PPR and External Accreditation**

13.1 Where appropriate, the scheduling and format of a PPR may be aligned, or amended, to a major accreditation event, allowing the subject to undertake both processes and use documents, meetings and outcomes from either to satisfy the requirements of the accrediting body and University.

## **14 Schedule for Periodic Programme Review**

14.1 The schedule for PPR, and any amendment to it, will be approved by Senate.

## **15 Modification of Programmes outside of Periodic Programme Review**

15.1 The comprehensive and significant revision of a programme should ideally be undertaken through the PPR Procedure. Processes for modification of programmes outside of PPR are defined in the University's Programme Modification Policy available [here](#).

## **Appendix A Schedule for Periodic Programme Review**

NB. The schedule for Periodic Programme Review is currently under development.