

## **POSTGRADUATE RESEARCH PERIODIC REVIEW**

### **1. INTRODUCTION**

Postgraduate Research Periodic Review is the system that the University operates to review the quality and standards of the postgraduate research provision offered by each academic area. It is a reflective and evaluative process that provides the review area the opportunity to consider PGR provision in its entirety, including academic, administrative and support matters, and to receive constructive feedback from colleagues experienced in the delivery and management of PGR programmes. Periodic Review highlights best practice so that valuable experience and knowledge can be shared across the University. Areas for development and solution-focused mechanisms are defined to ensure issues are addressed at the appropriate level within the University (School/Institute, Faculty and University).

PGR Periodic Review is informed by the [QAA's UK Quality Code for Higher Education](#) and expectations regarding student admission and induction, the research environment, supervision, skills and training, employability, assessment and progression, examination, complaints and appeals, quality management and PGR collaborative provision.

The exercise forms a key element of the University's ongoing commitment to assuring the quality and standards of its postgraduate research provision. The purpose of PGR Periodic Review is to assess the quality of the provision and promote enhancement of the PGR student experience.

The review should be undertaken for all PGR provision offered by the area under review, including PhD, MPhil, MD and Professional Doctorates and doctorate programmes delivered in collaboration with other institutions. Consideration of MRes degrees takes place within the Periodic Review of taught provision.

### **2. PRINCIPLES OF PERIODIC REVIEW**

The principles of the Periodic Review process are as follows:

- a) **The process is inclusive of students and is student-focused.** Students are expected to have the opportunity to play a key role in the preparation for a Periodic Review of their School/Institute. They should be engaged in the development of the Self-Evaluation Document (SED) and invited to participate in online review meetings. Students should also be involved in drawing up the Action Plan in response to the outcome of the Periodic Review.
- b) **Periodic Review is a constructive process to promote enhancement and to identify and disseminate good and/or effective practice.** The Periodic Review process should facilitate constructive discussion and reflection that will raise awareness of successes and identify areas for enhancement and development; the

process thus enables the sharing of good practice and experience across the University.

- c) **External input is integral to the Periodic Review process.** An essential aspect of the Periodic Review process is the role of externals, namely a relevant expert from another UK higher education institution who is a member of the Panel.
- d) **Periodic Review makes effective use of management data to gain an institutional understanding of performance.** The Periodic Review process enables the University to gain a sound knowledge and awareness of PGR provision and how each School/Institute is performing in its delivery and, equally important, the process ensures that appropriate Action Plans and responses are developed to address the issues highlighted and that these are communicated to staff and students.

### 3. THE REVIEW PROCESS

The purpose of Periodic Review is to monitor the quality and standards of postgraduate research provision and awards offered by each level 2 School/Institute. The process enables the University to check the academic health of its provision, to identify areas for development and to identify and disseminate good and/or effective practice in PGR provision.

Each School/Institute undergoes review on a six-year cycle. A Panel is appointed to undertake the review process, of which there are three key stages.

- Production and submission of advance documentation to inform the review;
  - To prepare for the Periodic Review the review area will analyse data on a wide range of issues such as admissions, funding, registration matters, viva examination results, submission/ completion rates, complaints and appeals. (See section 7 below)
  - The review area then prepares a Self-Evaluation Document, in consultation with the students (via the relevant Student Voice Coordinator), the final draft of which students from the review area are invited to comment on. The SED is used by the Panel to structure the discussions it will have with staff and students in the review area
- The review event;
  - The Panel will meet with staff and students from the review area in a series of online meetings and the discussions will inform the development of the Periodic Review Report. The review process will be conducted through online meetings over a number of days within a defined period (not normally exceeding seven working days). The meetings will be held through Zoom or Teams. The Panel Secretary is responsible for arranging the meetings, in consultation with the Panel Chair, and for sending out the diary invitations and the relevant links
- The Periodic Review Report and Action Plan
  - Following the review event a report on the Panel's findings will be presented to the Dean of the review area so that an Action Plan can be drawn up, in consultation with students
  - The Report and Action Plan will be disseminated to the student body, through appropriate channels, and progressed through Faculty and University Committees

#### 3.1 Level for conducting Periodic Review

PGR Periodic Review will be conducted at level 2. In the Faculty of Health and Life Sciences this means at Institute level. In the Faculties of Humanities and Social Sciences and Science and Engineering this means at School level.

Professional Doctorates shall be included in the review of the Research Institute or School they are associated with.

#### **4. THE REVIEW PANEL**

The Periodic Review of an area will be undertaken by a Panel which should be constituted as follows:

- a) A Chair, this should be either the Faculty PGR Director or a level 2 Director of PGR from the same faculty as the School/Institute being reviewed
- b) A member of academic staff from another School/Institute in the same Faculty, with relevant experience of PGR
- c) An academic representative from another Faculty, normally a level 1 or 2 Director of PGR
- d) An academic representative from a relevant Faculty committee
- e) A Sabbatical Officer of the Liverpool Guild of Students
- f) A member of academic staff from another UK higher education institute with relevant PGR management experience
- g) A representative from Professional Services with knowledge of PGR

All members of the Panel have equal standing and should be given the same opportunities to contribute to the Periodic Review, including chairing a meeting during the review event.

Plus, in attendance to support the process:

- h) A Secretary to the Panel, normally a School/Institute Manager or a professional services Officer from the same Faculty as the area being reviewed to provide administrative support for the review process and to prepare the agenda and papers for meetings.
- i) A representative from AQSD, normally the PGR Quality Officer will be the Minute Secretary to take minutes of the event meetings and to draft the report of the review. The report will be agreed by the Chair and the Review Panel. In addition, the AQSD representative will provide advice, guidance and support during the planning, preparation and conduct of the review.

It is the responsibility of the relevant Faculty Director of Operations, to coordinate the appointment of the Panel (see sections 5 and 6 below).

Briefing for participants can be provided by AQSD if required.

## 5. ROLES AND RESPONSIBILITIES

### 5.1 STAFF AND STUDENTS WITHIN THE REVIEW AREA:

The review area's **FACULTY DIRECTOR OF OPERATIONS:**

#### *Advance preparation*

- Liaises with the review area to identify a potential date for the Periodic Review, in accordance with the agreed schedule (Appendix 13)
- Appoints the Panel Chair and Panel Secretary
- Liaises with the review area's Dean of School/Institute to agree the number of External Panel members required (normally not more than one)
- Liaises with the review area's Dean of School/Institute to agree potential candidates to act as External Panel members
- Ensures that the External Panel member has been invited to take part in the review by the Chair of the Panel
- Liaises with the Chair of the Panel to identify potential Panel members
- Confirms the Panel membership, with the Chair, to AQSD
- Confirms the dates of the review to AQSD
- Ensures that all those involved in the review in the Faculty are meeting their obligations and responsibilities
- Resolves issues that may arise in the Faculty's preparation for Periodic Reviews

#### *Review event*

- The Faculty Director of Operations does not normally have a role to play in the review event

#### *Follow up*

- Resolves issues that may arise in the Faculty's follow-up of Periodic Reviews
- Ensures the Periodic Review Report and Action Plan are submitted to Faculty Senior Management Team for consideration

The **DEAN OF THE REVIEW AREA:**

#### *Advance preparation*

- Initiates the development of the Self-Evaluation Document, delegating work as required
- Ensures professional services staff within the review area collate the required advance supporting documentation
- Ensures that the advance supporting documentation is made available to those contributing to the development of the SED, including students
- Proposes the potential candidate(s) for the External Panel member(s) and verifies their availability for the proposed online review event
- Ensures academic staff in the review area are available for the online meetings of the review event
- Agrees the draft timetable for the review event with the Chair of the Panel
- Selects the staff to attend the online meetings with the Panel
- Ensures a summary of the management information data, provided as part of the advance supporting documentation, is produced to give context to the Review Panel

- Ensures the student body is given the opportunity to contribute to the development of the SED
- Finalises the SED in consultation with academic colleagues and students
- Ensures the SED and advance documentation have been provided to the Secretary of the Panel no later than one month before the review event

*Review event*

- Attends the online meetings of the review event as appropriate

*Follow up*

- Produces the Action Plan in consultation with academic colleagues and students
- Ensures that any issues preventing information/ statistics being made available to the Panel are fed into the Action Plan
- Ensures the student body has the opportunity to review and comment on the Action Plan
- Ensures the student body receives the final Periodic Review Report and Action Plan through an appropriate channel
- Leads, with the Chair, the post-Periodic Review meeting
- Leads, with the Chair, the Periodic Review Progress meeting
- Provides the Faculty and University PGR Committees with a Progress Report on the implementation of the Action Plan
- Ensures the student body receive a copy of the Progress Report and comments from the University PGR Committee

**The REVIEW AREA ACADEMIC STAFF WITH A RESPONSIBILITY FOR PGR STUDENT EXPERIENCE:**

*Preparation*

- Assist the Dean of the review area in the production of the SED
- Produce a summary of the management information collated as part of the advance supporting documentation
- Coordinate the opportunity for the student body to feed into the development of the SED

*Review event*

- Attend online meetings of the review event as directed by the Dean of the review area

*Follow up*

- Assist the Dean of the review area in the production of the Action Plan after the event

**The REVIEW AREA ACADEMIC STAFF (GENERAL)**

*Preparation*

- All academic staff in the review area should be given the opportunity to contribute to the SED

*Review event*

- Attend online meetings of the review event as directed by the Dean of the review area

**The REVIEW AREA SCHOOL/INSTITUTE MANAGER:**

#### *Preparation*

- Coordinates the activity of the professional support staff in preparing for and supporting the review process
- Supports the professional services staff collating the advance supporting documentation
- Ensures the data sets are made available to those involved in the drafting of the SED

#### *Review event*

- The School/Institute Manager would not normally have a role in the review event

#### *Follow up*

- The School/Institute Manager may be required to support the Dean in developing and implementing the Action Plan.

### **The REVIEW AREA PROFESSIONAL SUPPORT STAFF (STUDENT EXPERIENCE, MANAGEMENT SERVICES AND RESEARCH/FINANCE):**

#### *Preparation*

- Arrange briefing sessions with AQSD for review area staff and students
- Collate the additional supporting documentation (as laid out in Section 7), including the required management information
- Recruit, with the aid of the Faculty Student Voice Coordinator, the students who will engage with the development of the SED
- Circulate the SED to the student body for consultation prior to it being finalised
- Encourage a range of students (including full and part-time, on-campus, off site, split-site, online students and students at partner institutions), to attend the meeting with the Panel and ensure the students are invited to the appropriate online meetings
- Enable staff and students from the review area to submit their written feedback anonymously for consideration by the Review Panel

#### *Review event*

- Provide copies of the SED and other relevant documentation at the request of the Secretary to the Panel
- Attend online meetings as requested by the Dean of the review area

#### *Follow up*

- Attend meetings as requested by the Dean of the review area
- Liaise with the external regarding their payment

### **The STUDENTS FROM THE REVIEW AREA:**

#### *Preparation*

- Contribute to the development of the SED; scrutinising information provided by the review and giving a student perspective

#### *Review event*

- Attend the online meeting with the Panel to discuss their experience of PGR provision within the review area

#### *Follow up*

- Contribute to development of the Action Plan from a student perspective
- Receive and respond to, as appropriate, progress updates following Periodic Review provided by the Dean of the review area
- Provide feedback on their experience of the Periodic Review process

The **FACULTY STUDENT VOICE COORDINATOR**:

*Preparation*

- Supports the review area professional services staff in the active recruitment of students for the different stages of the Periodic Review process
- Supports the AQSD briefing sessions for student participants
- Supports the student participants in contributing to and commenting on the SED
- Liaises between the students and the review area as appropriate

*Review event*

- The Faculty Student Voice Coordinator has no responsibilities during the Review Event

*Follow up*

- Supports the student participants in contributing to the Action Plan
- Liaises between the students and the review area as appropriate

## **5.2 Panel members and attendees**

The **CHAIR OF THE PERIODIC REVIEW PANEL**:

*Preparation*

- Liaises with the Faculty Director of Operations and the Dean of the review area to identify the Panel members
- Invites the External Panel member(s) to take part in the event, once agreed with the Faculty Director of Operations
- Organises the review event in accordance with these guidelines and manages the work of the Panel by assigning aspects of the review area's provision to Panel members
- Agrees a draft timetable for the review event with the Dean of the review area
- Chairs the preliminary online meeting with the Dean of the review area and the AQSD representative, approximately one week before the review
- Assigns responsibility for scrutiny of aspects of provision, and chairing of particular sessions to individual Panel members
- Assigns responsibility for developing questions for each session to individual Panel members
- Develops questions for the review area for the session(s) they are to chair

*Review event*

- Chairs the opening and closing online meetings of the review event and ensures that all meetings in the review are conducted in a professional, constructive and supportive manner
- Chairs the online private Panel meetings held during the review event
- Contributes to sessions, asking questions of the review area

- Agrees protocols for using the chat function e.g. in the students' meeting, and how this is monitored
- Agrees protocols for Panel members to indicate when they wish to speak, and how those attending meetings can indicate they wish to speak
- When a meeting is to be recorded, ensuring that this is communicated to all those attending at the start of each meeting.

#### *Follow up*

- Endorses the final Periodic Review Report drafted by the AQSD Minute Secretary
- Circulates the review area's Action Plan to relevant colleagues via email
- Circulates the Progress Report to relevant colleagues via email to discuss progress made on the Action Plan

### The **SECRETARY TO THE PANEL:**

#### *Preparation*

- Supports the Chair in their role and ensures that all preparations for the review are timely
- Checks the schedule and documentation for the review event with the AQSD Representative prior to dispatch to the Panel members
- Collates requests from the Panel for further information from the review area and forwards to the Chair of the Panel
- Arranges briefing sessions for Panel members by AQSD, if required
- Issues Zoom or Teams invitations to the Panel members, and staff and students as appropriate
- Liaises with AQSD as necessary

#### *Review event*

- Responds to any requests from the Panel to supply additional information or data
- The Panel Secretary's attendance at the online meetings during the review event is optional (other than the private meetings of the Panel)

#### *Follow up*

- Arranges the post-Periodic Review online meeting between the Chair of the Panel, the Dean of the review area, the AQSD representative and others, as required
- Arranges the Periodic Review Progress online meetings between the Chair of the Panel, the Dean of the review area, the AQSD representative and others, as required
- Liaises with AQSD as necessary

### The **PANEL MEMBERS:**

#### *Preparation*

- Scrutinise all the documentation received, in particular the documentation relating to the aspects of provision allocated to them for the review
- Send preliminary comments on the review documentation and any requests for additional information to the Secretary to the Panel five working days in advance of the review event. The Secretary to the Panel will forward this information to the Chair
- Develop questions for the session(s) they are to chair or co-chair

#### *Review event*



- Contribute to the agenda setting for the meetings and to the discussions during the review
- Chair or co-chair one of the online meetings and take the lead in asking questions (it is normal practice for the Guild Representative to chair the online meeting with the students)
- Provide any summary notes to the Minute Secretary for inclusion in the final Review Report
- Contribute to other online meetings, asking questions of the review area

#### *Follow up*

- Provide feedback and comments on the review report
- Provide feedback on their experience of the Periodic Review process

In addition, the **External Panel member(s)**:

- *Follow up*: Provides comments on the Periodic Review process using Appendix 10, confirms that processes are appropriate and standards are comparable with those of PGR provision across the sector using evidence provided to the Panel, and provides suggestions for improvements where appropriate.

In addition, the **Guild Representative**:

- *Preparation*: Liaises with the relevant student representatives from the review area in advance of the Periodic Review meetings to determine if there are any additional issues or areas of good practice that should be explored during the periodic review
- *Review event*: Chairs the online meeting with students

#### The **AQSD REPRESENTATIVE**:

##### *Preparation*

- Offers briefing sessions with the following groups to explain the Periodic Review process and to answer any questions
  - The Chair and the Panel Secretary
  - The Panel members
  - Staff from the academic area under review
  - The students from the review area
- Liaises with the Chair, the Panel Secretary and the review area to ensure that appropriate preparations are being made for the review and to advise as necessary
- Approximately five working days before the event, requesting initial comments on the SED from the Panel Members and collating these for the Chair
- Provides support and advice to the Panel and staff within the review area

##### *Review event*

- Takes notes of each of the online Panel meetings and ensures that summaries can be provided, if requested by the Chair, at the start or end of sessions
- Provides advice to the Panel and review area as required

##### *Follow up*

- Produces the final Periodic Review Report for endorsement by the Panel
- Sends the final Periodic Review Report to the Dean of the review area

- Attends the online post-Periodic Review Meeting
- Submits the Periodic Review Report and Action Plan, with a covering paper, within the stipulated timeframe, to:
  - Faculty PGR Committee
  - Faculty Director of Operations
  - PGR Committee
- Monitors arrangements for the online Periodic Review Progress Meeting to ensure that the review process is completed in a timely manner
- Maintains oversight of the review process and evaluates the feedback on it to enhance the review process

## 6. PREPARATION FOR PERIODIC REVIEW: TIMELINE

Date	Action	Responsibility	Notes
<b>Advance planning</b>	Identifies potential dates for the review event	Faculty Director of Operations with review area	
	Identifies potential External Panel member(s) and checks their availability	Faculty Director of Operations with Dean of review area	Chair of the Panel to be consulted if more than one External Panel member needs to be appointed
	Confirms dates of review to AQSD	Faculty Director of Operations	
	Appoints Chair and Panel Secretary for the review	Faculty Director of Operations	
	Briefs Chair and Panel Secretary on the Periodic Review process	AQSD Representative with Chair of Panel and Secretary	(If required)
	Commences collation of data sets to support the SED and the review	School/Institute Manager with relevant professional services and Dean of review area	As outlined in section 7
	Initiates the development of the SED	Dean of review area	Template available in Appendix 2 (and including Appendix 3 and 4)

<b>Three–six months before the review event</b>	Makes data sets available to inform the development of the SED	School/Institute Manager with relevant professional services departments	
	Identifies potential candidates for the remaining Panel membership	The Faculty Director of Operations, in liaison with the Chair of the Panel	AQSD should be advised if any of the Panel members being considered have training requirements for Periodic Review
	Contacts Student Voice Coordinator to ensure appropriate engagement of students in the review process	Dean of review area	
	Briefs review area academic staff on the Periodic Review process	AQSD with Dean of review area	(if required)
	Briefs students from the review area on the Periodic Review process	AQSD with Faculty Student Voice Coordinator	If students from online programmes delivered in collaboration with the University's online learning partner or students who are also members of UoL staff are included in the review separate meetings may be needed
	Invites the proposed External Panel member(s) to take part in the Periodic Review	Chair of the Panel	A suggested letter is set out in Appendix 1

<b>Two months before the review event</b>	Shares draft SED with students in the review area for input	Dean of review area with Faculty Student Voice Coordinator	This should include online and offsite students where relevant
	Confirms full membership of the Panel to the Chair, review area and AQSD	Faculty Director of Operations	
	Agrees draft timetable for event  Selects the staff to attend the online Panel meetings and notifies them	Chair of the Panel and Dean of review area  Dean of review area	
<b>One-two months before the review event</b>	Invites students to attend the online student meeting with the Review Panel	Review area and relevant professional support services staff	
<b>One month before the review event</b>	Forwards the SED, together with other relevant documentation and statistics, to the Chair of the Panel	Dean of review area (or nominee)	See section 7
	Checks the documentation provided by the review area with the AQSD Representative  Despatches the documentation to members of the Panel at least three weeks before the review	Secretary to the Panel  Secretary to the Panel	The Framework for Higher Education Qualifications and the QAA Quality Code (available from the QAA website) should also be provided

	Completes and submits External Panel member's right to work assessment	Secretary to the Panel	
	Assigns responsibility for scrutiny of one or two aspects of provision to each Panel member and notifies them	Chair of the Panel	An Aide Memoire is available in Appendix 5
	Develops questions for the session(s) they are to chair	Panel members	
	Agrees the timetable of online meetings for the review event	Chair of the Panel with review area	This should include online and offsite students (where applicable). If students from the online programmes delivered with the University's online learning partner or students who are also members of UoL staff are included in the review separate meetings may be needed
	Circulates the final timetable for the review event to the Panel	Secretary to the Panel	
	Forwards any preliminary comments on the documentation to the Chair of the Panel	Panel members	Requests for further information should be clearly detail the exact nature of the information requested from the review area.
	Forwards any requests for further information to the Chair of the Panel	Panel members	

			The Chair should forward requests for further information to the review area promptly
<b>Three weeks before the review</b>	Holds preliminary online meeting to finalise the arrangements for the review	Chair of Panel with Dean of review area, Secretary to the Panel and the AQSD Representative	Appendix 6 provides an agenda for this meeting
<b>At least one week before the review</b>	Provides new information requested by the Panel to the Chair and Secretary	Review area	
	Forwards new information to the Panel members	Secretary to the Panel	
	Initial comments on the SED from the Panel members collated for the Chair of the review	Minute Secretary	

## **7. ADVANCE INFORMATION AND DOCUMENTATION:**

An integral part of the periodic review process is provision of information to the Panel in advance of the Review Event. There are four types of information that should be produced/ collated by the review area:

- Self-Evaluation Document (the review area should complete Appendix 2 Self-Evaluation Document Template)
- The type, scope and nature of partnership arrangements the review area is engaged with to deliver PGR provision (the review area should complete Appendix 3 Template for Listing Partners)
- Additional documentation that supports the statements made in the SED and provides context to the Panel on the PGR provision in the review area
- Management information on varied topics that evidences the statements made in the SED, identifies trends/ patterns across the review area and provides context to the Panel

Timeframes for providing the information is listed in section 6.

In addition to the SED, the review area should endeavour to provide the complete suite of information outlined in 7.2, 7.3 and 7.4. Where any of the information is not available the review area should note which items have not been provided in Section 14 of the SED, stating the reasons why. This will allow for the issue to be fed into the Periodic Review Report and the Action Plan.

All references to individual students should be redacted to ensure anonymity.

### **7.1 Self-Evaluation Document (SED)**

The Self-Evaluation Document should be an evaluative and reflective document which explores the area's strengths and weaknesses in relation to PGR provision. The SED should be drawn up by the area under review and shared with students for feedback. A template and guidelines for producing the SED are in Appendix 2.

The SED should be developed with reference to the University's Research and Impact Strategy and to the QAA's UK Quality Code for Higher Education. Self-evaluation of the review area may also consider adherence to funding bodies' best practice and Athena SWAN expectations.

### **7.2 Listing of partners and collaborators**

The Template for Listing Partners and Collaborators (Appendix 3) should be completed where the review area is dependent on any external organisation, body or institution to deliver its PGR programmes including:

- Doctoral Training Centres/ Partnerships
- Dual or joint PhDs
- Co-supervision agreements (including split site and offsite)
- Partnerships with industry



The review area should include a brief description of the arrangements in place and provide details on how the arrangement is managed between the partners. Further guidance on completing Appendix 3 is available at the beginning of the document.

### 7.3 Additional supporting documentation

The review area should provide the Panel with additional supporting documentation as outlined in the table below. The documentation provided should be evaluated in the SED under the appropriate heading.

The review area is responsible for collating the information but suggested sources are noted below:

<b>DOCUMENTATION</b>	<b>SOURCE</b>
Student handbook(s) (current and previous two years)	Review area
Induction materials (current and previous two years)	Review area
Large cross sample of anonymised annual progress monitoring reports demonstrating a range of progress outcomes (previous three years)	Annual Progress Report system
Minutes of SSLC (or equivalent) meetings (previous three years) and School/Institute responses	Review area
Large cross sample of anonymised examiner reports demonstrating a range of examination outcomes (previous three years)	Review area
Details of performance in all PRES surveys conducted during the review period and the review area's responses	Marketing and Communications Review area
Diagram of the committee structure of the review area as it refers to decision making related to PGR students and the student experience	Review area
If required, a video with commentary for any subject area issues or special features relating to physical space or infrastructure	Review Area
If applicable, programme specifications for programmes with formal taught elements (e.g Professional Doctorates)	Review Area

## 7.4 Additional supporting management information

The use of management information is an integral part of the Periodic Review process and provides much needed context to the Panel as well as an evidence base that the review area can refer to in the SED. Management information can facilitate the identification of good practice or highlight issues that may need to be addressed.

The review area should provide the information identified in Appendix 4 Template for Collating Management Information which requires data on:

- Admissions
- Registration
- Progression
- Programme, student residence type & mode of study
- Viva recommendations
- Academic compliance
- Staffing
- Funding
- Development training
- Destination of leavers

Where requested information is not made available to the Panel an explanation should be provided and the Panel should discuss this with the review area. The issues preventing information being made available should be fed into the Action Plan. The table below provides an indication of sources of information:

INFORMATION	SOURCE
Admissions	Business Objects Review area's locally held database
Registration	Business Objects
Progression	Business Objects
Programme, student residence type and mode of study	Business Objects Review area's locally held database
Viva recommendations	Review area's locally held databases Examiner reports
Academic compliance	Review area Student Conduct, Complaints & Compliance Team (Student Life)

Staffing	Review area Human Resources
Funding	Review area Agresso Research Degree Administration Team (Student Life)

## 8. THE PERIODIC REVIEW EVENT

The review process will be conducted online over a number of days within a defined period (not normally exceeding seven working days). Online meetings should focus on:

- Research environment (including employability)
- Student support (including skills training, and professional support)
- Management of PGR provision (including admissions, induction, progression, complaints and appeals)
- Staff engagement (including supervision and staff development)
- Quality and enhancement management (including PGR collaborative provision and staff and student engagement with development of the SED)

In advance of the review event the Chair should assign each Panel member one session to be responsible for; this includes preparing questions for the review area on that topic area and chairing or co-chairing the related session. The Guild Officer normally chairs the online meeting with students. The Chair may opt to ask the External Panel Member not to chair one particular session but to take an overview of all the aspects and provide comments on each.

The Dean of the review area and the Chair of the Panel should agree in advance the detailed timetable for the event; an outline structure is provided below:

- *The Panel (with attendees) holds an initial online meeting*  
This provides the Panel the opportunity to agree the agendas for the subsequent meetings with the review area and for the meeting with the students. The Panel should also discuss the Self-Evaluation Document to identify areas for focus in the review. The meeting is an opportunity for the Chair to establish how they wish to conduct the review. A suggested agenda for this meeting is available in Appendix 6.
- *The Panel (with attendees) meets with a wide selection of students from the review area*  
This is a private online meeting, attended by students and the Panel; members of staff from the School/Institute under review should not be present. A further, separate meeting will be arranged where students who are also members of UoL staff wish to meet with the Panel. During the meeting, the Panel will seek the views of students on all aspects of the review area's provision. The review area is responsible for advising students about the meeting and should seek to ensure that there is representation from all years of all programmes including part-time, mature, international, online, offsite, split-site students and students at partner institutions, if such groups are represented in the review area's student profile. The review area should encourage as many

students as possible to attend this meeting. This meeting should be conducted as a single meeting, (i.e. the students should not be split into small groups), to allow for the views of students to be heard by all Panel members and for comprehensive notes to be taken by the Minute Secretary (the AQSD representative). A list of suggested questions to ask students is available in Appendix 8.

*The Panel (with attendees) meets in private online to finalise the agenda and questions for the subsequent meetings with staff in the light of the meeting with the students*

- *The Panel (with attendees) meets with staff from the review area. The Chair will explain the Periodic Review proceedings and introduce the Panel members*

This optional session should be an open but brief online meeting between the staff of the review area and the members of the Panel. This will enable the Chair to introduce the Panel and outline the purpose of and expectations of the review event. It also provides the opportunity, if necessary, for the Chair of the Panel to ask for clarification of any general points relating to the review area and its provision.

- *The Panel (with attendees) meets with staff to discuss the Research Environment theme*

This online meeting should include:

- level 2 Director of PGR
- level 2 Deputy Director(s) of PGR (where applicable)
- level 1 Directors of PGR (where applicable)
- a range of PGR supervisors representing either all major research areas or departments, including Research Cluster/ Group Leads and Research Directors
- other appropriate academic or professional services colleagues

- *The Panel and attendees may hold short re-cap meetings to summarise findings to date and review subsequent agendas after each of the online meetings.*

- *The Panel (with attendees) meets with staff to discuss Student Support:*

This online meeting should include:

- level 2 Director of PGR
- level 2 Deputy Director(s) of PGR (where applicable)
- level 1 Directors of PGR (where applicable)
- Cohort coordinators (e.g. for DTPs, DTCs)
- a range of PGR supervisors representing either all major research areas or departments
- other appropriate academic or professional services colleagues

- *The Panel (with attendees) meets with staff to discuss Management of PGR Provision (including complaints and appeals):*

This online meeting should include:

- level 2 Director of PGR
- level 2 Deputy Director(s) of PGR (where applicable)
- level 1 Directors of PGR (where applicable)
- appropriate professional services and support colleagues
- other appropriate academic colleagues

- *The Panel (with attendees) meets with staff online to discuss Staff Engagement:*

This online meeting should include:

- a range of PGR supervisors representing either all major research areas or departments
- other appropriate academic colleagues including, early career researchers and junior academics
- other appropriate professional services and support colleagues.

Attendance by senior members of School/ Institute Academic or Management staff is not required at this meeting.

- *The Panel (with attendees) meets with staff to discuss Quality Enhancement and Management:*

This online meeting should include:

- level 2 Director of PGR
  - level 2 Deputy Director(s) of PGR (where applicable)
  - level 1 Directors of PGR (where applicable)
  - a range of PGR supervisors representing either all major research areas or departments
  - other appropriate academic or professional services colleagues able to talk about the themes within the review area
- *The Panel (with attendees) meets in private and online to recap on the issues and to agree review outcomes*
  - *The Panel (with attendees) meet with all staff from the review area to provide initial feedback and to outline the next stages of the review process*
  - *Students are free to attend any meetings of the periodic review if they wish to do so, with the exception of the private Panel meetings.*

## 9. FOLLOW UP FOR PERIODIC REVIEW

PGR Periodic Review should be a constructive process with tangible, managed outcomes. Therefore, the Panel and review area are required to adhere to the follow up process and timeframes outlined below. The deadlines have been set so that the outcomes of the review are followed up in a timely manner and the review report and action plan are considered by the appropriate committees.

### 9.1 Follow-Up Timeline

Date	Actions	Responsibility	Notes
<b>Within one week of the review event</b>	Completes the Template External Panel Member Report and sends to the Chair.	External Panel member(s)	This should include reference to the standards of the provision under review and its relationship to the Framework for Higher Education Qualifications and the QAA Quality Code
<b>Within three weeks of the review event</b>	Produces Periodic Review Report and circulates to the Panel for comment before being finalised	Minute Secretary (AQSC representative)	<p>The Report should begin with an executive summary highlighting the overall outcome of the review</p> <p>The themes should be grouped together in the Report as they were considered at the Review Event and contain points for commendation as well as areas for development</p> <p>The Report should include recommendations, in response to which the review area can produce an Action Plan. The recommendations should clearly reference the issues that</p>

			<p>the Panel has identified as in need of addressing so as to provide context for the review area and those involved in the development of the Action Plan</p> <p>A template for the Report is in Appendix 9</p>
<b>Within four weeks of the review event</b>	Sends Periodic Review Report to the Dean of the review area	Minute Secretary (AQSD representative)	On receipt of the Review Report the Dean of the review area may promptly provide the Minute Secretary points of accuracy that they feel are important to address within the Report
<b>Within six weeks of the review event</b>	<p>Drafts Action Plan in response to the Periodic Review Report</p> <p>Shares draft Action Plan with students for input, providing sufficient time for students to respond with comments</p> <p>Finalises Action Plan and sends to the Chair of the Panel and Panel Secretary</p>	<p>Dean of review area and Faculty Director of PGR</p> <p>Dean of review area</p> <p>Dean of review area</p>	<p>The Action Plan should be drawn up by the review area. A template for the Action Plan is included in Appendix 11</p> <p>Amendments to the Action Plan following student feedback should be discussed with those involved with drafting it</p>
<b>Within eight weeks of the review event</b>	The recommendations from the Periodic Review Report and the Action Plan are discussed via email	Chair and Secretary of Panel with Dean of review area	The purpose of the discussion is to ensure the actions are fit for purpose and are attributed to the appropriate level of the University for action so that they can be progressed at the earliest opportunity. The group may propose

			<p>amendments to the actions if deemed necessary</p> <p>The documentation is circulated by the Panel Chair and the Panel Secretary</p> <p>The following individuals should be included in the circulation:</p> <ul style="list-style-type: none"> <li>• Representative from PRET</li> <li>• Dean of review area</li> <li>• Chair of the review</li> <li>• Panel Secretary</li> <li>• School/Institute Manager</li> <li>• AQSD Representative</li> <li>• Faculty Director of PGR</li> <li>• School/Institute Director of PGR (and Deputy)</li> <li>• Representative of Faculty Professional Services for PGR</li> </ul> <p>In addition, if required, a Representative from Facilities Management and any relevant staff from the review area</p>
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<b>Within eight weeks of the review event</b>	<p>Submits Review Report and Action Plan to:</p> <ul style="list-style-type: none"> <li>• Faculty PGR Committee <i>Responds to Faculty issues raised and incorporates Faculty actions into the Faculty PGR Action Plan</i></li> <li>• University PGR Committee <i>Approves the Review Report and Action Plan, incorporates university actions into University PGR Action Plan and monitors progress of review follow up</i></li> <li>• Faculty Director of Operations <i>For information and action</i></li> </ul>	Minute Secretary (AQSD representative)	The PGR Committee is responsible for maintaining an overview of PGR Periodic Review, ensuring it has been carried out satisfactorily and that the outcomes of the review continue to be actively managed and overseen
	Submits Report and Action Plan to Faculty Senior Management Team (for action)	Faculty Director of Operations	
	Circulates copies of the Periodic Review Report and the Action Plan to the student body, via an appropriate channel	Dean of the review area	
<b>6 months after the Action Plan is finalised</b>	Circulates a draft Progress Report on the implementation of the Action Plan. Progress Report is discussed and finalised via email	Chair of the Panel with the Dean of review area	<p>The following individuals should be included in the circulation:</p> <ul style="list-style-type: none"> <li>• Panel Secretary</li> <li>• Faculty Director of PGR</li> <li>• School/Institute Director of PGR</li> </ul>

			<ul style="list-style-type: none"> <li>AQSD representative</li> </ul>
	Submits finalised Progress Report via the Faculty PGR Committee, to the University PGR Committee	Dean of the review area	PGR Committee (UPGRC) will approve the Progress Report, or approve the Report subject to certain conditions or points for clarification, or request that a second Progress Report be submitted after a further six months (or such other timeframe as determined by UPGRC)
	Circulates the Progress Report and details of PGRC's decision on the Report, to the student body, via an appropriate channel, to keep students informed of progress against the Action Plan	Dean of the review area	A template for the Progress Report is included in Appendix 12

## **10. THE COSTS OF PERIODIC REVIEWS**

A (taxable) fee of £750 should be paid to the External Panel member. This should be paid by the Institute/School within which the review is undertaken.

## **11. SCHEDULE OF PERIODIC REVIEWS**

A schedule of Periodic Reviews is available in Appendix 13.

## **12. APPENDICES**

A number of appendices have been prepared to support this document:

Appendix	1	Invitation letter to the proposed external Panel member(s)
Appendix	2	Self-Evaluation Document template
Appendix	3	Template for listing partners
Appendix	4	Template for collating management information
Appendix	5	Aide memoire for the Panel
Appendix	6	Suggested agenda for preliminary meeting of the Chair, Panel Secretary, Dean of review area and AQSD representative
Appendix	7	Suggested agenda for preliminary meeting of the Panel
Appendix	8	Suggested questions for meeting with students
Appendix	9	Template Periodic Review Report
Appendix	10	Template External Panel Member Report
Appendix	11	Template Action Plan
Appendix	12	Template Progress Report
Appendix	13	Schedule of PGR Periodic Reviews