

# 2021-22

## De Montfort University

### Periodic Review

#### Guidance for Student Panel Members

On behalf of the Department of Academic Quality (DAQ) and De Montfort Students' Union (DSU) we would like to thank you for agreeing to be a Student Panel Member for a Periodic Review. This important role provides an opportunity for you to gain an insight into a course other than your own; it also helps to make sure that students are at the heart of decisions and that the student experience continues to be enhanced as well as providing a developmental opportunity.

What is a Periodic Review?

Each new course/programme has to go through a demanding validation process before it becomes part of the DMU list of courses. Following validation, each course goes through a Periodic Review to ensure that quality and standards are maintained, that the course is still relevant and the student experience still meets or exceeds expectations.

Aims of the Periodic Review process: the course teams, student groups and review panels will consider:

- Student feedback.
- The student experience: student support, attention to issues raised by students, handbooks etc.
- The relevance and currency of the curriculum in the light of changing needs & maximising student employability.
- The appropriateness of the intended learning outcomes & how well those intentions are met.
- The quality of the teaching and learning opportunities.
- The levels and methods of assessment and how much they contribute to the intended learning outcomes.
- Resources: both physical (rooms, equipment) and human (staff, support).
- The management of the programmes.
- Progression, retention and achievement information.
- How the programmes under review fit with other programmes on offer & with the overall faculty strategy.
- Future development.

In general, teams consider what has worked well and how good ideas and practices can be shared; and what has not worked so well, why, and how it can be improved.

Process of Review

Course and faculty teams prepare for the review by reflecting on the curriculum, resources and delivery and will consider evidence available to them such as student feedback, statistical data, self-evaluation and external examiners reports. The result of this is the production of a subject-evaluation document (SED), along with a number of supporting materials.

The information in the SED will typically include:

- Executive summary.
- The scope of the review.

- Facult



8.30am Arrival, with tea and coffee available for the panel  
8.45am Private meeting of the review panel  
9.30am Meeting with senior staff team (including the Dean, Head of School or Department  
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- Attend for the full review event.
- Ensure that you get opportunity to review the final report and approve or suggest amendments as necessary within the specified timescales.

### Timescales

Once you have been confirmed as a panel member you will receive the documentation. This will give you plenty of time to read through and ask for any clarification you need from for example the Servicing Officer in DAQ. You will:

- receive the documentation, along with a comments form;
- be given a deadline by which any initial comments on the documentation should be submitted to the Servicing Officer;
- receive a summary of the outcomes within one week of the review event;
- receive a Chair approved draft of the final report within two weeks of the review event, with the expectation that you will confirm approval or return comments within two weeks.

### Benefits

Sitting on the review panel will count towards your Faculty Representative accreditation and be included on your Higher Education Achievement Report (HEAR) transcript. You will gain experience of being an integral part of the review process, making change happen and ensuring that students' views are accounted for in the process.

For further information, clarification or queries please don't hesitate to contact:

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