**University of Essex**

**PERIODIC REVIEW REPORT**

**Section A: Overview of the Periodic Review**

Appendix A details the courses included in the Review. It also highlights any PSRB[[1]](#footnote-1) accreditation or recognition, work-based learning, study abroad, and recently approved courses.

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| **Level of courses****(UG; PGT; PGR):** |  |
| **Faculty:** |  |
| **Department / Centre / School:**Solely or principally responsible for the course(s) and module(s) under review: |  |
| **Date of the meeting:** |  |

**Recommendation**

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| --- | --- |
| **Is the Periodic Review Panel satisfied that the course(s) and module(s) can be continued until the next cycle of Periodic Reviews?** | [ ]  Yes[ ]  Yes, subject to satisfactory response to the conditions and recommendations as set out in this report[ ]  No |

**Membership of Periodic Review Panel**

Please indicate where a member of the Panel carried out their duties by correspondence or attended virtually (as opposed to in person).

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| --- | --- |
| **Chair:**  |  |
| **Secretary:** |  |
| **External academic adviser(s):** |  |
| **Additional external adviser(s):** |  |
| **Faculty Dean (Undergraduate):** |  |
| **Faculty Dean (Postgraduate):** |  |
| **University staff from outside the Department:** |  |
| **Student member(s):**  |  |
| **In attendance (if any):** |  |

**Departmental Team**

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| --- | --- |
| **Name** | **Role** |
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**Was a meeting held with students on the courses under review?**

If so, please indicate which courses were represented by those who attended. Discussions with the students should be included under the relevant heading in Section C.

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**Section B: Introduction and background**

1. **Introduction to the department**

*This section should draw on the information in the reflective document, providing a brief picture of the department, how it has developed over time, the range of subjects on offer, research interests, and the department’s aims, strengths and particular features.*

1. **Maintenance and enhancement of standards and quality**

*Guidance notes will confirm that course teams should provide information in their Reflective Document on how they have considered appropriate internal and external reference points (which include threshold standards). If anything was not endorsed by the Panel remove this section from the introduction and add issue to the ‘Areas for Consideration’ checklist and refer to relevant section in the report.*

* 1. [Add name of department] confirmed within the Reflective Document for the Periodic Review that the course had been considered against all appropriate internal and external reference points (including threshold standards) and that effective mechanisms were in place for effective maintenance and enhancement of standards and quality. [This was endorsed by the Panel (remove if not applicable)].
1. **Changes since the last Periodic Review**

*This section should summarise key action taken by the department in response to the previous periodic review, course approvals and on any additional significant changes.]*

**Section C: Summary of discussions at the Periodic Review meeting regarding conditions and recommendations**

*Further information including context and Panel discussions should be summarised under the relevant headings below only where conditions and/or recommendations have been set.*

*Where all Panel members were satisfied that the area of consideration was addressed either via discussions with students, representatives from the course team and others involved or the course documentation, no further information will be provided in the report.*

*The Areas of Consideration checklist (provided in Appendix B) confirms the areas that have been considered by the Panel.*

*Please identify areas of good practice or areas highlighted by the Panel that are operating particularly well under the relevant heading and paragraph. Commendations, conditions, and recommendations should also be highlighted under the relevant heading and paragraph, but then summarised in the final section of the report.*

**Rationale, market demand and student recruitment**

**Course design and curriculum**

**Curriculum**

**Assessment**

**Learning and Teaching**

**Work-based learning and employability**

**Learning resources**

**Staffing and staff development**

**Student support and progression**

**Postgraduate Research Environment, if applicable.**

**Section D:** **Summary of recommendations**

1. The Periodic Review Panel recommended that the courses and modules listed in Appendix A of this report should continue until the next cycle of Periodic Review subject to the conditions and recommendations outlined below. The courses would next be subject to periodic review during the [academic year][[2]](#footnote-2) academic year.
2. In reaching the decision to recommend that the courses continue to be offered by the University subject to the conditions and recommendations set, the Panel confirmed that it had confidence:
* in the continuing validity and relevance of the stated aims and intended learning outcomes of the courses, in accordance with relevant internal and external reference points5
* that the award(s) conferred by the University are of an equivalent standard to comparable awards throughout the UK, and that UK threshold standards[[3]](#footnote-3) are being achieved
* in the quality of the learning opportunities students are provided with
* in the department’s procedures for quality assurance and enhancement and the maintenance of academic standards as they apply to the course(s) under review
* that all areas which should be explored during Periodic Review were covered in discussion during the event or were sufficiently covered in the documentation.
1. **Commendations**

*Commendations should only be made to reflect exceptional practice which can be shared more widely across the faculty or University. Other areas of good practice or that are going well that the Panel would like to highlight should be set out throughout the body of the report, and not listed under commendations.*

1. **Conditions**

*Conditions are those issues that must be addressed to the satisfaction of the review panel prior to successful periodic review.*

1. **Recommendations**

*Recommendations are those issues on which action is to be considered, possibly beyond the start of the following academic session.*

1. **Developments in progress**

*The Panel should recognise action that is already taking place to improve an area the department has identified through its own monitoring and review processes, and where if no action was already underway, a condition or recommendation would have been made.*

1. **Deadline**

A response to the conditions and recommendations should be submitted by [date].

Secretary

Title

Date

**Appendix A: Course and module details**

**Courses and modules under review**

List all individual course titles, rather than broad categories.

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| **Award type**e.g., BSc, MA | **Full course / module[[4]](#footnote-4) title(s)**Please include any exit award titles where these are approved  | **Current official status[[5]](#footnote-5)**Active;Suspended; orDiscontinued | **Recommended future status** | **Other Depts involved in delivery** | **PSRB[[6]](#footnote-6) recognition** | **Includes work placement?**State duration | **Includes study abroad?** |
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**Professional or statutory body accreditation**

If applicable, please give brief details of the bodies involved and the duration of current accreditation.

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**Work placements or a period of study abroad**

If applicable, please give brief details of any work placements and periods of study abroad.

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**Recently approved courses and modules[[7]](#footnote-7)**

Please list any courses and modules which fall under the scope of the Review, but which have not yet run for more than one academic year (undergraduate or postgraduate).

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**Appendix B - Areas for Consideration Checklist**

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| **Area for Consideration**  | **Panel is satisfied that this Area for Consideration has been adequately addressed within the Course Documentation and/or via Discussion at the Periodic Review Event**  | **Panel feels that the Area for Consideration requires follow-up via an assigned Condition / Recommendation *(please delete as appropriate and add reference to context within the Validation Report)*** |
| 1. **Progress made since previous Periodic Review**
 | **☐** | **☐** |
| 1. **Maintenance and enhancement of quality and standards**
 | **☐** | **☐** |
| 1. **Rationale, market demand and student recruitment**
 | **☐** | **☐** |
| 1. **Course/Degree Apprenticeship design and curriculum**
 | **☐** | **☐** |
| 1. **Assessment**
 | **☐** | **☐** |
| 1. **Learning and teaching**
 | **☐** | **☐** |
| 1. **Work-based learning** **or**

**On and Off job training** *(for apprenticeships)* | **☐** | **☐** |
| 1. **Learning resources**
 | **☐** | **☐** |
| 1. **Staffing and staff development**
 | **☐** | **☐** |
| 1. **Student support and progression**
 | **☐** | **☐** |
| 1. **For Apprenticeships: Mapping of knowledge, skills and behaviours and apprenticeship standard**
 | **☐** | **☐** |
| 1. **For Apprenticeships: Incorporation of British Values**
 | **☐** | **☐** |
| 1. **For Postgraduate Research Education: Research Environment**
 | **☐** | **☐** |

1. Professional, statutory or regulatory body recognition. [↑](#footnote-ref-1)
2. Please amend this statement if the courses need to be subject to Periodic Review separately from other courses (for example to meet an accrediting body requirement). [↑](#footnote-ref-2)
3. Please refer to the guidance to Periodic Review Panels for information on internal and external reference points. [↑](#footnote-ref-3)
4. List all module titles included in the review which are not taken as part of one of the courses already added to the table (for example standalone CPD modules). [↑](#footnote-ref-4)
5. This should be the official status as either Active, Suspended or Discontinued. Where a change in course status has been requested but not yet approved, this should be indicated in the future status column. Please include discontinued courses which still have students studying to complete the course (where they started the course before it was discontinued). Refer to this [form](https://www.essex.ac.uk/-/media/documents/directories/academic-section/academic-standards-and-quality/course-suspension-discontinuation-form.docx?la=en) on the information to include on discontinued and suspended courses. [↑](#footnote-ref-5)
6. Professional, statutory or regulatory body recognition. [↑](#footnote-ref-6)
7. Full feedback and data won’t be available for new courses, but information about the rationale for new courses, how they enhance the department’s provision and areas for monitoring specific to these courses are useful to include. [↑](#footnote-ref-7)